

Living Hope Christian Pre-School

Information Packet and Application

Thank you for considering Living Hope Christian Preschool! We are blessed with a great reputation of providing a safe and loving environment for your children. Living Hope Christian Preschool is a ministry that exists to provide a safe, child-centered atmosphere based on excellence in care, age appropriate academics and Christian nurture.

Living Hope Christian Preschool offers a fulltime daycare and preschool for children six weeks through K-4. We use ABEKA Curriculum for children 2 and older, which provides the finest materials available. It includes academic training as well as solid Bible instruction. In our K-4 program, an intensive phonics program gives a solid foundation for beginning reading.

Our staff members are chosen for their excellence and their love for children. Many of our workforce has been here providing care for over 5 years, with some past the 20 year mark. They receive at least 10 hours of ongoing training every year, including first aid and CPR, ensuring a well qualified staff.

We provide a family style hot lunch, as well as two wholesome snacks each day. Our three graded playgrounds provide a time in the mornings and the afternoons for each child to develop motor skills as well as learning the skill of playing together.

Living Hope Christian Pre-School

Do you offer part time positions?

Part time positions are available for 2's, 3's and 4's only, 8:00 – 12:00 only.

Will I be sent a statement each week?

You will not be sent a statement each week. Please read and follow the Payment Policy as outlined; you will be responsible for keeping your account up to date.

What should I bring for my child on the first day of care?

Have a complete extra change of clothing for your child in case of an emergency. If your child is potty training, he/she will need up to five changes of clothing. The first day of school the child will need a fitted crib sheet and a cover sheet for their cot. Each Friday the sheet will be sent home to be washed and brought back on Mondays.

What is your Holiday Schedule?

Annual Holidays are not exempt from payment. The center is closed one day each for the following annual holidays. If a holiday falls on a weekend, a week day will be observed for that day.

New Years Day

Thanksgiving Day & Friday

Christmas Eve Day

Good Friday

Martin Luther King, Jr. Day

Memorial Day

July 4th

Christmas Day

Labor Day

What is your withdrawal policy?

The parent agrees to provide Living Hope Christian Pre-School with at least two (2) weeks advance written notice of such date of withdrawal. If a parent fails to provide written notice, the family remains responsible for the full tuition for the two (2) weeks after the child's last day of attendance plus any late charges or penalties which shall accrue until full payment is received.

Any student who does not attend school for three days without written notice, prior verbal communication or phone call, will be contacted by Mrs. Diane. If we are unable to reach you and your child does not attend the rest of the week, we will apply a late payment fee to your account along with that week's child-care fees. If your child does not attend the next week, your child will be given another late payment fee plus their weekly childcare fees and a two week withdrawal fee and the child's spot will be filled.

Do you allow vacations?

During the year, each full time child who has been enrolled for at least six months of continued enrollment is given one week for vacation each school year (August-July). This means that the child will not be at school for the vacation time. Please let us know in writing at least one week in advance in the payment box when you plan on using your vacation time.

How will I know when you close due to bad weather?

Please listen to COX Radio Stations, or watch FOX 5 News for the closing announcement. A Facebook and mass email announcement will go out as soon as the decision is made to close. Bad weather days are not exempt from payment.

Can I send medication with my child?

Medication may be given to children at two times during the school day, 11:00 a.m. and 3:00 p.m. Parents must complete and sign an authorization form before medication will be disbursed. If you feel that your child may have a special situation, such as a breathing treatment, please talk with the Director.

How late can my child stay at Living Hope?

Living Hope Christian Pre-School closes at 6 p.m. promptly. ***After 6 p.m., a late charge of \$25.00 will be added. After 6:15 p.m., \$1.00 per minute is added to the \$25.00. Payment is due at the time of pick-up or the next business day before dropping off your child. Cash or check is accepted. This fee will be posted on your account statement. You will be asked to sign a late pick-up form.***

What happens if I am running late?

Please notify Ms. Diane by phone at 706-549-0000. This phone call is a courtesy call and will not waive the late pick up fee. Living Hope Christian Preschool goes by the clock in the front foyer of the Preschool. Please check the clock to make sure your watch agrees with the time.

What if my child is sick?

