

Dear Parents, (13)

What an honor it is for us to have the opportunity to work with your child during these fun and fascinating preschool and Kindergarten years. We thank you for sharing your child with us at *LakeRidge LittleRidge*.

*LakeRidge LittleRidge* Preschool and Kindergarten is a Christian outreach service of LakeRidge United Methodist Church. Our organization is a non-profit, interracial, non-political ministry whose goal is to stimulate spiritual, intellectual, emotional, social, creative and physical growth in young children. Each child will be encouraged to progress at his or her own maturational rate.

We will notify you verbally or by written statement of any changes in our operational policies and enrollment agreements. Your child's Registration Packet must be completed and returned prior to your child's first day of school. Your cooperation on this matter is greatly appreciated.

This will be an exciting year for all of us. Thank you for your prayerful support of the staff and students of *LakeRidge LittleRidge* Preschool and Kindergarten.

Sincerely,

**Laurie McKee**

Director, *LakeRidge LittleRidge*  
Preschool and Kindergarten



Texas State licensing regulations dictate that your physician statement and immunization records be on file **before** your child may attend class. They also require the most recent immunization records.

**If your child received immunizations after the February registration period,  
we need their UPDATED immunization records.**

You can have your pediatrician to fax them to:

**Laurie McKee**  
**Fax: 806-794-2266**

## **Purposes and Objectives**

The purposes and objectives of LakeRidge Preschool and Kindergarten are to help the child begin:

- To develop a good self-image and sense of personal worth
- To be involved in activities involving creative expression and to learn to accept and appreciate the creative work of others
- To have the courage to try and fail
- To develop creative thinking and problem-solving techniques
- To be able to stay with a task until it is completed
- To develop self-discipline
- To develop independence and self-reliance
- To be able to interact within a group
- To view others as equally important and unique individuals
- To see himself or herself as an important person loved by God
- To develop physical, emotional, and behavioral controls that will help shape the child into a well-rounded person

## **Hours (1)**

Months of operation: September~ May

Three Year Olds: 9:00 a.m. – 12:00 p.m. Tuesday, Wednesday, and Thursday

Four Year Olds: 9:00 a.m. – 12:00 p.m. Tuesday, Wednesday, and Thursday

Four Year Olds: 9:00 a.m. - 12:00 p.m. Monday through Thursday

Four Year Olds: 9:00 a.m. - 12:00 p.m. Monday through Friday

Kindergarten: 9:00 a.m. – 12:00 p.m. Monday through Friday

Try to time your morning so that you will arrive as close to 9:00 a.m. as possible. Teachers are busy preparing for the day, so please do not bring children to their classroom before 8:55 a.m. Always accompany your child to the door of the classroom. The first few minutes of the preschool day are vitally important, so please be on time.

## **Drop-off and Release of Children (2)**

For the security of your children, we are using the Shelby Next security check-in system. Parents may download the Shelby Next App on their phone and can check in children once they are in the LRUMC parking lot. Attendance stickers will be waiting on the child in the classroom. There are also two check in kiosks in the Welcome Center of the Children's Building. Parents will use the same Shelby Next process to check out their child at the end of the day. If anyone other than adults authorized through the Shelby Next system will be picking up your child, the Director will need to be notified by the parents. The Director will also record the individual's drivers license and car tag number. Each morning door #15 will be unlocked at 8:25 and automatically lock at 9:15 am. For noon pickup, the same doors will be unlocked at 11:45 and then locked again at 12:10 pm. If you arrive at a time the doors are locked, please enter through the Main Church Office doors. The teachers have been instructed not to leave their rooms at any time to open any doors. Please pick up your child by 12:00 noon unless they stay for Children's Day Out. There will be a \$10.00 late fee if you are in violation of this policy.

## **Health and Safety (3, 4, 11, 12, 27, 28)**

Your child's health is very important to us.

