



# **Parent/Student Handbook**

**4101 Pleasant Hill Road Kissimmee, FL 34746**

**(407) 518-1768**

**LWF.SCHOOL**

# LIVING WATER CHRISTIAN SCHOOL

## PARENT/STUDENT HANDBOOK

### *INTRODUCTION*

Living Water Christian School; henceforth referred to as LWCS, is a ministry of Living Water Fellowship.

### *MISSION STATEMENT*

The purpose of Living Water Christian School is to provide a sound academic education from a Christian perspective. This educational program is designed for children in school whose parents are committed to a personal faith in Jesus Christ. The Bible is specific in stating the tenets, which underlie Christian education. The Apostle Paul presented a principle when he wrote of Christ, "For by Him were all things created, that are in Heaven, and that are in earth...and by Him all things consist." (Colossians 1:16-17). The Gospel of John states, "All things were made by Him and without Him was not anything made that was made." (John 1:3).

Functioning as an extension of the Christian home, LWCS supports parents who seek to obey Biblical instruction, which gives them ultimate responsibility for the education of their children (Deuteronomy 6:7-8). Because the Christian approach to learning differs significantly from a secular viewpoint, LWCS offers a curriculum rooted in a Christian worldview. This view holds that God's truth is the standard for all truth. The curriculum, taught by a qualified Christian faculty, allows parents to provide their children with an academic experience consistent with the Christ-centered teaching received at home and at church.

### *STATEMENT OF FAITH*

As a Christian school we believe the following articles of faith (not all inclusive) to be foundational to our Christian Philosophy of education:

- We believe in the Bible, the inspired, infallible, authoritative written word of God (II Timothy 15-17; I Thessalonians 2:13; II Peter 1:21).

- We believe in only one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit (Deuteronomy 6:4; Isaiah 43:10-11; Matthew 28:19; Luke 3:22).
- We believe in the virgin birth of Christ, his vicarious, atoning death, bodily resurrection, and the ascension (Isaiah 7:14; Romans 8:34; Acts 2:4; 10:44-46, 15:13,14).
- We believe in the necessity of being born again by receiving Christ personally, as taught in John 3:3.
- We believe in the sanctifying power of the Holy Spirit who enables a believer to live a holy life (Hebrews 12:14; 1 Peter 1:15, 16).
- We believe in water baptism of believers (Matthew 28:19).
  - We believe in the baptism of the Holy Spirit, with initial evidence of speaking in tongues, that is available to all believers for power to be a witness and live the victorious Christian life (Acts 2:4, 10:44-46, 15:13, 14).
- We believe in the redemptive work of Christ on the cross, which provides atonement for sins and healing for the human body (Isaiah 53:4; Matthew 8:16, 17; James 5:13, 14).
- We believe in the second coming of Jesus Christ (Acts 24:15; Luke 14:14; Revelation 19:7-9).

### *SCHOOL PROGRAM*

The goal of the SCHOOL is to achieve proper and adequate development of students in terms of academic learning, spiritual growth and healthy social, emotional and physical performance. The School program involves activities designed to encourage growth and development in all these areas. For example, academic learning is encouraged through exposure to letters and sounds, stories told and read, numbers and counting, and colors. Weekly chapel, formal and informal prayer, daily Bible teaching, and applications appropriate to the age of the children encourage faith in God. Growths in social and emotional skills are encouraged as teachers and students relate to each other in daily interactions. Physical skills and development are encouraged through activities that involve large and small muscles. Outdoor activity takes place every day that the weather allows.

## ***SCHOOL HOURS***

**Preschool Students who are registered in a full day program may attend between the hours of 6:30am until 6:30pm without additional cost.** Elementary and VPK students who are registered in our extended day hours may attend between 6:30am until 6:30pm with an additional weekly fee. Students who stay beyond the normal pickup time will be charged a late pickup fee of \$1 per minute for the first 15 minutes, and \$5 per minute after that. The late pickup fee must be paid no later than the following business day before the student is admitted to the school. If a parent is in excess of 30 minutes late and we are unable to reach someone on the emergency list to pick up the child, we will be forced to contact local law enforcement.

**The Elementary school hours are from 8:00 am to 3:00 pm.** All children will be considered tardy and must be present in the main office if arriving after the scheduled start time to receive a tardy pass. If there is an emergency or a doctor's appointment, please call the school office and notify them that your child will be late. Understanding, that with a doctor's note, your child is welcomed up to 11:00 a.m. On field trip days, where field trips have been scheduled, your child can not be left at the center as the teacher will be accompanying the students, therefore, will not be present at our facility to oversee your child.

