



Parent Handbook & School Policies

2018-2019

**9700 Neenah Avenue
Austin, TX 78717
(512)921-0644
(512) 671-6100 (Church Office)**



Mission Statement

Our purpose is to provide a quality pre-school enrichment program for children in a Christian environment that nurtures their emotional, social, physical, and intellectual growth.

Operating Hours/Late pick-up

School Begins at 9:00 a.m. We request that children *not* be brought to school until the starting time as our teachers are preparing for their day.

Dismissal is promptly at 1:30 p.m. Please be prompt in picking up your child.

Parents who consistently arrive late (2 to three times a month) will be required to pay a \$15.00 late fee per incident up to 15 minutes, and each minute thereafter is charged \$1.00 per minute. However, we will make every effort to accommodate emergency situations (i.e. car accident).

If someone else will be picking up your child, the Director must be given proper ***written*** notice in advance. This notice should be given to the Director when you drop off your child or sent in an email prior to the day of pick up. The person picking up must also be listed on your child's registration form on file. ***All children must be signed in and signed out each daily by the parent or guardian who is picking up and dropping off.***

LOLKDO follows the Round Rock ISD school calendar for holidays and bad weather closings.

Bad weather late starts may begin at 10:30. We are not able to make up missed days due to bad weather closings.

2018-2019 Holiday Schedule (no school)

2018

First Day of School, August 23rd

Labor Day, September 3rd

October 8th & October 9th RRISD Holidays

Thanksgiving week November 19th – 23rd

Christmas December 20th – **reopen Tuesday, Jan 8th, 2019**

2019

January 8th Classes Resume

January 21st Martin Luther King Jr. Holiday

February 18th AND 19th RRISD Holidays

Spring Break March 18th-22nd
May Graduation/Spring program at 12:30 p.m.
May 16th (Last Day of school year 2019)

Enrollment

LOL Kid's Day Out has daily limited enrollment:

Two's & Young Three's class:	13
Fours & Older Three's class:	15
Older Four/Five's STEM class:	10

This limit is to assure an appropriate child-staff ratio and licensing limits.
We do not practice discrimination in regard to race, color, sex, or religion.

Tuition & Fees

A non-refundable registration fee is due each year at the time of registration. The fee is \$120.00 per child. Tuition is due on the first class day of each month.

Tuition is calculated on a yearly basis and is divided into 9 equal installments. The first installment payment and registration fee are due at the time registration is confirmed. The remaining installments are due September through April.

(Example) August 2018 payment at start of the school year is to cover May 2019 tuition.

Students who join the school after August will be required to pay the May tuition payment in addition to their monthly tuition due at time of beginning their enrollment.

Monthly tuition (per child):

<u>Days Per Week</u>	<u>Fee</u>
Tu/Th	\$220.00
Tu/W/Th	\$320.00
M/Tu/W/Th	\$360.00
STEM class Mandatory M-Th	\$380.00

Payments Information

A non-refundable tuition installment payment and registration fee is due at the time your registration in the program is confirmed. The remaining tuition installment payments are due on the first of each month. No credit is given for a child's absence. This includes childhood illnesses, holidays, or RRISD emergency closings. BEE, LLC observes all the RRISD holidays. Sometimes, unexpected circumstances may make it impossible for you to pay tuition at the time it is due. Please talk with the Director so a plan may be worked out. Every reasonable effort will be made to help arrange for tuition payments. Payment can be made in person and should be placed by an adult in the tuition folder in your

child's classroom or to the Director's office. If you would like to use your online banking bill pay, please arrange this with your financial institution. We also accept Venmo App as a payment option. Blessed Education can be used as the payee and your child's name should be entered in the memo section. Payments to school should not be left in your child's backpack. Installment payments are due on the first of every month. If payment is not made by the 10th of the month, you will receive a notice and a late fee of \$25 will be assessed. If your bank returns the check, you will be charged a returned check fee of \$25. Enrollment in the Preschool Program is on a yearly basis. All fees are nonrefundable these include the Registration Fee, and May Tuition (Tuition Deposit).

If enrollment is terminated, written notification is required 30 days prior and final month tuition is due before you are released from the monthly tuition obligation.
First and last month's tuition are due at beginning of the child's school year.

No withdrawals are accepted after April 1st.

Illness

If your child becomes ill at school, parents will be notified to pick up their child. At that time your child will be in the office separate from the other children. The following guidelines are set to protect your child and others from contagious illnesses.

