



THE LIGHTHOUSE PRESCHOOL & MOTHER'S DAY OUT
(A MINISTRY OF COLLIN CREEK COMMUNITY CHURCH)
3701 W. SPRING CREEK PKWY
PLANO, TX 75023

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MDO@COLLINCREEKCOMMUNITY.ORG

THELIGHTHOUSEATCC.COM | COLLINCREEKCOMMUNITY.ORG

PARENT HANDBOOK
2010 - 2011

Rates for 2010-2011

(based on annual tuition of 9 monthly payments)

Child Registration	\$ 90
Family Registration	\$ 130

Supply Fee (due the first month of attendance)

1 day/week	\$ 60
2 days/week	\$ 70
3 days/week	\$ 80
4 days/week	\$ 90
5 days/week	\$ 100

MDO/Preschool Tuition 9:00 – 2:00

	Yearly	Monthly (9 mo.)
1 day	\$ 945	\$ 105
2 days	\$ 1890	\$ 210
3 days	\$ 2835	\$ 315
4 days	\$ 3645	\$ 405
5 days	\$ 4410	\$ 490

Optional 9:00 – 12:30

	Yearly	Monthly (9 mo.)
1 day	\$ 765	\$ 85
2 days	\$ 1530	\$ 170
3 days	\$ 2250	\$ 250
4 days	\$ 2835	\$ 315
5 days	\$ 3465	\$ 385

Early Drop-Off

1 day/week attendance	\$8
2 days/week attendance	\$15
3 days/week attendance	\$22
4 days/week attendance	\$30
5 days/week attendance	\$35

Drop-In Fees: \$30/day

Dear Parents,

We are pleased to welcome your family to our program! We are looking forward to a year filled with happy, wholesome learning experiences. Our staff understands the significance of our role in your child's life and counts it a privilege to be able to serve your family. We strive to create an environment that is nurturing and loving and gives the children every opportunity to grow and learn.

This booklet has been prepared to inform you of our policies and to explain our program's goals so that we may better work together in the interest of your child.

Please feel free to contact us Monday through Friday with any questions or concerns that may not have been answered for you in the handbook. We are available by telephone or personal appointment to serve you. Please do not hesitate to contact us!

Please keep the The Lighthouse at Collin Creek in your prayers as we do the same for you!

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Purpose

The Lighthouse at Collin Creek was founded in 1992 by Christians dedicated to providing a quality, faith based Mother's Day Out and Preschool to the Plano Community.

The purpose of our program is to provide a Christian atmosphere for children conducive to learning and creative play. We strive to instill in the children a respect for self, respect for others, and a joy of learning. Emphasis will be put on your child's spiritual walk, social and intellectual development, and communication skills. In fulfilling this purpose, we provide a Bible curriculum, creative play equipment, and a preschool and pre-kindergarten curriculum taught by qualified teachers who love what they do.

Mother's Day Out Classes

Our MDO classrooms provide a warm and loving environment for your child. Our experienced and caring teachers will nurture your child and encourage them to develop communication skills, solve problems and practice self-help skills as they begin to build their independence.

Our MDO curriculum focuses on weekly themes and includes crafts, activities, songs, and stories that encourage the children to explore and begin to understand the people and activities around them.

Preschool Classes

Our Preschool classes continue to provide a warm and loving environment for your child, while introducing a more structured program filled with age-appropriate activities aimed at Kindergarten readiness. Our experienced and caring teachers will encourage your child to make decisions, build friendships and actively participate in learning.

Our Preschool curriculum focuses on weekly themes and includes activities, crafts, and stories that introduce phonics, pre-math skills, pre-writing, problem solving, and encourage creative thinking.

the following late fee policy applies: Tuition is considered late after the 5th of each month. A late fee of \$25 will apply at that time. A late fee of \$10 per week will be added to your account after the first week until your account is paid in full.

• Late Fees- Pick-Up

We will charge a late fee of \$1 per minute for children picked up after 12:35/2:05.

• Returned Check Fee

There is a \$20.00 charge on all returned checks. If the school receives a returned check twice, checks will no longer be accepted from that party.

• Supply/Activity Fee: Supply fees are due annually on September 1.

- » Supply fees are due no later than September 10.
- » A late fee of \$25 will be applied to child's account after September 10.
- » If enrolling after September 1, supply fee is due at time of enrollment.

