



Parent Handbook



205-853-7900

5567 Chalkville Mountain Rd | Birmingham, AL 35235

www.lifechurchal.com

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MISSION STATEMENT

At LifeChurch Learning Center, our mission is to meet a critical community need by offering high-quality child care within a nurturing, Christian environment. Our aim is to support each child's development across intellectual, social, emotional, and spiritual dimensions, while ensuring they enjoy the fullness of childhood experiences. We value our partnership with families and strive to earn the trust of parents by sharing in their responsibilities and providing a safe, supportive space for their children during working hours.

STATEMENT OF FAITH

- We believe the Bible to be inspired, the only infallible, authoritative, inerrant word of God (2 Timothy 3:16, 2 Peter 1:21).
- We believe that there is one God, eternally existent in three persons - Father, Son and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
- We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11, Revelation 19:11).
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that people are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith are we saved (John 3:16-21; John 5:24; Romans 3:23, 5:8, 9; Ephesians 2:8-10; Titus 3:5).
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28, 29).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12, 13; Galatians 3:26-28).

HOURS OF OPERATION

Open 6am to 6pm Monday - Friday

LCLC STAFF

Jeanie Walls	Director
Pastor Tim Mills	Lead Pastor
Teresa Hames	Nursery/Toddler Supervisor

CONTACT INFORMATION

LifeChurch Learning Center	205-853-7900 jeanie@lifecurchal.com
LifeChurch Birmingham	205-986-5433

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WELCOME

We are deeply grateful for the trust you place in us to care for your child's growth and well-being. At LifeChurch Learning Center, we recognize the immense responsibility that comes with nurturing young hearts and minds. We consider it a privilege to partner with you on this journey, and we are committed to providing an environment where your child can explore and flourish in their understanding of God and His creation.

Our dedicated team strives to deliver exceptional care and education, focusing not only on intellectual development but also on nurturing your child's social, emotional, and spiritual well-being. As we navigate this year together, our hope is to support your child's learning journey in a way that leaves a lasting, positive impact.

We invite you to join us in this collaborative effort, as we shape many hearts and minds alongside you. Thank you once again for this unique opportunity. Please be assured of our ongoing prayers and unwavering commitment to your child's growth.

Warm regards,

Jeanie Walls

DIRECTOR,

LifeChurch Learning Center

Jeanie@lifechurchal.com

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ENROLLMENT

At LifeChurch Learning Center, we strive to create an inclusive and welcoming environment for all children. Reflecting our Christian values, we are committed to non-discrimination in our admissions process. We ensure that no child is excluded based on race, gender, or disability. Our goal is to embrace diversity and provide a nurturing educational setting for every child in our community.

LifeChurch Learning Center offers classes specifically designed for Infants through 4 years of age. A Before & After School Program is offered for ages 6 to 11 and provides transportation from area schools. Our Summer Program is offered for school age children, 6 to 11 and is packed full of fun activities and field trips.

- Children ages 6 weeks to 11 years old may be accepted to LifeChurch Learning Center.
- Parents interested in our center should schedule a visit and complete a pre-registration packet. A tour of the Center will be given at the time of the visit. A pre-registration fee and completed packet will put your child on the waiting list. The Director will notify the parents when a vacancy occurs in the requested class.
- All required forms must be completed and returned to the Director 3 days before the child's first day.
- If parents choose to withdraw their child, they must submit a withdrawal notice to the Director at least two weeks in advance.
- LifeChurch Learning Center reserves the right to unenroll any child from the center. We will provide a two-week notice unless the child is a danger to the staff or classmates or extremely disruptive.



FINANCIAL INFORMATION

It's important to keep your account with us up-to-date to avoid any additional fees or interruptions in service. Here are a few additional policies regarding payments:

- **Payment Timing:** Accounts need to be paid in advance or on time. You have the flexibility to arrange payments on a weekly or monthly basis.
- **Late Fees:** If an account is overdue, a \$20 late fee will be added.
- **Account Suspension:** Accounts that are two weeks overdue will be suspended until the full balance is paid. This means your services will be on hold until all dues, including any fees, are settled.
- **Returned Payments:** If you have a returned check, a \$40 fee will be incurred. Similarly, for any insufficient funds on your Tuition Express account, there is a \$30 charge.
- **No Reductions:** Tuition fees are not reduced for holidays, absences, or closures due to weather or infectious disease outbreaks. This policy helps us maintain and ensure continuous service and support.
- **Annual Statement:** We provide an annual tuition statement at the end of each year which can be used for your tax records. It's essential for tax filing and documentation purposes.
- **Statements After Withdrawal*:** If a child is withdrawn from the program, you can request a tuition statement in January of the subsequent year. This is for children who have attended LifeChurch Learning Center.

For any clarifications or assistance regarding these policies, feel free to reach out to us. We are dedicated to assisting you with any questions you may have.



PAYMENTS

Our program uses Tuition Express© to manage tuition and fee payments. You have two different options for making payments:

- **ACH Transfers:** You can set up transactions directly from your checking or savings account.
- **Debit or Credit Card Payments:** We accept Visa, MasterCard, Discover, and American Express, though a 3.5% surcharge applies to all credit card transactions.

