



Est. 2016

Parent Handbook
(Policies and Procedures)
2022 - 2023

Lake Conroe Christian Academy

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*Find us on FACEBOOK at
Lake Conroe Christian Academy*

2022-2023

PARENT INFORMATION 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 develop 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/hallway. 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

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 must attend 3 or 4 days. Kindergarten, First and Second 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 drop-in is \$30.00/day and is due the day of the drop-in with check or cash. 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 the front doors are locked.)

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.

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 2022-2023

August

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

September

5 NO SCHOOL- Labor Day
14 Back to School Pizza Parties

October- (Fire Safety Month)

6 Open House at 6:00 p.m.
10 NO SCHOOL- Columbus Day
31 Halloween- Fall Parties/Pumpkin Patch

November

17 Thanksgiving Parties and 2nd Grade Feast
21-24 Thanksgiving Holidays
24 Thanksgiving

December

13 Dress Rehearsal for Christmas Program
14 Christmas Program 9:30 a.m./Christmas Parties 12:00 p.m.
Dec. 15-Jan. 3 Christmas Holidays
25 Christmas

January

1 New Year's Day
4 Classes Resume
9 Priority Registration Begins (Currently Enrolled Students)
16 NO SCHOOL- MLK, Jr. Holiday
17 Registration for Siblings
23 Open Enrollment

February- (Dental Health Month)

9 Donuts with Dads
14 Valentine's Parties and Valentine's Day
20 NO SCHOOL- Presidents' Day

March

13-16 Spring Break
17 Saint Patrick's Day
27-30 Western Week

April

6 Easter Parties and Easter Egg Hunts
7 Good Friday
9 Easter
10 NO SCHOOL- Easter Monday
17-20 Mad Science Week
20 Science Fair and Parent Appreciation Breakfast

May

1-4 Teacher Appreciation Week
4 Staff Appreciation Luncheon

11 First Grade Mother's Day Luncheon
14 Mother's Day
15 Muffins with Moms
16 Pre-Kindergarten Graduation
17 Kindergarten Graduation and EOY Parties
29 Memorial Day

June
18 Father's Day
19-23 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 graduate of Sam Houston State University with a Bachelor of Arts in Teaching in Elementary Education and a Master of Education in Supervision with a Reading Specialization and Mid-Management Certification. She taught kindergarten through 5th grade in Huntsville I.S.D., teaching multi-age classrooms as well. She was a campus administrator in Spring I.S.D. and Willis I.S.D. and a central office administrator in Willis I.S.D. 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," which is now a state requirement. After leaving public education, she taught for Sam Houston State University for approximately ten years in the education department as an adjunct professor teaching literacy/assessment classes to students who were about to graduate and begin their career as elementary teachers. Over the years, many honors have been bestowed upon Mrs. BeBe from various groups such as International Reading Association, Sam Houston Area Reading Council, New Jersey Writing Institute and

S.H.S.U. for her work in literacy. She just retired in June from the Willis I.S.D. School Board after 21 years of service, where she gave back to her community and school district. She also serves on the board of the Eagles Nest Ministries of Conroe. Mrs. BeBe is married to Rod Broussard. They live in the French Quarter on Lake Conroe and are members of WoodsEdge Community Church in The Woodlands. They are proud of their ten grandchildren ranging in ages from two years to 21 years and are excited for their 11th grandchild on the way. It has been a dream come true to work with her daughter, Ashley Fayle, and to own, teach and manage their own early childhood learning academy. Mrs. BeBe believes readiness skills are of the utmost importance for children entering kindergarten, first and second grades and knows LCCA can prepare students through small class sizes, differentiated learning, highly qualified teachers, creative skills, critical thinking and fostering a love of learning.

- **Ashley Fayle (LCCA Curriculum Director and 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 14 years this past summer and also have a two-year-old daughter named Rachel Allyn (Ally). She was the Administrative Director of Presbyterian Day School in Conroe, before opening up LCCA six 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 the Willis/Conroe area. (*"To accomplish great things, we must not only act, but also dream; not only plan, but also believe."* –Anatole France)
- **Karen Novak (Second Grade Teacher)** joined LCCA last year 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 34 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 one precious granddaughter. She loves spending time with her family and watching sports. Mrs. Karen is so excited to be back in the classroom doing what she loves to do, teaching children and instilling the love of reading and the excitement of math in her students.
- **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 SHSU. Ms. Judy taught over 30 years 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 two horses, a pony and four 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 and enjoys teaching riding lessons and working at summer camps with kiddos. 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!