What to Bring to School

- **Food:** bring a lunch, drink and utensils. Food should be ready to eat, without requiring refrigeration or warming.
- **Peanut-Free:** The Lighthouse is a peanut free school. No peanut products or traces of peanut products will be in the school, and none may be brought in.
- **Clothing:** Complete change of clothing, including socks and underwear. Jackets/coats should be brought on cool/windy days.
- **Diapers:** Provide at least 3 diapers per day, plus wipes
- **Flip Flops:** Footwear is an extremely important safety factor. With this in mind, we have a policy that flip-flops **ARE NOT** allowed at The Lighthouse.
- **Sleeping Mat:** A mat or sleeping bag for naptime.
- **Sunscreen:** Children do have a daily play time outside. You can help your child practice sun safety by applying sunscreen prior to bringing them to school.
- Please label everything with your child's name.

Tuition and Fees

• Tuition:

- » Tuition is based on a 9 month school year
- » Tuition is due as per schedule below
- » There are no credits for holidays or partial week attendance
- » Due to the fact that The Lighthouse start date is the last week of August and classes end the first week of June (as per the Plano ISD calendar), the annual tuition for 2010-2011 will be divided into 9 equal monthly payments.
- » Tuition can be paid by check, online bill pay, or cash

Pay schedule for 2010-2011 here:

<u>Month</u>	<u>Due</u>
1) August/September	August 27
2) October	October 1
3) November	November 2
4) December	December 1
5) January	January 4
6) February	February 1
7) March	March 1
8) April	April 1
9) May/June	May 2

Tuition payment secures a class spot and is payable regardless of times attended. **Refunds and make up days WILL NOT BE made for absences, sickness or withdrawals.** In regards to extended absences (i.e. vacations), tuition will be required in order to hold your child's place in the class. If you opt to not pay tuition during your child's absence, the school cannot guarantee the availability of that class upon your child's return. Should it become necessary to withdraw your child, please give 2 weeks notice. We do require tuition equal to 2 weeks of class attendance when withdrawing.

• Late Fees- Tuition

The Lighthouse is a non-profit Christian program. As such, we rely entirely on tuition and various fees to pay staff, provide curriculum, supplies, snacks, playground upkeep, property needs and all the other amenities you and your children enjoy. Receiving tuition on time is crucial to keeping The Lighthouse fiscally responsible. To that end,

Admission Requirements

Completed registration forms and a nonrefundable registration fee are necessary for annual enrollment. Should you enroll your child mid-term, you will be offered a discounted registration fee.

Fall registration is held in February of each year. Returning families and Collin Creek Community Church members are given first priority. Open registration for the public will follow. When classes are full, a waiting list will be maintained. Waiting lists will not carry over from one year to another.

Children are welcome to enroll in classes at any point during the school year, as long as there is class availability.

All registration forms are required to be completed and submitted prior to your child's first day of attendance. According to licensing standards, we must have the following information on your child:

- Updated Immunization Records
- Statement of Health from your child's health care professional
- Hearing and Vision Screening results for children ages 4 and older
- Signed Enrollment Agreement
- Child Information Sheet

Accident Reports

Our school takes every precaution we can to prevent accidents. We maintain lower than required ratios in our classrooms and we train staff in risk management and safety standards. Still there will be times when a child will have an accident, or an incident will occur between your child and another child that is out of the ordinary. Regardless of how minor the incident, our teachers will fill out a report for you concerning what happened and will give the full details. If it is decided first aid is necessary, the treatment given will be described. Should we feel it necessary we will contact you to relate what happened.

Babysitting

To protect the MDO/Preschool, we do not provide any type of after hour services. If you were to hire any of our staff to provide these services the MDO/Preschool will not be held liable. Under no circumstances will any staff be allowed to transport any child to or from school in his/her vehicle.

Behavior

Inappropriate behavior will be addressed by The Lighthouse as follows:

• *Biting*

Since toddlers (approximately one to three year olds) have limited language and few of us can read minds, we can only make an educated guess as to why they bite. Some of the probable reasons that toddlers bite are:

1. **TEETHING** - Cutting teeth hurt. Chewing on something relieves the pain. Toddlers are egocentric and cannot put themselves in the place of others. They do not know they are hurting another.
2. **SENSORY EXPLORATION** - Anyone who has spent much time with babies and toddlers knows that they put everything in their mouths. This includes other children and adults. Biting is sometimes a way of learning about another child.
3. **CAUSE AND EFFECT** - "If I bite Andrew, I hear a high pitched scream and my special adults come running to my side. I wonder if it will happen again?" This thought seems to be in the mind of some biting toddlers. Toddlers are learning to have an impact on their world and biting definitely has an impact.
4. **MIMICRY** - Modeling or copying the actions of others is an important and powerful way for toddlers to learn. Unfortunately sometimes the toddlers learn negative behaviors like biting. Any adult who has spent much time with a group of toddlers can testify to the fact that biting is more contagious than chicken pox.