Billing occurs each Monday, and funds are typically credited to LifeChurch Learning Center by Tuesday. Please ensure payments cover the current week or any upcoming weeks to avoid your account falling into arrears.

MULTI-CHILD DISCOUNT

We offer a multi-child discount to support families with more than one child enrolled at LifeChurch Learning Center. A 10% discount is provided and is applied to the oldest enrolled child in the family.

WAITING LIST

When the available spaces in our program are filled, we maintain waitlists based on the order in which registration forms are received. If a spot becomes available, we will contact the parent or guardian to confirm placement for their child. Please note that all registration fees and dues must be submitted with the registration forms to secure a spot on the waitlist.



VACATIONS

Once your family has been enrolled at LifeChurch Learning Center for six months, you're eligible for a vacation credit for one week based on the following:

- **Eligibility** - Parents qualify after six months of enrollment.
- **Vacation Credit** - You receive a credit for one week's tuition.
- **Conditions** - The account must be in good standing to use the credit.
- **Exclusions** - This vacation week credit is not applicable to Summer School

WITHDRAWAL POLICY

LifeChurch Learning Center requires parents to submit a written two-week notice if they intend to withdraw their child from daycare. This notice should clearly state the withdrawal date and reason for leaving. It must be provided to the Administration at least two weeks before the child's intended last day. Failure to provide this notice will result in being charged for the final two weeks of daycare, regardless of whether your child attends during that period. This policy helps ensure smooth transitions and proper staffing at the center.

STAFF-CHILD RATIOS

Infants	1 to 5
Toddlers	1 to 7
2 years	1 to 8
3 years	1 to 11
4 years	1 to 18



STAFF REQUIREMENTS

LifeChurch Learning Center is committed to providing a nurturing environment for your child, supported by dedicated and well-trained childcare teachers. Our teachers undergo frequent training sessions and workshops, including ProSolutions Training classes, to enhance their qualifications. All staff members are CPR certified and trained to handle emergency situations, such as fire or severe weather. Our employees are required to be 19 years or older, ensuring maturity and responsibility in caring for your children. Each teacher follows a structured schedule throughout the day to engage your child in purposeful learning activities that promote their social, emotional, and mental well-being. We highly encourage open communication between parents and teachers to address any concerns promptly and effectively. If an issue arises that cannot be satisfactorily resolved with the teacher, please do not hesitate to contact the Director. The Director maintains an open-door policy, ensuring that both you and your child feel welcome and supported at our center.

PROGRAM

We provide a preschool program for ages 6 weeks through 4k. LifeChurch Learning Center ministry operates under a Church Exempt status with the State of Alabama Department of Human Resources. LifeChurch Learning Center has laid out these essential guidelines and procedures:

- Children aged 6 weeks to 5 years will be placed in their respective classrooms based on their date of birth.
- Each child should bring a change of clothes in a labeled ziplock bag. Ensure all clothing items are labeled, and write the child's name on the bag.
- The center provides healthy lunches daily. Parents need to supply two snacks for their child each day. ***Children arriving after 9:30 must bring lunch.***



- All children must be accompanied by a parent when entering the building. In the parking lot, please drive slowly, park, turn off your engine, and hold your child's hand as you walk them into the center.
- In compliance with Alabama state regulations, parents must sign their child in and out daily. Please initial and note the time next to your child's name during both drop-off and pick-up. Children will only be released to individuals listed on the approved Pick-up List. Those picking up must provide proper identification.
- Keep your child's Pick-up List updated. If someone not on the list will pick up your child, you must provide written permission in advance.
- The center closes at 6:00 PM daily. Plan to arrive by 5:45 PM to allow ample time for gathering belongings, speaking with the teacher, and exiting before 6:00 PM. Late pick-ups will incur fees: \$15 for arrivals between 6:01 and 6:05 PM, plus \$1 for each additional minute after 6:05 PM. Habitual late pick-ups could result in dismissal from the center. Adhering to these protocols helps maintain a smooth and secure operation at LifeChurch Learning Center. If you have any questions or need to update your child's Pick-up List, please contact the center's office.
- Nap Mats are required for all toddlers through 4k. The cost is included in the registration fee, so there is no extra charge for these mats.
- In addition to the vinyl nap mat, each child needs a cloth roll mat for added comfort. LCLC offers these cloth roll mats for purchase at \$25 each. Please ensure your child's name is clearly written on their cloth roll mat for easy identification.
- It is important for hygiene reasons that you take the cloth roll mat home every Friday to launder it. Returning the freshly laundered mat on Mondays ensures your child has a clean and comfortable area to nap each week.



CURRICULUM

We proudly offer a creative curriculum thoughtfully developed by a team of educators. It incorporates diverse teaching methods and styles to achieve developmentally appropriate goals and standards. This curriculum also introduces basic academic skills such as colors, numbers, shapes, and letters. In our pre-kindergarten program, teachers use a flexible approach designed to stimulate and challenge children while also allowing them the freedom to pursue their individual interests and meet their personal learning needs.