- **Gladie Weinstock (Kindergarten Teacher)** joined LCCA three 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.
- **Shelley Weisinger (Kindergarten Teacher)** joined LCCA last year after just retiring from Willis I.S.D. in Spring 2020. She is a Conroe native, attended Sam Houston University, where she got her degree in education and her Master's in counseling. She taught kindergarten in Conroe for 15 years first and then kindergarten and pre-kindergarten for 32 years in Willis. She is married to Steve Weisinger, and they have two grown sons, six grandchildren and one dog. (Mrs. Ashley also mentored under her in Willis.) Mrs. Shelley is very excited to be working with the staff and kids at LCCA again and in kindergarten with her longtime pal, Ms. Gladie.
- **Connie Coyle (Pre-Kindergarten Teacher)** is starting her first year to teach at LCCA. She has worked in public education for a total of 22 years, with 18 years at Willis I.S.D. She worked with students ranging from kindergarten through 12th grade. Mrs. Connie is married to Steve Coyle and has 8 amazing grown children and 6 grandchildren. She is looking forward to working with so many wonderful teachers and meeting all her new little friendly faces.
- **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 lived in Seven Coves for 25 years. They have one daughter, Jordan, who is married and lives in Bellville. Mrs. Tammy enjoyed volunteering for many organizations while Jordan was in school. She worked for Willis I.S.D., exclusively at A.R. Turner Elementary, as a substitute teacher for 16 years. This will be her fourth year to teach PreK at LCCA. She loves working with children, seeing them happily learning and gaining confidence each day.

- **Amanda Matthieu (Pre-Kindergarten Teacher)** grew up in Willis and is a 2003 Willis High School graduate. She has been married to her husband, Stacy, for eleven years, and they have three adorable daughters. Her two oldest, Ainsley and Sophia, are graduates of LCCA. Ainsley is in the 4th grade and Sophia is in the 1st grade at Lagway Elementary in Willis. Kylie is in kindergarten at LCCA. Mrs. Amanda started out subbing for LCCA four years ago and became a full-time employee three years ago. She is excited to be teaching PreK this year.
- **Jennifer Wendt (Three's Assistant Teacher)** lives in Willis with her husband and kids. She has been a stay-at-home mom for 14 years and is thrilled to be joining LCCA. Her son, Jonah, who is 19 will be starting his second year in college at Blinn in Brenham. Mrs. Jennifer also has two daughters, Reagan, who is 10, and Lexington who is 7. Both will be attending Meador Elementary. Her family enjoys boating on Lake Conroe and hitting the open road with their camper in tow. Mrs. Jennifer is excited to be working with LCCA this year!
- **Kaitlynn Bowen (Three's Teacher)** was born and raised in Conroe and is a 2008 Caney Creek High School graduate. Growing up she raised and exhibited livestock for ten years and became extremely involved in FFA speaking contests. She has been married to her husband, Cody, for almost ten years and they have two children. Caleb is nine and in 4th grade, and Charlea Mae is five and in kindergarten. Mrs. Kaitlynn has previously taught preschool for ten years; this included her being the two-year-old team lead and art teacher. Mrs. Kaitlynn is excited for her second year at LCCA teaching the Three's Class. She loves to teach and help children learn new things in a Christ-filled environment.
- **Thy Thy Carlton (Three's Teacher)** is so excited to be your child's teacher this year. This is her first year on staff at LCCA. Mrs. Thy Thy has 8 years of teaching experience with children two to five years old. She is married to a Navy Veteran and between them they have four amazing children, 8, 18, 19 and 25 years old. They are also new grandparents! During her spare time, you can find Mrs. Thy Thy in her garden tending to her plants. She is looking forward to working with parents and getting to know the children and helping them succeed in their education. She believes communication is the key to your child's success and to a great parent/teacher relationship. Mrs. Thy Thy encourages you to contact her if you have any questions or concerns at any time.
- **Danielle Mitchell (Two's Teacher)** lives in Conroe with her husband Tim and their three girls. Their twins, Ella and Emma, are sophomores at Caney Creek High School and their youngest daughter, Lexi, is attending fifth grade at Grangerland Intermediate. Mrs. Danielle started teaching at Presbyterian Day School when her youngest began school there in 2015 and she fell in love with watching children learn and grow. She is excited to be teaching the Two's Class again this year at LCCA!
- **Racheal Brown (Two's Assistant Teacher)** is in her second year at LCCA after coming over from Presbyterian Day School. She had been on the staff there for two years as an assistant teacher in the two-year-old classroom and four years in the toddler classroom.

She grew up in Conroe and graduated from Conroe High School. Mrs. Racheal now lives in Willis with her family. Her daughter, Haylee, is in the 5th grade at Meador Elementary in Willis. She is excited and looking forward to another fun year with the Two's Class!