Photographs and Publicity

Our staff enjoys taking pictures of the children participating in class and school wide activities. These pictures may appear in promotional materials for the school including the school website, magazine advertisements, and other publicity materials. We require a statement of consent from you that will remain in your child's file. There will be no compensation given for the use of these pictures.

Termination of Care

There are a few circumstances that may require the Lighthouse MDO/Preschool to terminate care for your child. Here are some examples:

- Failure to adjust after a trial period (at least 1 month)
- Failure to pay tuition/fees
- Failure to provide state required documentation
- Excessive late pick ups
- Behavior that is harmful to other children/staff

Toys, Videos and Gum

Toys may not be brought from home except for scheduled Show and Tell Days. Your child may bring a small stuffed animal to sleep with if needed. All toys must be kept in their cubbies before and after naptime. The school can in no way be held responsible for toys brought into the classroom. Do not bring war or violent toys on Show and Tell Days. No guns or swords are allowed.

We do not allow any television programs to be watched. Occasionally we will schedule a special movie day. Parents will be notified through newsletters when this will happen.

Please do not allow children to bring candy or chew gum in school.

Transportation/Field Trips/Water Activities

Currently we do not transport children away from the school, take the children on field trips, or offer water activities. If there are any changes to this policy or a special exception, we will notify you in writing and will require a parent signature for attendance.

Parent Bulletin Boards

Each classroom has a parent bulletin board used for displaying class schedules, monthly activities and other notices to parents. Please be certain to look at these to be made aware of activities in your child's class.

A Parent Board is also located in the MDO/Preschool office. This board contains the following information for review:

- Monthly Snack Schedule
- The Center's License
- Information and Telephone Numbers to report child abuse/neglect and to contact the Texas Department of Protective and Regulatory Services

You also have the right to see the following information:

- The Minimum Standards for the State of Texas (also available on the internet at www.dfps.state.tx.us)
- The most recent Department of Family and Protective Services Inspection/Investigation Report
- Documentation of Liability Insurance that complies with Human Resources Code, Section 42.0491
- The most recent Fire Marshall's Inspection Report
- The most recent Health Department's Sanitation Inspection Report
- The most recent Gas Pipe Inspection Report
- The Child-Care Center's Operational Policies

Parking

The driveway just outside our doors is a fire lane. It is illegal to park your car in this space. Please do not pull up to park and drop off your child. Help us enforce the city code to ensure the safety of our children!

Referral Discount

A referral discount of \$50 will be applied to the referring family's account after the referred family remains enrolled with tuition paid for 1 month. Referred family must indicate referring family at time of enrollment.

5. **SELF-ASSERTION** - The accident report given the parent by a caregiver at the end of the day reads, "Child was bitten during a struggle over a toy." Toddlers have very limited language skills. Consequently, biting is a way to register a complaint.

6. **FRUSTRATION, FATIGUE, and STRESS**- Some children bite when they are tired or hungry or rushed or when Mom is out of town or when Dad worked late last night. Adults need to be aware of what is happening in the life of the biting child and take action to prevent other children from being physically hurt.

Biting is an age-appropriate behavior for toddlers (approximately one to three year olds). Biting is especially likely among those toddlers in group care settings. Even so, biting is not an acceptable behavior and adults must help toddlers control their urge to bite other children. (Although we wish we could, caregivers and teachers cannot promise that your child will never be bitten again.)

Uncontrolled biting or biting that breaks the skin results in an immediate phone call to the parent requiring the parent to pick up the child for the remainder of the day.

• **Potty Mouth**

We all know that children repeat nearly everything they hear. If you say it, you can bet your child will say it! We encourage your family to carefully monitor your choice of words in your home. Potty words are not appropriate for children...and definitely not appropriate to be used at The Lighthouse. Use of inappropriate language will result in child being sent home.

• **Fighting**

Hitting, punching and scratching are not allowed. Children who engage in such activity will be sent home.

