

LJPS LION CHILD CARE
2009-2010



546 Mary Esther Cutoff Ste. 1
Fort Walton Beach, Florida, 32548
Phone: (850) 833-3460 ext 214
Fax: (850) 833-3292

Welcome to Liza Jackson Preparatory School's
Lion Child Care Program



Introduction

The purpose of the Lion Child Care Program is to provide a safe, fun, activity-filled environment for your children. The program is open to all students currently enrolled at Liza Jackson Preparatory School. There is no discrimination based on race or religion. Operation hours of the Before Care program are 6:30-8:20 AM and Aftercare hours are 2:45-6:00 PM.

Table of Contents

Table of Contents.....	Page 1
Hours of Operation.....	Page 2
Sign-In/Out Procedure.....	Page 2
Late Pick-up policy.....	Page 2
Severe Weather Conditions.....	Page 3
Teacher Workdays & School Closures.....	Page 3
Illness and Emergencies.....	Page 3
Medication.....	Page 4
Dress Code and Labeling.....	Page 4
Homework Policy.....	Page 4
Fees.....	Page 5

Hours of Operation

Before School Care hours are 6:30 A.M. until 8:20 A.M. Monday through Friday.
After School Care hours are 2:45 P.M. until 6:00 P.M. Monday through Friday.
My office hours are 10:00 AM- 2:00 PM this is when you can reach me regarding your balance as well as any other questions or concerns you may have.

Sign -In/Out Procedures

Signing In/Out

Legally a previously authorized persons age 18 or older must sign every child in and out of the program each day on the designated sign-in/ out sheet. If a child is not signed in the staff of LJPS Childcare or school cannot legally be held liable for any incidences that may occur we are also not able to administer any type of 1st aid or medicine without the child being signed in properly.

Children will only be released to persons listed on the enrollment form. Please be thorough when filling out the persons authorized to pick up your child on the registration form, written authorization signed and dated by the custodial parent must be given to the child care director in advance.

In rare emergencies with prior authorization, parents may fax written permission for someone to pick up their child. LJPS Child Care will verify all FAX communications prior to release of students. Telephone calls will only be accepted when verification of the caller can be obtained.

Safety

We want our children and families to feel confident that Lion Child Care is a safe environment. The safety of your children is worth the few extra seconds it may take to present I.D.

***Lion Child Care staff may ask ANY individual for valid picture identification before releasing the child into their custody.**

Late Pick-Up Policy

If a child is picked up after 6:00 P.M. closing time, parents will be charged a \$10.00 late fee per child for every five minutes after 6:00 P.M., payable when the child is picked up. Child Care Staff will begin calling persons authorized to pick up your child if you are more than 10 minutes late (it is after 6:10) and we have not been notified. Your child may not return to the program until the late fee is paid.

We understand that emergencies- sudden/urgent unforeseen occurrences requiring immediate action- do occur. Emergency situations will be taken into consideration. Continued late pick-up is considered abuse of the Lion Child Care Program and its employees. Such abuse will result in child care privileges being revoked.

Severe Weather Conditions

When the local area is under a hurricane watch/warning or a severe weather watch/warning, Lion Child Care will suspend operations in conjunction with the suspension of the Okaloosa County School operations. Notification of closure of the child care service will be given as early as possible. If during operating hours you are required to pick up your child within 30 minutes of receiving the call regarding the closure.

Holiday Cams & Closures

During the 2009-2010 school year the Lion Child Care program will offer care on the following days if there is an adequate number(25) of pre registered students.

Breakfast is not served on these days, a morning and an afternoon snack is provided. Parents must provide a lunch

September 7, 2009...Labor Day- **Closed**
October 26, 2009... Teacher Work Day
November 11, 2009...Veteran's Day
November 23-27, 2009...Thanksgiving Holiday- **Closed 12/25-27**
December 18, 2009-January 1, 2010... -**Closed 12/24-25 & 12/31-1/1**
January 18, 2010...Martin Luther- **Closed**
January 25,2010... Teacher Work Day
February 15, 2010...Presidents Day-**Closed**
March 26, 2010... Teacher Work Day
March 29- April 2, 2010...Spring Break
May 31, 2010... Memorial Day **Closed**

Illness and Emergency

Children who are ill (runny nose, continuous cough, sore/red throat, unexplained rashes, swollen glands, head ache, stomach ache) can not be sent to the LJPS Child Care Program. Children who have a fever or have been sent home can not return to School/ Child Care for 24 hours.

