

# LPS Lion Child Care Handbook

13 August 2018 - 31 May 2019



Liza Jackson Preparatory School (LPS)  
546 Mary Esther Cutoff Ste. 1  
Fort Walton Beach, Florida, 32548

And

Ron Crawford Recreation Center (RCRC)  
1127 Hospital Rd.  
Fort Walton Beach, Florida 32547  
Phone: (850) 863-0630

# Table of Contents

Title.....	page 1
Table of Contents.....	page 2
Introduction.....	page 3
Hours of Operation.....	page 4
Sign-In/Out Procedure.....	page 4
Drop Off/Pick-Up Policy.....	page 5
Severe Weather Conditions.....	page 5
Closures.....	page 5/6
Fees.....	page 6/7
Illness and Emergencies.....	page 8
Labeling/Homework Policy.....	page 9
Parent and Child Responsibilities.....	page 10
Discipline Policy.....	page 11
Registration.....	page 12
Emergency Medical Treatment.....	page 13
Financial Policy Acknowledgement.....	page 14
Authorization for Childcare Release.....	page 15

# 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, and activity-filled environment for your children. The program is open to all students currently enrolled at Liza Jackson Preparatory School.

## Philosophy

At Lion Child Care, we believe that a child's experiences enrich and stimulate future growth. Children deserve to be respected as individuals in an environment that welcomes reason, exploration, question, and imagination.

## Mission Statement

*"We are a caring community of learners, dedicated to making the world a better place, through academic preparation, good manners, common sense and 100% effort".*

## Hours of Operation

Monday- Friday	
Before Care @ LJPS	6:30 am – 7:45 am
After Care @ RCRC	2:30 pm - 6:00 pm*
Early Release @ RCRC	11:15 am – 6:00 pm*

\*Everyday, our operations cease when the last child is picked-up.

All Children attending after care will ride a bus to the Ron Crawford Recreation Center. All transportation change requests for children using after care as a drop-in are required to be submitted to the front office no later than 9 am on the day of the request. If the request for care is not received by 9 am, your child may not be placed on the bus. This rule applies to parents of full-time after care students as well. If you do not want your child to attend after care on a particular day, your transportation change has to be submitted to the front office by 9 am to ensure your child is not placed on the bus.

## Signing In/Out Procedure

The Sign-in sheet for before care will be located in the foyer of LJPS. The sign-out sheet for after care will be located in lobby of the Ron Crawford Recreation Center.

**Your child must be signed into Before Care and signed out from After Care each day. If someone other than the parent/guardian is picking a child up from After Care, their name must be on the authorized pick-up list. It will be understood if a person is on the list, they may pick-up the child at any time. The minimum age of an individual responsible for signing a child in/out of care is 18. These procedures are in place for the safety of the children in the program.**

*Lion Child Care staff may ask anyone who comes to pick up your child for a photo I.D.*

## Before Care Drop-Off Policy

The Lion Care Child Care Program opens at 6:30 A.M. There is **no early drop-off** as Lion Child Care Staff is unable to supervise children prior to this time.

## Late Pick-up Policy

The Lion Child Care Program closes at 6:00 P.M.\*

If a child is picked up after 6:00 P.M., the account will be charged a Late Pick-up Fee of \$10.00 for every 5 min. increment past 6:00 P.M. per child. Lion Child Care Staff will begin calling persons authorized to pick up the child if no communication is received by 6:10 P.M.

We understand that emergencies (sudden/urgent, unforeseen occurrences requiring immediate action) do occur. Emergency situations will be taken into consideration. **If an emergency does occur and you will be late picking up your child, please notify the Lion Child Care Staff by calling (850)863-0630.**

Continued late pick-up is considered abuse of the Lion Child Care Program and its staff; such abuse may 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 may suspend operations in conjunction with the suspension of the Okaloosa County School operations. Notification of closure of the Lion Child Care Program will be given as early as possible. If notification occurs during hours of operation, your child is required to be picked up within 30 minutes of receiving notification regarding the closure.

## Early Release and Closures

During the 2018-2019 school year, Lion Child Care will offer care on early release days except on 20 December. There is an additional fee for early release care.