No child will be admitted after 9:00am without the Administration's approval, 8:55am for VPK students and 8:00am for Elementary Students

Up to 3 tardy occurrences will be tolerated, each occurrence will be documented, and a tardy slip will be signed by the parent. After each 3 tardy occurrences, your child will not be admitted to school for that day and you will be required to find other care for your child. The (3) tardy occurrences will be reset each August on the first day of school and will run through the final day of the school year.

## ***ARRIVAL AND DEPARTURE***

All students must be documented in and out with the time of arrival and departure. **Parents/Guardians must print their name** when dropping off and picking up the student. First and last initials are not acceptable according to state law. Students who arrive before 8:00 am should meet in the Before Care area until the Lead Teacher arrives. As each student arrives, the teacher on duty will conduct a daily health screening to observe the student for signs and symptoms of illness. If your child shows signs of 2 or more symptoms, your child will not be

allowed into school until a doctor's note is provided or your child displays less than 2 symptoms. This is per DCF regulations.

Students who have a temperature over 100 degrees, or has vomited or has had 2 bowel movements of diarrhea, or a disease listed on the communicable disease chart will not be allowed to attend, until clear of symptoms for 24 hours.

Due to COVID-19 if your child arrives to the facility with discharge in their nose or have a cough they will not be allowed into the facility until a doctor's notes is obtained and given to administration.

Parents must accompany their child to the classroom door or meeting area each day. No drops off at the door are allowed for students. Students must be signed in and out each day by a parent or an adult. The sign in and out sheet is located at the Front Desk or in their respective classrooms. All children must be signed in and out daily. Parents are not allowed to sign in and out their child more than once in any given day. These are requirements set forth by government agencies.

Your child is important to us. For your child's protection the following procedures will be followed:

- Only those with prior written permission will be allowed to remove your child from the school.
- Identification will be requested from someone picking up your child who the staff or teachers do not recognize (this may include a parent if the teacher does not know both).
- Your child will only be released to an adult and not to siblings under the age of 18.
- Parents who are separated or divorced must have a court custody order on file with the school before restricting parent pickup privileges.
- Any child who is not picked up by closing will be brought to the office and the parents will be contacted. If the parent cannot be reached, then the alternative emergency numbers will be called. If no one is available, then the administrator will make a decision as to further procedures.
- Parents who pick up children must properly supervise them until leaving the premises.
- Parents have unlimited access to their children so therefore you can arrive on property at any time during operational hours.

## *CURRICULUM*

The curriculum of the school reflects the philosophy and goals of the school. The Bible is used in all classrooms for spiritual development and is taught through the use of age appropriate stories and prepares the student for higher levels of learning. The curriculum choice used by LWCS is published by WEE Learn for toddlers and three's, Frog Street Press for Preschoolers, and Bob Jones University Press for Elementary. Selections of curriculum maybe changed or supplemented as necessary and approved by the Center's Director.

## *DAILY SCHEDULES*

Daily activities are scheduled to incorporate all learning and development. Schedules of the daily activities are located in the School office and in the classrooms. Regularly scheduled activities in the School may include academic studies, development learning centers, snack time, chapel, lunch, outdoor activities, naptime and story time.

## *LUNCH AND OTHER FOOD*

Living Water Christian School will serve morning and afternoon snack at the appropriately scheduled time. The snacks must be provided from home. Your child must be present at the scheduled time in order to participate.

Students are to bring their lunch and snacks daily. Parents are expected to help prevent behavioral incidents by NOT providing carbonated or caffeinated drinks for your child. Please also avoid sending in sweets for your child as a healthy diet helps your child focus in school. Popcorn can be a choking hazard, so we ask that it is withheld from their lunch bags. Candy of any form is not an acceptable lunch item. If a student brings candy in their lunch it will be withheld until the student leaves our school at the end of the day. Foods that are associated with young children's choking incidents must not be served to children under 4 years of age, such as, but not limited to, whole/round hot dogs, popcorn, chips, pretzel nuggets, whole grapes, nuts, cheese cubes/sticks and any food that is of similar shape and size of the trachea/windpipe. Food for infants must be cut into pieces ¼ inch or smaller, food for toddlers must be cut into pieces ½ inch or smaller to prevent choking. This applies to all food, even food provided by parents/guardians.