Any child who shows signs of illness (fever of 100 degrees, cough, runny nose, rash, diarrhea, etc.) should not be brought to Living Hope unless accompanied by a signed note from an official health source stating that the child may attend class with other children. Any child who has had a communicable disease should not return to the center until a signed note is brought from an official health source stating that the child is completely recovered. We do not ask parents to come get their children unless we feel that it is necessary. Therefore, we ask you (for the protection of all our children) to come and get your child immediately when asked to do so. If your child is out sick for the whole week, you are still responsible for tuition of that week by Wednesday or a late fee will be charged to your account.

How will you notify me of a communicable disease?

When a communicable disease is discovered in our center, the Clarke County Health Department is notified immediately and their instructions concerning the disease are followed very strictly.

What are the property rules?

For the safety of you child, smoking and alcoholic beverages are not permitted on the property.

What is your discipline policy?

We believe that all children are a blessing from God and are to be treated with love and respect. Brief times of time-out are always within the eyesight of the teacher. Redirection is used as much as possible, with children at times being pulled aside to explain privately how their actions could hurt themselves and others. Praise is offered publicly to reinforce good behavior. We will not use food as a reward or as a form of discipline.

Can my child bring toys?

Please **do not** send toys, jewelry, money and other valuables to school with your child. Most classes have one day per week for Show and Tell. That is the only day that children may bring ONE toy to school. Do not send items of value for Show and Tell. We are not responsible for any loss or damaged items.

Can I send breakfast with my child?

Children must be fed breakfast **before** bringing them to school. The morning snack is served at 9:30 and is not a substitute for breakfast. Also, we ask that you please not allow your child to bring in a sippy cup. We provide cups with juice/milk at designated times.

How long will my child be outside each day?

Daycare regulations require that we provide one and a half hours of outdoor play as weather permits. The children have recess for about 45 minutes each morning and afternoon. In pleasant weather this time may be longer. If it is not raining, there will be very few days that the children will not go outside. When cold weather arrives, please dress your child appropriately. During fall and spring it would be advisable to keep a light weight jacket or a sweater in your child's cubby.

How should I begin potty training?

When a parent is ready to begin potty training their child, our teachers will be happy to work with the parent. We ask that until the training is underway, that you bring pull-ups for your child. After the numbers of accidents are minimized, we will be glad to change to cloth panties/underwear (with or without plastic pants). Your child may require as many as five - six changes of clothing during this time. The teachers will send your child to the bathroom frequently; however, accidents are normal in the beginning. Potty training will begin in the Two Year Old class and must be completed before entering the Three Year Old class.

When will my child be moved to the next classroom?

Promotion policy - our promotion policy corresponds with the public school system. Children will move to the next level each August with the beginning of the school year. At times individuals may be moved to another classroom during the year. When your child is completely potty trained and the age of three, we will promote your child to the three-year-old classroom at the beginning of the new school year in August. All children moving up to the three-year-old classroom must be potty trained. They need to be wearing underpants. No pull-ups are allowed in the three-year-old classrooms due to the facilities and the nature of the curriculum. Should your child not be potty trained at age three, and it is time to move the children up, your child will be given four weeks to be potty trained or he/she may, at the discretion of the director, lose his/her spot.

How will I be notified of an injury?

When a child is injured, staff immediately will assess whether the injury is minor, causes moderate discomfort to the child, or requires professional medical attention. Staff will follow their first aid training to quickly stabilize the child. With a minor injury, band-aids or ice will be applied and the parent notified at the end of the day at pick-up. With those injuries that cause moderate discomfort, DFCS suggests that in addition to administering first aid, the parent should be notified of the injury. A two part note will be sent home with any injury that causes moderate discomfort. With any injury that leads the staff to believe strongly that professional medical attention is needed, immediate first aid will be administered and the parent will be called immediately. If it appears that the injury is life threatening, 911 will be called before the parent is notified.

Do you have any severe weather procedures in place?

In the event of severe weather, your child will be evacuated to a safe area in the building. The basement is an approved emergency shelter. Please refrain from calling the center during this time, as our attention will be focused on the safety of the children. If you come to pick up your child during this time, you will not be able to leave the property until the emergency warnings have been lifted.

Do you have any emergency evacuations in place?

Should we experience a fire, a bomb threat, a gas leak, or physical plant problems, the children will evacuate the building and meet at the back of the playgrounds. As soon as possible, you will be made aware of the situation. Please refrain from calling the center during this time.

When should I give you proof of immunization?