### Early Release Days

Date
September 7, 2018
October 5, 2018
November 16, 2018
*December 20, 2018 No After care
January 18, 2019
February 15, 2019
May 3, 2019
May 31, 2019 Last day of school

**The week of 17-21 Dec, After Care is NOT available on December 20.** After care students will have a prorated bill for 1-day.

Please note that we will be **closed** on all school holidays and Teacher's Work Days.

September 3, 2018	Labor Day
October 15, 2018	Teacher's Work Day
November 12, 2018	Veteran's Day
November 19-23, 2018	Thanksgiving
December 21, 2018 - 4 January 2019	Winter Break
January 7, 2019	Teacher's Work Day
January 21, 2019	Dr. Martin Luther King Jr.'s Day
February 18, 2019	President's Day
March 15, 18-22, & 25, 2019	Teacher's Work Day/Spring Brk
May 27, 2019	Memorial Day

Fees

There is a \$30.00 non-refundable fee for students registering for the first time. There is a \$25.00 non-refundable fee for parents re-enrolling their child in Lion Child Care. Pre-registration and fee payment are mandatory. Parents or guardians may register students in the Front Office or by contacting the Director during office hours. Registration fees paid for the 2018-2019 school year will be applicable until May 31, 2019.

<b>First Time Registration</b>	\$30
<b>Re-Enrolling Student</b>	\$25

*Weekly Rates*

<b>Before and After Care</b>	\$72.00 per week per child
<b>Before Care only</b>	\$22.00 per week per child
<b>After Care only</b>	\$57.00 per week per child
<b>Early Release for full-time After Care enrolled children</b>	There is \$12.00 additional fee if your child attends After Care due to our extended hours.
<b>Early Release Drop-In</b>	\$22.50
<b>Drop-In Rates (No sibling discount)</b>	\$10.50 per day Before Care & \$18.50 per day After Care
<b>Late Pick-Up Fees</b>	\$10 per each 5 min. increment after 6 P.M.

### Payment Due Dates

Payments are due the **Friday** prior to the week of care. Accounts **will** incur a \$10.00 late fee each week there is an outstanding balance. If a payment is more than 2-weeks past due, care will not be provided by the program, and the parents/guardians will be responsible for all incurred fees. Payments may be made by check or money order, and placed in the locked drop box. The box is located inside of the Lion Child Care entry area. Also, credit card payments can be made online. No cash will be accepted.

### Unpaid Balances

You cannot register your child for the next session of Lion Child Care if your account has an unpaid balance. You will be notified each week that there is an outstanding balance. If there is need for a special payment plan, please contact the Lion Child Care Director.

### Vacation

One week vacation per Lion Child Care session is provided to students who will attend full-time care for a minimum of 30-weeks. A written notice must be given to the Director. In the event your child does not attend the minimum of 30-weeks of care, you will be required to repay the week of vacation. Childhood illnesses (mumps, measles, and chicken pox) are exceptions.

### Change of Enrollment Status

A change of enrollment status will be at the discretion of the child care director. This includes, but is not limited to changing from full-time to part time status and vice versa, repeatedly. Also, if a child is taken out of the program and later re-enters the program another registration fee of \$25 will apply.

### 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 cannot carry medication with them at the Lion Child Care Program or at school (this includes cough/throat drops). If your child takes medication at school or at home please indicate the name of the medication, dose, side effects and any other important information in the location specified on the registration paperwork. Please note that Lion Child Care must obtain its own medication separate from school. **Under no circumstances will school staff administer the 1<sup>st</sup> dose of any medication.**

## Illness and Emergencies

Children who are ill (runny nose, continuous cough, sore/red throat, unexplained rashes, swollen glands, head ache) cannot be sent to Lion Child Care. Children who have a fever or have been sent home cannot return to school/child care for 24 hours.

If a child becomes ill or seriously injured at Lion Child Care, 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 within a reasonable amount of time. In case of an emergency as determined by 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.

