

# Parent Handbook



2690 Dixie Highway

Lakeside Park, KY 41018

859.341.1124

[preschool@lakesidechurch.org](mailto:preschool@lakesidechurch.org)

[www.lakesidechurch.org/preschool](http://www.lakesidechurch.org/preschool)

## BOARD OF DIRECTORS

The Board of Directors sets policy, tuition and fee schedules, approves the operating budget and is a place for teacher, director and parent/caregiver comments regarding the Preschool. To send a message to the Board please email

[preschool@lakesidechurch.org](mailto:preschool@lakesidechurch.org) or call 859-341-1124

## PURPOSE

It is the goal of the Lakeside Presbyterian Church Preschool to provide a nurturing, caring, Christian atmosphere in which young children of the church and community can grow socially, emotionally, physically and intellectually. Our school welcomes families of any faith, race, creed or ethnic origin.

It is the philosophy of Lakeside that early childhood should be a time of fun, warmth, security, exploring and discovery. Preschool children are creative and receptive. Lakeside's staff strives to nurture and encourage these qualities in our students.

## PROGRAM DESCRIPTION

The daily program consists of a balanced curriculum which enhances the social, emotional, physical and intellectual development of each child while recognizing his/her individual differences. It includes quiet and active play, large and small motor development activities, creative arts, science, math concepts, social studies, conversation, phonics, stories, finger plays, music appreciation, singing, games, snack time and many other activities. There is time for group activity as well as time for individual attention. Instruction is based on the needs and interests of each individual child. This allows the children to progress at their own pace. The program is designed to build self-confidence and to offer opportunities for development of reason and problem solving skills which lay the foundation for future success in school.

## OBJECTIVES OF THE SCHOOL

Help the children gain self-confidence. Provide opportunities for the children to succeed and develop a positive self-image.

Help the children develop a positive attitude toward school.

Give the children opportunities for decision making.

Help the children adjust to being in a group situation.

Learn the techniques of interaction and develop self-control.

Help the children become more aware and appreciative of the world around them and things found in nature.

Provide a wide variety of readiness experiences to enable each child the opportunity for continuous growth in academic skills.

Foster a love of learning and exploration.

Help the children improve their coordination through the development of large and small

motor skills; provide fun and challenging physical activities.  
Give the children the opportunity to appreciate and explore many types of music, literature and art through a variety of media.  
Encourage development of language, vocabulary and positive communication.

#### **Please Keep in Mind...**

Annual inspections are made by the Cabinet for Families and Children and by local fire and health departments to ensure safety.  
Regular fire, tornado drills and lockdown drills will ensure the ability of the staff and children to respond quickly in a safe and orderly manner.

***Children should wear play clothes and rubber soled shoes to school. Leather soled shoes, jellies and cowboy boots are hazardous for running and playing. Please mark all belongs with the child's name.***

The registration forms with home telephone numbers, emergency telephone number and preferred doctor are kept on file.

#### **DROP OFF AND PICK UP POLICY**

Four year old classes will be dropped off at the top entrance to the church via a car line drop off. Two and Three year olds will be dropped off at the main entrance of the preschool with parents bringing them to the door and signing them in. Arrangements will be made for parents with more than one age group.

#### **BIRTHDAYS**

Children love to celebrate their birthdays, so on your child's birthday you may bring in a treat. Since we are a peanut free facility please make sure that the treat that you bring is in the original package, ingredients attached and is made in a peanut free factory. This will be marked on the package. There is a peanut fee list on the parent board tab of the website.

#### **TOYS FROM HOME**

Treasures brought from home may become a problem when they arrive at school. We prefer that the children check with the teacher before bringing anything from home.

#### **PARENT/CARE-GIVER VISITS**

Parents are always welcome to visit and we encourage everyone to attend sometime during the year. There will be a requirement that parents wear masks if they are in the classroom. (this could change depending on Covid 19) Parents may stay for all or part of a day's activities. We prefer only one set of parents at a time.

Please remember that this is your preschool and your child's education. So come and find out what is happening!

#### **DISCIPLINE**

Acceptable behavior is encouraged by giving positive verbal rewards and redirection. If a behavior persists a child may be temporarily removed from an activity if repeated redirection fails to correct the behavior. If there is a continuous problem a parent/teacher conference may be set up to discuss the situation. We want to keep communication open between parents and teachers to make sure that we are doing everything possible to correct a specific behavior.

## **IMMUNIZATION CERTIFICATES**

Each child is required by state law to have on file an up-to-date Kentucky immunization certificate, which includes a record of immunizations and the signature of the child's source of medical care. The law requires that each child's immunization certificate be complete either by the time of enrollment or within thirty (30) days after enrollment. Otherwise, the child will be excluded from the program. If the certificate expires during the school year, it is the parent's responsibility to provide the school with a current, updated one.

