



**Lakeland Christian Academy
Preschool and Pre-Kindergarten
Policies and Procedures
2020-2021**

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INTRODUCTION

Lakeland Christian Academy is a non-profit corporation operating under the provisions of Article 1396-.03 of the Texas non-profit Corporation Act, with the Charter Number 01239543. LCA was incorporated on August 03, 1992 and is organized exclusively for educational purposes, including the making of distributions that qualify as exempt organizations under 509 (a) (1) of the Internal Revenue Service.

Over the years, LCA has grown in number and reputation as a private educational organization for preschool, elementary, intermediate, middle school and secondary education. The school is accredited by the Association of Christian Schools International (ACSI) and the Southern Association of Colleges and Schools (SACS).

LCA is located in Lewisville, TX in southern Denton County approximately 15 miles north of Dallas. Denton County is a rapidly growing community with a rich diversity of cultures as well as employers. Quality education options for families have attracted many people to the area with young children. The demand for quality education continues to be a major concern for area families.

The core curriculum includes language arts, math, science, social studies and Bible. The enrichment opportunities and elective classes include Spanish (as a second language), music, art, drama, technology, physical education, library, chapel, and educational field trips.

School's governance

Lakeland Baptist Education Center is a nonprofit corporation. All authority is given to the Board of Directors. Among the duties of the Board is setting the policies in accordance with the Corporation's bylaws and appointing a Superintendent to direct administrative and teaching personnel as well as employing persons as may be necessary. The ultimate authority for governing the school is the Board of Directors.

The LCA Board of Directors is a private-school Board, which governs in accordance to LCA's Articles of Incorporation, By-laws, Policy Manual, and School Improvement Plan. As a private Board, the LCA Board of Directors hires a Superintendent who is responsible to administer the day to day operations of the school, to hire and direct the leadership team, teaching personnel, and support staff, and to fulfill LCA's biblical and academic mission. Importantly, then, the Superintendent is the Board's connection to LCA's operational achievement and conduct. The Board directs the Superintendent and holds him/her accountable through written policies that prescribe organizational mission, goals, and practices. Furthermore, the Superintendent is the Board's primary link to interactions with students and families. The Board directs all inquiries or concerns about the school to the Superintendent, who corresponds with the Board as needed.

Mission Statement

The mission of Lakeland Christian Academy is to equip students so that they can impact their world for Jesus Christ and fulfill their own potential in scholarship, leadership, and service.

Vision Statement

Lakeland Christian Academy stands as a lighthouse to those seeking a Christ-centered place of excellence with a loving and caring environment where students can launch into adult life equipped with the character and skills to navigate successfully for God's service.

Kingdom Education

A Kingdom Education is one that is dedicated to uniting the home, church, and school through a biblical philosophy of education for the purpose of educating future generations to think and act from a biblical worldview. Parents and teachers are in partnership with God to educate children holistically – spiritually, cognitively, socially, and physically – for the Glory of God. This is accomplished through spiritual training, worldview orientation, academic thinking, and skills development. In Deuteronomy 6:5 God is speaking to the parents when He commands them: “You shall love the LORD your God with all your heart and with all your soul and with all your might. These words, which I am commanding you today, shall be on your heart. You shall teach them diligently to your sons and shall talk of them when you sit in your house and when you walk by the way and when you lie down and when you rise up.” Such teaching is a 24/7 effort – when their children are sitting, walking, lying down, and rising up. Lakeland Christian Academy is committed to uniting with parents and our Lord, Jesus Christ to accomplish God's will in a child's life. We expect great things!