Preschoolers are at a unique stage of development where they are eager and curious to learn about the world around them. At Life Church Learning Center, we strive to make learning an enjoyable and enriching experience for every child. Our approach ensures that learning is neither stifled nor overly demanding, allowing each child to build confidence and self-esteem as they explore new concepts.

Our curriculum is designed around eight core objectives that guide the Christian education of preschoolers. These objectives are:

- **God:** Introducing children to the concept of God and fostering a sense of wonder about creation.
- **Jesus:** Teaching the stories and lessons from the life of Jesus to help children understand His importance.
- **Bible:** Presenting the Bible as a source of wisdom and stories that teach meaningful life lessons.
- **Self:** Encouraging self-awareness, self-care, and personal growth, helping children develop a positive self-image.
- **Family:** Highlighting the importance of family and nurturing relationships with family members.

We make learning fun!

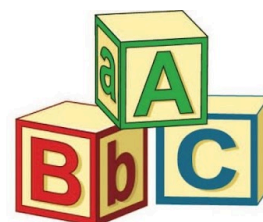


- **Others:** Cultivating empathy, respect, and kindness towards others, promoting friendships and community spirit.
- **Church:** Introducing children to church life and the fellowship and support it provides.
- **Natural World:** Exploring the wonders of the natural world, fostering curiosity and a sense of stewardship for the environment.

By integrating these eight areas into our curriculum, we ensure that each child receives a well-rounded education that goes beyond academics. We aim to nurture their spiritual, social, emotional, and cognitive growth in a holistic manner. Through engaging activities and meaningful interactions, our goal is to strengthen their understanding and enjoyment of learning, laying a solid foundation for their future education.

POTTY TRAINING

It's important for us that children entering our 3K program are comfortable with basic potty training. While we're fully aware that accidents can happen at this age, they should be infrequent and not a common occurrence. For younger children in the 2½-year-old class, we expect them to be nearing full potty training readiness. Until your child demonstrates consistent responsibility with their potty habits, we recommend keeping them in disposable training pants. We're committed to supporting your child's needs and will ensure they have access to bathrooms as required. For those children still in diapers, we'll check them at least twice daily if they haven't used the potty. Should a student in the 3K-5K age group experience a second accident on the same day, it will be necessary to send them home. Preschoolers with a second accident will be provided with pull-ups. In the case where your child has an accident, and there are no extra clothes available, we will contact you to pick them up. We appreciate your understanding and cooperation in ensuring your child feels comfortable and confident in their personal care routines.



INFANTS

For children aged 6 weeks to 18 months at LCLC, parents are required to prepare for their infant's daily needs by following these guidelines:

Formula / Breast Milk:

- Send prepared formula or breastmilk in plastic bottles. Remember to use waterproof labels on each bottle with your child's name.
- Glass bottles are not permitted for safety reasons.
- Should breast milk be spilled or deemed unsuitable, parents must complete a written plan outlining how the infant's nutritional needs will be met.

Diapers and Clothing:

- Bring diapers, wipes, and two sets of extra clothes every day.
- Ensure all these items, including clothing, are labeled with your child's name to avoid mix-ups.

Baby Food:

- Provide the baby food your child will need for the day.

Diaper Policy:

- Cloth diapers are not allowed unless there is an allergy to disposable ones, in which case a physician's statement is required to document the allergy.

Daily Communication:

- The staff will provide daily written updates on each infant's social behavior, sleeping and eating habits, and pottying activities to keep parents informed.

Sign-In/Sign-Out Procedure:

- Parents must sign their infants in and out each day.
- Upon drop-off, please inform the staff of your child's last feeding time, development of rashes, sleeping schedules, or important information.
- Emergency Formula: Parents are required to bring a can of liquid formula to be used only in emergency situations.



TODDLERS & K2

For parents of toddlers aged 18 to 36 months, here are the guidelines and requirements to facilitate a structured and caring environment:

Clothing:

- Toddlers should be dressed in easily changeable clothing. Avoid snap-on, one-piece outfits.
- Parents are responsible for providing extra sets of clothing and replenishing them as needed.
- Toddlers are required to wear supportive, comfortable shoes, suitable for active play.

Supplies:

- Please bring diapers, wipes, and an extra change of clothes for your child.
- Send snacks and juice for your child each day.
- Provide a nap mat for naptime. These can be purchased at the LifeChurch Learning Center office.

Labeling:

- Please label all personal items, including clothing and nap mats, with your child's name. Cups need waterproof labels with your child's name to avoid mix-ups.

Daily Communication:

- Staff will provide daily written updates on your toddler's social behavior, sleeping patterns, eating habits, and potty activity.

Sign-In/Sign-Out Procedure:

- Parents must sign their toddlers in and out each day.
- Inform the staff of any changes in your child's eating habits, development of rashes, sleeping schedule, or any other important information to help ensure a successful day.



3K & 4K PROGRAM

Children must be potty trained before entering our 3k Program.