Students may bring a special snack to share with the classroom for afternoon snack time in honor of their Birthday. However, food brought to the classroom for special occasions, such as birthdays, must be approved ahead of time by the Teacher. Please bring a simple, easy to serve food such as Fruit & Cool Whip or cupcakes or cookies, to be served at a regularly scheduled afternoon snack time. **No party favors, candles or balloons.**

## *NAPS AND REST PERIODS*

Each student enrolled in the One's, Toddlers and Three's full day program will be given a time of rest on a cot provided by the school each day from 12:00 – 2:30 pm. This is in compliance with State Laws. Each child must have a small blanket and crib sheet and travel size pillow to be used during naptime. All blankets and sheets will need to be taken home each Friday to be washed. Blankets, sheets and extra change of clothing will need to be labeled with the student's name. Students are allowed to bring a small, soft toy for naptime. We do not accept large bedding or large pillows as they do not fit in the student's cubbies.

## *SCHOOL CLASS SIZE*

School class sizes vary. Living Water Christian School reserves the right to adjust classroom decorations and/or size according to state regulations. If deemed necessary teacher and staff may also be adjusted to accommodate teacher ratio standards. LWCS reserves the right to start or end age level classes if deemed necessary.

## *COMMUNICATION*

We encourage short visits by parents/guardians in the classroom. We are always looking for parents/guardians to help plan and coordinate classroom parties. You may call LWCS (407-518-1768) option (2) at any time to inquire about your child. The office will answer all calls and relay the message to the teacher/staff. You may leave a message for your child's teacher at any time. We will not take teachers from their classroom to answer phones. The Director is also available to schedule conferences when needed. The Director can be reached via email as well at [sla@lwf.live](mailto:sla@lwf.live). You can also use the school app and compose a message that will send to the teacher directly.

A daily report will be sent home with each student enrolled in the preschool program. This report will serve as communication to the parent regarding a student's activities, needs or general comments.

A school calendar will be given to parents/guardians upon enrollment. Parent letters and memorandums will also be sent periodically with school announcements and updates.

In the event that our main line goes down and is not working, we will use our fax line (407) 518-1817 to stay in communication with our parents however feel free to email our director at [sla@lwf.live](mailto:sla@lwf.live).

## ***ADMISSION REQUIREMENTS***

### *Non-Discriminatory Policy*

LWCS admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality and ethnic origin in administration of its educational policies, admission policies, tuition assistance programs, athletic and other school-administered programs, or in the hiring of faculty or administrative staff. We are not equipped to serve children with special needs. However, those with minor needs will be considered on an individual basis.

## **REQUIREMENTS**

The process of enrollment at LWCS prior to final acceptance shall include but is not limited to the following requirements:

Supply the following documents to the school before acceptance to the program.

- Complete and sign the application form,
- Complete and sign the “Financial Payment Options” (other 4C, Military) form.
- Supply an original, completed immunization and medical form, DH 3030 (yellow form) and Form DH 680 (blue form) signed by a physician,
- Supply a notarized Medical Release Form,
- Complete and sign the “Steps for Inappropriate Behavior” form,
- Supply an original birth certificate or other acceptable proof of identity. (These documents will be photocopied and returned to the parent/guardian.)
- Sign the receipt of Student Handbook form,
- Complete and sign Release of School Records Form.
- A student must be 1 years old on or before September 1<sup>st</sup> to enter a K1 class

A student must be 2 years old on or before September 1<sup>st</sup> to enter a K2 class. A student must be 3 years old on or before September 1<sup>st</sup> to enter a K3 class and they must be potty-trained (**wearing**

**underwear and able to tell the teacher of their need to use the bathroom).**

A student must be 4 years old by September 1st to enter a K4 class.

A student must be 5 years old by September 1st to enter a Kindergarten

A student must be 6 years old by September 1st to enter a First Grade

•No part-time enrollments are accepted. All enrollments are considered full time regardless of the number of days the student attends LWCS.

## **ENROLLMENT PRIORITIES**

This is an all year-round school. All students must re-enroll for each school year. The first thirty days of the enrollment period are reserved for current students. During this time, current students should complete a new application and return it to the office with the registration fee. Following this thirty-day period, all students will be prioritized according to their date of application.

## **WAITING LISTS**

Once a maximum number of students have been enrolled for a class, a waiting list will be started. If warranted, the administrator may authorize the establishment of a new class.

The appropriate forms and fees must be completed and turned in at the time of re-enrollment. The school reserves the right to deny re-enrollment to any student that it feels cannot profit from our educational program or any student who has consistently violated school rules and standards of conduct.

Returning students in all grades must have current immunization records on file on the first day of attendance.

