

Preschool



2025-2026

*"Train up a child in the way he should go: and when he is old,
he will not depart from it."*
Proverbs 22:6

CONTENTS

School Year	3
Purpose.....	3
Curriculum.....	3
Child Requirements	3
Forms Required	3
Hours	3
Late Fee	3
Arrivals and Departure.....	4
Special Programs	4
Parents.....	4
Open Door Policy.....	4
Illness	4
Medication Policy	5
Dress Code.....	5
What to Bring	5
Lost and Found.....	5
School Snack	5
Lunch Program.....	6
Court Orders.....	6
Discipline Policies.....	6
Dismissals	7
Fundraisers	7
Accidents/Insurance	7
Financial Information	8

SCHOOL YEAR: School calendars are available on the web site (www.libertychristiansch.net) or in the school office.

PURPOSE: Liberty Christian School is a ministry of Liberty Baptist Church. The mission of Liberty Christian School is to glorify God by providing a Christ centered education and to provide our community the option of placing their children in a loving Christian environment which stresses academic excellence as the best foundation for learning.

We seek to provide an opportunity for each student to develop within the framework of the student's God given potential, abilities, and personality; individuals who are knowledgeable, and of good Christian character, academically equipped to pursue higher studies and challenges.

LCS does not discriminate on the basis of race, color, religion, and national or ethnic origin.

CURRICULUM:

Liberty Christian School uses the ABEKA CURRICULUM which is advanced in academics. The curriculum is planned to meet the needs of the average to above average student. Textbooks and materials teach personal initiative, hard work, patriotism, love of God and country, and other Christian principles that have made America great.

CHILD REQUIREMENTS:

The preschool will accept children who are two years old through five years old. Children must be potty trained and not wearing pull ups by age three (3) to continue attending LCS.

FORMS REQUIRED: (STUDENTS CANNOT START SCHOOL WITHOUT THESE FORMS)

1. Current physical on Florida HRS form #3040.
2. Current shot record on Florida HRS form #680 Part A, B and/or C Immunization Certificate.
(Unvaccinated students must have Florida DH 681 exemption form on file)
3. Photocopy of birth certificate is required for all children.
4. Registration form must be filled out completely on each child. Email address must be included.
5. Medical release form completely filled out and notarized for each child.
6. Photo Release form. (OPTIONAL)
7. Food Permission Form

HOURS:

LCS preschool is open Monday through Friday at 7:00 a.m. and concludes operation at 5:30 p.m. Please call our aftercare line at extension 130 if you will be late picking up.

LATE FEE

Children picked up after 5:30 p.m. will be charged \$2.00 per minute. Habitual (after 3rd time) \$5.00 per minute. Early closing days late fee applies.

ARRIVALS AND DEPARTURES:

Preschool children will be dropped off and picked up in building #4. Ring the doorbell and a staff member will greet your child and escort him/her to and from their classroom. Please remember social distancing.

For your child's protection we require a note from you if your child is to be picked up at any time by anyone other than the person(s) listed on the registration form. **Please advise those picking up your child to bring their picture I.D. to the pick-up area.**

Parents will be asked to show identification when picking up their child until the teacher knows them.

SCHOOL CLOSINGS DUE TO STORMS

LCS follows the Pinellas County School District's closing announcements due to storms. However, we may re-open prior to the county schools (public schools often stay closed longer due to providing shelters) Please check the school website and Facebook for LCS updates.

PARENTS:

SMOKING WILL NOT BE PERMITTED IN THE BUILDINGS OR ON SCHOOL GROUNDS.

Please dress modestly to bring and pick up your children.

SAFETY POLICY:

DUE TO COVID 19 WE ARE UNABLE TO ALLOW PARENTS TO GO TO THE CLASSROOM OR LUNCHROOM. Exception is for scheduled tours.

ILLNESS:

The school is not staffed to care for sick children. If your child becomes ill at school, the office will call you to pick up your child. Child must be picked up within two (2) hours from the notification. The following guidelines have been developed to protect your child from unnecessary illness.

