



Est. 2016

Parent Handbook

(Policies and Procedures)

2026 - 2027

Lake Conroe Christian Academy

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

2026-2027

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 Grade
- Fourth Grade
- Fifth Grade

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

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

Pre-Kindergarten, Kindergarten are 4-day programs from 9:00 a.m. to 2:30 p.m.

First, Second, Third, Fourth and Fifth Grades are 4-day programs; from 8:45 a.m. to 2:45 p.m.

There is no school at LCCA on Friday.

Parents with children enrolled in the 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. Early Bird is available Monday through Thursday for currently enrolled LCCA students during the following times:

- **Three-Year-Olds (fully potty trained) through Kindergarten:** 8:00 - 9:00 a.m.
- **1st through 5th Grade:** 7:45-8:45a.m.

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 2026-2027

August

24 Meet the Teacher/ Parent Orientation
26 First Day of School

September

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

October- (Fire Safety Month)

9 Open House
12 NO SCHOOL- Columbus Day
29 Fall Parties

November

19 Thanksgiving Parties and 2nd Grade Feast
23 - 26 Thanksgiving Holidays
26 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
5 Classes Resume
11 Priority Registration Begins (Currently Enrolled Students) &
Registration for Siblings
18 NO SCHOOL- MLK, Jr. Holiday
25 Open Enrollment

February- (Dental Health Month)

11 Valentine's Parties
14 Valentine's Day
15 NO SCHOOL- Presidents' Day
25 Donuts with Dads

March

15 - 18 Spring Break
17 Saint Patrick's Day
25 Easter Parties & Egg Hunts
26 Good Friday
28 Easter
29 NO SCHOOL- Easter Monday

April

19 - 22 Mad Science Week
22 Science Fair and Parent Appreciation Breakfast
29 Staff Appreciation Luncheon

May

3 Muffins with Moms
3 - 6 Teacher Appreciation Week
6 First Grade Mother's Day Luncheon
9 Mother's Day
17 Pre-Kindergarten Graduation
18 Kindergarten Graduation and EOY Parties
18 Last Day of School
31 Memorial Day

June
20 Father's Day
21 - 25 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 fifth grades in Huntsville ISD, teaching multi-age classroom classrooms as well, commissioned by Dr. Skip Meno, commissioner of education in the 1990's. She was a campus administrator in Spring ISD, Willis ISD, 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 workshops and balanced literacy.” After leaving public education, Rebecca taught for Sam Houston State University for 15 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 were 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 SHSU for her work in literacy. Rebecca served on the Willis ISD 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, Willis, Texas. They have 5 grown children. They are proud of their 13 grandchildren, ranging in ages 2-25 years old. They are members of WoodsEdge 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 upmost 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 15 years. They live in Willis with their two children. Her son is in the 10th grade and her daughter is in the 5th 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 seven 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. They enjoy traveling and spending time with their kids and family. Their daughter Kalee, began her 10th year, teaching in SpringISD, and their son Christian recently married the love of his life, Riley, and Dripping Springs on August 29th. This is Mrs. Janice's sixth 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. She is very thankful, grateful and blessed. Here's to year six.

Karen Novak (Curriculum/Technology Director) joined LCCA after retiring in May 2021 from Willis I.S.D. Karen is a graduate of Sam Houston State University with a Bachelor of Arts in Teaching Elementary Education with a minor in Reading. Karen brings 38 years of experience to LCCA. She has taught 2nd, 4th and 5th grades and was an Instructional Math Coach for Willis I.S.D. working with teachers and students in kindergarten through 5th grade. Karen is married to Greg Novak, has two grown sons and two precious granddaughters. She loves spending time with her family and watching sports. Karen is so excited to be writing curriculum for LCCA with a focus on integrating technology at LCCA.

Jeffrey Scates (Fifth Grade Teacher) is a proud alumnus of Sam Houston State University and brings his passion for education to the 5th 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.

