



Est. 2016

Parent Handbook

(Policies and Procedures)

2025 - 2026

Lake Conroe Christian Academy

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Conroe, TX 77304**

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***Find us on FACEBOOK at
Lake Conroe Christian Academy***

2025-2026

PARENT INFORMATIONAL HANDBOOK and OPERATIONAL POLICIES

L.C.C.A. Co-Directors:

Rebecca Broussard and Ashley Fayle

About the cover logo and school name: (Est. Summer 2016)

The cover logo was designed by Ashley Fayle with inspiration from the windmill out front of the original school building off of Cude Cemetery Road in Willis, Texas. The school's name was a group effort inspired by Rod and Rebecca Broussard and Josh and Ashley Fayle.

THE SCHOOL AND ITS PHILOSOPHY

Lake Conroe Christian Academy is a nurture-learning program licensed by the Texas Department of Health and Human Services.

LCCA began as a dream for a “mother-daughter team” in the summer of 2016. With determination and perseverance, a dream became reality once a venue was secured and a business plan for a preschool was designed.

The staff at LCCA is carefully chosen to ensure patient, sensitive teachers who genuinely love and respect children and will plan activities which challenge children to think, investigate and discover.

We at Lake Conroe Christian Academy believe that:

1. Children are happy and feel secure in a warm, loving, Christian environment.
2. A child’s play is his/her work and he/she develops social skills through play.
3. A child learns and feels secure by having clear, consistent, age-appropriate rules and limits.
4. Children need plenty of opportunity to succeed each day: as success breeds self-confidence and self-confident children approach learning as fun.

We believe that the teachers and parents are a team in helping each child develop to his/her full potential. Therefore, we will do everything possible to ensure that parents are well informed of school activities, events and policies. Parents may schedule a conference with the directors at any time to discuss policies or to view a copy of the most recent licensing report. Parents are encouraged to visit the school and participate in school activities. We welcome parent comments and suggestions for improving our program.

A copy of the Minimum Standards and our most recent licensing report are on file in the LCCA office and/or posted in our foyer. Parents may request to view them at any time. Additional information may be obtained from the local office of Health and Human Services at (936)539-1161 or at their website: hhs.texas.gov. To report if you suspect child abuse or neglect, the hotline is 1-800-252-5400.

Welcome to Lake Conroe Christian Academy

The co-directors, Rebecca Broussard, and Ashley Fayle, as well as the LCCA staff are glad that you have selected LCCA for your child. The school is privately owned and operated. All who are associated with LCCA are proud of the school and its accomplishments.

CLASSES OFFERED

LCCA offers classes for the following age groups: (age by September 1st)

- Toddlers (12 - 24 months)
- Twos
- Threes
- Pre-Kindergarten
- Kindergarten
- First Grade
- Second Grade
- Third and Fourth Grades

Classes are held for Toddlers, Twos and Threes with 2, 3 and 4-day options:

Monday, Tuesday, Wednesday and/or Thursday from 9:00 a.m. to 2:30 p.m.

Pre-Kindergarten students must attend 3 or 4 days. Kindergarten, First, Second, Third and Fourth Grades are only 4-day programs.

There is no school at LCCA on Friday.

Parents with children enrolled in the two or three-day program may choose to use the other days their child is not registered for school as “drop-in” days only if there is space available in the appropriate classroom and the school capacity has not been met. However, most of the spots will be filled with enrolled students. The cost for a drop-in is \$30.00/day and is due the day of the drop-in with check, cash or credit card. Forms are available in the LCCA office to request space and should be turned in at least 24 hours before the date requested.

We do not make up days for holidays.

EARLY BIRD AT LCCA

The Early Bird program at LCCA is an “early start” to the school day. It will be every Monday, Tuesday, Wednesday and Thursday from 8:00 a.m. to 9:00 a.m. for currently enrolled children.

Children in the program must be potty-trained. Early Bird follows the LCCA school calendar and consists of a morning snack, inside playtime, and “maybe” a morning focus of story time reading, quiet play activities, circle time games, puzzles, drawing, crafts, movies, music and movement activities, etc. **Drop-in space is available on a first come basis. Forms are available in the LCCA office.**

In order to register your child, please fill out the form and return to the LCCA office. There are no registration or supply fees currently. Tuition is due on the 25th of each month and late on the first, August through April, unless paying daily. If paying daily, the daily tuition is due at 8:00 a.m. at drop-off.

<u>Program costs:</u>	Daily Registered Students	\$15.00 per day
	Monthly Registered Students	\$200.00 per month

For safety reasons, no student can be dropped off before 8:00 a.m. (8:00 a.m. is the time the doors will open for our Early Bird program. If you drop your child off after 8:00 a.m. you might have to call the Early Bird teacher in charge if she is not by the locked front double doors.)

The students at 9:00 a.m. will go to their regular classroom and Early Bird teachers will make sure they get there. Students are required to be on their best behavior for this program.

STAY & PLAY AFTER SCHOOL CARE

The Stay & Play after school care program will be offered every Monday, Tuesday, Wednesday and Thursday from 2:30-5:30 p.m. for children enrolled at LCCA. The program will follow the LCCA school calendar and will consist of an afternoon snack followed by outside and/or inside playtime and crafts. Drop-in space is available on a first come basis. (We must have a minimum of 5 students enrolled in the Stay and Play program.)

Drop-In Forms, (available in the LCCA office), should be turned in at least 24 hours in advance.

Children in this program must also be potty-trained.

Registration Fee: \$50.00 (no matter how many days registered)

Supply Fee: \$25.00 (annually)

Program Costs:

1 Day- Registered students	\$125.00 per month
2 Days- Registered students	\$175.00 per month
3 Days- Registered students	\$225.00 per month
4 Days- Registered students	\$250.00 per month
Drop-In students – (space available)	\$30.00 per day

For safety reasons, all children must be picked up no later than 5:30 p.m. on Mondays, Tuesdays, Wednesdays and Thursdays. Late fees will be strictly enforced!

Late Fees:

- 1 to 15 minutes late- first time- \$15.00
- 1 to 15 minutes late- second time- \$30.00
- 1 to 15 minutes late- third time- (dismissal from program)

If a parent is more than 15 minutes late at any time, the child is subject to suspension from the program for one month at the directors' discretion. During the month-long suspension, the parents will be responsible for the tuition fee to hold the child's space. Upon returning after one month, the child must be picked up by 5:30 p.m. each day to remain in the program. **Failure to do so will result in dismissal from the program for the rest of the year.**

You may pick up your child before 5:30 p.m.; however, there is no discount for doing so. The late fees will be enforced for the safety of your children and the staff. (The LCCA directors feel it is unsafe for anyone to be left alone in the building after dark with children. Please plan on being prompt!)