Birthdays and Special Occasions

For the safety of our children the Health Department requires that all food brought into the center be store bought. Parents are welcome to send cookies, cupcakes or cake to share with their friends on birthdays and special occasions. Please let the teacher know in advance that you will bring a treat. On major holidays, each class will have a special party. Parents may be asked to bring treats. Sign-up

sheets will be posted on the classroom doors. Party donations are a voluntary decision on your part.

- **Peanut-Free:** The Lighthouse is a peanut free school. No peanut products or traces of peanut products will be in the school, and none may be brought in.

Calendar and Schedule

This program follows the Plano ISD school year calendar, with exception of start/end dates and early release days. This includes holidays, breaks, teacher in-service and emergency closings.

2010-2011 Lighthouse Start Date: Wednesday, August 25

2010-2011 Lighthouse Last Day: Thursday, June 2

Complete school calendars will be available at the start of the school year.

Inclement weather closings will be determined based on Plano ISD decisions.

There are no make-up days for school closings due to bad weather.

Confidentiality

All records and information are strictly confidential. We will not release any information on a child without prior written consent.

Communication

Our staff will attempt to give daily feedback to the parents regarding their child's day at school. In turn, it is helpful if parents inform the staff if there is anything at home which may affect the child at school, such as a visit from a grandparent, illness in the family, a restless night, or an event which has excited or upset the child. If the staff is aware of such events, they can respond accordingly to any needs or concerns of the child while at school.

It is the responsibility of the parent to keep the school advised of changes of address, phone numbers, email and other contact information.

Custody Issues

The Lighthouse does not have the right to withhold a child from any parent having custody or joint custody. If there is a current court order

Non-Discriminatory Statement

No person, on the grounds of race, color, religion, national or ethnic origin, is excluded or otherwise subjected to discrimination in receiving services at the MDO/Preschool; nor do we hire or assign staff on the basis of race, color, national or ethnic origin.

Naptime

A supervised sleep or rest period is provided after the noon meal for all children 12 months of age or older. A child who is awake after resting or sleeping for one hour will be given an alternative, quiet activity until nap/rest time is over for the other children.

Nutritional Needs

We will be serving at least one food group to meet your child's nutritional needs during the morning snack time. A menu will be posted in the office and be sent home at the beginning of each month. Any changes to the menu will be posted outside the classroom door that day. Additionally, since parents provide the lunch, we are required to have a signed statement in each child's file stating that the parent is responsible for meeting his/her child's nutritional needs.

- **Peanut-Free:** The Lighthouse is a peanut free school. No peanut products or traces of peanut products will be in the school, and none may be brought in.

Open Door Policy

The Lighthouse at Collin Creek has an open door policy in regards to parent involvement. You are free to stop in and observe your child, in a manner not disruptive to the class, at any time.

We also have a Parent Volunteer Program. Parents are encouraged to become involved in program activities, both through fund raising activities and through classroom involvement. All volunteers must have a background check performed. Parents assist the classroom teachers during parties and special class events, as well as on a weekly basis by making copies, cutting supplies, etc.

Please note: We reserve the right to require a physician's statement of health should a question arise. We must follow the recommendations of the Texas Department of Health concerning the admission or readmission of any child after a communicable disease. (example: chicken pox, pink eye, etc...)

Make up days will not be given for absences due to sickness.

The center will notify parents when an illness needs attention or is contagious. Parents will also be notified if a child sustains an injury which needs attention. In a medical emergency the center will call 911 immediately.

Lice Policy

A child who is found to have nits or live lice will be sent home. The child will be allowed to return to school after the parent has treated the child and has provided The Lighthouse with proof of treatment. Proof of treatment is the receipt or box from the treatment. The child will be rechecked when returning to school and again in 6 days to be sure that any remaining nits have not hatched. Parents will be provided with additional information if their child is sent home.

Licensure

Our school is licensed with the Texas Department of Family and Protective Services. The rules and regulations for childcare licensure by the Texas Department of Family and Protective Services are available for review upon request.

Medication Policy

All medications must be in the original container. They must be labeled with the date, child's name and dosage amount. All over the counter medicines must list the child's age/weight dosage. Those that state "Consult Physician" will not be given without a written statement from your child's physician. All medications MUST be brought to the office (not to the child's teacher or left in a backpack). A consent form must be filled out for us to administer any medication, including diaper rash cream or sunscreen.

stating that one parent may not have access to a child, the school must have a copy in the child's file. The Lighthouse cannot deny any parent access to their child without such an order. The center cannot become involved in custody disputes. The child will be dis-enrolled if such disputes occur.

