



Lakeview Presbyterian Weekday School

Student Handbook
2023-2024

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New Orleans, Louisiana 70124
(504) 488-2172

Sponsored by

Lakeview Presbyterian Church
5914 Canal Boulevard
New Orleans, Louisiana 70124
(504) 482-7892

Christian Education Purpose:

**"That all persons may respond in faith to Jesus Christ and be nurtured in fellowship with Him;
that they may face all of life's relationships and responsibilities as children of God."**

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Educational Objectives:

The general aim of the school are the same as the church: That each child and his family may grow in the knowledge and love of God.

Daily Objectives :

1. We focus on social interaction, how to be a friend and how to respond to friends.
2. We introduce our children to developmentally appropriate education opportunities at all age levels.
3. We provide a warm, safe, nurturing environment.

Educational Philosophy:

Early childhood is that magical time when both fact and fantasy can live joyously in the heart of a child, - and so it is a time to be enjoyed and preserved. Yet it is a pivotal time, for what the child hears, sees and does today will greatly influence their tomorrow. It is the time when seeds of positive self-image, self-mastery, and self-discovery may be planted so that they may ripen into the child's future life.

Our school's program is centered on each child's lively and free participation in activities and experiences that rouse curiosity and channel energies, talents, mindfulness and great capacity for living. It is the "drawing out" and not the "drilling in" for we recognize and respect the richness of the inner resources and creative potential of each child. We aim to provide for each child a relaxed, warm and loving environment in which physical, social, mental, emotional and spiritual development is nurtured to the fullest and best expression.

Ages Served

There are classes for children aged 14 months to 5 years old. The child must be 14 months old on or before September 30th of the calendar year.

Attendance:

Children may attend two, three, four or five days per week. It is recommended that children who are three attend at least 3 days a week, and required for children who are four years of age to attend five days per week.

Regular attendance is important to your child's development. Children are expected to attend each day that they have registered. *Please let us know if your child is sick or will be out of town.* Children are welcome to arrive anytime through **10:00am**. We **cannot** allow

LPWS

children to arrive later than 10am. After 10am their day here is too short to impact the child, and they have a hard time going down for nap. One-third of our day happens from 9am-10am. Please make sure you are on time for the day. If you have a certain instance, please make both your teacher and the director aware and we will try to work with you.

Learning Opportunities

The school provides learning opportunities for 1,2,3,4 and 5-year-old children based on our knowledge and understanding of child growth and learning.

Recognizing that "play is the business of children", we employ the learning center approach. This helps to develop both the child's independence and self-discipline, allows for individual choice, stimulates his curiosity and self-expression- all at his own pace and level of understanding.

The Learning Centers include:

Block Center- imaginative, cooperative play and experiments with shapes, sizes, balance and numbers take place.

Housekeeping or Home Life Center- the reenactment of everyday home-life experiences occurs.

Art Center- easel painting, play dough, and other art media are offered for the child's individual free and creative use.

Educational Toy Center- development of small muscles, eye-hand coordination, basic concepts, and cognitive learning are the focal points.

Quiet Corner- a child can enjoy books and be by himself if he wants to be.

Sensory/Science Center- a child can learn through "hands-on" experience with his/her world.

Other Activities

Integrated into this learning environment are basic science projects, experiences in music, rhythm instruments and singing, group activities with discussion, stories, finger plays, audio-visuals, cooking, and more.

Outdoor activities on a well-equipped play yard help to develop large muscle coordination

Each week's activities are planned around a special theme of emphasis- such as home and family, pets, community helpers, transportation, etc. Books, puzzles, pictures, recordings, songs and toys are all coordinated with the weekly emphasis.

Within the framework of freedom with necessary limits, the planning is flexible, and the routine of each day is properly balanced between quiet and active.

Explorations that the children make in such a child-oriented world are the foundations for academic learning.

Age appropriate readiness skills are offered throughout all areas of the curriculum. These skills are acquired through a variety of activities and games, which allow the child to learn through play. Activities are designed to meet individual needs and developmental stages. The program provides for large group, small group, and individual activities and learning experiences.

