



# Parent Handbook

Thank you for entrusting your child to the caring, dedicated staff at Lighthouse Prep! At Lighthouse Prep we believe the first five years of a child's life are the most important in terms of relationships and experiences. During this time, a child's brain is the most active in development and it is essential for rapid learning to take place. Our mission is to create programs and services that empower the lives of young children and their families. Our teaching approach will help children develop self-control and confidence, fine motor skills, gross motor skills, social skills, etc. We also strongly encourage language and physical development. Lighthouse Prep is a Christian based preschool. We are so happy to have your child with us and we look forward to the opportunity to "team up" with you in educating your child.

The following information and procedures will help us deliver the best possible experience for your child.

Please let us know if you have any questions.

AGREEMENT: PLEASE READ THE FOLLOWING VERY CAREFULLY BEFORE SIGNING.

## Contact Information

Office: (904)808-0700  
Lighthouse-prep.com

## Registration/Supplies

All applicants pay an initial non-refundable registration fee of \$200 per child upon enrollment.  
An annual supply fee of \$200 per child  
3 Hr. VPK Students will NOT be responsible for a registration fee or supply fee.

## Tuition

At Lighthouse Prep we use Tuition Express, an automatic payment system to process tuition.

Weekly tuition is processed for the current week on Wednesday at 12pm.

A late fee of \$10.00 per day will be added to your tuition fee if your account is not paid by Wednesday at 12p.m. Your child can be terminated by Lighthouse Prep with one day's written or verbal notice to the parent and/or guardian if your account is delinquent. In case of default

of payment, you agree to pay any reasonable attorney and/or collection fees. A \$45.00 charge will be added to your account if a payment is returned to us. Repeated occurrences will cause us to require you to pay with cash or money order.

Lighthouse Prep will review prices each December and July, and reserves the right to adjust those prices in January and August each year. We will provide at least a two week notice of any change. Tuition will not be reimbursed if your child is not at school, inclement weather, or natural disasters.

## Hours of Operation

Lighthouse Prep will be open from 7:00 am to 6:00 pm, Monday through Friday, except on holidays. Each child shall be picked up by 6:00 pm. A charge of \$25.00 per first 5 minutes per child will be charged if your child is not picked up by 6:00 pm. It is the policy of Lighthouse Prep that there is a maximum 10 hours per day that a child may be in attendance. Any exceptions must be approved in advance, and there will be an extra charge.

## School Closings

All Lighthouse Prep programs are closed on the following days:

New Year's Eve & New Year's Day  
Martin Luther King Day  
President's Day  
Veteran's Day  
Good Friday  
Memorial Day  
Juneteenth  
July 4th  
Labor Day  
Thanksgiving Day and the day after Thanksgiving  
Christmas Eve, Christmas Day, and the day after Christmas

If the holiday falls on a weekend Lighthouse Prep has the option of closing on the Friday before and/or Monday after the holiday. A notice will be posted prior to a school closing.

Lighthouse Prep will close 2 additional days per year for annual cleaning and training for teachers.

***In addition, there will be no adjustments made in case of a hurricane or other natural uncontrollable circumstances in which closure is necessary.***

## Snack/Lunch

Lighthouse Prep will provide two snacks that will follow USDA guidelines. Lunch is to be provided by the parent. It is important for parents to pack a healthy lunch to get their child through the busy school day. Please send items that your child can easily open. Breakfast can be served to children arriving before 7:45, but must be furnished and prepared in full by the parent. Parents may not use the kitchen facilities.

### Additional lunch options:

Monday Chick-Fil-A \$8

Tuesday Panera \$7

Wednesday Osprey Tacos \$6

Thursday pizza \$4

Friday Brown bag \$7

***Consent form must be signed to allow your child to participate.***

## Program Withdrawal

Our programs are full-year programs (other than VPK). In case of withdrawal from Lighthouse Prep, a two week written notice is required and the family can re-register when he/she is ready to return to school. A spot cannot be guaranteed in this case, but consideration will be given. If notice is not given, you agree to pay two week's extra tuition at the time of withdrawal of the child from the program.