The Practice of Ordinances at LCA

Lakeland Baptist Church (LBC) subscribes to the doctrinal statement of the Baptist Faith and Message as adopted by the Southern Baptist Convention in 2000 (BFM 2000). In Articles VI & VII of the BFM 2000, the ordinances of baptism and the Lord's Supper are defined as local church ordinances. Thus, the pastoral staff of LBC and the congregation of LBC understand that the New Testament entrusts the two ordinances—Christian baptism and the Lord's Supper—to the authority and oversight of autonomous local churches. Being a ministry of LBC, LCA must conduct itself consistent with the mission and ministries of Lakeland Baptist Church and LCA's Statement of Faith as set forth in its Bylaws, which is and shall remain consistent with the Statement of Faith and Beliefs held by LBC. Consequently, since LCA is not a church but a school, LCA is not authorized or allowed to perform baptisms or the Lord's Supper. LCA, however, celebrates any student's desire to be baptized and to participate in the Lord's Supper and will gladly connect him/her with LBC or another local, Bible-believing church which will provide counsel and instruction regarding the ordinances.

POLICIES AND PROCEDURES

The following categories address questions parents and students have about the day to day life at Lakeland Christian Academy.

ABSENCES. LCA preschool students are encouraged to attend class regularly and punctually. If your child is sick, please email their teacher.

ACCIDENTS. All accidents that occur during the school day will be reported to the office. Emergency medical professionals will be notified by the office for a student with a serious injury. The parents will be notified by school office personnel. It is the parent's responsibility to see that the office has up-to-date emergency telephone numbers on file so a parent, relative, or friend can be reached in the case of an emergency. A medical release and copy of insurance, as well as an immunization record (with all immunizations up to date) must be provided by a parent/guardian and kept on file in the office for each student.

ANTI-BULLYING POLICY. Everyone at LCA is committed to making our school a safe and caring place for all students and employees. We will treat each other with respect, and we will refuse to tolerate bullying in any form.

BACKPACK OR DIAPER BAG. PS3 and PK4 students should use their book bag to carry school materials home daily. Each night it is the parent's responsibility to review the contents in each child's book bag. Show and Tell items are at the discretion of the classroom teacher. Please leave all expensive or valued toys and personal items at home. Students will be provided with many things to do during the day at LCA; therefore, it is not worth the risk of damaging or losing a favorite possession.

Tots and 2-year-olds need a complete diaper bag, including diapers, wipes and a change of clothing. With written instruction from a parent, teachers may administer teething gel and diaper cream. A personal comfort item may accompany the child to class. As soon as the child loses interest, the item will be stored in the backpack. Every effort will be made to care for this "special" item. At the same time, please know to send it at your own risk.

BIBLE. LCA provides a biblically-based, Christ-centered education in all the disciplines. Biblical concepts are integrated into the curriculum of the academic subjects.

BIBLE VERSES. Bible verse memorization has many purposes. The verse will remind the children of God's great love. The verses may be called upon when comfort or courage is needed. We also cannot ignore the fact that memorization is good exercise for the brain. Research has found memorization trains the brain to develop learning and memory schemas that facilitate future learning.

Each month you will find a copy of the Bible verses in the child's folder. There will also be a copy posted outside the classroom as well as on the monthly calendar.

BIRTHDAYS. After making arrangements with the teacher, parents are welcome to provide a special snack or treat on their child's birthday. Snacks with high sugar content will be given as the last activity of the day. Candles are not permitted. Be sure to speak with the teacher first, as many children have food allergies. Be sure to send utensils!

CLASS PLACEMENT. Parents may write a letter to the LCA office describing their child's personality and the parents' educational goals. Letters must be received one week before the start of school. Because teachers may change grade levels or days of the week, parental requests for specific teachers or classmates will only be one considering factor in determining class assignments. Children are often placed according to age.

CONCERNS AND QUESTIONS. There may be times when parents will have questions or concerns. We use Matthew 18 as our guide in these situations. First, schedule a conference with the teacher. If the situation is not resolved, contact the office to schedule a conference with administration.