LCCA Calendar 2025-2026

August

25 Meet the Teacher/ Parent Orientation
27 First Day of School

September

1 NO SCHOOL- Labor Day
10 Back to School Pizza Parties

October- (Fire Safety Month)

9 Open House
13 NO SCHOOL- Columbus Day
30 Fall Parties

November

20 Thanksgiving Parties and 2nd Grade Feast
24 - 27 Thanksgiving Holidays
27 Thanksgiving

December

15 Dress Rehearsal for Christmas Program
16 Christmas Program and Christmas Parties
Dec. 17 - Jan. 5 Christmas Holidays
25 Christmas/ Jesus' Birthday

January

1 New Year's Day
6 Classes Resume
12 Priority Registration Begins (Currently Enrolled Students)
12 Registration for Siblings
19 NO SCHOOL- MLK, Jr. Holiday
20 Open Enrollment

February- (Dental Health Month)

12 Valentine's Parties
14 Valentine's Day
16 NO SCHOOL- Presidents' Day
23 Donuts with Dads

March

9 - 12 Spring Break
17 Saint Patrick's Day
23 - 26 Mad Science Week
26 Science Fair and Parent Appreciation Breakfast

April

2 Easter Parties and Egg Hunts
3 Good Friday
5 Easter
6 NO SCHOOL- Easter Monday
13 - 16 Western Week
30 Staff Appreciation Luncheon

May

4 Muffins with Moms
4 - 7 Teacher Appreciation Week
7 First Grade Mother's Day Luncheon
12 Mother's Day
12 Pre-Kindergarten Graduation
13 Kindergarten Graduation and EOY Parties
13 Last Day of School
25 Memorial Day

June
21 Father's Day
15 - 19 Summer Camp
July
4 Independence Day

INTRODUCING OUR STAFF

Providing familiar faces that children can count on to be there for support year in and year out is a high priority at LCCA. The staff continues their education annually through college courses, professional conferences and in-service workshops. The goal of every staff member is to help each child grow in a well-rounded way: socially, emotionally, spiritually, physically and intellectually. Teachers carefully plan activities that allow children to express themselves, experience freedom of choice, and develop self-reliance and spontaneity. Our teachers are committed to open communication, always ready to answer questions or discuss concerns. In addition, just as they enjoy getting to know you, they want you to get to know them.

- **Rebecca “BeBe” Broussard (LCCA Administrative and Financial Director and Chapel Teacher)** is a high school graduate of Madisonville High School. She received her Bachelor of Arts in Teaching and Master of Education in Supervision with a Reading Specialization and Mid-Management Certification from Sam Houston State University. She taught kindergarten through 5th grade in Huntsville I.S.D., teaching multi-age classrooms as well, commissioned by Dr. Skip Meno, commissioner of education in the 1990s. She was a campus administrator in Spring I.S.D., Willis I.S.D. and a central office administrator in Willis ISD (assessment coordinator). During her years as a public education teacher and principal, she was also a consultant for service centers and school districts throughout the state of Texas, teaching teachers how to do "reading/writing workshop and balanced literacy." After leaving public education, she taught for Sam Houston State University for fifteen years in the education department as an adjunct professor, teaching literacy/assessment classes to students who were about to graduate and begin their careers as elementary teachers. Over the years many honors have been bestowed upon Mrs. Broussard from various literacy groups such as International Reading Association, where she served as a board member, Sam Houston Area Reading Council, where she served as President, becoming a New Jersey Writing Institute trainer (now Abydos Literacy Learning) and S.H.S.U. for her work in literacy. Rebecca served on the Willis I.S.D. Board of Trustees for 21 years. She now serves on the Board of Trustees for Lone Star College, the second largest community college in the United States. She is a loyal member of the Republican Party. Rebecca is married to Rod Broussard. They live in the French Quarter on Lake Conroe in Willis, Texas. They are proud of their five children and thirteen grandchildren, ranging in ages 1-24 years old. They are members of Woods Edge Community Church in The Woodlands, where her brother, Dr. Jeff Wells, is the lead pastor. Rebecca and Ashley love LCCA and it has been a dream come true as educators to own and direct their own school, where they can teach about Jesus as well as educate children in a fun and challenging way. Rebecca believes small class sizes, individualized teaching and learning, highly qualified teachers, creative skills, reading/writing workshops and fostering a love of learning are of the utmost importance for success in all schools.

- **Ashley Fayle (LCCA Curriculum and Licensing Director and Chapel Teacher)** is a graduate of Sam Houston State University with a Bachelor of Science in Academic Studies and a minor in Early Childhood Education. She taught first grade for four years in Conroe Independent School District at Reaves Elementary. Her last year to teach before having her daughter, Rebecca Anderson (Andy), she received the honor of Elementary Teacher of the Year for Reaves. Mrs. Ashley and her husband, Josh, both grew up in Willis and graduated from Willis High School. They have been married 17 years this past summer and also have a five-year-old daughter named Rachel Allyn (Ally) who will attend LCCA's kindergarten program this school year. She was the Administrative Director of Presbyterian Day School in Conroe, before opening up LCCA ten years ago, where she had been on the staff for four years starting as a volunteer, substitute teacher, assistant teacher and then teaching the older three's before becoming director. Mrs. Ashley loves working with children, parents and staff, especially in the early childhood setting. She has always dreamed of owning, managing and teaching at her own private Christian preschool academy in Montgomery County. (*"To accomplish great things, we must not only act, but also dream; not only plan, but also believe."* –Anatole France)
- **Becky Islas (Administrative Assistant)** was born and raised in Willis, Texas, where she graduated from Willis High School and then attended Lone Star Community College and received her Associate Degree in Medical Office Administration. She and her husband, Martin, have been married for 14 years. They live in Willis with their two children. Her son is in the 9th grade and her daughter is in the 4th grade. Their children keep them busy playing multiple sports throughout the year. Mrs. Becky started out subbing at LCCA and became a full-time employee six years ago. She loves working at LCCA and looks forward to another great year!
- **Janice Kuhl (Administrative and Public Relations Assistant and Director of Stay and Play)** lives in Willis with her husband Tim. They have two grown adult kids that are living their best life. Her husband Tim recently retired, and they enjoy traveling and spending time with their kids and family. This is Mrs. Janice's fifth year at LCCA and she is beyond excited for the new school year to begin. Her passion is to love and obey God and love your children as her very own at LCCA. She is very thankful, grateful and blessed. Here's to year five.
- **Karen Novak (Curriculum/Technology Director)** joined LCCA after retiring in May 2021 from Willis I.S.D. Mrs. Karen is a graduate of Sam Houston State University with a Bachelor of Arts in Teaching Elementary Education with a minor in Reading. She brings 37 years of experience to LCCA. She has taught 2nd, 4th and 5th grades and most recently was an Instructional Math Coach for Willis I.S.D. working with teachers and students in kindergarten through 5th grade. Mrs. Karen is married to Greg Novak, has two grown sons and two precious granddaughters. She loves spending time with her family and watching sports. Mrs. Karen is so excited to be writing curriculum for LCCA with a focus on integrating technology at LCCA.
- **Jeffrey Scates (Fourth Grade Teacher)** Mr. Scates is a proud alumnus of Sam Houston State University and brings his passion for education to the 4th grade classroom. Before joining our school, he taught 5th grade math and science at Willis ISD. Mr. Scates enjoys using hands-on activities and creative teaching methods to make learning fun and engaging for his students.