## *HEALTH AND SAFETY*

Upon enrollment, each child must have a written statement on file from a licensed physician or authorized agent of a Florida County Health Department stating that the child is in good health or attest that any known medical condition or health problem is under treatment. The following policies must be strictly adhered to.

### **IMMUNIZATION POLICY**

Depending on the age of the child the state of Florida requires immunization of all students against Diphtheria, Tetanus, Pertussis (DPT), Trivalent Oral Polio (TOPV) and Measles, Mumps, Hepatitis B and Rubella (MMR). A TB skin test may be required by the local county health department. A current record of immunization must be filed prior to the first day of school.

Supply an original Florida, completed immunization and medical form, DH 3030 (yellow form) and Form DH 680 (blue form) signed by a physician. This must be on the Florida official, original, local health form and not a photocopy. This form is valid for two (2) years from the date of issuance and is transferable if the child attends another facility.

### **NOTIFICATION OF COMMUNICABLE DISEASES**

When a student has been diagnosed with a contagious illness, the parents must notify the school immediately. The school will then notify parents of all students that may have been exposed to the disease;

#### **Communicable Diseases**

Chicken Pox	Whooping Cough	Ring Worm	RSV
Measles	Pinworms	Impetigo	Strep Throat
Mumps	Scarlet Fever	Pink Eye	
Pneumonia	Scabies	Head Lice	

### ***POLICY FOR PRESCRIBED AND NON-PRESCRIBED DRUGS***

Prescription medication will be administered only when a written doctor's instructions are on file in the school. Over the counter medications must be age appropriate or have a written physician authorization for their use.

Medication forms must be picked up in the School office and filled out before medication can be administered. Medication forms are good for ten days only. Long

term prescribed medications may be allowed with written authorization from a physician.

## **MEDICAL EMERGENCIES**

At the time of registration all parents/guardians are asked to fill in the information on the student's application with emergency contact information which includes the name and phone number of the doctor to be notified, as well as the name, address and phone number of the parents and alternate persons to be notified if the need should arise. It is the responsibility of the parent to see that this information is on file. In case of serious illness or injury this information may be used before consultation with the family if this is necessary.

In case of minor illness students may be sent to the office where they may receive care. In case of more serious illness (head injury, bleeding wound, broken bone, fever over 100 degrees) the family will be contacted by phone and requested to come to the school to pick up the ill child. Students who are sick must be picked up as soon as possible (within one (1) hour of being notified). The child will need to be out of the school for 24 hours. If symptoms, after 24 hours, are clear then they can attend school. A doctor's note may need to be provided, if requested by the school, so the child is able to attend. While the child is waiting for the parent to arrive the sick child will remain in the designated areas away from other children until the parent arrives.

## *INSURANCE*

Living Water Christian School carries required liability insurance, but as with other schools, individual coverage for personal injury is the responsibility of the parent when a student is enrolled in a program where tuition is charged.

## *EMERGENCY SCHOOL CLOSING*

In the event of a natural disaster, such as a tornado, hurricane or severe storm, LWCS will be closed if a public announcement is made that Osceola County Public Schools are closed. Please listen to your radio and/or television for such an announcement. School will reopen if the building is safe and we have electric power and water. Please call the school as there will be a message on the recorder as to the status of our opening.

## ***SCHOOL TERMINATION POLICY***

In the event Living Water Christian School must close the school, all parents/guardians will be given two weeks notice to find alternate care for their children.

## ***DISENROLLMENT POLICY***

The following conditions give our center the right to remove your child from our school: 1. Behavior that is disruptive, harmful, and continual; 2. Use of foul language or disruptive behavior by parents while at the center; 3. Two consecutive unpaid weekly/monthly fees.

LWCS Reserves the right to disenroll a student for any reason, at anytime.

## ***SCHOOL HOLIDAYS***

The School will be closed on the following holidays:

•Labor Day	First Monday of September
•Columbus Day	Second Monday in October
•Thanksgiving Day	Fourth Thursday in November
•Day After Thanksgiving	Fourth Friday in November
•Christmas Eve	December 24 <sup>th</sup> (If during the week)
•Christmas Day	December 25 <sup>th</sup> (If during the week)
•New Year's Eve	December 31 <sup>st</sup> (If during the week)
•New Year's Day	January 1st
•Martin Luther King Day	Third Monday in January*
•President's Day	Third Monday in February*
•Good Friday	Friday before Easter
•Memorial Day	Last Monday of May
•Independence Day	July 4 <sup>th</sup>
•Juneteenth Day	June 19th

\* Depends if Christmas and New Years holiday falls during the week

\*\*For VPK students refer to the VPK Calendar

**Due to our school's participation with Polk County we will no longer close for Osceola County's Rodeo Day.**

## *FINANCIAL POLICIES*

### **Registration Fee**

All students must pay the entire registration fee at the time of enrollment. **A place is reserved for the student once the registration fee is received, NO EXCEPTIONS.**

The Registration fee is non-refundable, except in the case LWCS refuses admission to a student. All complete paperwork must be received in order for student to be enrolled.