CONFERENCES. Parent/Teacher Conferences are scheduled at the discretion of parents and teachers. We urge you to communicate with your child's teacher in the following manners:

- E-mail or website
- Send a note in your student's folder or planner
- Call the school office to have a note put in the teacher's box requesting she return your call when she is off duty

COVID-19. Four strategic plans provide four scenarios for COVID-19 closures. The new plans will be available by July 31 and will be included as an addendum to the LCA Preschool and Pre-Kindergarten Policies and Procedures. Plan A visualizes the school year as proceeding under normal conditions with a few exceptions: social distancing provided plexiglass barriers on the tables; temperatures taken (infrared thermometers) as students enter the building or classroom, touchless hand sanitizers as students enter the room, and no sharing of textbooks or school supplies.

CURRICULUM DEVELOPMENT. LCA uses Abeka curriculum to provide a Biblical worldview education. Additional curriculum is used as a supplement.

Chapel is held weekly. Children memorize verses, sing praise and worship songs, and have a lesson during chapel. Yearly themes such as the Fruit of the Spirit, or the Character of God are addressed in all grade-level chapels. The all-school theme for 2020-2021 is the Character of God.

Elective classes that help your child receive a well-rounded education include:

- Computer Lab
- Science Lab
- Math Lab
- Music & Movement Class

- Library
- Storybook Theater

DISCIPLINE. LCA has three schoolwide guidelines with consequences for not following the guidelines. The 4R's are:

- **Be Ready** – listen, learn, and follow instruction (self-oriented)
- **Be Responsible** – do your best each day (classroom-oriented)
- **Be Respectful** – of others and property (others-oriented)
- **Be Christ's Representative** – Christ-oriented

Praise for appropriate activity is always our focus. Spanking is not allowed. Snack will never be withheld for correction purposes. Each teacher is allowed to convey in their own format the correction process to the children. All classes follow the same basic guide:

1. Reminder/Warning – with an explanation and reminder to the child. Redirecting the child is also used.
2. Short Time Out
3. Longer Time Out
4. Note to Parent
5. Office Referral – speak with Director in the school office

Some serious offenses will result in a direct office referral. (Example: biting or serious injury)

A third Office Referral will result in the student being expelled from the LCA program for the remainder of the school year.

It is LCA's policy to discipline a child so that it changes his/her heart. Therefore, the consequences are carefully planned to direct a child's path to develop the character and skills that will help the child navigate successfully for God's service. We appreciate that parents are partnering with us as we pray for and guide your children in all areas of their lives. We desire to work with parents to develop a plan that forms godly character in the child.

DRESS CODE. Preschool and Pre-Kindergarten children do not wear uniforms. All children should wear comfortable clothing and shoes. The children will be doing physical activities as well as craft projects during the day. Clothing that is easily slipped on and off is advantageous to preschoolers who use the restroom alone. P3s and older students must be completely toilet trained. In winter months, all children need coats for playground time. All students are required to have an extra change of clothes in their backpack.

DROP OFF / PICK UP. LCA does not provide extended care. School begins at 8:45; students may enter their classrooms 15 minutes before class begins. Parents may walk their children to the classroom but must wash their hands and have their temperature scanned upon entry into the building. The drive-up, drop-off is located on the northwest side of the building. Students may be walked to the door beginning at 8:30 a.m. Doors are locked until then.

Students picked up during the school day must be signed out in the office by the parent

or another designated adult. Please send a note to the teacher for a planned early pick-up. A list of adults allowed to pick up their student in case of an emergency will be kept in Gradelink. Students going home with a classmate's family that is not on their pick-up list must bring a note to their teacher.

The end of the school day drive-by pick-up is located next to the playground. ALL vehicles must display a security tag for their student to be brought to the car. Cars without security tags will be asked to pull forward until ID can be verified. Students are taken to the school office 10 minutes after school ends. A fee of \$1 for every minute late will be charged per child.