We are **required by law to maintain proof of immunizations** on all children. Upon entering school, a current immunization form #3231 should be brought as part of the application package. When your child is given future immunizations, you should request the Daycare shot record form to bring to the office. By law, we are to dismiss any child whose immunizations are not up-to-date.

How should I notify you of record changes?

It is the parent's responsibility to keep the child's records current to reflect any significant changes as they occur such as telephone numbers, work locations, emergency contacts, child's physician, child's health status, infant feeding plans and immunization records, etc. Record update forms are available in the Preschool Office and can be dropped in the payment box when completed.

Child Abuse

Living Hope Christian Pre-School staff are mandated reporters of any suspected child abuse and will contact DFACS if such is needed.

Baby Feeding and Diapering Policies

Please see diapering procedures posted in the classrooms.

Feeding plans are adhered to and must be kept updated at all times in infant rooms A and B.

Lunches From Home

Living Hope Christian Pre-School follows USDA guidelines for lunches brought from home.

Religion and Christian Principles

Living Hope Christian Pre-School teaches ABEKA, a Christian based and written curriculum. We start each day with a Bible story, Bible songs, and prayer. However, we do not teach a religion.

Payment Policies

Childcare is due on Monday of each week. Childcare fees are considered late on the close of business on Wednesday and a late charge of \$25.00 shall be automatically added to the charges due for that week and for each week thereafter that a balance is carried forward. Any account not paid in full by the following Wednesday will not be admitted back in school until the account is paid in full or arrangements have been made for full payment. Please keep all accounts in good standing at all times in order to avoid termination of your account. If your child is out sick for the whole week, you are still responsible for tuition to cover that week by Wednesday or a late fee will be charged to your account.

All payments should be placed in the Preschool payment box located in the lobby. Please do not leave the payments on the business office desks. We are not responsible for lost or stolen money left in the offices. Envelopes for cash payment are available in the racks beside the payment box for your convenience.

Payment Methods Accepted: Cash, Check, Credit Cards (credit card machine is located in the lobby of the Preschool underneath our payment box) and online at www.cornerstoneathens.cc. See Diane Rice in the office with your employee benefits cards.

Returned Checks: If a check is returned to us your account will be billed the amount returned plus a \$25 returned check fee. After the second returned check on your account, cash, money order, or credit online will be accepted for payment on your account for six months.

Please realize that no partial payments will be accepted. Any payments made towards an account will be applied first to any service/late fees charged and then to childcare and tuition fees. Overdue accounts are not eligible for a vacation credit at any time.

Any family that no longer attends Living Hope Christian Preschool (whether it be on the parent's free will or due to non-payment) will have 30 days to take care of any past due balance. Any account with a remaining balance following the 30 day grace period will be turned over to Collection Services of Athens, PO Box 8048, Athens, GA 30603.

Living Hope is honored to have the opportunity to minister to your family. Should you have any questions regarding our payment policies, please contact Diane Rice at 706-549-0019 xt 226. You can also e-mail questions to diane@livinghopeathens.org.

Referral Bonus

Our parents are our best promoters! Any current family who refers a new child to Living Hope will receive a referral bonus of \$50 as a credit to your child's weekly tuition upon the enrollment of the new child.

Living Hope Christian Pre-School

Fee Schedule

Prices Effective Aug. 6, 2012

<u>Ages</u>	<u>Weekly Rate</u>
6 weeks to 12 months	\$175
12 months to 24 months	\$170
24 months to 36 months	\$165
3, 4, and 5 year olds	\$155

Second child is \$20 less.

Half-Day 2's, 3's, & 4's: Hours: 8:00-12:00 Noon

\$100 per week

This includes morning snack, curriculum, outside play time and a hot lunch.

Annual Supply Fee

\$85 (A non-refundable** supply/registration fee is charged for each child at the time of enrollment and on each August 1st unless the original enrollment was within the previous 60 days.)

K-4 Supply Fee

\$125 (A non-refundable** supply/registration fee is charged for each child at the time of enrollment and on each August 1st unless the original enrollment was within the previous 60 days.)

****Our supply/registration fee can be refunded if we cannot place your child in our center within six months.**

Payment Due Dates

Please note that payment is due on the Monday of the week of service. A late fee of \$25 will be added to any account carrying a balance past the close of business on Wednesday and for each week thereafter that a balance is carried forward.

Please keep up with the balance on your account and feel free to call the Business Office to ask questions at any time.