### **Re-enrollment Fee**

Any student withdrawing from LWCS and returning during the same year will be required to pay an additional registration fee at the time of re-enrollment. Re-enrollment forms will not be accepted from students who are behind in tuition payments.

### **Tuition Payment Schedules**

The first initial tuition payment is due upon the first day of enrollment. Tuition is due and payable on the Friday BEFORE the week of service. If tuition payments are not paid by the close of the business day Friday, (Thursday if Friday is a School Holiday) a \$15 late fee will be posted to the account. If the tuition is not paid by the close of business day on Sunday, the student will not be allowed to attend school beginning Monday morning unless tuition and late fee is paid in full. In the event that payment has not been received in full on the following day, Wednesday, the child will be dismissed from our school. The account may be referred for collections.

All payments should include the child's first and last name. Payments may be made at the front desk, online or placed in the appropriate wall drop box. Please make sure all cash payments are received by office personnel and receipts are written.

### **SUFS Recipients:**

If your child is a SUFS recipient and you decide to transfer your child, prior to the quarterly payment, then the parent or legal guardian will be responsible for any amount due to the school. If quarterly funds are declined by the parent, then the parent or legal guardian will be responsible to pay any amount due to the school for services rendered.

**PLEASE NOTE: The price of tuition takes into consideration all holidays.** No refunds or credits will be given for holidays, vacations, illnesses, inclement weather and teacher in-service training.

**Fall Tuition Costs (as determined by the child's age as of September 1<sup>st</sup>)**

1-year-old	\$250 per week
2-year-old	\$230 per week
3-year-old	\$215 per week
4-year-old	\$190 per week
VPKW	\$110 per week (VPK Wrap Around)
Elementary	\$871 Monthly
Extended Day	\$70 per week
Aftercare Only.	\$45 per week

**\*Discounts Available**

**Multiple Child:**

1<sup>st</sup> child- full tuition

2<sup>nd</sup> and additional children – 10% discount (given to child with lesser tuition)

**Living Water Fellowship Tither**

**If you are a regular attendee (two services per month) and tithes on a regular basis at Living Water Fellowship, you will receive a 10% discount off tuition for your child. You understand that you must continue to meet these requirements to continue receiving this discount. (Tithing in is defined in Genesis 28:20-22 as a tenth of your income). Qualification for this discount will be determined on an individual basis. Tithing must be more than \$100 for the year in order to receive discount.**

**Full Year Payment**

You will receive a 5% discount if you choose to pay the full year's tuition amount up front.

*One vacation period may be taken between the beginnings of School Year through the end of the School Year. Vacation days must be taken in five (5) day increments only. The student cannot attend school during the vacation time. Tuition for the vacation period will be one half of the regular weekly tuition for the student and should be paid prior to the vacation period. Requests for vacation must be given in writing no less than two weeks in advance. 4C/SR recipients do not qualify for vacation period per 4C/SR's bylaws.*

**\*Only 1 discount policy applies per family.**

### **Delinquent Accounts**

*As stated in the “**Tuition Payment Schedules**”, Tuition is due and payable on the Friday before the week of service if paid weekly, or on the first day of the month if paid monthly. If tuition payments are not paid by the close of the business day on the assigned Day, (Thursday if Friday is a School Holiday) a \$15 late fee will be posted to the account. If the payment is not paid by Sunday , the student will not be allowed to attend school beginning Monday morning unless tuition and late fee is paid in full. In the event that payment has not been received in full on the following day, Wednesday, the child will be dismissed from our school. The account may be referred for collections.*

All delinquent accounts will be referred to a collection agency. This includes those accounts not paid in full for the entire school year.

### **Returned Checks**

Any check returned to LWCS for any reason will result in a \$16 charge or an amount up to the maximum allowed by law to the account of the check writer. The responsible parent/guardian must pay for the returned check and late charge no later than the following school day morning. If the account is not paid on the following school day morning, the child will not be allowed to return to school until the balance is paid.

LWCS gladly accepts checks as payment for tuition. However, if a parent/guardian has one (1) returned check, the account will be designated as cash or credit card only.