## Dress Code

Children must follow the schools dress code as outlined in your child's planner and on the LJPS website. If your child needs to change clothes for an after school activity, written notification must be given to the Director. Your child must be able to change clothes without assistance from Lion Child Care Staff. Children will be permitted to change clothes 10 minutes prior to the time they will be picked up. Please ensure the child is aware of the time they need to change and to ask permission to change clothes. Once your child changes out of the LJPS uniform they will not be permitted to go outside due to safety concerns

## Labeling Belongings

Please label your child's clothing and belongings to eliminate confusion. Please note that Lion Child Care is not responsible for lost items.

## Homework Policy

Lion Child Care Staff will assist students with homework. Staff will review directions and answer questions the student may have about their homework. The children need to bring paper and homework supplies.

There is a 30 minute block immediately following arrival to RCRC for all students to work on homework. Students who do not have homework will be asked to read silently. Lion Child Care does not provide copies of school books.

If your child must complete all homework before participating in other activities, a written notice must be given to the Lion Child Care Director. Also, if staffing is not available, your child will not be able to stay indoors and complete his/her homework. However, he/she will be able to resume homework completion upon returning from outdoors.

### Snacks

A snack is provided daily after the 30 minute homework session. We will provide a weekly snack calendar that is subject to change. A second option will not be offered unless medically required.

If you are concerned that your child may not like the snack that is provided, you may send one in with him/her. Please do not send anything that must be refrigerated or microwaved. Please keep in mind that we do not allow the children to eat candy or drink sodas while in Lion Child Care.

Parent's and Child's Responsibilities 2018-2019

I the Parent will:

- Work with the staff to solve any issues regarding my child.
- Sign all forms that pertain to my child.
- Reinforce all rules of LJPS Lion Child Care.
- Observe the 6:30 A.M. drop off time for students.
- Observe the 6:00 P.M. pick up time for students.
- Label all belongings. The child care staff is not responsible for lost personal effects. Parents/guardians are encouraged to check lost and found areas periodically. The LJPS lost and found is at the entrance/exit door of the Café.
- Communicate with staff regarding any concerns.

Guidelines children must follow:

- Always be honest.**
- Speak nicely to others at all times.** Disrespect to anyone will not be tolerated.
- A staff member must know where you are at all times.**
- Appropriate language and gestures are expected.** The use of inappropriate words and gestures are not acceptable.
- **Fidget Spinners, toys, make-up, trading cards, cell phones and other electronics should not be brought to LJPS Child Care.** If such items are brought they will be collected and will only be returned upon parent request.
- Chewing gum, candy and sodas will not be permitted.**
- Sticks, pinecones, rocks, dirt clods and small animals (frogs) may not be picked up or brought into the school at anytime.**
- Speak for yourself.** "Tattle-tales" are not necessary.
- Talk to our friends and teachers with our "inside voices"
- No name calling

Parent's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Child's Signature: \_\_\_\_\_ Date \_\_\_\_\_

## Discipline Policy 2018-2019

Age appropriate behavior of the children is always taken into consideration when addressing behavior issues and discipline.

Disciplinary actions will be discussed with parents if the inappropriate behavior is severe or habitual. Severe inappropriate behavior will result in a parent meeting with the LJPS Child Care Director. Certain situations may require a parent to pick up his/her child from the program immediately such as but not limited to, altercations, disrespecting staff members, non-compliance, or destruction of property.

If a child exhibits regular inappropriate behavior, a behavioral contract must be placed into effect for the child to remain in the program. If the child violates the behavior contract, the child will be expelled from the program.

If the Child Care Director determines the child should be expelled from child care, a meeting with the Child Care Director, Principal, and parents will occur before the expulsion.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2018-2019  
Lion Child Care Registration

Child's Name: \_\_\_\_\_  
Last First MI Would Rather Be Called

Child's Name: \_\_\_\_\_  
Last First MI Would Rather Be Called

Child's Name: \_\_\_\_\_  
Last First MI Would Rather Be Called

Gender \_\_\_\_\_ Age: \_\_\_\_\_ D.O.B.: \_\_\_\_/\_\_\_\_/\_\_\_\_ Grade Level \_\_\_\_\_ Teacher: \_\_\_\_\_