## **HEALTH POLICIES**

A child who arrives at school noticeably ill, with a rash, or with a fever will not be admitted for that day. Should a child become ill during the day, the parent is notified immediately. If the parent cannot be reached, the emergency number will be called. The child is taken to the office and remains there under adult supervision until the parent or authorized person arrives to take the child home.

If the child has had fever, vomiting, diarrhea or pink eye within the last 24 hours, parents must keep the child at home.

In the event a child contracts a communicable disease and exposes the other children, notice of such exposure will be posted, and parents will be notified when they pick up their children. The ill child will not be allowed to return to school until the period of contagion has passed.

In case of medical emergency during a school session, the parent or authorized adult will be notified as quickly as possible. If emergency medical attention is required, the staff will call 911 and the child will be transported to St Elizabeth South. Every effort will be made to contact the child's parents.

Please see the information for COVID 19 guidelines in this handbook.

## **COMMUNICATIONS**

The school encourages close communications between parents and teachers. Teachers will keep parents informed of the school's activities by newsletters, notes sent home, or by email.

Conferences are held once a year for all age groups. If a parent has a concern or needs to speak to the teacher please write a note, call the office or email the teacher at the school and she will get back to you.

The office number is (859) 341-1124 or our email

[preschool@lakesidechurch.org](mailto:preschool@lakesidechurch.org)

## **TUITION POLICY**

There is a registration fee paid by all students at time of enrollment and is nonrefundable. When school begins there will be a supply fee due for each student. Tuition is figured as an annual fee and is paid in 9 installments during the school year. The first month's tuition, which is for September but is remitted by August 1<sup>st</sup>, is non-refundable. The tuition holds your spot for the following year. No refunds are given for illness, vacations or snow days and those days are not made up.

Tuition payment is due the first day of each month. Payments received after the 10<sup>th</sup> will have a \$10 late fee added. If for any reason a parent cannot make a payment on time, they should call the Director

and make arrangements for paying it at a later date. Should tuition become delinquent, 30 days from due date, and arrangements not made with the Director, the parents will be asked to withdraw their child from school.

Checks should be made out to "Lakeside Preschool" and should include the name of the child and the teacher. Tuition may also be paid online by credit card for an additional \$5.50 per month for handling fees.

If it becomes necessary to withdraw your child during the school year, the Director should be notified at least 30 days in advance or as soon as possible. You will be responsible for the full month's tuition regardless of the date of withdrawal.

### **SNACKS AND ALLERGIES**

With so many students having food allergies we are now a peanut free facility. If you bring in a treat for a party or a birthday, all snacks must be in the original package, individually wrapped with the ingredients attached. If the snack is made with peanuts or in a peanut facility we will be unable to serve it. Peanut allergies and other food allergies are very serious and we want to do everything possible to keep our children safe. If you have any questions please ask the director.

### **EMERGENCY EVACUATION PLANS**

As stated earlier we conduct monthly evacuation drills. If for some reason we are unable to return to the school all children will be evacuated to the Carriage House, located in the back of the church's parking lot. Each teacher always carries a backpack which contains all students' names, phone numbers, allergy information and appropriate medication, first aid kits and flash lights. You will be contacted as to where you may pick up your child.

If you have any questions please let the director know. Also, please make sure that all of your contact information is up to date in the office and with your child's teacher.

### **INTRUDERS**

Each classroom has a walkie talkie to be used in case of emergency they are able to immediately reach the office. The students will stay in their locked rooms with the curtains drawn in the corner of the room until the director or police come and say it is safe to evacuate.

### **TERRORISM**

In the event of an accident or attack involving chemical or biological weapons the Director will secure the building and no one will be permitted to enter or exit the building. We will come to the classrooms and let you know the next step in order to protect the students

### **NATIONAL DISASTER POLICY**

If we are alerted as to a national disaster by an authorized authority and told to remain in the building we will do so in accordance with the following procedures:

1. Lock down the school and take children to the hallway and attendance taken.
2. Provide for children's needs until we are informed of the next step.

If we are asked to evacuate our building we will go immediately to the carriage house and lock down the building where we will stay until further notice. We will release the children to their parents when it is deemed safe. If parents come to pick up their child prior to that they will sign a release stating that they are now responsible for their child's safety. Teachers have emergency bags which includes pick up lists, names and telephone numbers for each student.

**FIELD TRIPS**

We do not go on field trips but we do have organizations come into the school so that the children can experience different interests.

**SNOW DAYS**

The school will close for snow as necessary for safety. When we close due to snow Lakeside Presbyterian Preschool will be listed on the school closing list on broadcast channels 5 (WLWT-NBC), 9 (WCPO-ABC) and 12(WKRC-CBS). You can also go to our website:

[www.lakesidechurch.org](http://www.lakesidechurch.org).

The information on the website is updated when new information is available. An email will also be sent out to all parents. We do not "make up" snow days as we do not schedule any in-service days. Please be aware that we do not necessarily close when Kenton County Schools close.