### **Credit Card Payments**

We accept Credit Cards as payment. Go to LWF.SCHOOL to make your online payment.

### **Academic School Year & Summer**

Full payment is due regardless of how many days your child is in school. You are obligated to pay the full tuition amount for the entire enrollment period; unless we receive written notice two weeks in advance of your child’s withdrawals from LWCS. In that case, tuition will only be due for those final two weeks.

## **Withdrawals and Transfers**

Tuition fees are calculated on the basis of the entire enrollment period. Therefore, no reductions will be made for absences, illnesses, disciplines, teacher in-service trainings, inclement weather or holidays.

Parents wishing to withdraw their child(ren) from school must provide **written** notice to the school two weeks in advance. You are still obligated to pay the tuition for the two weeks even if your child does not attend. If the tuition is not paid your account will be considered delinquent. Please see delinquent accounts for further information.

Tuition may not include all costs, which may be incurred by the family. Examples of such costs may include fees for providing lunches, underwear, various student activities, special field trips, student accident insurance, and other miscellaneous expenses.

**LWCS Reserves the right to disenroll a student at anytime for any reason.**

### **Diaper/Underwear Fee:**

We require an extra pair of clothing to be left at facility for each child just in case of an accident that may occur during the day, for children potty trained. We also notify parents if diapers or other essentials are needed. If diapers for a child are not provided by the legal guardian, or if underwear is not provided then a fee of 3.00 for underwear or a 2.00 fee per diaper will occur on the child's account

### **Activity Fees**

The annual activity fee shall be paid prior to the activity. The activity fee pays for field trips and in-house activities.

### **Vacations, Illnesses, Inclement Weather, Teacher In-Service Training and Missed Days**

PLEASE NOTE: The price of tuition takes into consideration all holidays. No refunds or credits will be given for holidays, vacations, illnesses, inclement weather and teacher in-service training.

*One vacation period may be taken between the beginnings of School Year through the end of the School Year. Vacation days must be taken in five (5) day increments only. The student cannot attend school during the vacation time. Tuition for the vacation period will be one half of the regular weekly tuition for the student and should be paid prior to the vacation period. Requests for vacation must be given in writing no less than two weeks in advance. 4C/SR recipients do not qualify for vacation period per 4C/SR's bylaws.*

*If the parent chooses to withdraw the student instead of scheduling vacation, normal registration costs apply, and it is possible a waiting list may be in affect at the time of reenrollment. The student's spot will not be held if the student withdraws.*

### **School Readiness Recipients (4C Program)**

The Coalition will reimburse up to three (3) unexcused daily absences per month and an additional seven (7) daily absences with documentation for extreme hardship as defined in rule 6M-4.500, F.A.C for a total of ten (10) days per month. All other child absences will be the responsibility of the parent. Absences claimed under extreme hardship, as defined in rule, must be accompanied by hardship documentation provided by the child's parent/guardian. The Central Agency will follow current internal procedures approved by the Coalition to accurately track, calculate, and monitor provider payments in accordance with this policy.

- **Reporting Child Absences**

School readiness providers must inform the Coalition or its designee of any child absent from the program for five (5) consecutive days without parental notification of such absence. The school readiness program provider shall report the absence to the Coalition or its designee for the determination of the need for continued care no later than 24 hours after five (5) consecutive absences. Failure to report such absences will result in non-compliance and may result in termination of the statewide School Readiness Provider Contract, as determined on a case-by-case basis.

Parents who receive a “**Break in Service**” from 4C will be required to pay the **full regular tuition** rate for their child. A break in service does not mean that you are exempt from paying tuition during the time indicated. If full payment is not made once a break in service is issued, the student will automatically be withdrawn from LWCS and placed on a waiting list. The parent will be responsible for re-enrolling their child if a spot becomes available.

### **VPK Recipients (4C Program)**

You are only allowed three (3) absences monthly and thirty-six (36) days in total for the entire VPK session (***this does not include summer or half year program***). **If the student is absent in excess of three (3) days in any given month, the parent is responsible for the daily tuition at the current posted daily rate for the additional absences.** You will be withdrawn from VPK and LWCS if you are absent for more than 3 days in any given month with no notification to administration. Parents are required to sign the monthly VPK attendance to verify dates student attended each month per funding rules.

\*\*Adopt an attendance policy that aligns with VPK rules and statutes and requires parents to verify the child's attendance each month on forms required by Rule 6M-8.305, F.A.C.

Please refer to VPK Calendar for closed days.