PLEASE KEEP YOUR CHILD HOME WHEN HE/SHE:

1. Is in the first three days of a fresh cold.
2. Has an elevated temperature, vomiting, or diarrhea, **2 days out**. (See paragraph below)
3. Has an unidentified rash. (Admit with doctor's note after rash has subsided.)
4. Has a sore throat. (one full day out)
5. Has lice or nits, **2 days out**. In order to return to school, the child must be brought to the school office for a head check at 9:00 a.m. The child must be nit free in order to be admitted back to class.

MEDICATION POLICY:

STATE STATUTES mandate that the prescribing physician authorize self-administration. There are specific forms available from the physician that must be completed. Permission forms must be filled out and submitted to the school office.

DRESS CODE:

For your child's safety - each child must wear sturdy **tennis shoes with tie or Velcro closure only**. **If your child comes in shoes other than those noted, you will be called to bring appropriate shoes or pick up your child.**

Each child should also be dressed in comfortable clothes that are appropriate for play, yet easy for the **child to handle independently during toilet training** and while playing. (No shirts with inappropriate language or pictures or midriff revealing shirts.) We recommend that girls wear modest mid-thigh shorts under their dresses for playing on the monkey bars.

JEWELRY: Inappropriate jewelry on boys or girls may not be worn (i.e. earrings for boys, large dangling earrings for girls.) Please no necklaces or bracelets. Only plain headbands and barrettes.

PIERCINGS No visible piercings (other than one in each ear for girls)

WHAT TO BRING: Label all personal articles with child's name.

Age 2

3 changes of clothes (including socks)

1 extra pair of tennis shoes

5 diapers daily

Fresh water bottle daily

Ages 3-5 - must be potty trained

2 change of clothes (including socks)

1 extra pair of tennis shoes

Fresh water bottle daily

NAPTIME ARTICLES:

Children may bring a SMALL blanket, pillow and stuffed animal.

*Naptime articles are to be taken home on Fridays to be laundered.

No toys are to be brought to school. Toys brought to school will be placed in the child's cubby or the school office for the parent to take home at the end of the day.

LOST AND FOUND:

All articles left in the classroom, halls, and grounds will be placed in the school office. Periodically we will display unclaimed items in various areas. Items unclaimed will be given to the Hope Children's Home or the needy through the church missions program. **[Please label all articles with your child's name to insure a safe return home.]**

SCHOOL SNACKS: Served 8:00 a.m. and 2:00 p.m.

We provide a daily morning and afternoon snack in the preschool. No snack is to be in the classroom after 8:15 a.m.

LUNCH PROGRAM:

Lunches must be ordered in advance through our caterer, Saltwater Catering. See school website for contact information (also available in the school office)

Parents are responsible for their child's lunch. If your child forgets his lunch, parents will be called to bring a lunch.

Lunch menu is posted on the web site each month. (Copies are also available in the school office.) Parents must contact Saltwater Catering to set up an account in order to place lunch orders. If a lunch was ordered but the child will not attend, **lunch must be cancelled with the caterer by 9 a.m.** to avoid being charged.

Lunch Boxes:

****Each lunch box should be clearly marked with the child's name.**

****Licensing requires an ice pack to keep items cold in your child's lunch box.**

****We are not able to heat up lunches.**

****No candy, chocolate, or carbonated drinks may be sent to school for lunch.**

****Please do not send glass containers to school.**

NOTE: Lunch and milk fees may change during the year.

COURT ORDERS: Liberty Christian School abides by all legally served court orders. Parents are responsible to submit a copy of court orders that pertain to the school to be kept on file in the school office.

DISCIPLINE POLICIES:

We believe discipline is a positive process of setting limits and boundaries that are governed by love and respect in order to help children develop behavior for successful living.

Our school verse is Proverbs 22:6 *"Train up a child in the way he should go; and when he is old, he will not depart from it."*

A combination of love and discipline is essential for healthy child development. Teachers are encouraged to give children a balance of **love**, which helps us understand them; **respect**, which helps us value each child as a special individual; **order**, which requires from the teacher enough firmness and intelligent control to create a satisfactory personal and group environment; and **impartiality**, which leads us to treat children both uniquely and consistently.