Baylee Tabler-Thomassee (Fourth Grade Teacher) is a dedicated educator with six years of experience teaching students in first through sixth grade. Originally from Kentucky, I earned my Bachelor of Science degree from Spalding University and have had the privilege of teaching in Kentucky, Mississippi, and Louisiana giving me a diverse perspective on education and student development. I moved to Texas in January of 2025 where I am state certified to teach K-6th grade. I happily live with my husband (Braden) and my son (Noah) with our two dogs in the loving neighborhood of Seven Coves. I am a devoted Christian who values faith, family, and service to others. I am passionate about creating a positive, engaging classroom where every child feels valued, encouraged, and inspired to reach their full potential. I believe strong relationships, high expectations, and a love for learning are the foundations of student success and strive to foster an environment where students can grow both academically and personally. Before beginning my teaching career, I played collegiate soccer followed by four years of coaching. I enjoy lake days, fishing, golfing, cooking, and spending time with my family. I am very excited and extremely blessed to start this new chapter of my life at LCCA with my son and the rest of the LCCA staff. I look forward to meeting all of my students, making memories, and having an amazing year! Welcome to 4th grade!

Gladie Weinstock (Third Grade Teacher) joined LCCA seven 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 another year. She has worked in education for over 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 loves to travel and has been all over North America and Europe. She also enjoys photography and has zillions of pictures of her excursions to prove it. Mrs. Bahn has one son and lives with her husband and their two dogs Jasper, and Harley Quinn.

Melanie Smith (Second Grade Teacher) is an elementary education teacher with over 30 years of classroom experience. She attended Sam Houston State University, where she received her Bachelor of Science in Education, and later earned her Master of Arts in Writing from Fontbonne University. Having been involved with Abydos literacy 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. She is a published author, writing articles for the R&E Journal as well as publishing curriculum for Abydos literacy. Several of her former students are published as well, with their works being highlighted in Dr. Joyce Armstrong Carol's seminal work, *Acts of Teaching*. Besides her love of teaching reading and writing, Melanie has a passion for science, and in her later years of education, participated in Rice University's Research Experience for Teachers year-long 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. She meets with Dr. Joyce Armstrong Carroll, founder of Abydos Literacy, once a month for Writer's Group and continues to give presentations with Dr. JAC. Melanie loves to spend any free time she has in her happiest place, which is on Lake Conroe with her husband on their pontoon boat. She also enjoys spending time with her two adult children, Stevie and Haylee. Mrs. Melanie loves animals, caring for two dogs, two cats, and several chickens on her acreage in Magnolia. This will be Mrs. Melanie's second year teaching at LCCA. Although she has extensive experience in 4th grade, she has fallen in love with 2nd grade and can't wait to experience another year with her 2nd grade students.

Christina Ghattas (First Grade Teacher) I am so excited to be your first grade teacher! We are going to do so many fun things and learn lots. I hope you all had a wonderful summer and I can't wait to get to know you all! I grew up in Tomball, Texas, and earned my Bachelor's degree in Education from Sam Houston State University. I am thrilled to be starting my first year of teaching at LCCA. I have always had a passion for working with children, and I look forward to creating a classroom where students feel loved, encouraged, and excited to learn each day. In my free time, I enjoy spending time with my family, shopping, and playing golf. I am excited to walk along families and watch my students learn and grow throughout the school year.

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 am excited to begin another year teaching at LCCA! I have over 30 years experience in Early Childhood Education with my passion being Kindergarten. I am passionate about building a strong foundation for my students to become lifelong learners. I want to create a classroom where students are valued, gain confidence, and have a love for learning. Outside of school I enjoy reading, traveling, spending time with family and friends, and anything that involves fun in the sun! I am excited to meet my students and families!! I am looking forward to an AMAZING year! Blessed to be a part of our LCCA family!!!

Connie Coyle (Pre-Kindergarten Teacher) Mrs. Connie Coyle is excited to begin her 5th year teaching Pre-Kindergarten at LCCA! With over 20 years of experience in both public and private education, she is passionate about helping young children develop a love for learning in a nurturing, Christ-centered classroom. Before joining LCCA, Mrs. Connie spent 4 years with Huntsville ISD, 1 year with Midway ISD, and the majority of her public education career with Willis ISD, where she worked in Special Education. She is dedicated to helping every child grow academically, socially, emotionally, and spiritually. Mrs. Connie is married to her husband, Steve, and together they have a wonderful blended family of eight adult children, seven grandchildren, and four beloved fur babies. She is looking forward to welcoming both new and returning students and is excited for another amazing year of learning, laughter, and making lasting memories at LCCA. Welcome to Pre-K!