### **LakeRidge will only accept students who are on an immunization schedule. No immunization exemptions will be accepted!**

A current immunization record must be on file by the first day of attendance. The record must be updated each time your child receives immunizations. Immunization Records can be faxed to 806-794-2266. We also require a Physician's Statement, which must be signed by the child's doctor each year.

We will provide vision & hearing screening.

Communicable diseases spread quickly in classrooms. Please check with your physician before returning your child to school after recovering from a communicable illness. **MEDICATION CANNOT BE GIVEN AT SCHOOL.**

You must keep your child home if one or more of the following exists:

- The illness prevents the child from participating comfortably in child-care center activities including outdoor play;
- The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care;
- The child has an IR forehead temperature reading above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness;
- Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill;
- A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

No specific vaccinations for employees are required by LRUMC; however, all employees are encouraged to follow the recommendations of their primary care physician regarding immunizations for teachers of young children.

A health check is a visual or physical assessment of a child to identify potential concerns about a child's health, including signs or symptoms of illness and injury. Health checks may be conducted if necessary.

### QUICK REFERENCE—STAY HOME CHART

I need to stay home if...

I Have a Fever	COVID-19	I am Vomiting	I Have Diarrhea	I Have a Rash	I Have Head Lice	I Have an Eye Infection	I Have Been Seen at the Hospital
							
Temperature of 100 or more	Diagnosis, exposure to, or symptoms of COVID-19	Within the last 24 hours	Within the last 24 hours	Body rash with itching and/or fever	Itchy head with active lice	Redness, itching, and/or crusty drainage from the eye	Hospital stay, ER visit, or Urgent Care visit
<b>Ready to go back to school when I am</b>							
Fever free for 24 hours without the use of fever reducing medication such as Tylenol or Motrin	Fever free for 24 hours without the use of fever reducing medication, no cough, no shortness of breath, and may require a note from a doctor	Free of vomiting for 24 hours without the use of medication	Free of diarrhea for 24 hours without the use of medication	Free from rash, itching, or fever. I have been evaluated by a doctor if needed	After I have been treated with the appropriate lice treatment at home	After I have been evaluated by a doctor and/or have been symptom free for 24 hours	When I have been released by my medical provider and I have provided discharge instructions to the Health Center

### Medical Emergencies (5, 6)

In case of accidental injury, we will make an immediate attempt to contact a parent. If we cannot reach a parent, we will refer to the emergency contact information that you have provided. If necessary, we will call an ambulance and have your child taken to your designated hospital in the company of a staff member. The physician, ambulance attendant, paramedic, director or teacher will be in charge and make all decisions about the care of the child until relieved by a parent. Parents will be responsible for any resultant expenses. We will maintain a parent signed consent form agreeing to the provision. It is to your child's benefit that you keep the forms up to date with correct phone numbers and other pertinent information.

## **Parent Conferences and Procedures for Parent Notification**(6)

Two parent conferences will be scheduled during the school year. Your child's teacher will be contacting you about these dates. Notifications will be sent to parents through your classroom teacher. Please check baskets and folders daily for important messages from the school.

## **General Rules on Discipline and Guidance** (7)

Discipline must be:

- Individualized and consistent for each child;
- Appropriate to the child's level of understanding;
- Directed toward teaching the child acceptable behavior and self-control; and
- A positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction, including the following:
  - Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
  - Reminding a child of behavior expectations daily by using clear, positive statements;
  - Redirecting behavior using positive statements; and
  - Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

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

- Corporal punishment or threats of corporal punishment;
- Punishment associated with food, naps, or toilet training;
- Pinching, shaking, or biting a child;
- Hitting a child with a hand or instrument;
- Putting anything in or on a child's mouth;
- Humiliating, ridiculing, rejecting, or yelling at a child;
- Subjecting a child to harsh, abusive, or profane language;
- Placing a child in a locked or dark room, bathroom, or closet;
- Withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out that is no longer than one minute per year of age; and
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age, including requiring a child to remain in a restrictive device.