For parents of preschool children, here are important details and guidelines to ensure a smooth and productive experience:

Arrival and Routine:

- Preschool children should arrive before 8:30 a.m. to maximize instructional time and establish a consistent routine.

Self-Sufficiency:

- Encourage your child to be more independent by having them practice opening their own containers, putting on shoes and socks, and dressing themselves.

Clothing:

- Dress your child in comfortable clothing and shoes each day that allow for easy movement and participation in activities.

Daily Folders:

- Your child will bring home a folder daily containing their work and other information. Please review the contents and return the folder to the teacher the following day.

Curriculum and Skills Development:

- **3K Classes:** Teachers will focus on developing social skills, language and communication, memory skills, counting, and an introduction to Abeka
- **4K Classes:** Continues teaching the Abeka curriculum with a traditional approach to learning with cross-subject integration, spiral review, and hands-on activities.
- **Graduation Ceremony:**
4K students will participate in a graduation ceremony as they transition from preschool to public school.



BEFORE & AFTER SCHOOL PROGRAM

We provide both before and after school child care to and from area schools.

Transportation Services:

- Available for students at Clay Elementary, Bryant Park Elementary, and Chalkville Elementary.
- Morning Care students must be dropped off BEFORE 7am
- If your child is not attending school or needs to leave early, inform LCLC by 1:30 p.m.

Afternoon Activities:

Students will participate in various activities including:

- Snack time (please send a snack with your child to eat at the Learning Center)
 - please note: eating is NOT allowed on the van
- Organized games and activities.
- Game Room Fridays
- Free play in the gym or on the playground

Daily Essentials:

- Make sure to pack an extra set of clothing in your child's backpack every day.
- Label all personal items clearly with your child's name, including clothing, coats, and jackets.

SUMMER PROGRAM

LCLC provides a summer program for school-aged children from Kindergarten through 5th grade. This program includes a variety of engaging activities, such as arts and crafts, games, field trips, and more. Each April, a brochure will be sent home to provide further details about the program and registration information.



VAN POLICIES

Additional important information about transportation and safety procedures for LifeChurch Learning Center:

Attendance and Safety Procedures:

- Attendance sheets are kept in vehicles at all times and updated each time a vehicle makes a trip.
- If a child does not appear at the van without prior notification or is not on the school checkout list, the driver will coordinate with school officials
- If the child cannot be found, parents will be contacted immediately.

Arrival at LCLC:

- Upon arriving at LCLC, the driver ensures children are safely brought into the building and to the After School Program.

Driver Requirements:

- All drivers employed by LCLC must be at least 25 years old to ensure responsible driving and supervision.

Safety in Vehicles:

- Children will never be left unattended in a vehicle to maintain their safety.
- Seat belts are mandatory for all children in the vans at all times.
- Pre-K students must use a booster seat **provided by the parents**.

FACILITY SECURITY

- All locations where children's classes are held are designed to be secure, allowing exit only.
- Entry into all of our buildings requires a key fob.
- Key fobs are issued to parents and guardians to ensure controlled access to the facility.
- These fobs are mandatory for gaining entrance to the facility during LifeChurch Learning Center's operational hours.

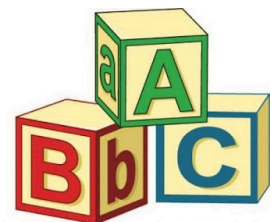


EMERGENCY PROCEDURES

In the event of facility emergencies such as power outages, frozen pipes, mechanical failures, or similar issues that cannot be resolved or corrected within two hours or pose a health risk to children, parents or guardians will be promptly notified and asked to pick up their children from the center. It is crucial for parents to ensure that the emergency contact numbers on file are accurate and up-to-date to facilitate swift communication during such situations.

In the event of a hazardous situation, the Center Point Fire and Rescue Service will provide guidance on all evacuation procedures. Evacuation will only occur under their directive. If instructed to "shelter in place," the center will follow all necessary procedures to ensure the children's safety. In the rare event that the LifeChurch Learning Center must be evacuated due to an unnatural cause, such as chemical spills, toxic hazards, or bomb threats, children and staff will be relocated to a safe location. The LifeChurch Learning Center will organize the appropriate transportation for this evacuation. Parents and guardians will be informed via phone or media broadcast to come and pick up their children at the designated evacuation site. It's essential for parents/guardians to keep their contact information up-to-date to ensure they can be reached promptly in such events.

In the event of a fire, the safety procedures are designed to ensure a quick and safe evacuation of all children. Children will be guided out of the buildings to a safe distance from the fire. Each room has evacuation routes posted for easy access. Regular fire drills are conducted to ensure that everyone is familiar with these routes and can evacuate efficiently. Plans are in place to account for all students during an evacuation, ensuring that no one is left behind. The Center Point Fire Department is located nearby, enabling them to respond rapidly to emergencies, further safeguarding the well-being of the children and staff.



SEVERE WEATHER PREPAREDNESS

The program routinely conducts tornado and fire drills to ensure emergency preparedness and compliance with relevant codes and regulations. These drills are done in accordance with the guidelines set by appropriate authorities. In the case of severe weather, announcements regarding closures can be heard on local television and radio stations. LifeChurch Learning Center follows the lead of Jefferson County Schools. If Jefferson County Schools are closed due to severe weather, LifeChurch Learning Center will also be closed.