If a child becomes ill or is seriously injured at the child care program, the parent will be notified immediately. It will then be expected of the parent to pick up, or make arrangements for the child to be picked up, immediately.

In the case of an emergency as determined by the Lion Child Care staff, the paramedics will be called and the parent will be notified immediately. Parents will be responsible for all costs incurred in such emergencies.

Medication

If a child is on medication, the parent will be required to fill out the proper forms so that the medication can be accurately administered to the child. Children can not carry medication with them at the child care program or at school (this includes cough/throat drops). If your child takes medication at school or home please indicate name of medication, dose, side effects and any other important information in the location specified on the registration paperwork.

Under no circumstances will school staff administer the 1st dose of any medication.

Dress Code

Children must still follow the schools dress code as outlined in your child's planner and on the LJPS website. There will be no exceptions. If a child is out of compliance they will be coded in their planner. We do not allow any child to change after school. If you child has after school activities you are responsible for changing them once you arrive to check out to the evening.

Labeling Belongings

Most LJPS children have similar or identical backpacks, lunchboxes etc. It is easy for clothing and other personal belongings to be mistaken or misplaced, please label your child's clothing and belongings to eliminate a lot of the confusion. Please note that Lion Child Care will not be responsible for lost items.

Homework Policy

Child care employees will be able to help children with directions, and answer any questions the children may have. Children who do not have homework will be able to read, or will be offered quiet games or activities. This reading time is to aid children in developing their reading skills. It is not meant to take the place of the twenty minutes required at home reading. If your child MUST complete their homework at child care, or you would prefer your child not to do their homework at child care, please provide a written notice to the director.

Fees

Registration fees

There is a \$30.00 non-refundable fee for parents with first-time registrations.

There is a \$25.00 non-refundable fee for parents re-enrolling children in the program.

Pre-Registration and Pre-Registration Fee payments are mandatory. Parents or guardians may register students in the childcare facility during office hours. Registration fees paid for the 2008-2009 school year will be applicable from August 18, 2008- June 4, 2009.

Weekly Program Fees

Full time- \$70.00 a child per week

Before school program only- \$25.00 a week per child

After school program only- \$50.00 a week per child

Early release day- \$10.00 per child in addition to your weekly payment

Teacher Workdays- \$30.00 per day per child

Liza's Café offers breakfast for an additional \$0.75 each morning. Children attending after school care will receive an afternoon snack each day.

Fee Payment

Payments are due by Wednesday of each week. Accounts will incur a \$10.00 late fee each week there is an outstanding balance. If an account balance is more than two weeks past due, the child(ren) may no longer attend the program, and the parents/guardians are still responsible for the amount owed.

Payments may be made by check or money order only. No cash will be accepted.

Late Fees and Late Notices

Payments are considered late if not made by Wednesday of each week. Late notices are prepared on Thursdays, including late fees. The first and second late notices serve as a reminder and a warning. Upon the third late notice the parent or guardian will receive notification that until a payment is made, their child may no longer attend the program. Failure to make payments for more than two weeks will result in suspension of the child from the Lion Child Care Program. If there is a need for a special payment plan please contact Mrs. Gonzalez.

Unpaid Balances

Any unpaid balances at the end of each 9 weeks can result in your student being dismissed from the program permanently as well as not receiving a report card until your account is brought into good standing..

Vacation

One week vacation per year (August 2008-August 2009) is allowed if presented in writing to the Lion Child Care Director two weeks prior to the event.

No credit is given due to absences, illness or vacation unless previously notified as explained above. Childhood illnesses (mumps, measles, chicken pox, and conjunctivitis) are exceptions.