Learning takes place in an environment which includes discipline and order. We support our teacher's efforts to properly instruct, lead, and discipline their students. Every student is expected to follow the rules and policies of LCS.

Effective discipline is the result of consistency and communication between parents and teachers. Daily notes are used as a way of communication in preschool.

Methods of Discipline

1. The first method of discipline is redirection (encouraging the child to a new interest.)
2. If redirection does not result in appropriate behavior the next step is time out where the child can think about his/her actions and the consequences.

3. If a child displays consistent aggressive behavior towards other students or staff members the principal will call a conference and expulsion may be necessary.

LCS discipline policy prohibits all childcare personnel from subjecting any child in their care to any humiliating, frightening, or severe punishment of any sort which includes spanking, withholding food, rest or toileting. Any form of physical punishment is absolutely prohibited at all times.

DISMISSALS:

Any of the following will result in your child's dismissal from LCS:

1. Tuition is delinquent for two weeks without satisfactory arrangements having been made with the financial office.
2. A student's poor conduct, attitude, or aggressive behavior.
3. Parents will not cooperate with the policies of the school.

FUNDRAISERS:

Each family is encouraged to participate in our fundraising activities as tuition does not cover the full expenses of educating a child at LCS. We use fund-raisers and depend on tax-deductible gifts to help us meet our budget requirements.

ACCIDENTS/INSURANCE:

LCS has a program of safety awareness with frequent inspections by the Pinellas County License Board, the Fire Marshall, and the Health Department.

If an accident occurs that requires medical attention, please contact your health insurance provider for reimbursement of the medical costs. LCS does not carry student accident insurance. Medical requirements for student injuries suffered at school are the responsibility of the parent.

LCS Financial Policies

Billing: (2 cycles per year)

Academic Cycle - Child-care, tuition and VPK extended care are annual amounts that are pro-rated, if needed, based on the start date. That annual amount is invoiced in 10 monthly installments on the first Monday of the month, August through May. All other charges such as before and after care, late pick-up and late payment fees are billed in arrears.

Note: For Step Up for Student scholarship recipients, tuition is invoiced quarterly based on the award payment dates. Your portion, if any owed, will be due on the same day. Those dates will be communicated as soon as they are made available.

Summer Cycle - Summer typically runs from the end of May through the first week of August. It is invoiced in 1 lump sum on the first day of the summer session. Any miscellaneous charges will be invoiced as they occur.

****Visit the school's website for the current schedule of tuition and fees****

Payments: Tuition is expected to be paid on time to ensure your child's continued enrollment at LCS. For both billing cycles, you have the choice of the following payment plans:

Payment Plan	Due	Late After
Weekly	Monday	Wednesday
Bi-weekly	Monday (1st week)	Wednesday (1st week)
Semi-Monthly	1st & 15th	5th & 20th
Monthly	1st	15th

Late fees will be assessed if payments are not received by the due dates. Your family's account must be paid in full by the end of each billing period before registering for the next session.

Parent portal - The most efficient method of payment is through our parent portal, *HeadMaster Online*, which can be accessed from the school's homepage and currently has no convenience fees. *HeadMaster Online* offers secure online payment options that allow you to make your payments as either one-time or recurring scheduled payments. Your online payments can be processed as either a credit card or an electronic check transaction.

Bill Payment - You also have the option to pay through your bank's bill payment service. Contact your Financial institution for more information. Please include children's names in the description.

Withdrawal – If a child/ren is/are withdrawn, a two-week notice is required. The fees for those 2 weeks are due whether the child/ren attend or not.

The school office is unable to answer billing or payment questions so please direct those questions to the finance office.

Audrey CampBell Acampbell@libertybaptistchurch.net (727) 576-1317 ext. 114

PLEASE retain your monthly tuition statements for income tax purposes. Tax documents provided only upon request. **OUR TAX I.D. NUMBER is EIN 59-1509657.**