Please note:

- Days missed due to inclement weather will not be made up.
- No credit will be given for days missed due to weather closures.

INCLEMENT WEATHER

The Center aligns with the Jefferson County School system regarding inclement weather days. However, it retains the discretion to make independent decisions to open or close as circumstances require.

Here's what you need to know:

- The Center follows the Jefferson County School system for closures due to inclement weather.
- The Center can choose to open or close independently, even if the County's schools decide differently.
- In the event of inclement weather, notifications will be sent via School Cast.
- It's important for parents to ensure their contact information is up-to-date to receive all emergency notifications promptly.



EARLY CLOSURES

- If Jefferson County Schools close early due to severe weather or emergencies affecting both the schools and the LifeChurch Learning Center (e.g., storms), the Center will also close.
- The LifeChurch Learning Center will close 30 minutes before Jefferson County Schools.
- Situations like no heat or water in a city school that do not affect the center will not warrant a closure for the LifeChurch Learning Center.
- Parents will be informed through SchoolCast, a rapid notification system used by the LifeChurch Learning Center.
- In early closures, parents are asked to pick up children from the LifeChurch Learning Center before picking up any siblings at other schools.

DELAYED OPENINGS

- If there's a delay in opening Jefferson County Schools, the LifeChurch Learning Center will also delay its opening.
- The LifeChurch Learning Center will open 30 minutes after Jefferson County Schools.
- Parents should ensure their contact information is current in the SchoolCast system to receive timely notifications.

DISCIPLINE TECHNIQUES & POLICIES

Positive reinforcement is always encouraged and children are told what they are doing well. Children who stay in our program are expected to obey and to respect all of our staff. Discipline includes loss of privileges, loss of playtime, counseling, and notes given to parents to be signed. If there should be a situation severe enough, parents will get a phone call. Any serious discipline problems will be



discussed with the parents. Our staff will always try to find a good solution to any behavioral problem.

- Good behavior will be encouraged and praised.
- No corporal punishment will be used by any staff member.
- Redirection will always be our first attempt to resolve behavior issues
- If redirection does not work, verbal reprimands will be used
- If a child has to be removed from the group for disciplinary reasons they will be placed in time out for an age appropriate amount of time
- Multiple time-outs will result in a behavior notification form given to the parents.
- If at any point the child's behavior becomes consistently disruptive and the staff is unable to find a solution, the child may be removed from the center.

DISCIPLINE PROCEDURES

Our program employs positive and constructive discipline techniques aimed at fostering acceptable behavior and emotional growth. The following steps outline our approach.

- **Positive Reinforcement:**
Teachers will acknowledge and reward positive behavior with praise and approval.
The focus is on encouraging and reinforcing acceptable behaviors for the entire class.
- **Redirection and Distraction:**



As the initial step in addressing inappropriate behavior, teachers will use redirection or distraction. The teacher will explain why the behavior is inappropriate and guide the child towards an acceptable alternative behavior.

- **Warning:**

- If the inappropriate behavior persists, the child will be given a clear warning.
- They will be informed that if the behavior continues, corrective action will be necessary.

- **Time-outs:**

- A-Should the behavior escalate or not improve after a warning, a "time-out" will be implemented.
 - During "time-out," the child will be required to sit quietly and temporarily miss some activities.
 - Time-outs" are brief and designed not to be punitive but to give the child a chance to reflect on their behavior away from the situation.
 - This structured approach is designed to promote self-regulation, understanding, and responsibility in children. For further guidance or consultation regarding these procedures, please contact your child's teacher or our administrative staff.
 - The time-out method will not involve any denial of essential needs, such as food or emotional support.
 - A general guideline for time-out is one minute per each year of the child's age
 - If time-out does not lead to an improvement in behavior, further steps are taken.
- The child may be brought to the Director's office for a one-on-one discussion about their behavior.



- If necessary, the Director may convene a meeting with the parent/guardian and teacher to explore further actions and solutions.
- Persistent or extreme behavior issues are thoroughly evaluated, and in rare or acute circumstances, it may be necessary to consider separation from the program.

PROFANITY

1. The use of profane language is strictly prohibited in the school setting.
2. In instances where a child uses such language, the teacher will explain why this type of language is inappropriate.
3. Suitable corrective measures will follow to help the child learn and avoid such behavior in the future.

EXPULSION PROCEDURES

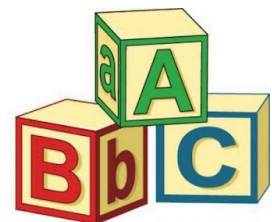
Aggressive, hostile, injurious, or destructive behavior is strictly prohibited within the school environment. The Director of LifeChurch Learning Center program has the authority to remove a child, temporarily or permanently, from the enrollment.

- This decision can be made if it is determined, after consultations with church

IMMEDIATE GROUNDS FOR EXPULSION

Any incident of physically abusive behavior directed toward staff members will result in the immediate removal of the student from the program.