## Emergency Plan

In the event of emergency while your child is in attendance, you grant Lighthouse Prep permission to administer care as it sees fit for the child's best interest, in accordance with the information you provided on the enrollment form. In the event of illness or accident while the child is in attendance, medical expenses are the responsibility of the parent.

## Pick-up Procedures

It Florida Department of Children and Families requires that no child leave our premises with anyone who is not written on the child's application. A parent/legal guardian may give separate written permission at any time. Permission may be faxed to us, but may not be granted by phone at any time, in accordance with Florida law. Also, the individual designated to pick up your child must be at least 18 years of age.

For security purposes, Parents must bring their child to the classroom each day, and verify that he/she is under supervision, before leaving the premises. Parents must pick-up their children from their classroom teacher.

## Medications

All medication must be labeled and in its original container and placed in the Front Desk Medicine Bag with a completed medication usage form. We cannot dispense any medication without your signature approval. This includes all over-the-counter medications as well as prescriptions – even sunscreen. If the original container states “ask a doctor before...” we must have a doctor’s note to administer the medication. We cannot exceed the dosage written on the bottle or box without doctor’s written approval. Be-cause of FDA recommendations, we will not dispense over-the-counter cold medicine to children under the age of 6 under any circumstances. Medications needed two times per day or less should be given at home.

## Communicable Disease Policy

It is desirable to develop good habits of regular attendance in children. You can do this by sending your child to school each scheduled day unless there are health concerns, such as a fever, vomiting, diarrhea, rash, or other symptoms of a contagious disease. Please notify us immediately if your child does have a communicable disease as you may need a doctors approval before your child returns to school. You will be called to pick up your child if he/she develops any of the symptoms below:

- o Severe Coughing
- o Difficult or rapid breathing
- o Stiff neck (especially if the child cannot lift their head up and down)
- o Diarrhea (2 or more abnormally loose stools within 24 hours)\*
- o Temperature of 100F or higher when in conjunction with other signs of illness\*
- o Temperature of 101F or higher in the absence of additional symptoms\*
- o Eyes that are irritated and discharging\*
- o Exposed, open skin lesions
- o Green discharge from the nose that lasts more than 2 days\*
- o Unusually dark urine and/or gray or white stool
- o Yellowish skin or eyes
- o Any other unusual signs or symptoms of illness

If lice or nits are found on your child you will be called to pick him/her up. Your child must be checked by the front desk staff before returning to class. Upon return, please bring proof of treatment and continue to treat and recheck your child daily.

# School Schedule

7 am - 9 am Welcome and Early arriver activity/discovery  
9 am - 12 pm Morning Instruction  
12 pm -12:45 pm Lunch  
12:45 pm - 2:30 Rest/quiet time  
2:30 pm - 6 pm Afternoon Enrichment

\*The schedule provided is a general school schedule.

Schedules vary based on age and classroom.

*It is the policy of Lighthouse Prep that children are in attendance by 9:00 am. These times are set to maximize the instructional time for the children, and minimize disruptions during instruction periods.*

## Toilet Training

**Teacher/Staff strongly encourage potty training.**

Your child must be potty trained when entering the Jr. Preschool or the VPK class.

## Special Needs

If your child has a special need, we strongly encourage you to work closely with your child's teacher. This will ensure that all teachers/ staff are aware of any needs and/or accommodations that are required.

## Birthday Party

We love birthday parties! This is the child's special day. If you wish to have a celebration at school, we ask that you furnish the refreshments for your child's class that day if possible. It is important that you provide us with a list of ingredients due to food allergies. Please avoid peanut products.