- **Gladie Weinstock (Third Grade Teacher)** joined LCCA six years ago with many years of experience working with young children both locally and internationally. She has a degree in Early Childhood Education and Elementary Education. She met both Mrs. BeBe and Mrs. Ashley while teaching at Willis I.S.D. (Mrs. Ashley mentored under her in Willis.) Ms. Gladie has three grown children and five grandchildren. She enjoys watching young children learn to develop new skills in a positive environment.
- **Cyndi Bahn (Second Grade Teacher)** is excited to be back at LCCA for the third year. She has worked in education for 25 years in a variety of capacities including Lead Teacher and ELL Coordinator. She has taught grades 1- 6. Mrs. Cyndi has a graduate degree in Education with a Reading Specialization. She holds a B.A. degree in English/Journalism with a Speech and Drama minor. She has one grown son, and lives with her husband and her dogs, Harley Quinn, and Jasper.
- **Melanie Smith (Second Grade Teacher)** is an elementary education teacher with over 30 years of experience in the classroom, working for Klein ISD, Tomball ISD, and The Center of Teaching and Learning. She attended Sam Houston State University, where she earned her Bachelor of Science in Education, and later received her Master of Arts in Writing from Fontbonne University. Melanie has extensive experience in grades K-6 in public school. Having been involved with Abydos Learning International for over 20 years, she is a diamond-level trainer. She is a two-time recipient of the Sue German award, Abydos' highest honor. For years, she led the Dana K. Barber Student Writing Awards for Abydos Learning International. She is a published author, writing articles for the R&E Journal and publishing curriculum for Abydos literacy. Several of her former students are also published, with their works highlighted in Dr. Joyce Armstrong Carroll's seminal work, Acts of Teaching. Besides her love of teaching reading and writing, Melanie has a passion for science. In her years of education, she participated in Rice University's Research Experience for Teachers program, where she worked closely with Dr. Carrie Masiello within the Department of Chemistry to study the impact of excessive amounts of nitrate in the Buffalo Bayou and the impact this has on the public water sources and fishing industries from downtown Houston to Galveston Bay. Melanie has an array of experience in grades K-6. With a busy and varied schedule, Melanie enjoys meeting once a month for a Writer's Group, attending Bible Study at her church in Magnolia, crafting sewing, and raising her chickens. She loves to spend any free time she has in her happiest place, which is on Lake Conroe with her husband, Greg, on their pontoon boat, as well as visiting with her adult daughter and son.
- **Judy Carranza (First Grade Teacher)** fell in love with Early Childhood Education while an undergraduate at University of Houston. She originally planned to work with kids in 4H as a County Extension Agent. However, the more she worked with the younger kids she knew what her career path should be. She earned her Bachelor of Science at U. of H. and her Master's in Education at S.H.S.U. Ms. Judy taught over 30 years in public school in grades PreK through 6th. She was privileged to work 30 of those years for Willis I.S.D. She retired in 2008 and went back to school to become a Certified Vet Tech. She worked at a local vet clinic for a year but ultimately made her way back to education. It is where her heart is. She has subbed in Willis since 2009. Ms. Judy lives on ten acres in New Waverly with three horses and three dogs. They are her passion. She has competed in AQHA horse shows since high school and won Reserve World in Trail in 1999 with her favorite horse Ziggy. It was a special day! She continues

to ride, groom and spend time with her animals. Ms. Judy cannot wait to meet all the parents and kids in her classroom this year and she cannot tell you enough how special the staff, Mrs. BeBe and Mrs. Ashley are at LCCA. She feels that you will not find a more caring and hard-working group of people anywhere!

- **Janet Johnson (First Grade Teacher)** grew up in Brownfield, Tx where she graduated from Brownfield High School. She attended Wayland Baptist University and graduated from Lubbock Christian University with a Bachelor of Science in Education. She also majored in English. Janet has taught different grades in 32 years of public education. She has taught fifth grade, 4th grade, 2nd grade, 1st grade and Kindergarten. Most of her teaching has been in Kindergarten for Conroe ISD where she has been for the last 20 plus years. She has taught in areas all over Texas during her career: Brownfield, Mansfield, Kaufman, Knox City and Conroe. When not teaching, Janet likes to read and spend time with her family. She and her husband, Johnny, have three grown children. Janet and Johnny are actively involved in The Woodlands First Baptist Church. Throughout the years, Janet has coordinated and helped with Vacation Bible School and other children's events and classes. She has been involved in the churches where Johnny was pastor.
- **Sheryl Ragone (Kindergarten Teacher)** joined LCCA in October 2022. She graduated from the University of Houston, Clear Lake with a bachelor's degree in education with a minor in Reading. She has taught children from preschool to 5th grade. Most of her years in public education were spent teaching first and second graders. She received Teacher of the Year for A. R. Turner Elementary and for the district. She was then a finalist for Region VI. After teaching in public school for 31 years and private for 4 years she retired. She considers it to be a great privilege to be back in the classroom teaching kindergarten here at LCCA. Even during her retirement, she stayed busy working with children in different programs at her church, Gracepoint Fellowship Baptist. Children are a passion of hers. Mrs. Sheryl believes God has a special purpose for each one of them. She wants every child to know they are special and loved. It is her goal to encourage them to be the best they can possibly be. In her free time, Mrs. Sheryl enjoys being with her family; husband, Ronnie, grown children and their families. She also loves antiquing and refinishing old furniture.
- **Leslie Brooks (Kindergarten Teacher)** I will be joining the LCCA staff this year after 31 years teaching in public education. I taught in Willis ISD for 8 years and finished with 23 years in Montgomery ISD. I have taught kindergarten, 1st, and 2nd grade. Kindergarten has always been my passion since I graduated from college at Southwest Texas State University (now known as Texas State). I have 22 years of experience in kindergarten. I love their curiosity and love of learning. I have 2 grown daughters and a grandson that will be in Pre-K that attends LCCA . I am so excited to be at the same school with him. I enjoy traveling, spending time with my friends and family, as well as anything that involves fun in the sun! I am blessed to be a part of this wonderful staff and community. I look forward to meeting the wonderful families at LCCA.
- **Connie Coyle (Pre-Kindergarten Teacher)** is starting her 4th year teaching Pre-K at LCCA. She has over 20 years experience working in public and private schools. She has worked for Huntsville, Willis, and Midway Independent School Districts.