Suggestions for Parents:

- a. Talk positively to your child about school as a happy place.
- b. Show interest in your child's work. Let your child know that you are interested in their school activities by showing appreciation and approval of efforts.
- c. Let your child volunteer information about LPWS rather than questioning.
- d. Share any unusual situations at home with the school.
- e. Mark all your child's possessions for easy identification.
- f. Please check all pockets, lunch boxes and bags for small toys or puzzle pieces belonging to the school. When we lose small pieces, we sometimes must discard the whole toy.

Admission/Enrollment:

1. Enrollment for the upcoming school year will be opened in January for the children of church members, current students, as well as siblings of the current students.
2. On the first two school days in February, enrollment for the upcoming school year will open to families who have previously had children in the school.
3. Other children will be accepted (or if enrollment is filled, a waiting list will be kept) on a first come, first served basis in the order in which application was made.
4. You are never removed from the wait list until you are offered a spot or you deny the spot.
5. Registration is not complete until the director receives the Registration Form and Fee.
6. All registrations and fees are completed through Brightwheel. If you have not signed up through bright wheel you have not registered.

Waitlist

Waitlist/Registration: Names will be placed on the waiting list in the order that inquiries are made through our website LPCNO.org. A parent or guardian must furnish the name, birthday, address and telephone number to be placed on the list. A fee of \$10.00 is assessed for every child added to the waitlist.

School Priorities/Non-discrimination Policy

The school reserves the right to accept or reject any applicant and to determine a child's continuing acceptability. **No child will be rejected on the basis of race, color, creed, sex, national origin, handicapping condition, ancestry, or if a child is being breastfed.** The school does reserve the right to enroll children to plan for balanced classes.

If, after observing a child in the school, it is determined that this school setting is not the proper environment for that child, a conference will be called to discuss the different options and a child may be asked to leave.

If it becomes necessary to withdraw your child from the school, a conference with the director and a month's notice are required. The family may still be responsible for the remainder of the year's tuition.

Licensing/Complaint

Lakeview Presbyterian Weekday School is licensed by the Louisiana Department Education. The school has a Type I license.

For information regarding licenses or to file a complaint, the Department address is:

Department of Education, Division of Education, Post Office Box 4249, Baton Rouge LA 70821.

The website is www.louisianabelieves.com

The telephone number is (225) 342-9905.

LPWS's license is #488. You may view our inspection report readily on the LDOE site.

Tuition and Fees

Lakeview Presbyterian Weekday School

Fee Schedule updated on 2/25/2022

Active/Pledged Church Members will receive 5% off

Monthly tuition for the morning program (8:45 - 12:00pm)

	<u>One and Two year olds</u>	<u>Three year olds</u>	<u>Four year olds</u>
2 days/week	<u>298</u>	-	-
3 days/week	<u>358</u>	<u>347</u>	-
4 days/week	<u>408</u>	<u>386</u>	-
5 days/week	<u>446</u>	<u>424</u>	<u>416</u>

Drop in fee is \$30.00/day

LPWS will have before care beginning at 7:45 am. Afterschool care is available until 1:00 and 4:00. Please check with the office to be sure that there is space available for your child to drop in.

Monthly Tuitions for these programs are:

Early birds (7:45-8:45 am) or

Lunch Bunch (12-1 pm)

1 day/week	<u>\$33</u>
2 days/week	<u>\$56</u>
3 days/week	<u>\$82</u>
4 days/week	<u>\$105</u>
5 days/week	<u>\$115</u>

Drop in fee is \$20.00 / day

Lunch, Rest and Play (12:00pm until 4:00pm)

1 day/week	<u>\$89.00/month</u>
2 days/week	<u>\$143.00/month</u>
3 days/week	<u>\$215.00/month</u>
4 days/week	<u>\$309.00/month</u>
5 days/week	<u>\$358.00/month</u>

Drop in fee is \$35.00/day \$20.00/day if already pay for lunch bunch

Full Schedule Rate

	<u>One and Two year olds</u>	<u>Three and Four year olds</u>
Child attending 8:45- 4:00	<u>775.00</u>	<u>750.00</u>
Child attending 7:45 - 4:00	<u>882.00</u>	<u>860.00</u>

Other monetary items to be aware of:

1. Registration fee of \$200
2. Activity fee of \$150 (*Goes toward in school events such as zoo 2 you, class parties, Fall fest, Turkey fest, Trick or treating/Halloween candy, Easter baskets, special days and special activities.)
3. Supply fee of \$200 (Goes toward the purchasing of snacks, cups, napkins, toilet paper, paper towels, trash bags, etc...)
4. School Fundraiser- Such as Spaghetti Supper tickets \$100 per family not child. (If we can not have the Spaghetti Supper, another Fundraiser will be held in its place)
5. We charge an annual tuition amount based off of your schedule. You can pay one of three ways.
 - a. In full for the entire year.
 - b. In 2 semester payments one due in July one due in January. This is your total divided in half.
 - c. In 10 monthly installments. One due in July then September through May. All payments are to be received on Brightwheel.
6. Late fees will be accessed automatically in Brightwheel moving forward.

Tuition Schedule:

It is the policy of Lakeview Presbyterian Weekday School to collect the first of **ten tuition installments** during the summer preceding the school year. The additional nine payments are due on the 1st of the month, September through May of the school year. After the 5th of every month tuition is considered late.

1. July 15th
2. September 1st
3. October 1st
4. November 1st
5. December 1st
6. January 1st
7. February 1st
8. March 1st
9. April 1st
10. May 1st

If tuition is late (past the 5th day of the month) \$15 will be charged on the 5th and every 28 days past.

Dismissal Late fees:

5 minutes past any pick time is considered late.

At 12:05pm you will be charged for lunch bunch drop in.

At 1:05pm you will be charged for nap drop in.

At 4:05 you are considered late and will be charged \$1 per minute past time. If this happens more than 3 times in one month LPWS has the right to dismiss your child.

Before School Care:

Children may be dropped off as early as 7:45 am. (If you did not previously sign up for before care at the start of the year, and you want to drop in, you will need to check and see if there is space before the date of drop in. If a need arises day of, you can call to see if space is available.)

The basic program hours are:

Arrival time: 8:45 - 9:00. Drop off your child in the carpool line or at the front door. If it is raining we will form a line to pull under/through the green awning so teachers and children do not get soaked.

Dismissal time:

School Day- **11:45 - 12:00**. (*The Rainbow Room does not dismiss until 12:00pm)

Lunch Bunch- **1:00pm**

Rest/Nap- **3:30- 4:00pm**

At dismissal times, please wait in the carpool line and display your child's name in the passenger side window so it can be seen from the door of the building. Or if parking, please wait under the awning for your child to be brought out to you. If you need to pick up earlier, please let us know through Brightwheel. Please be prompt at dismissal. Children worry when they see everyone else leaving.

Parent Drop-Off and Pick-Up:

Parents will continue to drop off children in front of the building. A carpool line will flow in front of the awning. Please have your child unbuckled and ready to be taken in to the school. (Teachers are not allowed to buckle or unbuckle children from their car seats) Remember, morning drop off is 8:45-9:15 or until line is finished. Please call or Brightwheel if you are going to be later. **DO NOT EXIT YOUR VEHICLE while in carpool line.** If you would rather park and walk up to the door you may do so and a staff member will take your child to their class.

Parents will continue to pick up children in front of the building. A carpool line will flow in front of the awning and your child will be placed in the vehicle and you will have to pull up over into one of the parking spaces and buckle your child. **Please pull out of the carpool**

line and into a parking spot to do this so we can speed up the pick-up process. On rainy days, please pull under/through the awning so teachers and children can try to avoid getting soaked.

After School Care:

Children can stay from 12pm-1pm for Lunch bunch where we eat lunch then go outside and play until 1pm.

Children can stay from 12pm-4pm where we eat lunch and go outside to play until 1pm. We then come in to nap until 3pm. At three children wake up, receive a snack, and then return to play either inside or outside depending on the weather.

If you did not previously sign up for aftercare in August, a drop in space must be reserved in advance for your child to stay past 12pm-4pm. Naptime spaces are limited and do fill up on certain days.

School Requirements:

All children must bring an extra full set of clothes, including a sweater, to be kept at school. All clothing should be labeled with your child's name. This will give your child a sense of security in the event of accidents/spills/play that may require a change.

All Children will need to pack a filled water bottle every day- labeled with their name.