### **Scholarship Recipient:**

Step Up For Students provides free tuition, apart from before and aftercare programs. If you decide to leave within the funding period, then you will be responsible to provide payment for any tuition or additional costs that incurred to the school. If you decline payment, then you will be financially responsible for all cost during the time of the student's enrollment.

### *BITING POLICY*

Biting is most common for children between 13-24 months. We are aware that all children go through some type of aggressive stage (biting, pinching, pulling hair, hitting, holding breath). However, if the student is a habitual biter, and fails to respond to corrective measures, this may be grounds for dismissal from our school.

### *PROMOTION/RETENTION*

It is the goal of LWCS to teach students to enjoy school, to be happy with them, to be secure in their friendships, to know they are God's children, and to be totally prepared in all areas of development necessary for future success in school. Promotions are done with the school year and not birthdays. This helps to prepare a student further for Kindergarten and the changes made there. We may move students during the school year to help with class ratio. Government agencies contracted with the school set the cut off date for each classroom age group.

We are very concerned about each child in our school and take our responsibility to recognize the development of each child very seriously. For this reason, occasionally a teacher will recommend that a child repeat a class, to allow more time for additional growth and development before going into the next class. This recommendation is never made without a great deal of prayer, observation and consultation. No student can be promoted at our school to K3 if they are not potty trained.

### *CHILD NEGLECT AND ABUSE*

Under Florida Law, if there is any reason to suspect child abuse, a childcare worker is required by law to report any and all suspected cases of abuse to a child. Should there be any cases of suspected child abuse or neglect; the center will notify the proper authorities immediately. It is advised that the parent/guardian make the staff aware of any lingering bruising or other visible injury to minimize suspicion of possible child abuse or endangerment.

## *DISCIPLINE GUIDELINES*

We believe that discipline is necessary for the welfare of the student, as well as the entire school. Students want to do what is expected of them. However, young children are not skilled in ways of responding appropriately to other children. Students need to be taught appropriate behavior. Negative consequences may be necessary, but we feel positive reinforcement produces desired behavior. Our goal is to do what is in the best interest of the child, and to work very closely with each child and his/her parents/guardians. We want to help children develop physically, socially, emotionally, and intellectually in a wholesome Christian atmosphere that is safe and orderly. We want to help students understand and be responsible for their choices. The techniques of discipline include: the thinking chair; talking to the child to make sure he/she understands what is expected of them; putting the child in time out seated next to the teacher; offering alternatives; praise and reward; showing affection (hugs); smiling; and keeping communications open between parent, child, and staff.

Students shall not be subject to discipline, which is severe, humiliating, or frightening. Discipline shall not be associated with food, rest, or toileting.

Negative consequences for misconduct are necessary to help students understand that they must obey their teacher and stay within the limits he or she sets for the children. Positive reinforcement is needed for students as well for appropriate behavior. This helps children focus on good conduct.

The school administration reserves the right to dismiss a child whose behavior is continuously disruptive or harmful to other student or teachers. Disruptive and harmful behavior will not be allowed to continue more than one week.

The school administration also reserves the right to call a parent to come pick their child up for harmful behavior. The Parent must be at the school within one (1) hour or the administration will take whatever additional steps are needed.

## *DRESS CODE*

The outward appearance of a person often reflects the predominant inner attitude. Our students are to be distinctive in achievement, appearance, and behavior. Therefore, we have provided a uniform policy for all of our School students. Keeping in mind scriptural admonitions to modesty, the following dress code for students to be:

- Modest (1 Timothy 2:9)
- Not offensive (Romans 14:13)
- Reflect our heart attitude (1 Peter 3:3-4)
- Give glory to God (1 Corinthians 10:31)

Uniforms are required for all students enrolled in our program. The uniform tops must be polo shirts in the colors of Navy (Dark) blue and Hunter (Dark) Green. The bottoms may be navy blue, khaki/beige or black shorts, pants, jumpers or skorts. All shirts will be tucked in. Dress should be such that your child may enjoy running, climbing, playing in sand, and working with arts and crafts materials without worry. If possible, do not dress your child in clothing that cannot be taken off without help, such as suspenders and one-piece leotard underclothing and tight belts. This can be frustrating and often leads to embarrassing bathroom accidents.

Extra clothing must be provided for all students and placed in a zip lock bag with his/her name marked on them, as well as on the bag.

Thursday uniform: Every Thursday the students will attend Chapel. Chapel uniform is as follows: Boys and girls must wear a white-collared shirt or blouse. Girls may also wear their blue jumpers with the white collared blouse/shirt underneath. Girls wearing skirts or jumpers must wear shorts or bloomers underneath.