Living Hope Christian Pre-School

Application for Enrollment

Office Use Only:		
Supply/Registration Fee: _____	Class: _____	
Start Date: _____	Tuition: _____	
Teacher: _____	Church Discount _____	
Welcome _____	Email _____	

Child's Name _____ Name Used _____

Birthdate _____ Social Security _____

Who does the child live with? _____ Gender of Child: Male Female

Who is responsible for paying the childcare fees? _____

Father/Guardian's Name _____ Birthdate _____

Address _____ City _____ Zip _____

Employer's Name _____ Work Phone _____

Employer's Address _____

Home Phone _____ Cell Phone _____

Mother/Guardian's Name _____ Birthdate _____

Address _____ City _____ Zip _____

Employer's Name _____ Work Phone _____

Employer's Address _____

Home Phone _____ Cell Phone _____

Father's SS# _____ Mother's SS# _____

Physician's Name _____ Phone _____

Allergies _____

Known Medical Problems _____

Special Procedures for caring for your child _____

POLICY AGREEMENT

I have read, understand, and agree to adhere to the Living Hope Discipline, Preschool, and Payment Policies.

Parents' Signature _____ Date _____

_____ Date _____

****If both parents live with child, both parents must sign. ****

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Admission Care Form

Child's Name _____ Birthdate _____
Last First Month Day Year

Personal History

Type of birth: Normal Premature; any complications
Does the child: walk? crawl?
Has the child begun talking? yes no
Does the child speak? words sentences
What language? English other _____

Health

What arrangements can you make for child's care during illness? _____

What communicable diseases has your child had? Measles (Big Red)
 Measles (3 day) mumps chicken pox whooping cough other
Any serious illness or hospitalization? no yes _____
Any physical disabilities? no yes _____
Any known allergies? (Asthma, Hay Fever, etc) no yes _____
Are medications given regularly? no yes _____

Toilet Habits

Can the child be relied upon to indicate his/her bathroom wishes? yes no
Does the child have frequent toilet accidents? yes no
How does your child react to them? _____

Sleeping Habits

What time does your child go to bed? _____ Awaken _____
What is the child's mood upon waking? _____
Does your child nap: in the morning? in the afternoon?
Give your child's nap schedule _____

Social Relationships

Does your child spend time with both parents? yes no
If parents are separated, how often does your child see the absent parent?

Has your child had experiences in playing with other children? yes no
By nature is your child: friendly? aggressive? shy? withdrawn?
Do you feel your child will adjust easily to a child care situation? yes no
Does your child enjoy being alone? yes no
How does your child relate to strangers? _____
What makes your child angry or upset? _____
How does your child show his/her feelings? _____
Who does most of the disciplining? _____
What do you find is the best way of handling your child? _____
Is your child frightened by any of the following: animals? dark?
 storms? loud noises? other? _____
In what particular ways can we help your child? (Please use other side of page if necessary)

Preschool Emergency Information Card

Child's Name _____
Last First Middle

Mailing Address _____ Home Phone _____
Street City State

Father's Name _____ Employer _____

Work Phone _____ Cell Phone _____
Email _____ Are you on Facebook? Yes/No

Mother's Name _____ Employer _____

Work Phone _____ Cell Phone _____
Email _____ Are you on Facebook? Yes/No

Name of person(s) to notify in case of emergency and authorized to pick up child
(other than listed above):

Name _____
Physical address _____ City _____ State _____ Zip _____
Relationship to child _____
Phone Numbers (w) _____ (h) _____ (c) _____

Name _____
Physical address _____ City _____ State _____ Zip _____
Relationship to child _____
Phone Numbers (w) _____ (h) _____ (c) _____

Person(s) NOT Authorized to pick up child:

Name _____ Name _____
Relationship _____ Relationship _____

MEDIA RELEASE

I give my permission for my child to be included in class photos which may be used on bulletin boards, newsletters, or posted on the Preschool website or Facebook page. ____ Yes ____ No

EMERGENCY MEDICAL RELEASE

In the event that emergency medical treatment is necessary for my child and that I am not available, I give permission for Living Hope Christian Preschool to secure whatever medical treatment necessary. Any expenses incurred (above those covered by school insurance) will be the responsibility of the family.

ADULT ESCORT STATEMENT

When parents or persons authorized by the parents pick-up or drop off a child at the center, the child will not be allowed to walk into or out of the building alone. An adult must escort the child into and out of the building.

Mother's Signature

Father's Signature

Guardian's Signature