Discipline and Guidance Policy

We follow NAEYC guidelines for age appropriate practice, including behavior expectations and discipline. We shall treat each child with dignity and respect. We will use positive reinforcement to direct a child in desired behavior. An example of such reinforcement would be phrases such as "good job putting the cars back" and "I like the way you shared your toy with Simon." These phrases are very specific to the behavior expected.

When necessary to enforce classroom rules, a "time out" may be used. Separation from the class is limited to no more than 1 minute per year of the child's age. This gives the child time to regain self control and the teacher time to restore order to the classroom. "Time out" will only be used when positive reinforcement and redirection have failed.

The classroom should be a safe place, both emotionally and physically, for every child. If there is a consistent problem behavior which is negatively impacting the group, the teacher will consult with the parents to resolve the situation. In the rare event that the problem behavior persists, and puts other children in danger, the parent may be asked to find alternate care for their child.

At no time will a child be withheld food, nap or bathroom needs, spanked, hit, shaken, humiliated or abused in our care. Such action on the teacher's part is grounds for immediate dismissal.

Our center has the responsibility to ensure that no child's learning will be infringed upon by another child's misbehavior. Discipline for misbehavior that children exhibit outside the center may not affect the child while at the center.

Discounts

- Collin Creek Community Church Members are given a 10% discount on tuition. To receive the church member discounted tuition the family must attend Collin Creek Community Church's Membership

Class and become an official member of the church. After that the family must attend Collin Creek Community Church's service and Sunday school classes on a regular basis. Regular basis is defined as attendance of at least 3 Sundays a month. Only one discount per family will apply.

- Families with 2 or more children will receive a 10% discount towards the 2nd child's tuition.

Donations

The MDO/Preschool is a nonprofit organization funded mainly by tuition. Any donations of money or new or used materials are considered acceptable tax deductions by the IRS. Tax receipts can be provided when requested.

Dropping off and picking up your child

The school day begins at 9:00 am. Our staff is unable to receive children into their classrooms before this time. The teachers use this time to organize their room and prepare for a successful day. In the same respect, we ask that you pick your child up promptly at 12:30/2:00. The teachers need this time to wrap up their day and clean the room before clocking out at 12:45/2:15. We will charge a late fee of \$1 per minute for children picked up after 12:35/2:05 each day. Exceptions will be considered in emergency situations. Please call and let the office know if you are running late. Your child will be cared for by The Ark after 2:30 p.m.

Please make every effort to have your child to school by 9:30 each day. The teachers plan their crafts, circle time and other activities starting at 9:30, therefore any child arriving after this time will miss part of the day's activities. When a child arrives late it can be disruptive to the class, teacher and child. We do understand that there are extenuating circumstances (i.e. doctor's appointments) that can hinder the prompt drop off of your child. Please keep us informed when these circumstances arise so that we can let the classroom teacher know of the situation.

Each classroom has a sign in/out roster. You will sign your initials and time dropped off and time picked up. Please inform us if someone other than yourself will be picking up your child. We require photo identification, even if that person is listed as your emergency pickup.

Early Drop-Off

This year we are offering an early drop-off option starting at 8:00 a.m. There is an additional fee for this class and you must inform the staff if you will be enrolling in the Early Drop-Off class.

Drop Ins

Parents may bring children for a one-day drop-in providing there is room in their age appropriate classroom. Advance notice preferred. Rate is \$30/day.

Emergency Evacuation and Relocation

In the event of an emergency evacuation of the building, all staff and children will remain safely away from the building until all threat of danger has subsided. If, however, immediate re-entry into the building is not possible and/or adverse weather conditions exist, the Lighthouse staff will transport the children to DaySpring Assisted Living Center located on the north end of our campus. Parents can pick their children up there. DaySpring's phone #: 972-769-1109.

Health Requirements

For the welfare of the group, please keep your child home if there are any signs of illness. Please make sure that your child is naturally fever free (not influenced by fever reducers such as Tylenol or Motrin), and **symptom free for 24 hours before returning to school.**

The following conditions require exclusion from class:

- Vomiting within 24 hours
- 2 or more episodes of diarrhea
- Green/yellow nasal discharge
- Severe coughing
- Difficulty breathing
- Temperature over 100.7 orally or 99.7 under the arm
- Unusual loss of appetite, headache or fatigue
- Discharge from eyes, nose, or ears
- Open sores or exposed ringworm
- Head lice/nits (see policy below)
- Any other communicable illness as listed in
- TXDPRS Guidelines