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 eighth year to teach PreK at LCCA. She loves working with children, seeing them happily learning and gaining confidence each day.

Collynn Scates (Pre-Kindergarten Teacher) is very excited to be joining the awesome team of teachers at LCCA! She is a proud Sam Houston State University alumni with a Bachelor's degree in Education and Special Education. Mrs Collynn is an Early Childhood Educator with all 34 years of experience in Willis ISD. She is dedicated to helping children grow academically and emotionally. She is looking forward to teaching children spiritually this year! Mrs. Collynn is married to her husband, Jeff, who is the fifth grade teacher at LCCA! Together they have two daughters and three grandchildren. Mrs Collynn is looking forward to a fantastic first year at LCCA!

Cheryl Bean (Pre-Kindergarten Assistant Teacher) Cheryl Bean began her journey with LCCA six years ago as our trusted “go-to” substitute teacher. Her dedication and warm presence quickly made her a valued part of our community, and she later joined the staff full time as the permanent assistant teacher in the Younger Three’s Class. She is currently serving all over LCCA as the Prek floater.

Originally from Willis, Cheryl has been happily married to her husband, Shannon, for 38 years. Together, they have three children—Kimberly, Kindra, and Paul—and are proud grandparents to six wonderful grandchildren: Kynsie, Kyndall, Rylan, Kash, Kynadie, and Kayson. Cheryl has a deep love for working with children and brings a nurturing, comforting presence to every classroom she enters. She takes great joy in caring for and loving on all the little ones in her care. Mrs. Cheryl is excited for the upcoming 2025–2026 school year and looks forward to continuing her work full time at LCCA.

Thy Thy Carlton (Three’s Teacher) Mrs. Thy Thy Carlton, lovingly known by her students as Mrs. Thy Thy (pronounced “Mrs. TT”) or simply Mrs. T., is honored and excited to be your child’s Three’s teacher this year! This marks her 5th year at Lake Conroe Christian Academy, and she feels truly blessed to spend each day helping little hearts and minds grow. With over a decade of experience working with children ages two to five, Mrs. Thy Thy believes that every child is a unique gift from God, filled with endless potential. She is passionate about creating a classroom where children feel safe, loved, valued, and encouraged to explore the world around them. Her greatest joy is watching their confidence blossom, celebrating their milestones, and helping them discover the excitement of learning through play, creativity, and God’s love. Mrs. Thy Thy is married to her childhood friend, a proud U.S. Navy veteran, and together they have built a beautiful blended family with four wonderful children, ages 12, 22, 23, and 29. Family is at the heart of everything she does, and that love extends to every child who walks through her classroom door. When she’s not teaching, Mrs. Thy Thy enjoys tending to her garden, cooking for family and friends, traveling, and making memories while beach camping with her loved ones. She is fluent in Vietnamese and treasures opportunities to celebrate different cultures. She also has a special place in her heart for animals and shares her home with four playful dogs—Zoey, Harley, Bruno, and Honey and their adorable tortoise, Jelly Roll. Mrs. Thy Thy believes that the preschool years are filled with precious moments that shape a child’s future. She considers it a privilege to walk alongside each family during this special season and is committed to providing a joyful, nurturing, Christ-centered environment where every child can learn, grow, and feel deeply loved. She values open communication and believes that the strongest foundation for a child’s success is a partnership between home and school. Whether celebrating achievements, answering questions, or offering support, Mrs. Thy Thy wants every family to know they are always welcome. She is looking forward to a wonderful year filled with laughter, learning, friendship, and unforgettable memories. Thank you for trusting her with one of God’s greatest blessings, your child.

Gwen Henderson (Three's Teacher) is starting her third year at LCCA. She worked at another Christian school for 25 years. Sixteen of those years were spent teaching 3-year-olds. They are a fun age to work with. She is married to Robert Henderson. They moved over the summer to Willis after 32 years in Conroe. They have been married for 41 years, have 2 adult children and 1 grandson, whom they adore. Mrs. Gwen loves to be outside mowing, weed eating, and working in the flower beds. She is looking forward to being a part of another wonderful school year.