Mrs. Connie is married to Steve Coyle. They have a blended family of 8 adult children, 6 grandchildren, and 4 fur babies. Mrs. Connie looks forward to meeting all of her new students and is very excited for another amazing school year at LCCA!

- **Tammy Ellery (Pre-Kindergarten Teacher)** grew up in Bellville Texas, where she graduated Bellville High School and attended Blinn College. Mrs. Tammy is a member of the Bellville United Methodist Church. She married her husband, Jim, in 1991 and moved to the Willis area. They have one daughter Jordan, son in law Blake and a new granddaughter Zoey who live in Bellville Tx. Mrs. Tammy worked for Willis I.S.D., exclusively at A.R. Turner Elementary, as a substitute teacher for 16 years. This will be her seventh year to teach PreK at LCCA. She loves working with children, seeing them happily learning and gaining confidence each day.
- **Ashlee Lane (Pre-Kindergarten Teacher)** This will be my second year at LCCA as a pre-k teacher. I absolutely love teaching at LCCA. I was previously a teacher at PDS and have also substituted in MISD. I have lived in Montgomery for 16 years with my husband Clint and our two sweet kids, Parker and Sadie. They keep us very busy with cheer and golf but would not change it for the world. Mrs. Ashlee is ready to get the school year started and meet her students and parents.
- **Danielle Samples (Pre-Kindergarten Assistant Teacher)** Danielle Samples is returning for her second year on staff! She loves to spend time with her family and traveling. She and her husband, Matt are both Navy Veterans. They live in Willis with their 3 dogs, 2 kittens, 6 chickens, 1 rabbit, and 3 kiddos. Her youngest attends LCCA! She is looking forward to an awesome school year and watching your children grow academically and in Christ.
- **Thy Thy Carlton (Three's Teacher)** is thrilled to be your child's teacher this year! This marks her fourth year on staff at Lake Conroe Christian Academy, and she brings over a decade of experience working with children ages two to five. Affectionately known as "Mrs. Thy Thy" (pronounced "Mrs. TT") or "Mrs. T.," she is passionate about early childhood education and creating a nurturing, engaging classroom environment. Mrs. Thy Thy is married to her childhood friend and proud Navy veteran. Together, they have a blended family of four wonderful children, ages 11, 21, 22, and 28, and are blessed with three beautiful grandchildren, ages 8, 3, and one (come October). When she's not in the classroom, Mrs. Thy Thy enjoys spending time in her garden, where she finds peace and joy in caring for her plants. She is excited to partner with parents this school year and is committed to supporting each child's growth and success. She strongly believes that open communication is key to a positive parent-teacher relationship and encourages families to reach out with any questions or concerns.
- **Gwen Henderson (Three's Teacher)** is starting her second year at LCCA. She worked at another day school for 25 years. Sixteen of those years were spent teaching 3-year-olds. She is married to Robert Henderson, has two adult children and one grandson. Mrs. Gwen is looking forward to being a part of another wonderful school.

- **Kacy Young (Three's Assistant Teacher)** Kacy Young grew up in Paris, TX and graduated from the University of North Texas in 2012. She moved to Conroe in 2016 where she lives with her husband and three children, Austin (11), Kristen (9 and an LCCA alumni), and Archer (6). This will be her 4th year at LCCA. The first 2 years she worked in the 2-year-old class and last year was her first year as the 3's classes' helper/aid. This year she will be returning as the 3's classes' helper/aid. She is excited to start her fourth year and watch your children grow!
- **Shannon Ketsa (Three's Assistant Teacher)** grew up in Canada, our family moved to the Houston area in 2013 for my husband's job. I take great pride in being a parent to two married sons and Baba to one grandson. My interests encompass a variety of activities, including crocheting, scrapbooking, and card making, as well as enjoying games like pokerkeno and bunco. Additionally, I have a strong passion for outdoor pursuits such as golfing, hiking, walking/jogging, fishing and gardening.
- **Karen Rodriguez (Two's Teacher)** I'm so excited for this school year. I've taught preschool for 6 years. I received my Bachelor Degree in Psychology. I'm licensed as a counseling therapist. One of the things I enjoy most is helping people and making them aware that mental health is very important. I love spending time with my children, husband and our dogs. I enjoy watching movies with my family. Things I love: journaling, reading, riding a bike, exercising, shopping, and writing. My favorite book is the Bible.
- **Isis Rapalo (Two's Assistant Teacher)** is a Honduran woman who has forged her own path three years ago, settling in Conroe, Texas. A graduate of the most prestigious university in Honduras with a master's degree in business, her professional career has been distinguished. She is happily married and a lovely mother of two daughters Her calling was deeper and full of purpose: her love and dedication to children led her to become a teacher. In the classroom, Isis discovered that her mission went beyond academic teaching. She understood that God not only entrusted her two daughters to her to guide them on His path, but also lent her many more little hearts to sow in them seeds of faith, love, and hope. Her vocation is not just a job, it is a ministry. God-fearing and guided by firm principles, Isis lives with the conviction that everyday is an opportunity to reflect the Lord's goodness through her service.