One year old's may also bring bottles, pacifiers and/or "loveys". In addition, children who wear diapers (1 & 2 year old's) should bring diapers and wipes to be stored at school.

Potty Training Policy

In the 2 year old rooms we will work with children on potty training only after they have been wearing underwear only (No pullups) at home for 7 full days with no accidents. If we must assist by way of touching the child's body during pottyng, then they are not considered potty trained by LPWS standards and will need to be kept at home for further training. **No pull-ups are allowed during school hours; during nap they can be sent for your child to sleep in, but need to be the kind that pull away at the sides like a diaper.**

3 & 4 year old classes must be potty trained completely. They must be capable of pulling up and down their own pants and undergarments; as well as wiping on their own.

***After 3 accidents in 1 week we will ask that you keep the child home for 5 school days to further their potty training.** LPWS reserves the right to dismiss students for too many accidents in the year. We understand that some children may not be ready, but we do not have the staff in our classrooms to have someone constantly be out changing a child and being away from the classroom. If a problem arises, our first step will be to have a meeting with the parent and have the parent come and change the child when needed. If nothing changes and we have exhausted all other steps, the student may be dismissed.

Clothing

Comfortable play clothes permit freedom to participate fully in all artwork, large muscle play, etc. We promote play – this means your child will be getting messy everyday. Please dress them with the idea that the outfit may get very messy.

Loose clothing which the children can handle alone helps give him/her a sense of independence. Buttons on shoulders, hard snaps, all-in -one suits, wide belts with large buckles are all hard for little fingers to manage.

The school recommends that the children **not wear sandals, crocs, clogs, cowboy boots, long dresses, belts or body suits.**

Parent conferences

In the fall & spring, the school will close for individual family conferences. **(Please check your calendars).** LPWS has informational books and parenting magazines available to all parents located in the front. Feel free to ask your child's teacher when you can come in and take a look through the material if interested.

Mid-Morning Snacks

Amid-morning snack of water and a salty and a sweet snack is served to each child.

Once a year a child in the class will bring a special snack to share with the class. The teacher will let you know when it is your child's turn, what snack is needed, and how many to provide.

Afternoon Snacks

Children who stay until 4:00 will be served a similar snack after rest.

Lunch

If your child stays for lunch, you will need to pack and send a lunch for your child each day. LPWS does not have the ability to warm or refrigerate your child's food. Please pack accordingly. Please make sure the food packed is nutritious but also something your child will eat. **Hot dogs, grapes, baby carrots, tomatoes, etc. will need to be cut into fourths to meet state standards for health and safety. We are a peanut free school. No peanut butter is allowed at school.** If you are sending a sandwich that has a different kind of nut butter, please place a note on the sandwich so the teacher knows it can be served. Also, please check all lunchables for peanut butter cups.

Parties

Birthday celebrations will be held at school with the cooperation of parents and teachers. Plans should be made in advance. Each child will celebrate his/her birthday at school with a special snack brought from home. The child will be the "special helper" on that day and have a crown to wear. The teacher will plan with the parents for the best day to celebrate. Summer birthdays are celebrated with planning during the school year or during camp.

Due to the personal nature of gifts, it is believed that the children are happier if NO gifts are exchanged at school. Invitations to private parties will be handed out at school only if the entire class is invited.

Please remember that children will talk about their parties at school, and those who have been excluded will have their feelings hurt. For this reason, we ask not to plan parties right after school unless the whole class is invited.

Peanut Free School

LPWS is a completely peanut free facility. There are times when other items are banned due to allergies. Please pay attention to notes and emails throughout the year for updates. LPWS takes our Children's allergies very seriously. We will alert the class if there is an allergy that will affect the classroom.

Chapel Time

A Christian curriculum will be taught throughout the school. All classes will have a weekly visit from Pastor Alex, where they will read a bible story and sing songs.

Health Concerns

The following certificates (immunizations) are required from your doctor by the City of New Orleans Health Department. They must be kept up to date and added to the LINKS system on or before the first day of school, and kept on file in our school LINKS account.