Kacy Young (Three's Assistant Teacher) 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 (12), Kristen (10- and an LCCA alumni), and Archer (7). This will be her 5th 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 fifth 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 (Older Two's Teacher) holds a Bachelor's degree in Psychology from the Catholic University of Honduras, with a focus on Clinical Psychology. I have eight years of experience in early childhood education, including Montessori teaching experience. This year, I'm honored to be the lead teacher for the Oldest 2's class at Lake Conroe Christian Academy. I'm passionate about children's emotional well-being, helping others, and creating a loving environment where children can grow. As a Christian, my faith guides my life and my calling. I enjoy reading, writing, embracing challenges and spending time with my family.

Sandra Bankard (Older Two's Assistant Teacher) was born and raised in Panama before moving to Austin, Texas with her family. She retired working on children related insurance programs delivering quality case management services specializing in assisting high-risk pregnancy women and teens, SSI recipients, and children with disabilities for the state of Texas. Sandra is proficient in Bilingual short hand and looks forward to utilizing her English and Spanish bilingual skills. Sandra is excited to be working with children again and feels blessed to be working in an educational setting after enjoying some of her retirement years. As a mother of 3 and grandmother of 6, Sandra loves being around family and children and looks forward to this new chapter of her life.

Isis Rapalo (Younger Twos Teacher) is a Honduran woman who courageously forged her own path by moving to Conroe, Texas, four years ago. She graduated from one of the most prestigious universities in Honduras with a Master's degree in Business Management before answering her true calling in early childhood education. Happily married and the loving mother of two daughters, Isis is now in her third year at Lake Conroe Christian Academy and is honored to serve as the Lead Teacher for the Younger Twos class. Throughout her time at LCCA, she has served in different roles that have prepared her for this opportunity. Isis believes that every child is a precious gift from God. She strives to create a loving, joyful, and Christ-centered classroom where children feel safe, valued, and encouraged to grow academically, socially, emotionally, and spiritually. For Isis, teaching is more than a profession—it is a ministry. Guided by her Christian faith, she is committed to reflecting God's love through her words, actions, and daily service to every child entrusted to her care.

Rosa Sanchez (Younger Twos Assistant Teacher) is originally from Mexico and studied Information Systems and Business Administration, earning her associate degree in 1995. She has been happily married to her husband for 27 years, and together they have two wonderful children—a 26-year-old son and a 20-year-old daughter. With more than 12 years of experience caring for children, Rossy has a heart for creating safe and engaging environments where little ones can grow. Rossy took some time away from the classroom to devote herself to raising her own children during their grade school years. More recently, she spent six years caring for toddlers as a nanny, continuing to serve families while nurturing a passion the Lord had placed on her heart. Now that her youngest daughter is in college, Rossy is grateful that God has opened the door for her to return to the classroom as a Teaching Assistant for the 2–3-year-old class. She believes the Lord has faithfully guided every season of her life and that caring for young children is more than a profession—it is an opportunity to reflect Christ's love each day. She is excited to see how God will continue to work through this new chapter and is honored to serve the LCCA family.

Noelia Piron (Toddler Teacher) I was born and raised in the Dominican Republic, where I studied Psychology (2009), Profession Facilitator, Teaching Qualification 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 (2017). I was very passionate about research and began a master's degree in Criminal Analysis and Investigation at the University of Madrid, Spain. Although I fought not to be a teacher in each of the positions, I ended up being the teacher or instructor, so I decided not to fight against my nature and my heritage of parents, grandparents and family teachers and I started as an Educational Psychologist in a public student center, there I performed functions educational from the initial level to the intermediate level and I began to develop that love that I had for children and teaching since the beginning of my studies. I worked in the Attorney General's Office as an investigative agent, and at the same time in the school as an educational psychologist. These years working with the little ones I 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. I am married to a wonderful man who supports me in raising our two children and we both care about being a good example to follow. I am happy to now be able to be at LCCA, an institution that is based on my same values and principles and eager to meet the new children and be able to interact with parents, as well as teach my native language, Spanish. I am learning English. My English isn't very fluent, but it is sufficient to instruct the children.. I really like to sing and in this

way I like to teach, to make learning more fun.