- **Noelia Piron (Toddler Teacher)** was born and raised in the Dominican Republic where she studied Psychology (UTESA 2009), Profession Facilitator (INFOTED), Teaching Qualification (UTESA) and defensive tactics, investigative training and protection and care for victims, witnesses and other procedural subjects (FBI 2016), in addition to, the basic program for criminal investigators of the Public Ministry and Forensic Psychology and Criminology (UASD 2017). She is very passionate about research and began a Master's Degree in Criminal Analysis and Investigation at the University of Madrid, Spain. Although she fought not to be a teacher in each of the positions, she ended up being the teacher or instructor, so she decided not to fight against her nature and the heritage of parents, grandparents and family teachers and she started as an Educational Psychologist in a public student center. There she performed educational functions from the initial to the intermediate levels and began to develop that love that she has for children and teaching since the beginning of her studies. Senora Noelia worked in the Attorney General's Office as an investigative agent, and at the same time in the school as an educational psychologist. Those years working with the little ones she learned about the educational, personal and family needs of the children and how important it is to teach based on moral and Christian values and principles so that we can have the best results and a future full of men and women of good values. She is married to a wonderful man who supports her in raising their two children and they both care about being a good example to follow. She is happy to start her second year at LCCA, an institution that is based on her same values and principles. She is eager to meet the new children and be able to interact with parents, as well as teach Spanish, her native language. She has been in Texas for five years and is also learning more fluent English. Senora Noelia really likes to sing and incorporate that into her teaching to make learning more fun.
- **Wendy Gonzalez (Assistant Toddler Teacher)** has over one year of experience in early childhood education. She began her journey working at First Baptist Conroe Church, where she grew personally and spiritually while becoming part of a wonderful community that loves to share the message of JESUS with the little ones. Moving from her home country and becoming a mother in a new country has been an enriching experience that led her to develop a passion for caring for children and helped her become a dedicated teacher committed to the academic and emotional development of her students. She is a proud mother of two children who are constantly learning everyday. She loves the profession and wants to provide a great environment by supporting and helping in every way possible, creating a classroom filled with care and love.
- **Katie Bonser (Music and Movement Teacher)** grew up in Houston, Texas, and graduated from Texas A&M University with a Bachelor's of Arts in Communications and Business. She moved to Conroe in 2019 where she lives with her husband and two children, Leah (8) and Doug (7). Leah and Doug are both LCCA alum. Mrs. Katie was a stay-at-home mom before joining LCCA and prior worked in the maritime industry. She is excited to start her second year here.
- **Tracy Gray (Art Teacher and Reading Specialist)** is a 1987 graduate of Sam Houston State University. She has a Bachelor of Arts in Teaching in Elementary Education. Ms. Tracy began her teaching career at Roark Elementary in Willis, Texas. She then taught at Parmley Elementary and finally retired in May of 2020 at Turner Elementary. Throughout her 33 years of teaching in public education, Ms. Tracy has taught 2nd, 4th and 5th grades. She served as the 4th grade Team Leader many years at Turner, as well as being a sponsor for the Student Council and the National Honor Society. She has two daughters; Calli is an environmental geologist in Seattle, and Kenzi is attending Texas State University working

on her Master's Degree in Counseling. Ms. Tracy is excited to continue to work at LCCA where readiness skills, class size and fostering a love of learning are of utmost importance. She is ready to bring her experience and expertise to this wonderful academy.

- **Gabby Moreno (Spanish Teacher for)** is a passionate and dedicated educator with over twenty years of experience in the public and private school systems including WISD, NWISD, and Todd's School of Merit. She attended Sam Houston State University on a scholarship from the Texas Association of Students for Bilingual Education, reflecting an early commitment to bilingual and inclusive learning. During her time at Parmley Elementary, Señora Gabby was honored by her peers with the school's Para Professional of the Year Award which evolved into a District wide recognition of the same honor, a testament to her tireless dedication and positive impact on the school community. She currently serves as the Spanish teacher for children from age three through fourth grade, while also supporting Mrs. Noelia with our infants and toddlers—showcasing her versatility and deep care for learners of all ages. At the heart of Señora Gabby's teaching philosophy is the belief that every child deserves to feel seen, valued, and supported. She strives to create a warm, inclusive classroom rooted in kindness, encouragement, and respect. Her dedication goes beyond the classroom, as she consistently makes time for tutoring students outside of regular school hours to ensure one on one time for those who want an opportunity to further their conversational spanish. Her approach to teaching is deeply family-centric and Christian oriented, and she weaves those values into her daily interactions with students, fostering a strong sense of community and belonging. In addition to her work in education, Señora Gabby enjoys crafting and adds her own creative touches at LCCA wherever she can.
- **Jeanne Martin (Snack and Lunchroom Teacher and Floater Teacher)** Jeanne graduated from Conroe High School and has lived in the Conroe and Montgomery area. She is the new lunch room teacher. She has a bachelor of Fine Arts degree with a minor in Industrial Arts from North Texas State University. She has been working with children in the Christian school environment for about 25 years. She is a widow and has a 30 year old son, who lives in South Carolina.
- **Elizabeth Torres (Assistant/ Floater teacher)** is a proud Air Force brat whose father served 28 years in the U.S. Air Force. Growing up primarily overseas in England and Germany gave her the ability to easily adjust and adapt to new environments—a skill that serves her well in the classroom today. Elizabeth has an associate's degree in Early Childhood Education from Trinity Valley Community College and has dedicated more than 35 years to teaching and volunteering in children's ministry. She has taught Sunday School and Wednesday night Bible classes for ages 3 to 10, and has also substituted in both Elkhart ISD and Willis ISD. A proud grandmother of eight, Elizabeth considers it a blessing to work with children and share biblical truths that help them grow in faith and character. Outside the classroom, she enjoys spending time outdoors—especially in the mountains during the winter, where she loves ice skating and hiking.

*Per licensing requirements, a list of the staff will remain posted on the “news board” in the front LCCA office.

REGISTRATION

Pre-Registration or Priority Registration is exclusively for students already enrolled in the program and children of LCCA staff. It begins the second week in January and one-week later Sibling Registration begins. Then one week after that Open Enrollment begins. (Any spaces still available at the end of registration will be filled with children from the community who are on our waiting list.)

LCCA enrollment is based on the following priority groups:

1. Children of LCCA staff
2. Children already enrolled in the program
3. Children with siblings currently enrolled in the program
4. Children who have siblings that have been in the program
5. Children from the community

REGISTRATION/SUPPLY AND TUITION FEES

The fees for LCCA are set by the co-directors and are comparable to other county academies. Fees for the 2024-2025 school year are as follows:

REGISTRATION FEES: (are due at the time you register your child and are non-refundable in order to hold your spot with us)

Kindergarten – Fourth Grades-	\$250
Pre-Kindergarten-	\$250
Toddlers/ Twos/ Threes-	\$250

A yearly supply fee of \$100.00 is due with September tuition for 2, 3 and 4 day students. Pre-Kindergarten through 4th grade supply fees are \$150 annually. There is a 5% sibling discount for the sibling with the lowest tuition. There is also a 5% discount if a family pays the entire tuition for the year prior to the school year starting. However, you cannot get a sibling discount and the paid in full discount. Each child enrolled must pay a registration fee and supply fee. The registration fee covers holding the child's spot, office administration and handling, curriculum and insurance. The drop-in rate for the 2024-2025 school year will be \$30.00 per day the child drops-in and is not already enrolled for the day and \$30.00 per day for Stay and Play.

