

# LEVELLAND CHRISTIAN SCHOOL CHILDCARE CENTER

1905 E. CACTUS

LEVELLAND, TX 79336

806 . 853 . 7351 (Childcare Center)

806 . 894 . 6019 (School)

[childcare@lcswarriors.com](mailto:childcare@lcswarriors.com)



## Parent Handbook

## PEANUT-FREE CENTER

### Hours of Operation

The hours of operation for LCS Childcare center are 7:30 am to 6:00 pm Monday through Friday. We are open for the school year August through May. We offer an 8 week summer camp during the months of June and July. We close for one week at the beginning of summer and at the end of summer to make repairs, prepare classrooms, and attend training. We closely follow the same schedule as the school, however we do not have as many days off. Please see attached calendar for the center's holidays.

### Enrollment Fees, Prices, and Account Policies for Fall/Spring care

1. There is a non-refundable annual registration fee for August through May of \$135.
2. Please see our yearly rate schedule for weekly pricing. **Payment of the registration fee secures your spot in our center.**
3. Weekly payment for your child's care is due each Friday for the upcoming week. Failure to pay will result in the child not being permitted to stay the following Monday morning until payment is received.
4. We accept children for drop in care if space is available in our daily ratio. Please note the higher rate that is due on the day of the drop in.
5. Paid childcare fees ensure a reserved space for the child. **The total scheduled childcare fees are applicable, regardless of the number of child absences.**
6. Pre-paid registration fees cannot be applied to unpaid childcare fees.
7. Two insufficient checks returned from your bank will result in your account being put on a "cash only" basis. There will be a \$30 fee for all returned checks or payment overdraft.
8. Your scheduled weekly rate will be due until you notify the center of withdrawal.

We will need to keep the most up to date information on file for each child. This includes address changes, new phone numbers, changes in who may pick up the child, and updated shot records. It is your job to notify the director if any of this changes.

### Release of Children

Children will only be released to parents or to the person whose name appears on the admission form. The person who picks up the child must sign the child out on the parent/child sign in/out sheet. If a person who is not authorized on the admission form is going to pick up a child, the parents must notify the child care center ahead of time in writing. The parent must provide the name, address, and phone number of the person picking up their child that day. The person will also be required to show a picture ID.

### Drop-off & Pick-up Times

Children may begin being dropped off at the Childcare Center at 7:30 am. **We will not accept early drop offs.** Children must be picked up at or before 6:00 pm each day. It is imperative the children are picked up **no later than 6:00 pm.** If children are picked up late, a late fee may be charged. Should an emergency should arise, please contact the Levelland Christian Childcare Center at 853.7351 or the office at 894.6019.

### Health Policy

Children who are ill must be kept home from the childcare center. Children who arrive with an illness will be sent home. If a child becomes ill while in our care, he/she will need to be picked up promptly. A child must be fever free for 24 hours without the aid of medication before they may return to our care. The child care center will provide simple first aid for the child if the need arises. The Levelland childcare center reserves the right to send any child home from the center, which in our opinion would hinder the health of another individual in the group. We will send a child home if they:

- have a fever greater than 100
- are vomiting
- have more than 2 consecutive diarrhea episodes that cannot be contained in a diaper.
- have yellow or green discharge coming from the eyes

-have a rash that is indicative of an illness.

### **Vaccinations & Health Statement**

All children enrolled in LCS childcare must have up to date vaccination records and a health statement from their doctor stating that they are well and healthy to attend a childcare center. If your child turns four by September 1st of the current school year, we will also be required to have a copy of their hearing/vision test results. The staff of Levelland Christian School will provide this service on site if applicable. When your child receives a new vaccination, you must bring us the most current record to keep on file. If you choose for your children to not receive vaccinations, we must have a notarized affidavit for "exemption from immunizations for reasons of conscience."

### **Dispensing of Medications**

The Levelland childcare center will not dispense medication to a child. If the child has need for a medication, the parent may come to the Childcare Center to give the medication.

### **Discipline & Guidance**

We will use positive redirection and the time out system in its discipline for children 18 months to three years of age who do not attend Preschool. The child will only be put in time out for the minutes of his or her age. If the child inflicts bodily injury to another child on purpose, the father of the child will be called to the Childcare Center to discipline the child. The discipline will be individualized and consistent for each child, appropriate for the child's level of understanding, and directed towards teaching the child acceptable behavior and self-control. Good discipline means that the classroom is free from confusion, disorder and antisocial behavior. It means that each child, and the group as a whole, operates freely within a structured framework, which they understand, accept, and incorporate into their behavior without constant reminder or punishment. Discipline is more than outward pressure; it involves inner understanding and acceptance. The goal of discipline is to develop godly self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectation daily by using clear, positive statements;
3. Redirecting behavior using positive statements
4. Using brief supervised separation of time out from the group, when appropriate for the child's age and development.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps, or toilet training;
3. Pinching, shaking, or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in or on a child's mouth;
6. Humiliating, ridiculing, rejecting, or yelling at a child;
7. Subjecting a child to harsh, abusive, or profane language;
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

### **Discipline for School Age Children**

If a school age child severely disobeys while in care at the childcare center, the LCS administrator, the LCS childcare director, or the governing body individual will issue a tally if necessary.