Wendy Gonzalez (Assistant Toddler Teacher) I was born in Colombia, in the capital, and at 25 years old I moved to the United States. My children were born here, and from then on I began living the experience of motherhood far from my family. This led me to learn and seek out emotional management tools to give my children healthy spaces to grow in. After this stage, I began working at First Baptist Church, caring for children during their parents' services. It was my first job in this field, and that's where my confidence and my understanding of childcare began to grow. I learned so much, and little by little I grew into becoming a teacher. Every day I learned more about childcare, always accompanied by the teachings of Jesus. That's how my love and passion for caring for children was born — rooted in love and understanding, giving them safe and stimulating spaces with routines that support them, reinforce their growth, and give them room for work, interaction, understanding, and learning — results I see reflected in the development of all my students. Today I am a toddler teacher at LCCA school, which has given me all the support and training to manage my classroom every day with a structure full of learning, fun, 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 (9) and Doug ((8) 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 third 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. Tracy began her teaching career at Roark Elementary. She then taught at Parmley Elementary and finally retired in May of 2020 at Turner Elementary. Throughout her 33 years of teaching, Tracy has taught 2nd, 4th, and 5th grades. She served as the 4th grade Team Leader many years at Turner, as well being a sponsor for the Student Council and the National Honor Society. Tracy has 2 daughters. Calli is an environmental geologist in Seattle. Kenzi is a clinical mental health therapist in New Braunfels. Having served 33 years in public education, Tracy loves working at LCCA where readiness skills, class size, and fostering a love of learning are of utmost importance. Tracy is the art teacher and reading specialist at LCCA.

Gabby Moreno (Spanish Teacher) is a passionate and dedicated educator with over twenty years of experience in both the public and private school systems. She attended Sam Houston State University on a scholarship from the Texas Association of Students for Bilingual Education, an early reflection of her 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 dedication and positive impact on the school community. She currently serves as the Spanish teacher for children from age three through fifth grade, while also assisting with our infants and toddlers—showcasing her versatility and a deep care for learners of all ages. At the heart of her 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 readily 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. Besides 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 (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 2026-2027 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 – Fifth Grades \$300
- Pre-Kindergarten \$300
- Toddlers/ Twos/ Threes \$300

A yearly supply fee of \$150.00 is due with September tuition for 3 and 4 day Toddler - Pre-Kindergarten students. Kindergarten through 5th grade supply fees are \$200 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 2026-2027 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 2026-2027

(Due the 25th of each month)

TUITION RATES: First - Fifth 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>
Toddlers- 3 Days	\$575	\$2,300	\$5,175
Toddlers- 4 Days	\$625	\$2,500	\$5,625
2's & 3's- 3 Days	\$525	\$2,100	\$4,725
2's & 3's- 4 Days	\$600	\$2,400	\$5,400
PreK- 4 Days	\$600	\$2,400	\$5,400
Kindergarten	\$650	\$2,600	\$5,850
1 st & 2 nd Grades	\$700	\$2,800	\$6,300
3 rd / 4 th / 5 th Grades	\$750	\$3,000	\$6,750

Tuition is due on the 25th of the month and late on the 1st of each month. Please make your checks payable to LCCA by the 25th of the month delivered to the directors. 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.

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. In December, tuition is due before we dismiss for the winter break. The credit card on file will be charged for the December tuition if not paid BEFORE break.

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 June 1st before school starts 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.**

Parents are required to notify the office at least one month in advance when planning to withdraw their child from the school. This notice allows adequate time to update enrollment records and adjust tuition billing accordingly. Failure to provide the required one-month notice of withdrawal will result in no refund of tuition for that period. If a child is withdrawn during the middle of the month, tuition is non-refundable.

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, and 1st 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 **2:10-2:45 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 to complete the child release process.** **Toddlers through 3's pick up time is from 2:10-2:20 p.m., Pre-K through Kinder pick up time is from 2:20-2:30, and 1st through 5th Grades pick up time is from 2:30-2:45 p.m.**

If you are unable to arrive by your child's scheduled pickup time 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 their scheduled pickup time 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 2:55 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 2:45 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 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 fifth 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 9/21/26 to 9/21/27.

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 fifth 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.