TUITION FOR 2024-2025

(Due the 25th of each month)

TUITION RATES: First - Fourth Grades, Kindergarten, Pre-Kindergarten, Three's, Two's and Toddler's

<u>Days of the Week</u>	<u>Monthly Fee</u>	<u>Semi-Annual Fee (Sept.-Dec.)</u>	<u>Annual Fee (Sept.-May)</u>
2 Days	\$325	\$1,300	\$2,925
3 Days	\$400	\$1,600	\$3,600
4 Days	\$475	\$1,900	\$4,275
PreK- 3 Days	\$425	\$1,700	\$3,825
PreK- 4 Days	\$475	\$1,900	\$4,275
Kindergarten	\$500	\$2,000	\$4,500
1 st & 2 nd Grades	\$550	\$2,200	\$4,950
3 rd & 4 th Grades	\$600	\$2,400	\$5,400

Tuition is due on the 25th of the month and late on the 1st of each month. Please make your checks payable to LCCA and mail them in by the 25th of the month or hand deliver to the directors. If there is ever a problem making payment at the time it is due, please discuss this matter with the directors so that some payment arrangement can be made. Annual tuition may be paid in full in June or semi-annually in June and January. There is a 5% discount for paying annually. There are no semi-annual discounts currently.

FINES: The co-directors have set a penalty of **\$25.00** for anyone who does not pay their monthly tuition by the 1st of each month. Any payment not posted in the computer by the 1st will be fined unless prior arrangements have been made in writing with the directors of the school. (If tuition payments are not made by the 1st of the following month, the child will be removed from the program.)

Checks returned to us by the bank due to insufficient funds will be charged a \$25.00 late fee for the first time and for any time thereafter. In addition, all tuition payments must be made in cash for the remainder of the school year.

It is required to keep a current credit card on file with LCCA and to complete a credit card authorization form. All charges at LCCA are due on or about the 25th day of each month. Any accounts with a balance due on or after the 1st day of the month will automatically be charged to the credit card on file with a late fee of \$25.00. There is a 4% charge to pay LCCA via credit card.

We also offer an ACH Program through our bank where monthly tuition will be withdrawn from parent accounts automatically around the 25th of each month. This is just another payment option. **We also require the last month's tuition (May) be paid by the start of school as a deposit and it is only refundable if the directors must close school for any unforeseen reasons. If a family moves or withdraws their child, it is nonrefundable.**

ENROLLMENT FORM

Information is kept on each child enrolled in the school. **The Registration Form and Admission Information Form must be completed and turned in prior to the first day of school.** Food allergies or other pertinent medical information should be noted on this form. **Three emergency phone numbers must be listed.** The child's physician must sign a written statement that the child is physically able to participate in school activities. The immunization information on the child must be filled in by the doctor or a copy of the immunization record attached to the Admission Information Form. The child must have received all required immunizations for his/her age level or an affidavit from the state must be filled out and notarized.

If your child is...

12-14 months: 1 dose MMR vaccine received on or after 1st birthday
3 doses of IPV
3 doses of DTaP
3 doses Hib vaccine provided that one dose was received on or after the 1st birthday
3 doses of Hep. B
2 doses of Hep. A (given at least 6 months apart)
1 dose PCV with 2nd dose to be received by 15 months
Varicella

If your child is...

2 to 4 years: 1 dose MMR vaccine received on or after 2nd birthday
3 doses IPV
4 doses DTaP
3 doses Hib vaccine provided that one dose was received on or after the 1st birthday
3 doses of Hep. B
2 doses of Hep. A (given at least 6 months apart)
1 dose PCV
Varicella

If your child is...

4 years: 2 doses MMR with one dose received on or after 4th birthday
At least 3 doses IPV provided at least one dose was received on or after the 4th birthday
At least 4 doses DTaP provided at least one dose was received on or after 4th birthday
3 doses Hib vaccine provided that one dose was received on or after the 1st birthday
3 doses of Hep. B
2 doses of Hep. A (given at least 6 months apart)
1 dose PCV
Varicella

Hearing and Vision Screening is provided at no cost to our PreK, Kinder, 1st and 3rd grade students by the Conroe Service League and Conroe Noon Lions Club.

ARRIVAL AND SIGN-IN

Please enter through the double door entrance up front, into our “Welcome Center” area, for all ages. Arrival time is **9:00-9:15 a.m.** each day. Prior to 9:00 a.m. each teacher is busy preparing her room for the day so that at 9:00 a.m. she will be free to cheerfully greet each child as he/she arrives. If it will be harder to reach you by phone during the day, please leave the name and phone number of someone that we may contact in the event of an illness or an accident. If someone other than the person bringing the child will be picking him/her up in the afternoon, please inform the directors and the teacher in writing of that fact.

Please help us to provide a safe parking lot by following these guidelines:

1. Traffic should flow in and out of the parking lot in a clockwise direction.
2. Do not park in the spaces next to the building marked for handicap spaces.
3. Do not block the front entrance.
4. Do not double park behind anyone or park in the designated fire lanes where there are red railroad ties and fire lane signs for the fire truck.
- 5. Finally, and most importantly, make sure that your children are with you at all times in the parking lot. Holding their hand in the parking lot is best!**

PICK-UP

Pick-up time is **2:10-2:30 p.m.** If you have more than one child, we ask that you pick up the younger child first. **If you are picking up before 2:00 p.m., please stop by the office for child release. Toddlers through Pre-K pick up time is from 2:10-2:20 p.m. and Kinder through 4th Grade pick up time is from 2:20-2:30 p.m.**

If you cannot get to school by 2:30 p.m. due to an emergency, please call the directors to make arrangements for your child. Your child will be released only to the person that you have informed us will be picking up the child. If that person is unknown to the director and/or teacher, they will ask for identification. In addition, we must have written authorization on file from the parent if the child is to be released to the care of anyone under 18 years old.

LATE PICK-UP FEE

Our teachers, as does everyone, lead very busy lives and often have appointments to keep after school or their own children to pick up. Therefore, it is important that you pick up your child promptly. Any child who is not picked up by 2:35 p.m. will be taken to the directors' office. There will be a \$15.00 late fee for any child taken to the directors' office. Any child not picked up by 2:45 p.m., will be placed in the Stay & Play after care program at an additional rate of \$30.00. If a late fee is owed to the school, you will be billed for that amount, and need to pay with check, cash or credit card.

ILLNESS

We strive to provide a safe, clean environment for the children in our program by following specific guidelines as found in state licensing requirements. However, illness is inevitable with young children.

In order to help us contain the spread of germs, please do not send your child to school if he/she has symptoms of an illness or has had fever **within the last 24 hours**. Symptoms of illness may include stomach-ache, headache, nausea, diarrhea, vomiting, rash, excessive congestion, head lice or a temperature of 100 degrees or more. This is to ensure the well-being of the sick child, whose immune system is compromised, as well as the other children in the class. If your child becomes ill during the day, you will be called to pick him/her up from school. An ill child will be isolated from the other children until the parent arrives.