## **Dismissal** (8)

We will make every effort to work effectively with our children and their parents; however, severe discipline problems, injury to staff or another child, compulsive tardiness or lack of conformity to school policies are grounds for dismissal of the child. Verbal and/or aggressive behavior by parents will also be grounds for dismissal.

## **Snacks** (10)

Water and nutritional snacks will be provided every day. We are not permitted to serve beverages with added sugars, such as carbonated beverages, fruit punch or sweetened milk. If parents provide snacks to share with other children, the snack must meet the needs of children who require special diets. Please notify your child's teacher about specific dietary restrictions. Also, cupcakes with or without icing are prohibited and will be sent home. Cupcakes are fun but extremely messy.

## **Requirements** (11 and 12)

- Your child must be toilet trained before entering school. Pull-ups are not allowed. Repeated accidents while at school may require re-evaluation of preschool placement. Your child must be able to take care of all bathroom needs without assistance.
- We must keep a current copy of your child's immunization records.
- We will provide vision and hearing screening for all children.
- Children must be either three, four, or five years of age before September 1.

## **Enrollment Procedures** (13)

Parents can enroll their child in LittleRidge by using the LittleRidgekids.org website. There is an online registration link and access to a Registration Packet. LittleRidge must receive both the electronic registration information, payment and a completed packet prior to enrollment in the LittleRidge program.

## **Field Trips** (14,16)

You will be notified 48 hours in advance of any field trips. Field trip information will be posted on your child's classroom door, and you will receive written information. We do not provide transportation so you are welcomed to transport your own child to a field trip event.

## **Animals**(17)

Supervised animals may occasionally visit the classrooms.  
An aquarium is located in the Science Room.

## **Developmental Activities** (18)

Activities included in the daily schedule include the following:

Chapel	Circle Time
Centers	Clean-Up
Story Time	Bathroom
Prayer Time	Snack
Music	Indoor/Outdoor Physical Activity
Review of the Day	Child-initiated & Teacher-initiated activities

Unstructured physical activity improves the health of your child. It reduces the likelihood of obesity and weight-related health concerns. Outdoor play also improves mental health as a result of physical activity. Students will enjoy a minimum of 20 minutes of outdoor play for every three hours that they are at LittleRidge. Students engage in moderate to vigorous active play by running, climbing, sliding, etc. on the playground equipment. Playground time is designed to be an

opportunity for child-initiated activities and unstructured free play. Caregiver-initiated and structured play opportunities are given through participation in Stretch and Grow, tumbling, and our Movement through Music class. The alternative for physical activity when weather prohibits or limits outdoor play is the Activity Center.

We recommend tennis shoes and comfortable clothing for participation in indoor and outdoor physical activities. Please provide a jacket for cooler weather.

## **Movement/Music/Sign Language** (18)

We are thrilled to incorporate Movement and Sign Language into our music curriculum. Sign Language is a wonderful tool that allows children to express themselves. Sign Language is a blessing for children that are visual, spatial, or tactile learners. The benefits of learning a second language are far-reaching.

## **Sunscreen and Insect Repellent Policy** (19)

In keeping with the Texas Department of Family and Protective Services and Licensing criteria, we ask you to complete an information form about your preferences regarding the application of any topical while your child is in our care. This form will be kept with your child's records for our reference.

## **Parent Volunteers and Visitation** (21, 28 b-1)

Parent Volunteers are very welcome. You may drop by anytime during hours of operation to observe your child, program activities, the building, the premises, and the equipment without having to secure prior approval. If you need to enter the building after our perimeter doors have been locked, you may enter the building through the main office located at the front of the building.

We appreciate your time and energy in making our parties and field trips possible. While helping on field trips, each helper needs two free hands, so please make other arrangements for siblings. Each child must be properly restrained by a seat belt at all times (one child per seat belt). Please personally unload children on the passenger side of the vehicle. Children must not cross a street or parking lot unsupervised.