If a student is not dressed according to our uniform policy OR has an accident and no extra uniform clothing was provided, the parent will be called to pick up their child immediately, no exceptions will be made. If a parent/guardian is late in picking up a child that has had an accident, a \$3.00 fee will be required for underwear/diaper, due to soiled materials.

Shoes should cover and protect the feet and allow for safety in running and playing. All children must wear shoes with Velcro or slip-ons. If your child can tie his/her own shoes, they may wear tie shoes. No floppy shoes, sandals, Wheelie's or Heely's or jellies are allowed.

## Florida Statutes

ESEA Statute (Section 1112)(e)(1)(B)(ii) Section 1112 (e) covers the Parents Right to Know, which includes the following required notifications to parents: (1) INFORMATION FOR PARENTS.— (A) IN GENERAL.—At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student’s classroom teachers, including at a minimum, the following: (i) Whether the student’s teacher— (I) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; (II) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and (III) is teaching in the field of discipline of the certification of the teacher. (ii) Whether the child is provided services by paraprofessionals and, if so, their qualifications. (B) ADDITIONAL INFORMATION.—In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent of a child who is a student in such school, with respect to such student— (i) information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments required under this part; and (ii) timely notice that the student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned

## Truancy Laws

Florida Statute 1003.01 defines a habitual truant as a student who has 15 unexcused absences within a 90 calendar days with or without the parent knowledge and consent of the student's parent, is subject to compulsory school attendance under s. 1003.21 School attendance and (2) (a), and is not exempt under s. 1003.21 (3) or s. 1003.24 Parent responsible for attendance of children; attendance policy, or by meeting of the criteria for any exemption specified by law or rules of the State Board of Education.

According to Florida Statute 1003.26, Enforcement of school attendance, if a student has at least 5 unexcused absences within a calendar month, or 10 unexcused absences within a 90 calendar period, or absences for which reasons are unknown, school must enforce school attendance for all students of compulsory school age.

Any student meeting criteria stated within the Florida Statute for truancy noncompliance will have truancy referrals sent to Federal and State Compliance Office and we do collaborate with 2 social service agencies, which are funded by Florida's Department of Juvenile Justice for truancy diversion services for at-risk youth.

By signing our handbook you are acknowledging that the student will have regular attendance mandated by Florida statues. By signing this handbook, you are aware of the next steps that will be conducted if student is noncompliant with the Florida statutes pertaining to school attendance.

## **What is fraud in early learning?**

The term "fraud" describes when someone intentionally deceives or omits or misrepresents information knowing that that person or someone else may receive unauthorized benefits as a result. Helping someone else commit fraud is also fraud. Since federal and state funds help pay for VPK and school readiness services, the term includes any act that constitutes fraud under applicable federal or state law. Examples include when a person or a provider gives false information (ex., incorrect income) or intentionally does not report information (ex., a new job) in order to get school readiness benefits he or she is not entitled to receive or to make someone else eligible for benefits that person is not entitled to receive. Fraud may occur in VPK if someone alters a child's birth date or falsifies attendance records.

What happens if an individual commits fraud?

A person who commits fraud and receives program benefits they were not entitled to may be arrested, prosecuted, go to jail and have to repay the funds they received that they were not entitled to.

## **What should I do if I see or suspect fraud?**

If you see or suspect that a person or provider is giving false information, you should contact your local early learning coalition so they can investigate the situation and take appropriate action.

Where can I get additional information about early learning?

Office of Early Learning  
Toll Free 866-357-3239

## **Preventing Fraud**

Reporting Fraud, Program Abuse or Complaints about Mismanagement

Do you know of actual, potential or suspected instances of fraud, program mismanagement, employee misconduct or management abuse in the operation of department programs by grantees, contractors or partners?

If so, the Office of Inspector General would like to know about it.

## **Rodney James MacKinnon**

Inspector General  
Office of Early Learning  
250 Marriott Drive  
Tallahassee, FL 32399  
Phone: 850-717-8554

Fax: 850-921-0026

Rodney.MacKinnon@oel.myflorida.com

## **Acknowledgement and Acceptance of School Handbook**

I, the parent/legal guardian of \_\_\_\_\_,  
have received and read the LWCS School Handbook.

I agree to abide by all the rules set forth in the Living Water Christian School Handbook and acknowledge that failure to do so may result in the dismissal of my child from Living Water Christian School.

\_\_\_\_\_  
Print Parent/Legal Guardian Name

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_

Date