If your child needs medication during school hours, please stop by the LCCA office to sign the Medical Authorization Form. All medicine must be left in the original prescription or over-the-counter bottle. Please inform your child's teacher that medicine is to be given. All medication, including over-the-counter medications, must come with written doctor's instructions for dosage.

Regarding Covid-19, if a child tests positive they need to stay home and quarantine for 5 days from their first day of illness before returning, have a negative test result or be symptom and fever free without medicine for 24 hours. We will continue with safe practices and extra cleaning precautions but to keep LCCA open and all its classes we all must work together and be transparent to keep our kids and staff safe and healthy.

DISCIPLINE

We attempt to avoid behavior problems by having clear, consistent, age-appropriate rules. The positive is stressed: sharing, love, compassion and being kind to one another. We plan activities, which are age-appropriate, interesting and challenging. On the rare occasion when disciplinary action is required, time-out is the method most often used. It is done in the spirit of love and concern for the child. Every effort will be made to help the child have a positive school experience and help him/her learn to interact with the teacher and peers. If a child has a problem adjusting and his/her behavior continues to disrupt the school experience of the other children in the classroom, the following steps will be taken:

- Each child will be given time to adjust to the new classroom, teacher and friends. Your child's teacher will keep you informed of your child's progress and any concerns that they may have.
- If by the end of one month, (two months for two-day a week students), the child is still having a difficult time; we will request a conference with the parent(s) of the child. At this time, the child may remain in the classroom conditionally for two weeks, (one month for two-day a week students).
- If the child's behavior does not improve significantly during this time we will ask that the child be removed from the program.
- Any child currently enrolled in the three-year-old program that is still having weekly accidents quite often will need to take a break from school until they are fully potty-trained and then if their spot is still open, they can then return to school. Children are not to wear pull ups and need to be potty trained at least three months prior to the start of school. (The parents can continue to pay tuition to hold their spot until they return.)
- Any child currently enrolled in the three-year-old program that has a difficult time adjusting to the daily routine and becomes a discipline problem during the school year will be admitted in the pre-kindergarten program "conditionally."
- By the time a child reaches the pre-kindergarten program, he/she needs to be able to follow simple directions and listen to basic instructions as age-appropriate curriculum is introduced.

We hope that with a loving, consistent classroom atmosphere and with parent help, we can provide a good experience for all our children and their families.

SAFETY

Fire, Tornado (Severe Weather) and Lock Down Drills are held periodically so that the children will know what to do in the event of an emergency. If it becomes necessary to vacate the premises due to fire, the children will be taken to the Living Way Church (936-441-8875) located at 2200 Longmire Road, Conroe, Texas 77304 (just north of the school right next door). All contact lists will be with the staff and parents will be immediately notified with pick-up instructions. Emergency personnel will assist in transport of children. In addition to stated policies regarding evacuations in emergency situations, we will use the following procedures: If immediate medical attention is required, we will stabilize the child, call 911 and then contact the parents. If the parents cannot be reached, we will call emergency contacts as listed on your registration form. In all other cases, parents will be notified first to help determine the appropriate course of action.

Emergency Numbers:

Ambulance/Fire/Police: 911

Child Abuse Hotline: 1-800-252-5400

Poison Control: 1-800-222-1222

In an effort to be proactive rather than reactive, the LCCA staff has developed a security policy to keep all exterior doors locked. If you find the front door locked when you come up during the day or come for your child at the end of the day, please do not be alarmed. Call our office at 936-494-3499 or call the directors on their cell phones and we will gladly open the doors for you. The front doors will be locked by 9:30 a.m. and unlocked at 2:00 p.m. **We will lock them again at 2:30 p.m.** LCCA continues to encourage “open door policy” which enables the parents to visit and participate at any time, as long as Covid 19 guidelines allow.

Under the Texas Penal Code, any area within 1,000 feet of a child-care center is a gang-free zone. Any criminal offenses related to organized criminal activity are subject to harsher penalties.

We ask that you refrain from using your cell phones while in the parking lot and in the building. Thank you for your cooperation in this matter.

GENERAL INFORMATION

ANIMALS: All parents must be notified in writing before animals are to be present in the facility. Documentation of vaccinations must be on file in the building along with a statement of health from your veterinarian for dogs, cats, ferrets, and other animals other than small rodents, (such as guinea pigs, mice and hamsters). Children must not have contact with chickens, ducks, reptiles, amphibians or exotic animals. If your child has an allergy to animals, or a fear of a particular animal, please make the directors and your child’s teacher aware of this.

WHAT TO BRING: We play hard, and we get dirty! Children need to wear comfortable weather appropriate play clothing that is washable. **All children should bring a change of clothing in a large plastic bag including underclothes at the start of the year.** All items of clothing should be marked with the child’s name, including the lunch kit and non-disposable water bottles. Nap mats need to be labeled too.

Additionally, children **MUST** wear closed-toe shoes and socks. We have structured Music & Movement class every day, plus ample outside time to run, skip, hop, climb, chase, etc. Gross motor development is an important part of our curriculum and children cannot fully participate in inappropriate shoes. Water bottles with spill proof lids that are non-disposable need to be brought daily too. ***All items brought should be labeled with the child’s name.***

POTTY TRAINING: By the time a child enters a three-year-old class, he/she should be potty-trained three months prior to starting. Pull-ups are also not allowed. Our building lacks the necessary facilities to properly care for a child who is not potty-trained and in pull-ups in the three’s classes. Of course, there is always the occasional accident, and we understand that this is a part of growing up.

LUNCHES AND SNACKS: A snack with water is provided each day for the children. Each child brings his/her own healthy lunch with drink, with first and last name on them. **Drinks with sugar added are now prohibited due to state guidelines.** Lunch kit, thermos and cup should be labeled. Please avoid sweet treats. (We stress good nutrition to the children.) Lunch boxes will not be refrigerated, and we cannot microwave lunches for students, so please plan accordingly. ***Please send water with your child’s lunch.***

New state licensing guidelines require that meals provided by the parent must not be shared with other children. Children with food allergies are at risk when they eat foods which have not been prepared by their own parents (or a LCCA employee) who has knowledge of the food ingredients and individual children's needs. However, all foods provided for a class may be served as long as parents are notified in advance on a posted snack menu or note. If your child has a specific food allergy, please complete the Special Needs Form, and turn it into the LCCA office so that we can inform all involved staff members and parents.

According to Minimum Standards for child-care centers, we will provide a comfortable place with a seat that enables a mother to breastfeed her child. You have the right to breastfeed or provide breast milk for your child while at our facility.

BIRTHDAYS: Birthdays are always a happy occasion for the children and may be celebrated at school during snack time or lunchtime. Please make arrangements with your child's teacher in advance so that they can meet licensing requirements by posting additions and/or changes to the snack menu. In addition to being messy, frosted cupcakes are rarely eaten by the children; therefore, we suggest decorated cookies.