1. Diphtheria-Pertussis-Tetanus: dates of initial series and updates must be shown.
2. Poliomyelitis- must show first series and date of boosters.
3. Measles vaccines (Rubella and Rubeola)
4. HIB
5. HBV
6. Varicella
7. Prevnar

School Health Policies

1. Parents are requested to observe their children before leaving home. The child should not be sent to school if an illness is suspected. As a general guideline, **children who have had fever of 100 degrees or higher, vomited or had diarrhea or started antibiotics must stay home 24 hours after the fever or other symptoms are gone. Fever must be gone for 48 hours without fever reducers such as Tylenol or Motrin.**
2. If your child has started new antibiotics or medicine of any kind, the first dose needs to be given at home and they need to stay home for 24 hours to make sure there are no adverse reactions.
3. If a child develops symptoms during the school day, he will be isolated from the group and the parent (or person on the emergency form) will be notified to come for him/her immediately.
4. If your child is sent home because they developed symptoms during the school day, they will need to stay home for 24 hours.
5. In case of illness, please notify the director promptly as to the nature of the illness so that other parents may be notified of any exposure, if necessary.

*****No medicine will be administered without the written consent of the parent or guardian. Medicine will need to have a doctors note, instructions from the pharmacy, and be in brand new packaging (unopened).**

Medicine should not be sent in lunch boxes or backpacks. It must be brought to the office and a medical form must be completed before it can be administered.

AS DEFINED BY DHH/OPH

. Written policies and procedures regarding infection control practices and disease prevention shall be developed by each center which include the following.

1. [Formerly paragraph 21:010-1] Staff and children shall wash their hands at least at the following times: upon entering the center, before preparing or serving meals, after toileting or changing diapers, before and after eating meals or snacks, and anytime hands become soiled with body fluids (urine, stool, saliva, blood, nasal discharge).

2. [Formerly paragraph 21:010-2] Procedures shall ensure that staff teach use of running water, soap, and single use of disposable towels. Hands shall be washed and scrubbed for at least 10 seconds with soap and running water. Warm running water in sinks is required.

3. [Formerly paragraph 21:010-3] Weekly monitoring by the center director shall ensure that hand washing and cleaning procedures are followed as specified in the center's plan.

4. [Formerly paragraph 21:010-4] Noses shall be blown or wiped with disposable, one-use tissues that are discarded in a plastic-lined and covered garbage container.

5. [Formerly paragraph 21:010-5] Draining or oozing cuts or sores shall be covered.

6. [Formerly paragraph 21:010-6] Child care personnel shall adopt routine procedures for handling blood and blood-containing fluids and wound exudates of all children in the center.

a. For spills of vomitus, urine, and feces, floors, walls, bathrooms, table tops, toys, kitchen counter tops, and diaper-changing tables shall be cleaned and disinfected.

b. For spills of blood or blood-containing body fluids and injury and tissue discharges, the area shall be cleaned and disinfected. Gloves shall be used in these situations unless the amount of blood or body fluid is so small that it can easily be contained by the material used for cleaning.

c. Persons involved in cleaning contaminated surfaces avoid exposure of open skin sores or mucous membranes to blood or blood-containing body fluids and injury or tissue discharges by using gloves to protect hands when cleaning contaminated surfaces.

d. Mops shall be cleaned, rinsed in sanitizing solution and then wrung as dry as possible and hung to dry.

e. Blood-contaminated material and diapers shall be disposed of in a plastic bag with a secure tie.

7. [Formerly paragraph 21:010-7] The day care center director shall exclude from care any child with the following illnesses or symptoms based on potential contagiousness of the disease. Periods may be extended beyond this depending upon individual conditions.

Illness/Symptom	Exclude Until
Meningococcal disease (<i>Neisseria meningitidis</i>)	Well and proof of non-carriage ¹
Hib disease (<i>Haemophilus influenza</i>)	Well and proof of non-carriage ¹
Diarrhea (two or more loose stool, or over and above what is normal for that child)	Diarrhea resolved or is controlled (contained in diaper or toilet)
Fever of unknown origin (100°F oral or 101 rectal or higher) and some behavioral signs of illness	Fever resolved or cleared by child's physician/health department

Chicken pox	Skin lesions (blisters) all scabbed over
Hepatitis A	One week after illness started and fever resolved
AIDS (or HIV infection)	Until child's health, neurologic development, behavior, and immune status is deemed appropriate (on a case-by-case basis) by qualified persons, including the child's physician; chosen by the child's parent, guardian and the center director
Undiagnosed generalized rash	Well or cleared by child's physician as non-contagious
Any child with a sudden onset of vomiting, irritability or excessive sleepiness Nasal discharge which is not clear	Evaluated and cleared by child's physician A note will be sent home after 3 days. After 5 days, a physician's** clearance will be necessary.