## Items brought from Home

Please encourage your child to leave all toys at home unless your child's teacher has directed otherwise. Each child should have 2 changes of clothing left in the school to be used when needed. All clothing should be marked with your child's name. Please send your child in comfortable, washable clothing for activities such as outdoor play, painting, and gym. Lighthouse will not reimburse for missing or damaged articles. Please make sure ALL articles brought from home have a name on them.

**Items to bring to school:**

2 changes of clothing

A crib sheet and small blanket for nap/rest time

Diapers (if your child is not toilet trained) 2 boxes of wipes

***Infant: Parent is responsible for bringing water, formula, and bottles for infants. Please bring enough to last through each day. The teacher will not be able to wash bottles throughout the***

*day as it will take time away from the children and the facility is not equipped. If your child sleeps with a blanket or pacifier a doctors note must be given to Lighthouse Prep to allow your child to use these per DCF regulation.*

## School Pets

Lighthouse Prep allows class/school pets onsite. All our pets have current immunization records on file and are compliant with DCF health and safety standards. If your child(ren) have ANY pet allergies please let us know as we will accommodate.

## Discipline

**At Lighthouse Prep, it is our policy to treat our children with love and respect. To accomplish this goal we employ positive, respectful reinforcement techniques such as verbal and tactile praise as appropriate to the developmental age of the child. At no time are negative reinforcement techniques requiring the use of physical punishment, or the withholding of food or toileting, acceptable.**

By Florida law, staff is required to document and report any signs of abuse and neglect to the Florida Abuse Hotline without Lighthouse Prep's knowledge or approval. The staff will always err on the side of protecting the child. Parents will be held financially liable for the damage or destruction of educational materials, toys, computers, etc., if that damage was inflicted willfully

## Biting Policy

Biting is a distressing but common behavior for children between the ages of fourteen and twenty-four months. Biting has many causes. One of the most common reasons for biting is the frustration that children of this age feel when they are unable to use words.

### Jr. Preschool and VPK:

**First Offense:** Teacher/Director will contact both Parents and will provide a written incident report for both children.

**Second Offense:** Teacher/Director will contact both Parents and will provide a written incident report for both children.

**Third Offense:** Teacher/Director will contact both Parents, a written incident report for both children will be provide, and the child will be sent home for the day.

**Forth Offense:** May lead to your child being terminated.

## Behavior

Lighthouse Prep will NOT tolerate aggressive behaviors, including fighting, bad language, disrespect and disruptive behavior. Continued policy violations, or any violent action that may threaten the safety of other children or staff will be cause for immediate dismissal. Should the teachers and Director determine that your child cannot adjust to Lighthouse Prep's pro-grams; is a detriment to teachers, to other children, or to himself; or that you have not fully carried out this

Policies and Procedures Contract, Lighthouse Prep has the right to terminate your child's enrollment at our school immediately.

## Expulsion Policy

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. Lighthouse Prep will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. With this, Lighthouse Prep holds the right to expel a child with any reason either in accordance to the above or on an individual basis to maintain a safe environment.

## Waiting List

Should you be placed on Lighthouse Prep's waiting list, you are expected to start on your determined start date. Tuition will begin to be auto drafted on the week of your original start date. If you decide not to enroll your child with Lighthouse Prep on your determined date your tuition will be auto draft until your child starts or your child's spot will be forfeited.



**Lighthouse Prep reserves the right to change our policies at anytime without notice.**

POLICIES AND PROCEDURES CONTRACT

I have read, fully understand, and agreed to abide by the Parent Policies and Procedures.

Child's Name: \_\_\_\_\_

SIGNATURE OF PARENT OR LEGAL GUARDIAN

Mr. \_\_\_\_\_ Date \_\_\_\_\_

Ms. \_\_\_\_\_ Date: \_\_\_\_\_

I (**do/do not**) give permission for my child to participate in catered lunches.

I (**do / do not**) give permission for my child to go on field trips.

I (**do / do not**) give permission for my child to be photographed, and for those pictures to be used by Lighthouse Prep without names.