HOLIDAY/CLASS PARTIES: Each class celebrates Halloween/Fall, Thanksgiving, Christmas, Valentine's Day, Easter and End-of-School with parties in the classroom. Your child's teacher will have you sign up to bring items and/or plan a specific party. Parties usually take place during lunch and include a meal, dessert, drink, possibly a treat bag and game and/or craft. Please post the menu before the day of the party. Also, remember this party is the responsibility of the parents, not the teacher.

Pre-K and kindergarten will have graduation ceremonies, and all will have parties on the last day of school. The teacher must have your signed permission slip if we go off campus to celebrate or on a field trip before your child can participate and one parent of each child will also have to attend. Since all parties take place during school hours and are considered a school activity, all plans are subject to the final discretion of the LCCA directors.

We usually try to follow the school calendars and schedules of Conroe I.S.D. and Willis I.S.D. Therefore, we will be closed on all holidays, breaks, or inclement weather days recognized by those school districts when we can, as well as during the summer months. We do not usually make up inclement weather days nor is there a discount or reimbursement for these days out. (In addition, the LCCA directors reserve the right to close school for any other situation that may arise.)

WATER DAYS: The only water days that could be scheduled are at the end of the year during the last week of school. The kindergarten through fourth grade classes could decide to attend a swim party where parents take, volunteer and stay with their child for the entire party. (Skate parties have also been an option before with these same requirements.) Our younger classes might have supervised water activities at school outside. Permission slips will go home prior to the last week of school if water days are scheduled.

SCHOOL PICTURES: Individual pictures will be taken in the fall and spring and class group pictures will be taken in the fall all by a professional photographer. You will be notified of the dates and prices. **There will not be any retakes.** Kindergarten graduation pictures are taken in the spring as well.

FIELD TRIPS AND TRANSPORTATION: Due to the fact there is always an element of risk involved in transporting children, we prefer speakers and special guests come to the school whenever possible. Per state law that says children up to 8 years of age and 4' 9" tall require a child safety seat, we will not take the classes on field trips. (However, we might do a school-wide fall and/or spring field trip, but each student must have a parent chaperone and the parent must bring, stay with and take the child home from the designated field trip location.)

PARENT COMMUNICATION: In addition to the occasional school-wide email, you will receive monthly calendars with important information, notes, emails and texts from the teacher and directors keeping you informed of activities in the classroom and in the school. The Remind app and others might also be used by teachers. Please be sure we have your correct email address and phone numbers to receive our parent communication reminders online and via phone.

BULLETIN BOARD: Be sure to glance at the “LCCA News” and informational area some mornings at drop-off when you can. The week’s “snack menu” will be posted there, as well as other information for you. Also, check with your child’s teacher for any upcoming dates. These are important ways of communicating with you about school events or other items of interest.

PARENT-TEACHER CONFERENCES: Formal parent-teacher conferences could be scheduled at least once a year for all kindergarten through fourth grade students. A parent, teacher or the directors may request a conference at any time any of them feels it is necessary. In addition, at any time you would like to discuss our policies and procedures with the directors, please call and we will be glad to schedule an appointment with you. Fall and spring evaluations will be done with each age group and kindergarten through fourth grades will receive a report card four times in a school year.

CUSTODIAL PARENTS: When a child lives with one parent, the school will deal with that custodial parent on all matters concerning the child. It will be up to that custodial parent to inform the other parent. This keeps the school from being involved in “family matters” that do not concern LCCA.

INSURANCE: This operation has liability insurance in the amount of \$1,000,000 for each occurrence of negligence covering injury to a child. The insurance company name is Mesa Underwriters Specialty Insurance Company, and the current renewed policy date is from 9/21/24 to 9/21/25.

TEACHER QUALIFICATIONS: Each teacher has been carefully chosen for her special ability to work with young children. In addition to being well-trained to work with young children, each teacher must have an additional 24 hours of training each year.

Teachers are required to have current First Aid/CPR training, as well as training in child abuse, child neglect and recognizing sexual abuse.

The directors complete 30+ hours of training each year. They participate in child-care workshops, as well as administrative workshops.

***All staff are cross-trained, meaning they are not only prepared to teach their class, but the other classes offered at LCCA.**

***Vaccines that we currently recommend our employees receive: influenza (annually) and pertussis (Tdap).**

FUNDRAISERS: The money raised during any fundraiser will be used to buy needed school equipment, host in-house field trips, update our facility if needed, fund assistant and substitute teacher salaries and enable us to maintain our competitive tuition rates.

LCCA SUMMER DAY CAMPS: This is a wonderfully relaxed, fun time for the children and teachers during the summer months. It is held Monday - Friday, 9:00 a.m. - 2:30 p.m., for one week, usually the third week in June. There are activities for children ages one by September 1st through those entering fourth grade.

LOST AND FOUND: We have a “Lost and Found” container in the front foyer. Items will stay in it quarterly and then will be donated. Be sure and check it out periodically if your child is missing something.

Parents will be notified in writing of any changes to our policies.

It is the goal of LCCA to make this an exciting year for our students, for you and for our staff. Thank you for your confidence in choosing Lake Conroe Christian Academy for your child.

A CHILD'S TEN COMMANDMENTS TO PARENTS

1. My hands are small; please do not expect perfection whenever I make a bed, draw a picture, or throw a ball. My legs are short; please slow down so that I can keep up with you.

2. My eyes have not seen the world as yours have. Please let me explore safely. Do not restrict me unnecessarily.

3. Housework will always be there. I am only little for such a short time. Please take time to explain things to me about this wonderful world and do so willingly.

4. My feelings are tender; please be sensitive to my needs. Do not nag me all day long. (You would not want to be nagged for your inquisitiveness.) Treat me as you would like to be treated.

5. I am a special gift from God. Please treasure me as God intended you to do by holding me accountable for my actions, giving me guidelines to live by and disciplining me in a loving manner.

6. I need your encouragement; please go easy on the criticism. Remember you can criticize the things I do without criticizing me.

7. Please give me the freedom to make decisions concerning myself. Permit me to fail, so that I can learn from my mistakes, and someday I will be prepared to make the kind of decisions life requires of me.

8. Please do not do things for me. Somehow that makes me feel that my efforts do not quite measure up to your expectations. I know it is hard, but please do not compare me to my siblings.

9. Please do not be afraid to leave for a weekend together. Kids need vacations from parents, just as parents need vacations from kids. Besides, it is a great way to show us kids that your marriage is *very* special.

10. Please take me to Sunday School and church regularly. It is a good example for me to follow and I enjoy learning more about God.