## **Child Care Licensing** (22, 23, 28 b-2)

Parents may contact the local Licensing Office at (806)445-2572 or access the HHSC website at [hhs.texas.gov](http://hhs.texas.gov)

A copy of minimum standards and our most recent licensing inspection report is on file at the Kindergarten/Preschool office, or you may contact our local childcare licensing office, the Texas Department of Family & Protective Services located at 5121 69th Street, Suite A4, Lubbock, TX 79424, 806-698-5510 or access the minimum standards online @ [www.txchildcaresearch.org](http://www.txchildcaresearch.org)

(b-2) Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

## **Preventing/Responding to Child Maltreatment** (23, 26)

It is the policy of LakeRidge UMC Preschool and Kindergarten that all staff members are required to attend annual training in the area of child abuse and neglect. All parents are required to attend a parent orientation for further information on issues related to the awareness of issues regarding child abuse and neglect including warning signs.

In addition, LR utilizes the following strategies to disperse information between LR and community organizations:

- provide pamphlets
- Annual Child Maltreatment Newsletter to increase awareness of child maltreatment and prevention techniques.
- DVD's and educational materials available through the LR Director
- Parents of a child who is a victim of abuse or neglect can obtain assistance and intervention, including procedures for reporting child abuse or neglect through the following:

The Texas Abuse/Neglect Hotline 1-800-252-5400 is open 24 hours a day, seven days a week, or go to: [www.txabusehotline.org](http://www.txabusehotline.org) or DFPS web site at [www.txchildcaresearch.org](http://www.txchildcaresearch.org).

## **Emergency Preparedness Plan** (24)

All staff have an emergency preparedness plan located in each classroom. There is a specific plan of action for each of the following:

### **Evacuation**

Immediate situation rendering inside of building unsafe; safety can be sought outdoors (example: fire) Designated location is outside of the operation.

### **Relocation**

Imminent situation rendering inside and outside of building unsafe (example: flooding) Designated location is the Student Ministry Center located across the street at 8308 Salem.

### **Sheltering**

Immediate or imminent situation rendering partial areas of indoor space unsafe and leaving or exiting the operation unsafe (example: tornado) Designated location is the basement of the Main Building.

### **Lock-Down**

Immediate or imminent situation rendering partial areas of indoor space unsafe and leaving or exiting the operation unsafe (example: endangering person on premises or in area) Designated location within the operation

In the event of an emergency, all parents and guardians identified on the child's admission forms will be notified via email and text message (Remind) of the type of emergency, sheltering location and any additional details specific to the emergency as soon as all children are safely sheltered. Additional notification will be sent when the emergency situation is remedied and sheltering precautions are lifted. For lock-downs, children will not be released until the area is deemed safe by local law enforcement.

### **Drills**

Fire drills are required to be performed once a month. Severe weather sheltering drills are required four times in a calendar year. Lock-down drills are required four times in a calendar year.

## **Food Allergy Emergency Plan**

A food allergy emergency plan is an individualized plan prepared by the child's health care professional, which must include a list of each food the child is allergic to, possible symptoms if exposed to food on the list and steps to take if the child has an allergic reaction.

A food allergy emergency plan is required for each child with a diagnosed food allergy. The required food allergy emergency plan must be signed and dated by the child's health care professional and the child's parent. In addition, a copy of the child's food allergy emergency plan must be kept in the child's file. LakeRidge is required to obtain a completed food allergy plan, if applicable, before admission. LakeRidge is also required to post each child's food allergy emergency plan where food is prepared and in each room where the child may spend time.