### **Meals & Snacks**

The parent will need to provide lunch for their child each day. The parent will also need to provide snacks for the child either daily or at the beginning of enrollment (see supply list). Please label lunchboxes. The staff on duty in the childcare center will prepare and distribute all snacks and meals to the children. Water is served with all snacks and meals, as well as any given time of day.

**The LCS Childcare Center is not responsible for the nutritional value of meals sent with a child or meeting the child's daily food requirements.**

### **Breastfeeding area**

If a mother needs a place to breastfeed her child, the child care center offers a private room to accommodate the mother and child.

### **Electronic Devices and toys**

We ask that all children refrain from bringing electronic devices and toys from home except for what is needed for nap time.

### **Celebrating Holidays**

In October we celebrate fall and the changing of seasons. In November we celebrate Thanksgiving with a campus feast and thank God for his blessings. In December we celebrate the birth of Jesus. In the spring we honor the death of our Lord and celebrate His resurrection.

To help us keep our focus centered on Christ, we choose not to celebrate Halloween. During Christmas and Easter time, we aim to keep the focus on Jesus rather than Santa Claus and the Easter Bunny. We appreciate your understanding and partnership in this matter.

### **Gang-Free Zone**

The Levelland Christian Childcare Center is a gang-free zone. There is a copy of information for parents about gang-free zones on the bulletin board in the childcare center.

### **Emergency procedures**

In the event of a minor accident, each room is equipped with a first aid kit and the childcare provider will tend to the child's needs. If a medical emergency arises, the ambulance will be called, then the parent, followed by the administrator of Levelland Christian School. A childcare provider will stay with the child at all times. In case of fire, the children will be taken to the nearest exit and meet out in the grassy area behind the parking lot of the building. For tornadoes, the children will be taken to the Levelland Christian School gym. Parents may pick up their child in these situations, but the parents must sign the child out.

### **Emergency Preparedness Plan**

Please see attached packet for our emergency preparedness plan.

### **Child Abuse Awareness**

Each staff member and (or) volunteer of the Levelland Christian Childcare Center has received training for recognizing and reporting child abuse. Parents may contact the local Childcare Licensing Office at 5121 69<sup>th</sup> St. Suite A4, Lubbock, TX 79424 806.698.5511, the Child abuse hotline at 1-800-252-5400, or on the Internet at [www.dfps.state.tx.us](http://www.dfps.state.tx.us)



### **Communication**

Communication between the staff and parents is very important to us. If there are any changes made to our handbook throughout the year, we will notify you by e-mail and you will receive a new copy. Please contact the Childcare Center director or Head of School with any questions or concerns that you may have. During check-in times and checkout times, your child's daily needs can be discussed with their caregiver. Parents may visit the Childcare Center at anytime during normal operational hours. The Childcare Center has an open door policy. Parents may review Minimum Standards upon their request. The child-care center's most recent Licensing inspection report is posted in each room.

The director and head of school will send emails frequently to communicate things going on at the center. Upon registering, your email will be added to our contact list. It is your responsibility to make sure that you are receiving emails and notify the director if you are not. We also use the REMIND app for texting and will send notifications via text periodically.

Thank you for choosing LCS to partner with you for the care of your children. We are honored to have your trust in caring for your child.

**\*\*\* Please return the fully completed admission form, health statement from your doctor, immunization records, and supplies on or before the child's first day in care. \*\*\***

## Supply List for LCS Childcare Center

The following items are needed when your child has been enrolled in the Childcare Center.

### Birth through 12 months

- 12 extra large rolls of paper towels
- 3 boxes of Kleenex
- 2 cans of Lysol spray
- 3 containers of Clorox wipes
- 2 washable bottles and/or drinking cup
- a change of clothes (top, bottom, & socks) in a ziplock bag with your child's name
- a crib sheet
- 4 gallons of drinking water

### 12 months through 24 months

- 12 extra large rolls of paper towels
- 2 boxes of Kleenex
- 2 cans of Lysol spray
- 2 containers of Clorox wipes
- 1 washable drinking cup
- 1 package of paper plates
- a change of clothes (top, bottom, & socks) in a ziplock bag with your child's name
- a crib sheet
- 4 gallons of drinking water
- 8 large boxes of snacks **(NO PEANUTS)**

### 2 years old through 4 years old:

- 12 extra large rolls of paper towels
- 2 boxes of kleenex
- 1 can of lysol spray
- 2 containers of clorox wipes
- 8 large boxes of snacks **(NO PEANUTS)**
- 4 gallons of drinking water
- 6 rolls of toilet paper
- 1 box plastic spoons
- 1 large package of paper plates
- 1 washable drinking cup
- a change of clothes (top, bottom, & socks) in a ziplock bag with your child's name
- a nap mat and blanket/pillow

### Kindergarten through 6<sup>th</sup> grade after school care:

- 2 gallons of drinking water
- 6 rolls of paper towels
- 4 large boxes of snacks **(NO PEANUTS)**
- 1 box of Kleenex
- 2 containers of Clorox wipes
- 1 washable drinking cup

Thank you,  
LCS Childcare Director

**\*\*\*Please label ALL of the items with your child's name. \*\*\***