- a. ¹Proof of non-carriage: Either by completion of appropriate drug regimen of Rifampin (two-day course for Meningococcal disease or four-day course for Hib disease) or by a negative throat culture obtained after completion of treatment for meningitis.
 - b. ²These persons should include the child's physician and other qualified individuals such as the center director, a representative from the Office of Public Health, and a child development specialist, and should be able to evaluate whether the child will receive optimal care in the specific program being considered and whether an HIV-infected child poses a potential threat to others.
 - c. With most other illnesses, children have either already exposed others before becoming obviously ill (e.g., colds) or are not contagious one day after beginning treatment (e.g., strep throat, conjunctivitis, impetigo, ringworm, parasites, head lice, and scabies). **These will be on a day to day basis on returning and it will be up to LPWS**
- The waiting periods required after the onset of treatment vary with the disease. Check with your local health department for information on specific diseases. Children who are chronic carriers of viral illnesses such as cytomegalovirus (CMV) and Herpes simplex can and should be admitted to day care centers.
- d. The parent or designated person shall be notified as soon as possible if a child develops symptoms of illness or suffers an accident while in care.

Louisiana Administrative Code May 2012

The parent or designated person shall be notified and the incident documented if:
a child develops symptoms of illness
a child suffers a serious accident

All head injuries will be reported to parents immediately.

An accident report shall be maintained detailing accident/incident of child and actions taken by the staff/director. Parents will have to sign these reports.
Children with febrile seizures will not be allowed to simply take medicine and stay. If they are exhibiting any signs of an illness other than fever (which includes tiredness, moodiness or other behavior) they will be sent home until they are 24 hour fever free without the use of medicine.

LPWS has a contact at DHH that is an epidemiologist. This person assists us with COVID

standards and policies. Because of the ever-changing regulations these are not written. But will be followed in each instance. This could include a closure of the facility for up to 14 consecutive days.

Emergency Procedures

Facility Emergency - LPWS has multiple emergency procedures in place and completes drills throughout the year. Please rest assured that we as faculty and staff have gone over all scenarios and are prepared for what we can be prepared. We have an evacuation plan that is on display out front and in the Director's office. If you would like more information please speak with the director.

Child Emergency - In the event that a child is ill or injured and contact with his/her parents or guardians is not immediately possible, the school will send the child by whatever means it deems appropriate at the time to whatever medical facility seems appropriate. The parent or guardian confirms all actions taken and decisions made by LPWS pursuant to this authority and agrees to be bound for all expenses thus incurred, as if the parent or guardian had incurred the same. The purpose hereof is to appoint said school as the agent of the parent or guardian to authorize the occurring of such expenses.

The parent of guardian further releases and discharges and agrees to indemnify and hold harmless LPWS from any injuries and/or damages and claims or causes of action which arise resulting from the medical treatment afforded or lack thereof.

School Closures

1. Lakeview Presbyterian Weekday School is closed on certain days for events please check your provided calendar for dates and events.
2. We will make announcements on Brightwheel. Please make sure you have allowed announcements from Brightwheel on your phone.
3. Lakeview Presbyterian Weekday School is closed any time schools in the area deem it necessary to close **due to bad weather or other emergencies**. WWL (870 AM) will be the official broadcaster of school closures along with Brightwheel and our Facebook page.

Parent Relations/Access Policy

In order to protect the safety of our staff and children, parents will be allowed into the building during scheduled events and scheduled times only. You may schedule a meeting time with your child's teacher or with the director at any time.

The school staff wishes to be closely associated with the parents and families of each child so that we may better understand and guide progress. Fall conference, open house, Christmas parties, spring conference, spaghetti supper/fundraiser events and end of the year school picnic are activities in which parents and LPWS staff work together.

We encourage parents to consult with the teacher and/or director of LPWS concerning any problems that may occur. The lines of communication are open always.

