



Lakeland Christian Academy
Preschool and Pre-Kindergarten
Policies and Procedures
2022-2023

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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).

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. Research shows that participation in instructional time is essential to academic success.

Reporting absences. If your child is sick, please email their teacher. Please let the teacher know why your child is absent.

A child may return to school after:

- 24 hours with no fever
- 24 hours with no throwing up
- 24 hours with no diarrhea

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. A written report of the accident will be kept in the school office for the duration of the current school year.

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.

BIBLE. LCA provides a biblically-based, Christ-centered education in all disciplines. Bible concepts are integrated into the curriculum. Students will memorize Bible passages that are appropriate to their age level. 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!

BOOKBAG / BACKPACK / DIAPER BAG. Preschool 3 and Pre-K 4 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, including assignments. **Students are encouraged to bring a pop top water bottle to school.** Show and Tell items are at the discretion of the classroom teacher.

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.

CHOKING. Children under the age of 4 are at a high risk of choking while eating. Young children are still learning how to chew food properly, and they often swallow the food whole. Their small airways can become easily blocked. You can help reduce children's risk of choking when eating by preparing food in certain ways, such as cutting food into small pieces and cooking hard food, like carrots, until it is soft enough to pierce with a fork. Food should be cut into small pieces no larger than a one-half-inch square.

CLEANING. LCA staff wipe down toys and equipment through the day. A sanitizing spray is used to disinfect daily. Any toys that have been contaminated by saliva or other body secretions are washed and sanitized before they are used by another child. LCA cleaning staff come in daily.

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 before the end of April the previous school year. Because teachers may change grade levels or days of the week from year to year, parental requests for specific teachers or classmates are only one factor in determining class assignments. Children are often placed according to age.

CONCERNS AND QUESTIONS. There will be times that parents and students will have questions or concerns about a specific class, procedure, etc. We use Matthew 18 as our guide in these situations. First, schedule a conference with the staff member directly related to the concern, usually the teacher. If the situation is not resolved, contact the office to schedule a conference with the principal. If the concern is not resolved, then meet with the Head of School. Unless otherwise requested, concerns and questions will be addressed in a confidential manner (a quiet area, without children present).

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

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

CURRICULUM DEVELOPMENT. LCA uses ABeka curriculum to provide a well-rounded biblical worldview education. Additional curriculum may be 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.

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

- Computer Lab
- Math & Science Lab
- Music & Movement Class
- Storybook Theater
- Library

DISCIPLINE. Praise for appropriate activity is always our focus. Physical punishment 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 and positive reinforcements are often 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.

The purpose of discipline is redemptive in nature. It is used to teach, to correct, to maintain order, and to bring the student back into right standing. A goal of discipline is to help the student learn to be self-disciplined. Students are developing good citizenship and Christ-likeness when they accept counseling and disciplinary action with a sense of determination not to let the unfortunate experience occur again.

For discipline to be effective, both the school and the home must be in communication and supportive of the measures. The school also expects parents to support the school in administering its disciplinary program. The consistent, vigorous enforcement of a fair disciplinary program not only insures a better academic climate, but it also helps to develop a sense of responsibility in students. The school and home must partner together to produce students who become happy constructive adults. Real love for children is demonstrated by firm, yet loving discipline, where the goal is to change not only the behavior but also the heart.

Each student will be disciplined as needed in Christian love and according to individual needs. If a student learns to submit to teachers, parents, and others of authority, then submitting to God's authority will be learned as well. Different methods of correction may be prescribed by administration for different students who may be guilty of committing the same offense. A student who has been guilty of several previous offenses will be disciplined more severely than one who has committed his first offense. Also, each situation must be evaluated as to the intent and heart of the offender and the circumstances. Lakeland Christian Academy reserves the right of expelling students whose conduct is detrimental to the welfare of the other pupils and to the school and its reputation.

Discipline and order are attained through a proper balance of positive and negative techniques or reinforcements. Conduct management techniques may be used separately or they may be given in conjunction or in any appropriate order by the teacher or principal. Teachers use a variety of methods to promote good behavior and aid in character training.