Home Address \_\_\_\_\_

Parents/Guardians: \_\_\_\_\_

Email: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_  
Mother's Cell Phone: \_\_\_\_\_ Father's Cell Phone: \_\_\_\_\_  
Mother's Work Phone: \_\_\_\_\_ Father's Work Phone: \_\_\_\_\_  
Mother's Home Phone: \_\_\_\_\_ Father's Home Phone: \_\_\_\_\_  
Student lives with Mother \_\_\_\_\_ Father \_\_\_\_\_ Both \_\_\_\_\_ Guardian \_\_\_\_\_

**\*\*\*Emergency Name and Phone number: If we are unable to reach you then the following persons will be contacted and have your permission to take custody of your child. Please indicate contact priority in order below:**

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_

Preferred Hospital: \_\_\_\_\_ Phone: \_\_\_\_\_  
Preferred Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Illnesses, Handicaps, allergies, injuries, or special concerns your child has:  
\_\_\_\_\_  
\_\_\_\_\_

List medication(s) your child is currently taking and any side effects it may have on your child:  
\_\_\_\_\_  
\_\_\_\_\_

**ALL MEDICATION DISPENSED WILL BE IN ACCORDANCE WITH LJPS  
POLICIES.**

**EMERGENCY MEDICAL AUTHORIZATION**  
**THIS FORM MUST BE SIGNED AND NOTORIZED**

Purpose: To enable Parents/Guardians to authorize the provision of emergency treatment for students who become ill or injured while under school authority if parents cannot be reached.

**TO GRANT CONSENT**

In the event reasonable attempts to contact me (parent/guardian) \_\_\_\_\_ at (phone) \_\_\_\_\_ or (parent/guardian) \_\_\_\_\_ at (phone) \_\_\_\_\_ have been unsuccessful, I give my consent for administration of any treatment deemed necessary and by another physician or dentist if the designated practitioner is not available. I also consent for the transfer of my child to (hospital) \_\_\_\_\_ or any hospital reasonably accessible by ambulance. This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists concurring in the necessity for such surgery are obtained prior to the performance of such surgery.

**Facts concerning the child's medical history, including allergies, medication being taken and any physical impairment to which a physician should be alerted:**

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

**Notarization**

State of Florida County of Okaloosa

Sworn & Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Notary Public Signature and Stamp

# LJPS Before and After Care 2018-2019 Financial Policy Acknowledgement

I, \_\_\_\_\_, as parent/guardian of \_\_\_\_\_ accept full responsibility toward the payment of fees for child care services provided by the LJPS Before and After Care for 2018-2019

I understand the policies and procedures as outlined in the Child Care Handbook that I received upon registration of my child.

I understand that I am responsible for the payment I registered for, whether my child attends the program or not, unless specified in writing that my child will no longer be attending.

<u>Fees:</u>	<u>Initial Applicable Fees</u>
New Student Registration Fee (non-refundable)	_____ \$30.00
Returning Student Registration Fee (non-refundable)	_____ \$25.00
	<u>Initial Applicable Fee</u>
After Care Full-Time	_____ \$57.00/week
Before Care Full-Time	_____ \$22.00/week
Before and After Care Full-Time	_____ \$72.00/week
Drop-In Rates Before Care	_____ \$10.50 per day
Drop-In Rates After Care	_____ \$18.50 per day

One week vacation per Lion Child Care session is provided to students who will attend full-time care for a minimum of 30-weeks. **A written notice must be received by the director, 1-week in advance.**

**Payments are due on the Friday the week before care.** Accounts will incur a \$10.00 late fee each week there is an outstanding balance.

I acknowledge that if my account balance is more that two weeks past due my child may no longer attend the program, and I am still responsible for the amount owed. By signing, I agree to abide by the policies outlined on this page as well as in the child care handbook.

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

\_\_\_\_\_  
Date

# Liza Jackson Preparatory School

## Authorization for Childcare Release

I \_\_\_\_\_, parent/guardian of the following children:  
\_\_\_\_\_  
\_\_\_\_\_

authorize childcare personnel to release the aforementioned children to the following adults:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Signature

Date

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### Notarization

State of Florida County of Okaloosa

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_, by \_\_\_\_\_, who is personally known to me or  
produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Signature

Notary Stamp