These measures ensure a safe and nurturing learning environment for all children and staff. The program remains committed to the well-being of its students while addressing any disruptive behavior promptly and effectively.



BITING PROCEDURES

Biting is viewed as a significant concern for both the parents of the child who is bitten and the child who exhibits biting behavior. The program's goal is to address and resolve biting incidents effectively and empathetically.

Possible Remedies:

- Behavior Modification: Implementing strategies to alter the biting behavior.
- Parent Conferences: Engaging in discussions with parents to understand and collaboratively address the issue.
- Temporary Separation: In some cases, a temporary removal from the program may be considered to prevent further incidents and provide the child with focused intervention.

An occurrence of three (3) biting incidents in one day where the bites leave teeth marks, is deemed excessive and requires intervention.

Corrective measures will be determined by the Director in collaboration with church administration to ensure appropriate and effective measures are taken.

CRYING POLICY

Crying is a common behavior, particularly for young children who experience separation anxiety or other emotional distress. The program aims to handle crying with sensitivity and professionalism, ensuring each child's well-being is prioritized.

Guidelines for Handling Crying:

- Assessment: Teachers will use their professional judgment to assess if a child's crying is excessive or beyond manageable limits.
- Parent Notification: If a child's crying is deemed excessive, parents will be contacted. Notification will occur at the program's discretion unless there are specific written instructions on file in the LifeChurch Learning Center office.



- Handling Separation Anxiety: Efforts will be made to comfort and calm children experiencing separation anxiety, as it is recognized as a common cause of crying.

REMOVAL FROM THE PROGRAM

LifeChurch Learning Center holds the authority to remove a child from the program's enrollment at its discretion. Circumstances that may lead to removal:**

- Non-payment of Tuition: Tuition payments are essential for continued enrollment. Non-payment may result in the child's removal from the program.
- Lack of Adherence to Program Policies: Families are expected to comply with all program policies. Non-compliance may lead to disenrollment.
- Behavioral Situations: Significant or ongoing behavioral issues that impact the safety or well-being of students or staff may result in removal.
- Excessive Biting: The program acknowledges that biting can occur; however, excessive biting will be managed according to the administration's discretion and professional judgment, which may include removal from the program.
- Decision Process: Each case will be handled individually, using professional judgment to decide whether removal from the program is necessary or if other actions may suffice.

LUNCH & SNACKS

A healthy balanced lunch and 2% milk are provided daily to all children up to 4K . Breakfast is not included. Due to our limited space and time constraints, we are unable to heat food for students.

To help develop your child's independence and reduce the need for adult assistance, please provide food containers that your child can easily manage on



their own. Additionally, please remember that carbonated drinks, glass containers, or any potentially unsafe items are not allowed. Make sure that all food is pre-cut and ready for your child to consume to ensure a smooth lunchtime experience. Lastly, keep in mind that refrigeration is not available for meals in the preK classrooms, so pack food that can be safely stored at room temperature until lunchtime. Please ensure that all items are clearly labeled with your child's name.

We ask parents to please send a healthy morning and afternoon snack for their child each day. Suitable options include crackers, cheese, cut-up fruit, and similar items. It's important to ensure these snacks are nut-free and allergy-friendly to ensure the safety and well-being of all children. As always, sending water with your child is recommended to keep them hydrated throughout the day. Thank you for your cooperation and support in helping us maintain a safe and healthy environment for all students.

HOLIDAYS

LCLC observes several holidays throughout the year, and full tuition is due during these weeks. This policy helps support our payroll and facility requirements.

- Labor Day
- Veterans Day
- Thanksgiving Day (including Thursday and Friday)
- Christmas Eve
- Christmas Day
- New Year's Eve (the Center dismisses at 12:00 pm)
- New Year's Day
- MLK Day (training day for staff)
- Good Friday
- Memorial Day
- Fourth of July



BIRTHDAYS & CELEBRATIONS

Birthdays hold a special place in a child's life, and celebrating them at school can be a joyful experience. To plan a celebration, it's important to coordinate with your child's teacher ahead of time. Typically, snack time (between 2 - 2:30) is the ideal opportunity for such celebrations.

When bringing refreshments, opt for store-bought items or those from businesses that are approved and inspected by the appropriate health authorities. This ensures safety and quality. Please note that certain items, such as balloons, or non-approved treats, cannot be distributed by your child's teacher. This policy is in place to ensure safety and maintain consistency with school-approved celebrations. To prevent any disappointment or unnecessary expenditure, please ensure that only approved treats are brought to school.

INVITATIONS

When it comes to sending out birthday invitations at school, it's important to respect the guidelines set by the school to ensure inclusivity. Invitations can be distributed through the school only if every child in the class is invited. This policy helps to prevent any feelings of exclusion among classmates. Always check with your child's teacher or school administration if you have any questions about distributing invitations or any other classroom protocols. Thank you for your cooperation in creating a welcoming environment for all students.