EMERGENCY DRILLS. LCA practices emergency drills throughout the year. Any parent in the building during a drill is asked to participate. Drills include inclement weather drills and fire drills. When the signal is given:

- Students will stop their work or activity, remain quiet, and listen for directions from the teacher.
- Students will exit quickly and in an orderly, single file line to their designated safe area.
- Teachers will turn off the lights and shut the classroom door when the room is cleared.
- When the safe area has been reached, teachers will account for all students and give the all present sign to administration.
- Teachers and students will wait quietly until the administration gives the all clear sign to return to the classroom.

FIELD TRIPS. LCA may provide field trip opportunities during the school year. Students wishing to participate must have a Field Trip Consent form and copy of insurance on file in the LCA office. If parents choose for their child not to participate, they should keep their child home. Parents or grandparents are welcome to accompany their student on trips as space allows. Adults must have a Field Trip Policies for Adult Volunteers form, Criminal Records Check, and Parent Emergency Medical form on file in the LCA office.

FOLDER SYSTEM. To establish responsibility and good communication between home and school, your child will bring a folder to and from school every day. The folder will contain many important papers, information from LCA, notes from teachers and your child's schoolwork. Essentially, the folder is designed to be a communication link between home and school. In addition, an attendance/behavior chart will be located in the folder as well.

GRADELINK. Gradelink is our student information system that helps teachers and administrators communicate with parents and students. With Gradelink you can stay up-to-date regarding your child's progress. The following information is available when you log in to Gradelink:

- Handouts or documents (attachments)
- Attendance information
- Billing information, if applicable

- Classroom behavior and/or notification if the child is acting differently than is normal for him or her
- School detailed calendar

Login information is emailed to the parent's contact information that is on the student's file when the student information is put into Gradelink. Once the parent receives the information, access the account by going to www.gradelink.com and click on **LOGIN**. If at any time you need this re-sent to you, contact the front office.

A guide to using Gradelink will be available at parent orientation.

HEALTH GUIDELINES. For the protection of your student and other students, the following guidelines need to be followed when your child is ill. Any student who appears ill cannot be accepted in any classroom. If at any time during the day a child exhibits any of the following symptoms and/or illness, the parent will be notified and pick up the child who will not be in school for the remainder of the day.

Children with the following symptoms and/or illnesses must remain home:

- Any fever at the present time
- Fever of 100° within previous 24 hours
- Vomiting and/or diarrhea within the previous 24 hours
- Any symptom of usual childhood diseases
- Common cold symptoms (including running nose, cough, sore throat)
- Unexplained rash
- Any skin infection
- Conjunctivitis (Pink Eye)

Vision and Hearing Screening. The Lions Club, in partnership with LCA, provides vision and hearing tests as a service to Preschool and Pre-Kindergarten. The state law requires that children receive the screening; you may have your pediatrician screen your children, but must turn in a report for our records.

Medication. LCA does not have medical personnel on staff. Except for topical antibiotic ointment, no other over the counter or doctor-prescribed medications will be administered by LCA or stored on school property. Students are not allowed to administer their own medication, including vitamin pills.

LUNCH. Please send a nutritious lunch, with easy open lids. NO soda pops. Cool packs that keep lunches fresh are a good idea. There is no refrigeration and heating available.

ORIENTATION. School-wide and classroom orientation are provided to help parents understand the rules and procedures of the school and to meet the child's teacher(s). Parents **MUST** attend an orientation where they will be provided with an information sheet.

PARENT CONDUCT. Parents and guardians are expected to be supportive of the academic, extra-curricular, disciplinary procedures, and spiritual expectations of the school. Making false claims and/or spreading unsubstantiated rumors about LCA and putting the school in a negative light will result in expulsion of the child.

Parents and guardians are expected to be a positive, Christ-like example at all school activities. Parental conduct that is detrimental to the school's best interest will result in a student being removed from an activity or expelled from LCA.