## **Professional Development** (25)

LakeRidge staff members receive at least 24 hours of annual training including the following:

- Child growth and development;
- Guidance and discipline;
- Age-appropriate curriculum; and
- Teacher-child interaction.
- Prevention, recognition, and reporting of child abuse and neglect
- Emergency preparedness;
- Preventing the spread of communicable diseases, including immunizations;
- Preventing, controlling and responding to emergencies due to food or an allergic reaction;
- Understanding building and physical premises safety Handling, storing, and disposing of hazardous materials
- Child health (for example, nutrition and activity);
- Safety;
- Risk management;
- Identification and care of ill children;
- Cultural diversity for children and families;
- Professional development (for example, effective communication with families and time and stress management)
- Topics relevant to the particular age group the caregiver s assigned
- Planning developmentally appropriate learning activities;
- Observation and assessment;
- Attachment and responsive care giving; and
- Minimum standards and how they apply to the caregiver

## **Early Stay**

Supervised childcare is available for early arriving children (8:30 – 8:55 a.m.) on Tuesday, Wednesday and Thursday at a cost of \$2.00 per day per child. For those who need this service every day, payment may be added to monthly tuition



## **Financial Policies**

- a. THE REGISTRATION FEE IS NON-REFUNDABLE.
- b. Refunds are not given for part of a month missed.
- c. Tuition is due on the 7<sup>th</sup> of each month and is due as long as a place is reserved for your child.
- d. The school office must be notified at least two weeks in advance if the child is withdrawing from the program for any reason. Parents are responsible for an additional two weeks of tuition if they fail to give the full two weeks advance notice.
- e. We accept Venmo, checks and cash. Make checks payable to LRUMC, noting your child's name in the lower corner. A child may not attend school if there is any unpaid tuition from previous months..
- f. A \$25 late fee will be assessed for tuition received after the 7<sup>th</sup> of the month. A fee to cover

bank costs will be assessed for any checks returned due to insufficient funds. **Repeated insufficient funds will result in payments through a cash only basis.**

g. September tuition for kindergarten only must be pre-paid by May 7<sup>th</sup> and is non-refundable.

**h. In order to enroll for the next school year in any LakeRidge LittleRidge program there may be no past-due balances.**

**i. All family accounts with LakeRidge LittleRidge must be current at the end of the school year in order to continue holding a spot for a child previously enrolled for the next school session.**

**j. A child may not attend school if there is any unpaid tuition from previous months.**

**k. Full tuition must be paid by May 7<sup>th</sup> in order for a child to attend the remainder of the month and year.**

## **Parking Lot Safety**

Please remember that safety is our number one concern. Please drive slowly and with caution so that everyone is safe in the LakeRidge UMC parking lot. Help us police the parking lot to ensure safe arrivals and departures from school.

## **Show and Tell**

Occasionally, specific items will be requested for show and tell. Please carefully read all notes sent home by the teacher. We ask that you not send personal toys with your child unless requested by the teacher. **NO TOYS SUGGESTING AGGRESSIVE PLAY WILL BE ALLOWED.**

## **Weather Policy**

If L.I.S.D. delays school, Kindergarten, Preschool and Children's Day Out will start at 10:00 a.m. We will not have early stay on delayed days. If L.I.S.D. cancels school, Kindergarten, Preschool and Children's Day Out will be cancelled as well. Should turbulent weather occur during CDO, the children will be taken to the basement. During this time, our priority will be to move the children to safety as soon as possible. Every precaution will be taken to insure the safety of your child.

## **Holidays**

Holiday schedules will follow Lubbock ISD. Please check the preschool calendar for tentative dates to remember.

## **Birthdays**

Birthday celebrations are welcome at school. Check with your child's teacher for procedures on celebrating birthdays. Party invitations for outside parties cannot be passed out at school unless the ENTIRE CLASS is invited

**Contact Information** (20, 5)**Laurie McKee**

Director of Preschool & Kindergarten

Ph. 806-698-5710      Fax 806-794-2266

Bus. Hours M-F 9:00-12:00      [lmckee@lakeridgeumc.org](mailto:lmckee@lakeridgeumc.org)

Address 4701 82nd St, Lubbock, TX 79424

- If you have any questions about our policies and procedures, feel free to contact me at any time. (20)
- Verification of Insurance is available in the church office.
- You have the right to breastfeed or provide breast milk for your child while in care. A breastfeeding space is available in Room 135.