HEALTH REQUIREMENTS & PROCEDURES

- A Current State of Alabama Immunization Form (Blue Sheet) will be required for each child upon enrollment. A current record of immunizations must be provided and updated periodically according to the immunization schedule prescribed by the Alabama Department of Public Health.
- Parents must provide to LCLC (at the time of enrollment) a listing of any allergies or special medical needs for their child/children.
- Each morning as the child enters the Center; staff members are required to perform a daily health check. If the child appears sick, he/she will not be allowed to stay at the Center.
- Parents will be notified if the child develops a temperature of 100 degrees. Children will not be allowed to remain at LCLC if the child's temperature becomes greater than 101 degrees.
- Repeated failure of parents to pick up sick children when notified may result in the termination of the child. The LCLC staff cannot give medicines without a written, signed and dated request from the child's parent. Any prescription drug sent to LCLC must be in its original container and clearly labeled with the child's name and the directions for administering the medicine. Over-the-counter medication must have a doctor's prescription.
- The Director or Assistant will administer the medication. All medication or drugs (children's or staff members) will be kept in an area inaccessible to the children and will be removed when no longer needed.
- All medicines administered at LCLC will be recorded on the Medical Consent

IMMUNIZATIONS

Before a child can begin attending school, an up-to-date immunization record must be submitted, demonstrating that all vaccinations required by the state of Alabama



have been received. This ensures the health and safety of all students by adhering to state health regulations. Parents should ensure this documentation is provided in a timely manner to avoid any disruptions to the child's school enrollment process. If there are any questions about the specific immunization requirements, it's advisable to contact the school or local health authorities for guidance.

COMMUNICABLE DISEASE POLICY

If a communicable disease is reported within the program, all parents will be informed promptly. We kindly ask that parents report to the child's teacher or the LifeChurch Learning Center office if their child has been exposed to a communicable disease outside of the program. This helps us take timely precautions to prevent the spread.

SICK CHILD POLICY

To ensure a healthy environment at LifeChurch Learning Center, we do not allow children with certain symptoms to attend for the day. Here are some examples of conditions that would prevent a child from staying at our center.

- A fever or persistent cough within the past 24 hours.
- Diarrhea or vomiting experienced in the last 24 hours
- Green or yellow nasal drainage that has occurred in the last 24 hours
- Open sore that are actively draining within the last 24 hours
- Unexplained rash observed in the past 24 hours
- Any contagious eye infection, such as pink eye

These measures are in place to protect all children and staff. Thank you for your cooperation and understanding in maintaining a safe and healthy environment



MEDICATION POLICY

At LifeChurch Learning Center, we have specific guidelines regarding the administration of medication and the management of allergies to ensure the safety and well-being of all children.

- Routine medications such as Tylenol, cough syrups, and antibiotics will **NOT** be administered while at the center.
- If your child requires life-sustaining medication during school hours, a doctor's note on official letterhead is required. This note must detail the necessity of the medication.
- Parents or guardians must complete a Medication Authorization Form before any medication is administered at the center.
- All medications must be in their original containers and clearly labeled with the child's name.
- Children should not bring medications to school themselves. An adult must deliver these to the office, with accompanying specific directions for administration.
- Whenever possible, it is preferable for medications to be administered by parents outside of school hours.
- If medication is given to your child before school, please inform their teacher to ensure they are aware of the situation.

ALLERGY POLICY

- Please notify both your child's teacher and LifeChurch Learning Center office about any allergies your child has.
- This information is crucial as your child may encounter various materials and foods during school activities throughout the year.



- Our staff will take necessary precautions to reduce exposure to allergens and will coordinate with parents to create a safe environment for children with allergies.

ALLERGY MANAGEMENT

- We will post and adhere to warnings related to your child's allergies to ensure their safety.
- It is important to provide detailed information about your child's allergic conditions so we can take appropriate precautions.

ILLNESS POLICY

- Children sent home due to illness must remain at home until they are symptom-free for at least 24 hours from the end of the school day.
- Symptoms include fever or any other indication of illness.
- Children who appear ill upon arrival will not be allowed to attend class.
- If you have taken your child to the doctor due to an illness, please provide a doctor's note confirming that your child is no longer contagious upon their return.
- It is essential for health and safety that your child is symptom-free for 24 hours before returning to school, including being fever-free.

PARTICIPATION IN ACTIVITIES

- Children should be well enough to participate in all school activities, including outdoor play.
- If a child is not well enough to engage in outdoor activities, they should stay home, as we cannot provide indoor supervision during outdoor playtime.



CONTACT PROCEDURES FOR ILL CHILDREN

- If your child develops a fever or becomes unwell during the school day, we will contact you immediately.
- It is required that you pick up your child within one (1) hour of being notified.
- Please ensure that your contact information is current and that you can arrange for quick pickup if necessary.
- Failure to pick up your child within the specified time frame may result in expulsion due to noncompliance with our program policies, as we lack the staffing and space to care for sick children.
- Ill children will be kept separate from their class, staying in the Director's office until pickup.