- **Courtney Smith (Two's Tuesday/Thursday Teacher)** is starting her first year at LCCA and her first-year teaching ever! She will be co-teaching with Mrs. Kacy. Miss Courtney is a 2015 graduate of Willis High School. She has two sweet pups, Simba and Duke. In her spare time, she loves spending time with family and going to the movie theater. Miss Courtney is beyond excited to teach your little ones and help them learn about Jesus!
- **Kacy Young (Two's Tuesday/Thursday Teacher)** is also new to LCCA this year. She grew up in Paris, Texas, 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 (8), Kristen (6 and a LCCA alumni) and Archer (3). Mrs. Kacy has been a stay-at-home mom for the last 6 years and is super excited to join LCCA and learn with your children.
- **Brianna Lewis (Toddler Teacher)** joined LCCA full time this year after being a substitute teacher for us last year. She has 15 years of experience working with young children in many different settings including: home school, daycare, Co-Op school, and a church setting. She operated her own in-home daycare for five years. Mrs. Brianna also has four years of experience being a curriculum coordinator for ages birth through 6th grade at her home church. She is working towards her Bachelors in Biblical Studies with a Minor in Chaplaincy. She lives with her family in Willis and has three children ranging from 7-16 years old. Her youngest child has attended LCCA for three years now. Mrs. Brianna enjoys teaching, nurturing and spending time sharing God's love with all children.
- **Jennifer "Gigi" May (Assistant Toddler Teacher)** was born and raised in Arizona but moved to Texas 20 years ago. Mrs. Gigi and her husband, Kert, have been married for 29 years. They have 5 children (all married) and 10 grandchildren. She loves to read, play the piano, do yard work and go boating. Mrs. Gigi has done home daycare for almost 20 years and is excited to be at LCCA in the toddler class.
- **Gabby Moreno (Spanish Teacher)** is our new Spanish Teacher! This is her first year at LCCA and she feels very blessed and excited to be a part of our team. Mrs. Gabby worked at New Waverly I.S.D. doing what she loves best, working with students in the ESL (English as a Second Language) program. She also taught Spanish at Todd's School of Merit in Willis for three years. From there she joined the Willis I.S.D. team and worked in the ESL program there for 14 years. She is married to Art Moreno and has 5 beautiful grown children, 5 grandkids and 2 great grandbabies. Mrs. Gabby wants to give each student the opportunity to advance in speaking and learning the Spanish language. She is looking forward to the challenge and the new school year.
- **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. She then taught at Parmley Elementary and finally retired in May of 2019 at Turner Elementary. 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. Since her retirement Tracy has been substitute teaching in Willis. Ms. Tracy has two daughters, Calli and Kenzi, who graduated from Willis High School and Texas A&M University. Having served 33 years in public education, Ms. Tracy is excited to join 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.

- **Janice Kuhl (“Snack Lady, Social Butterfly, P.R. Gal,” and Administrative Assistant)** lives in Willis with her husband Tim. They have two grown adult kids that are living their best life. She and her husband love to travel and spend time with their kids and family. This is Janice's second year to join the LCCA team and she is beyond excited for the school year to start. Her passion is to love God and love your children as her very own. Mrs. Janice loves to have fun and is crazy about each and every child at LCCA. It is going to be a great year!

*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 preschools. Fees for the 2022-2023 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/ First and Second Grades	\$250.00
Pre-Kindergarten	\$250.00
Toddler's/ Two's/ Three's	\$250.00

A yearly supply fee of \$100.00 is due with September tuition for 2, 3 and 4 day students. Kinder through 2nd grade supply fees are \$150 annually. There is a 10% sibling discount for the sibling with the lowest tuition. Each child enrolled must pay a registration fee. This fee covers holding the child's spot, office administration and handling, curriculum and insurance. The drop-in rate for the 2022-2023 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 2022-2023

(Due the 25th of each month)

TUITION RATES: First/ Second 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</u>	<u>Annual Fee</u>
4 Days- 1 st & 2 nd Grades	\$500.00	\$2,000.00	\$4,500.00
4 Days- Kinder	\$475.00	\$1,900.00	\$4,275.00
4 Days	\$450.00	\$1,800.00	\$4,050.00
3 Days	\$375.00	\$1,500.00	\$3,375.00
2 Days	\$300.00	\$1,200.00	\$2,700.00

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 Feb. 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 \$5.00 late fee for the first time, and \$20.00 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 Hep. B
2 doses 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 Hep. B
2 doses 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 Hep. B
2 doses Hep. A (given at least 6 months apart)
1 dose PCV
Varicella

Hearing and Vision Screening is provided at no cost to our PreK 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. Sign the “Sign-In Sheet” each day by the front office by listing the name of your child, your name, phone number where you can be reached during the day and the in and out time of drop-off and pick up. Use a separate line for each child. 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 **2:15-2:30 p.m.** Each child must be signed out on the sign in and out sheet where the child entered the building in the mornings. 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.**

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 \$5.00 late fee, for any child taken to the directors’ office. There will be an additional charge of \$5.00 for each 10 minutes, or portion thereof. 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 or cash.

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 stomachache, 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 or 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, (a 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 penalty.

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 parent (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 posted snack menu or note. If your child has a specific food allergy, please complete the Special Needs Form, and turn 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 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, 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 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 and 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, first and second 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 re-takes.**

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 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. Remind 101 app 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 each morning when you sign-in. 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, first and second 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, first and second 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 9/21/22 to 9/21/23.

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 clock 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 is 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 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 in the summer. There are activities for children ages one by September 1st through those entering third grade.

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.