It is requested that children who demonstrate the following symptoms not be brought to school:

- Evidence of a fresh cold
- Temperature of 99 degrees F or **higher. Your child must have a "temperature below 99 degrees F without fever reducing medication for 24 hours" before returning.**
- Sore or discharging eyes
- Discolored nasal discharge
- Upset stomach, vomiting, or diarrhea within the past 24 hours
- Rash or skin irritations of unknown origin

Since we are only at school for a short time, no medications will be administered to your child. Please see the Director if you have special concerns regarding medications.

Who to call or email in special situations

If your *child is ill or will not be attending school*, please **email or text** Mr. Fred:

512-921-3643 lolkdodirector@gmail.com

If you text, please make sure to identify yourself and your child.

If you are running late to pick up or have an emergency situation, please **call** Mr. Fred at 512-921-3643

We will make sure that staff is notified and take appropriate action.

Clothing

Comfortable play clothes are recommended for school. **Closed toe shoes are required.** Diapers, pull ups, or under ware are required at school. We will make every effort to protect your child's clothing from various art projects and playtime; clothes may still become damaged. Please dress your child accordingly. ***All children are required to bring a complete change of weather appropriate clothing to school each day.*** For those children potty-training or in diapers a **minimum of 4 diapers/pull-ups are required.** **(Please label your pull-ups and diapers with your child's name)** **If your child is potty-training and has regular accidents in under ware, you will be asked to use pull-ups to train while at school.**

Outdoor Play

Each class at LOL Kid's Day Out will have a scheduled outside recess time. Other outdoor events may include picnics, outdoor crafts, or water play. **Closed toe shoes are required.** Please refrain from sending your child in CROCS or other sandals as these are not safe for use on the playground. Tennis shoes are preferred for outdoor play.

Snack time

Please send a nutritious snack (labeled "snack" and child's name) with your child daily. For special occasions such as birthdays or seasonal times the children can bring treats such as cookies or cupcakes. These sweets are not served for snack and will be given toward the end of the school day. **PLEASE INFORM LOLKDO IF YOUR CHILD HAS A FOOD ALLERGY OR SPECIAL DIETARY NEEDS.** We may have **peanut/nut-free or dairy free classrooms accordingly each year and you will be notified at the beginning of the school year if your child's class has this or other special dietary restrictions.**

Lunch time

Each child will need to bring a sack lunch every day they attend school. Lunch will occur sometime between 11:00 and 12:00 for all the classes. ***Students will not be allowed to share food from their lunches,*** and we will do our best to ensure that main foods are eaten before dessert items. ***Please refrain from bringing microwavable foods.*** Any child who has challenges with drinking from juice boxes or juice "pouches" may be asked to bring a child's cup to class. Please write your child's name on all lunch boxes, cups, and utensils. LOLKDO is not responsible for lost or missing items.

Curriculum

LOL Kid's Day Out will be utilizing a professionally developed Pre-K curriculum, Music and movement, Sign Language, Chapel, and Art will occur throughout the week.

Monthly theme lessons will be used as well as language and number recognition. Center time and circle/story time will also be a part of your child's experience at school

Toys

Show and tell may be a part of the child's circle time activity. Please do not bring breakable or valuable items. Also, no toy weapons (i.e. guns, swords, etc.) are allowed at school. There will be plenty of toys available at school, so we ask that personal toys be left at home. LOLKDO will not be responsible for lost or broken toys. Other items such as "lovies", "blankies", etc. are acceptable for the younger children and should be labeled.

Discipline

Teachers will explain the classroom rules and provide reminders as needed. Disciplinary action will be appropriate to the age of the child and misbehavior involved. *LOL Kid's Day Out will never use any type of corporal punishment.* Likewise, children will not be allowed to hurt each other. This includes actions such as; pushing, hitting, biting, kicking, etc. If a child continues to engage in this type of behavior he/she will be removed from the classroom. Discipline will involve direct eye contact from the teacher, verbal reprimands, time outs, and problem-solving with the child and/or parent. A separate discipline guide will be distributed to each family regarding LOLKDO discipline procedures.

Feedback/Suggestions

We welcome all comments, concerns, or suggestions from parents. Feel free to discuss these with the teachers or Director at any time. Our doors are always open to parents. You are welcome to visit whenever you like. Thank you for sharing your child with us. We look forward to a fun-filled year.