There are many occasions when parent help is needed for events such as Christmas projects, special parties, etc. Let us know your special talents, such as sewing, music, building, etc. Let us know, too, if you have materials that may be shared with the children- such as items from other countries. If your career is such that you may be classified as a "community helper", please schedule a time and share your work with your child's class.

Custodial parents and guardians are always welcome inside the school if requested. However, we ask that you please remember that your presence is distracting to the children and try to remain as "invisible" as possible. Non-custodial parents will not be allowed to visit without the written permission of the custodial parent. Visits are defined as anytime a non-custodial parent walks past the front foyer of the school. Court documents must be on file in the director's office stating details of arrangements.

Discipline Policies

The discipline policy of Lakeview Presbyterian Weekday School prohibits:

1. Use of physical or corporal punishment
2. Verbal Abuse of any kind; including the threat without intention
3. Disciplined by other children
4. Bullied by other children
5. Deprived of food or beverages
6. Deprived of active time
7. Being restrained for disciplinary purposes
8. Threats of any of the above even if not intended
9. Under 2 years of age – no time outs or taking of breaks

Initially, in conflict situations, a short discussion between the teacher and child will often settle any difficulties. If further action is necessary, a short "quiet" period will be imposed. Children will be assisted in their development of inner self-control. Cruel, severe, and unusual or unnecessary punishment will not be inflicted upon children. Derogatory remarks will not be made in the presence of children about family members of the children in care or about the children themselves. No child or group of children shall be allowed to discipline another child. When a child is removed from the group for disciplinary reasons, he will never be out of the sight of a staff member.

Biting Policy

If a child bites another child, both shall be individually cared for. The "bitee" shall have his wound cleaned thoroughly and the parent will be notified. The "biter" will rinse his mouth and be asked to "use his words" next time. The parent will be notified. If a child bites repeatedly, the child will be removed from the classroom and the parent will be notified. The 3rd time a child bites, a parent will be called in to the school. If necessary, a biter may be sent home after excessive biting.

Electronics Policy

Devices (other than television) will not be used at LPWS by any students at any time.

Computers and other devices that have internet access will only be used by staff.

Programs, Movies and video games will be age appropriate and parents/guardians will sign a waiver allowing for LPWS to facilitate programs on specific days. Children under the age of 2 will not have any electronic devices.

LPWS will never watch more than 60 minutes of tv per day 7:45am-4:00pm.

LPWS

Child Abuse and Neglect Policy

Any suspected abuse and/or neglect of a child will be reported in accordance with LA revised statute 1509. As mandated reporters, all staff shall report any suspected abuse or neglect of a child to the Louisiana Child Protection Statewide Hotline (855) 4LA-KIDS [(855) 452-5437]; LPWS will not delay the reporting of suspected abuse or neglect to the Child Protection Statewide Hotline in order to conduct an internal investigation to verify the abuse or neglect allegations; LPWS shall not require staff to report suspected abuse or neglect to the center or management prior to reporting it to the Child Protection Statewide Hotline.

Physical Activity

All children are given 45-60 minutes or more of physical activity each day here at LPWS in a space that is age appropriate for their development.

Sleep/Rest

Children that stay for rest/naptime will have at least 75-90 minutes of down time scheduled in the day from 1:15pm-3:00pm.

LPWS allows children to have lovies that are with their nap mats if it helps them to sleep. Nap is the only time pull ups will be allowed.

Transportation/Pick up

The school provides no transportation.

Each child must have a signed Transportation form on file through Brightwheel, and you must complete the approved pickup section of your child's profile. The school requires signed permission through Brightwheel to be on file for a child to be picked up by any person other than the parents. **Said persons MUST provide valid picture ID where name listed on ID and name on form correspond.**

Monitoring Policy for individuals without CCCBC Clearance

Individuals will have to wait until they are cleared by the CCCBC to work within LPWS while children are present. If they have not been they will be treated as visitors and follow all rules for visitors on campus.

LPWS follows are regulations listed in Bulletin 137 prepared by the DOE this can be found at <http://www.louisianabelieves.com/early-childhood/child-care-and-development-fund-licensing>

Scholarship Policy

REQUIREMENTS:

Financial report (Tax returns from the previous year)

Full immunization record from doctor must be on file

Participation in volunteer activities for a minimum of 20 hours total: Spaghetti supper, clean up days, and teacher appreciation activities.