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. School begins at 8:45; students may enter their classrooms 15 minutes before class begins. Parents walk their student through the doors by the office 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 the office. 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 (1 pm) 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. The end of the school day (3:30 pm) drive-by pick-up is located at the north end of the building. 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

Parents who wish to walk up are asked to park in the small parking lot to avoid the car line. Parents are asked to wait in the designated area with their security tags until their student can be brought to them.

Students are taken to Extended School Care 15 minutes after school ends. Extended School Care rates will be applied 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.

EXTENDED SCHOOL CARE (ESC). LCA offers a before school and after school care program. Before school care begins at 6:30 am and ends at 8:30 am. After school care begins at 3:50 and ends at 6:00 pm. Student attendance is recorded by ESC staff. Students who attend more than 3 times are required to pay a registration fee of \$35 per year. ESC is charged at the end of each month at \$4 per hour per student. Times are rounded to 30 minute segments. Students are expected to always follow LCA's code of conduct, and dress code while in ESC.

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, a study hall or other such arrangement will be provided for the child. 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.

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

- 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 handout on how to use Gradelink will be available at parent orientation.

HEALTH GUIDELINES. LCA has a nurse on staff to help with emergencies. 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. Per CDC current guidelines, parents will be notified if a student has been exposed to any communicable illness within the classroom. 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
- Any communicable condition
- Any contagious disease
- Conjunctivitis (Pink Eye)

Handwashing. Staff and students will wash hands between changing rooms, before food consumption, after restroom usage and after recess. LCA follows CDC guidelines regarding how often and how long hands should be washed.

Vision and Hearing Screening. The Lions Club, in partnership with LCA, provides vision and hearing tests as a service to Preschool and Pre-K students. 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.

Special Health Concerns. If a student has a special health concern, parents should notify the nurse as soon as the information is available. The nurse will log any health concerns into GradeLink. All staff member supervising the child will have access to this information.

Medication. Lakeland Christian Academy desires for all students to experience a safe and healthy educational experience. If your child's condition requires medication to be given at school, please see the expected minimum requirements below.

All prescription medication that cannot be administered outside of school hours may be given at school. The parent must first complete and sign the Medication Consent Form. The parent, not the student, must bring in the medication to the front office. All medication must be in the original container and labeled with the current prescription. When the duration of the medication is completed, any unused portion of the drug should be picked up by the parent/guardian. Any abandoned or expired medication not picked up by the parent at the end of the school year will be disposed of properly.

LUNCH. Students bring a nutritious lunch from home with easy open lids. Cool packs are a good idea, as there is no refrigeration or heating available to students.

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.

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 the first semester and class pictures will be taken the second semester. Student photos may be used in class projects/programs, the yearbook, the school's FB page, special recognitions, 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.

Playground Safety Rules. The following rules are enforced when children are on the playground. Please go over the rules with your children.

- 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 purchased prior to the beginning of school. School supplies will be in the child's classroom at Meet the Teacher.

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.

SUNSCREEN. LCA staff does not apply sunscreen unless specifically requested and provided by parents.

SUPERVISION. Staff provides line of sight supervision at all times. Staff counts children when transitioning to and from areas. Cameras are in place in all classrooms, hallways, the playground and special areas used. Visual cameras (no audio) record daily. Recordings are recycled weekly. Any parent wishing to review footage should contact the Preschool Director.

TECHNOLOGY. Staff screens all videos, music and games to check they are 1) overall content and age appropriate; 2) effective and enhancing our LCA values; 3) must include teacher involvement with questions and/or activities that have children's active involvement.

VERY INVOLVED PARENT (VIP). The very involved parent program is a volunteer organization that promotes a variety of opportunities in and out the classroom for LCA. We encourage all families to become involved! All volunteers must pass a background check submitted through the LCA office.

WEATHER. LCA is blessed with a beautiful gymnasium and play areas for inclement weather. Recess will move indoors in case of rain or temperatures (including wind chill) below 40 or above 100 degrees. Staff monitors daily weather conditions and make necessary adjustments. 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 due to inclement weather or emergency conditions. 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.