DRESS CODE

To ensure a respectful and conducive environment for all children, please adhere to the following dress code guidelines:

1. **Modest and Appropriate Attire:** Clothing should be modest, comfortable, and suitable for school activities and active play. Avoid halter tops, bare midriffs, or low-rise pants.
2. **Apparel with Images or Messages:** Please ensure that your child's clothing does not feature violent or frightening images, sexual innuendos, or any other inappropriate content.
3. **Proper Fit:** Clothes should fit comfortably. Make sure pants stay up properly, with or without a belt, to maintain ease of movement during activities.
4. **Final Approval:** The program administration has the final say on whether clothing is deemed appropriate. Ensure all attire aligns with these guidelines to prevent potential issues.



LABELING

To ensure that your child's belongings are easily identifiable and returned promptly, please adhere to the following labeling guidelines:

1. **Labeling Clothing and Personal Items:** Make sure to label all removable clothing (jackets, sweaters, etc.) and personal items (such as lunch boxes) with your child's full name. This helps prevent loss and ensures belongings are returned to their rightful owner.
2. **Bottles and Sippy Cups:** These items must also be labeled with waterproof labels or silicon name band with your child's full name to ensure they are correctly given to them.
3. **Permanent Marker:** If items are not labeled by parents, teachers are authorized to label them using a permanent marker, to maintain clarity and consistency.

TOYS

To maintain a safe and organized environment for all children, please take note of the following guidelines regarding personal items at school:

1. **Bringing Toys and Personal Items:** Children should refrain from bringing toys, play guns, purses, or stuffed animals to class. These items can easily be lost and may pose a safety risk to your child or others.
2. **Collection and Return of Items:** If any such items are brought to school, they will be collected by the teacher and returned to parents at a later time. This procedure is in place to prevent any disruptions and ensure the safety of the children.
3. **School-provided Toys and Equipment:** A variety of toys and equipment are provided at the school for play and learning. These resources are selected to support educational activities and encourage safe play.



PERSONAL ITEMS

To ensure a safe and organized environment, we ask parents to help monitor the following:

1. **Personal Belongings:** Please keep an eye on your child's pockets and bags to make sure they are not bringing money or other inappropriate items to class. Teachers are not responsible for any lost money or belongings.
2. **Lost and Found:** Items that are found will be placed in the LifeChurch Learning Center office. Parents and children can check there for any lost belongings. Please claim any misplaced items before the end of the year, as unclaimed items will be donated to charity.

SUPPLIES

The Jefferson County Health Department (JCHD) stipulates certain guidelines for children's nap times to ensure hygiene and safety:

- Parents of Toddler-K4 children are required to provide a cloth mat for naptime. Cloth mats must be used on top of a vinyl red and blue mat. The daycare offers cloth mats for sale at \$25.00.
- Mats and blankets will be sent home every Friday for cleaning. Please return them on the following Monday. The mat should be clearly labeled with the child's name in large letters.
- Please avoid sending toys or videos from home, as the daycare is well-stocked with appropriate and engaging toys and materials.
- For babies not yet eating table foods, parents are asked to supply specific baby foods and baby wipes.
- JCHD/DHR regulations prohibit soft materials inside cribs for safety reasons.



CLOTHING

To ensure a smooth and comfortable experience for your child at the daycare, please adhere to the following additional guidelines:

- **Diapers/Pull-ups:** Provide enough diapers or pull-ups for your child, and ensure there is an ample supply available.
- **Extra Clothes:** Clearly label an extra set of clothes and pack them in a small bag with your child's name. This should be done on the first day of attendance.
- **Avoid:** midriff tops or spaghetti straps.
- **Dresses:** it's encouraged to wear shorts under dresses for added modesty, especially on the playground.
- **T-shirt Designs:** Choose T-shirt designs that align with the Christian standards of the Lake C&L Child Care (LCLC).
- **Weather Considerations:** Be aware that weather can change quickly during the Spring and Fall. It's advisable to dress your child in layers. Bringing a jacket is recommended, as it's easier to remove a jacket than to find one if your child gets cold.

SMOKE FREE

We are committed to maintaining a smoke-free environment. Smoking is not permitted anywhere on the premises. Additionally, please ensure that bags and clothing are free from smoke fumes to create a comfortable atmosphere for all.



PARENT COOPERATION

- LCLC maintains an “OPEN DOOR” policy. Parents may feel free to visit the Center at any time.
- Parents should contact their child’s teacher for information about the daily schedule and the child’s progress, adjustment, behavior, etc.
- Parents are encouraged to inform teachers of situations at home such as a new baby, death, illness of family members, etc. which might affect the child’s behavior.



LIFECHURCH LEARNING CENTER
PARENT HANDBOOK ACKNOWLEDGEMENT FORM

I acknowledge that I have received and read the LifeChurch Learning Center Parent Handbook. I understand that it contains essential information and policies about the center, which are subject to revisions as needed. I am aware that the center will communicate any updates or changes through official notices. I understand that it's my responsibility to comply with the policies outlined in the handbook and to contact the Director with any questions not addressed in it.

Parent's Name (printed): _____

Parent/Legal Guardian Signature:

Parent's Name (printed): _____

Parent/Legal Guardian Signature:

Date: _____