CCC-Background check - If you will volunteer while children are present.

Scholarship Application Policy

A letter requesting scholarship must be submitted to the LPWS director in a sealed envelope by June 1st (you may submit sooner if you wish).

The board has a committee that will review the request.

The committee will determine if scholarship will cover full or partial tuition and which days scholarship student will attend. They will submit findings to director and she/he will notify recipients.

Calendar

2023-2024 LPWS School Event Calendar

July 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21

July	
4	Independence Day- No Camp
3.-7	5th week of camp
10.-14	6th week of camp

August	
7.-15	Teacher Training
16	Visitation day
17	First Day 9am-12pm
18	9am-12pm
21	First Day of Before and After Care

September	
4	Labor Day No school
12	6:00pm Open House for Parents 1 & 2's
13	6:00pm Open House for Parents 3 & 4's

October	
4&5	Individual Pictures for all classes
9	Parent Conference - No School For Children
22	Trunk or Treat/ Fundraiser
23	No School/Professional Development

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20

January	
3	School reopens for 2024
15	Martin Luther King Jr. Day
16	Parent Conference - No School For Children
17	Registration for 2024-25

February	
9	Mardi Gras on Campus
12.-16	Mardi Gras Holidays
19	School reopens

March	
6	Class Pictures all Welcome
12	Camp Registration at 8:45am
21	Spaghetti Supper/ Fundraiser
22	No School / Professional Development

April	
3	Easter hunt at LPWS
4.-10	Spring Break
11	School Re-Opens
22	Earth Day

22	23	24	25	26	27	28
29	30	31				

November 2023

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

25	Fall Fest for 3 and 4's only
30	Children Dress Up
31	Halloween at school (class made costume)

November

1	No School All Saints Day
7	Makeup Picture Individual
15	Turkey Fest for 3 and 4's only
16	Zoo 2 You- *All children welcome
17	Thanksgiving Feast- All children welcome*
20-24	Thanksgiving Holidays

December

8	Pajama Day
18	School will not take in. Parents bring kids to the Christmas Program 9:30am-10:30am
19-2	Christmas Holidays

21	22	23	24	25	26	27
28	29	30				

May 2024

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

29.-
3 Teacher Appreciation Week

May

8	Water day for the 1's and 2's
10	Water day for the 3's
13	3 year old Mother's day picnic
14	Water day for the Rainbow Room
16	School open 7:45am- 12pm no after care Rainbow Room Graduation 6:30pm (Kids 6:15)
17	School Picnic 10:00am - 11:00am

June

3	Week 1 of camp
10	Week 2 of camp
17	Week 3 of camp
24	Week 4 of camp

How Children Learn

Given materials, space and time, a child will learn a great deal by himself. The learning a child does as a result of his own activity will stay with him far longer than that which is transmitted to him verbally.

Experiments reveal that the learner will retain:

10% of what he reads

20% of what he hears

30% of what he sees

50% of what he sees and hears

70% of what he says in conversation

90% of what he says in conversation during an activity

It is obvious, therefore, that the staying power is in what a child is encouraged to say in his own way.

-----Dorothy B. Fritz

"Give your child room to reach, something to reach for, and the self-confidence that he can reach --- and with God's help, he will be ready for living each day to his fullest potential."

-----L.W.B.

Sponsor

The Weekday School is a mission outreach of the Session of Lakeview Presbyterian Church and the LPWS Board.

Statement of Church endorsement

The Session of LPC, sensing the need for strong Christian influences in our community, highly endorses this school as an evangelical arm of the Christian Church. May its use increase and its influence be felt widely throughout the community.

LPWS Board

Director of the Board -Kelly Couch

Co- Directors of the School – Angelle Guepet and Mary Clement
lakeviewweekdayschool@gmail.com ; 504-488-2172

Pastor of LPCNO – Alex Lee-Cornell

Assistant Director of the School – Lori Barbier

Parent Representative – Open Seat at large

Board Members –

Pat Sharpe, Judy Serou and Word Backstrom