PARENT-TEACHER-FELLOWSHIP (PTF). The Parent Teacher Fellowship is a volunteer organization that promotes social and support opportunities for LCA. We encourage all families to become involved! The cost is only \$5.00 per family. The commitment is to support LCA in every aspect of the school community – spiritually, in action, and word.

PARTIES. There are three classroom parties during the school year. LCA presents the Christian view of each holiday.

- Christmas – Happy Birthday, Jesus
- Valentine's Day – Jesus Loves Me
- End of the Year

Students may bring a class treat on their birthday; please coordinate the time with the classroom teacher. Birthday invitations to after-school parties are not to be delivered at school. Parents attending a classroom party must have a background check through LCA's front office.

PHOTOGRAPHS. Individual school photos are taken in the first semester and class pictures will be taken in the second semester. Student photos may be used in class projects/programs, the yearbook, the school's social media, in advertisements, or on the school web page, without name or identifying information, unless the parent has on file a note that says the student's photo may not be taken or used.

PLAYGROUND. For the protection of all students, the playground is a secured area. Only enrolled students accompanied by the LCA staff are allowed on the playground during designated school recess hours. The playground is not available for use by LCA students and their families between 8:00 am – 3:45 pm.

Playground Safety Rules. The following rules are enforced when children are on the playground.

- Use equipment as intended
- Slide DOWN the slide, feet first, on bottoms – not stomachs
- Toddler swings are for toddlers with adult supervision
- No climbing on fences, roofs or top of monkey bars
- No children are allowed in the playground without LCA staff supervision

SCHOOL SUPPLIES. Supplies are to be purchased prior to the beginning of school. Lists are available online prior to the start of the school year.

SECURITY. LCA takes the security of your child very seriously. The building is locked down after drop-off with a security call button on the outside office door. Security cameras are also located throughout the building, playground and 1st floor classrooms. Fire, severe weather and other security drills are practiced routinely. For the protection and security of all our children, all visitors to LCA must check in and out at the office and receive a visitor's ID tag to wear during school hours.

SNACK/SPECIAL SNACK DAYS/COOKING DAYS. Routinely preschool snack is provided by LCA. If a special snack is planned to tie in with the learning theme, parents will be given the opportunity to help provide a special snack. For special snacks and for cooking items, teachers post a sign-up sheet listing requested items. Sign-up sheets will be posted for each special snack day. A parent may sign up as often as desired.

VOLUNTEERS. PTF coordinates volunteers on a need basis. Parents and grandparents are encouraged to volunteer in their child's classroom. All volunteers must pass a background check submitted through the LCA office. Volunteer opportunities will be on sign-up sheets at classroom orientation and/or via emails sent out as the need arises.

WATER BOTTLE. Students must bring a refillable, non-spill, water bottle to school labeled with their name.

WEATHER. LCA is blessed with a beautiful gymnasium for inclement weather. Recess will move to the gymnasium in case of rain or temperatures below 40 or above 100 degrees. LCA also has a basement under the sanctuary to take shelter when a tornado warning has been issued. Children will not be released during a tornado warning, but parents are welcome to join them in the shelter until the warning has been lifted.

LCA follows LISD (Lewisville Independent School District) on their decision to close schools. The decision to close schools based because of inclement weather will be made by 6:30 a.m. Therefore, **if LISD is closed, LCA will be closed.** School closing decisions are reported to television channels 4 (KDFW), 5 (KXAS), 8 (WFAA) and 11 (KTVT) along with radio stations WBAP (820 AM), KWRD (100.7 FM), KHKS (106.1 FM), KLIF (570 AM), KPLX (99.5FM), KRLD (1080 AM) and KVIL (103.7 FM). If LISD reports late school start due to inclement weather, LCA will be closed for that day.

PLEASE NOTE: Media outlets only inform viewers and listeners of those school districts that are either starting late or canceling school. If no information is given, LCA will be starting at the regular time, on a regular schedule.

There may be changes in policy due to government restrictions.