

Welcome to Eagle's Nest Learning Center

Welcome to Liberty Christian Academy's Eagles Nest Program. We're so excited you've decided to join our family. In this handbook you will find the information, policies, and procedures for the Eagle's Nest Learning Center. After reading the handbook, please sign the Registration Agreement, stating that you have read and understand this information. This agreement must be signed and turned in before your child will be allowed to enter the program. We suggest you keep this handbook in a convenient place so you can refer to it throughout the year.

VISION

The Vision of Liberty Christian Academy is to produce Godly young people who make a series of right choices regardless of the crossroads they encounter.

MISSION

The Mission of Liberty Christian Academy is:

- To partner with families and churches in the discipling of students for Christ;
- To provide a quality Christian education;
- To provide opportunities for students to develop their talents to be used in a lifetime of Christian service.

VALUES

Our desire is to attract, retain, and aid in the development of students:

- Who love God and are submitted to Him and His Word and to authority;
- Who serve God by pursuing excellence spiritually and academically;
- Who speak the truth in love and actively build up and encourage others;
- Who worship God by demonstrating a servant's heart and attitude, always keeping Christ as the model.

We believe that these virtues bring honor to God.

Curriculum

Our curriculum features Biblical, God honoring lessons, as well as critical phonics skills and prepares our students for elementary school. Our program includes free and structured play as well as a structured classroom environment. Our teachers will engage them in a number of activities so children will learn through work and play. Teachers will plan activities that are both fun and educational. Our program will incorporate learning and play centers. These centers help children to develop their particular interests and foster a feeling of independence.

Policies & Procedures

ENLC Admission Policy: Admission is open to children who will be the appropriate age by July 31st.

Before & After School Care Admission Policy: Before & After School Care admission is open to children who will be in 1st through 6th grade. All students must submit:

- Completed Enrollment Packet
- A record of up-to-date immunization
- Birth Certificate or Social Security Card
- The appropriate Enrollment & Supply Fee
- 1 weeks tuition on or before the starting date

Re-enrollment

ENLC and LCA will begin accepting enrollment for the following year in the month of April.

However, current ENLC students will have the opportunity to enroll in the month of March, each year.

Arrival Times & Procedures:

Students may only arrive at the designated starting times of the program for which they are registered. Students may not arrive early since staff may not be scheduled to provide sufficient supervision. A \$1/minute early fee will be charged for unapproved early arrivals. Arrival times are as follows:

Full Day & Before School Care Programs: 6:00 a.m.

School Only Programs: 7:50 a.m.

To make this time of the morning go as smoothly as possible, we ask that parents make their drop off routine as brief as possible.

Clocking In/Out

ENLC uses a computer time clock for clocking students in and out. For your child's safety, it is extremely important they are properly clocked in while in our care. Students must be escorted to their designated area and "clocked in" by their parent/guardian. If the time clock is not working properly, it is the parent/guardian's responsibility to insert a note in the "Payment" box located by the time clock. The ENLC office will correct the issue. If the student is repeatedly dropped off or picked up with out being clocked in or out, a \$.50/correction fee will be assessed to the student's account.

Dismissal Procedures & Times:

Students must be picked up from their area and "clocked out" at the designated ending time of the program for which they are registered. Students may not be picked up late since staff may not be scheduled to provide sufficient supervision. A late pick up fee of \$1/minute is charged for unapproved late pick ups. Dismissal times are as follows:

Full Day Programs.....	6:00 p.m.
After School Care.....	6:00 p.m.
School Only Preschool Programs.....	11:00 a.m.
School Only Kindergarden Program.....	.3:00 p.m.
School Only with lunch.....	11:30 a.m.

Authorization for Pickup

Your child's teacher will keep the child information form in their classroom. Any person other than the child's parent will be asked to show identification. Please notify the staff or director when other people will be picking up your child. If you encounter an emergency situation and must have someone who is not on the authorization form, please call the ENLC office and give verbal consent over the phone. If there are custody issues, please inform the director of the issue. In the event that someone who is unauthorized attempts to pick up your child, the director or staff will notify the parent.

Visiting Procedures:

Parents of preschoolers should follow the same visiting procedures as those of elementary and secondary students. Please check in at the ENLC office. We also ask that parents of preschool students try not to visit their children during the day unless they plan on picking them up, as this tends to upset them. Parents are always welcome to observe their child's class. We request that parents please notify the director of their intent to visit or observe their child's class.

Lunches:

Students who are enrolled in the "School Only" program may eat lunch at the center with their preschool class, provided they purchase a center lunch. Lunch includes an entrée, dessert, and drink. Parents will need to purchase a lunch ticket from the ENLC office. **Lunches are \$2.00 a day** for "School Only" students, but are included in the price of the full day program. Monthly lunch menus will be sent home to plan for lunches that will be ordered.

Snacks:

Two snacks per day will be provided for each full day student. "School Only" students will receive a morning snack. Morning snack will be served at 8 a.m. Any child not in class while snack is being served will not receive a morning snack. Afternoon snack will be served after the students finish resting.

Before & After School Care Snacks:

Morning snack will be served between 7:00-7:15 a.m. If the student arrives after 7:15 a.m., they will need to bring their own morning snack. Afternoon snack will be served shortly after school is dismissed.

Milk Cards

Every student in K-3, K-4 & K-5 must purchase a milk card. Milk cards are available at the cost of \$3.00 per child. This includes 10 servings of milk or juice. Please give money directly to your child's teacher. Their card will be punched after each serving. When they are in need of a new card, you will receive a notice and the expired card in their bin or folder.

Rest

Students will have a rest or nap time every afternoon. All students will need to bring a Kinder Mat, blanket, and pillow from home. Students are not required to sleep, but they must lie down quietly. Music or a video will be played during rest time.

Snow Days:

During extreme weather conditions, ENLC will cancel classes. Announcements will be available by 5:45 a.m. Please watch the TV news stations 4 & 5 or listen to the radio station KWRE at 73 AM, so you can be prepared. Unless it is specifically announced, Eagle's Nest Learning Center will remain open for childcare, even if classes are cancelled. **Credit will not be given for closings due to snow.**

Inclement and Excessively Hot Weather

On days of inclement or excessively hot weather, children will be kept inside. Sunscreen will be applied to all children on warm, sunny days. If you would like to provide your own brand of sunscreen, it should be labeled with your child's name and given to their teacher. By signing the registration agreement, you are giving permission to apply our sunscreen. **Credit will not be given for closings due to hot weather.**

Tornadoes

Monthly tornado drills and proper safety procedures are practiced on a regular basis. In the event of a tornado warning, students will be escorted to a safe place in our main hallway, and instructed on proper safety procedures.

Fire Drills

Fire Drills are held on a regular basis in order to familiarize the children with the proper procedures for emergency exit of the building. In the event of a fire, students will be evacuated according to plan. The campus is inspected on a regular basis by the Fire Marshall.

Child Abuse

The staff of ENLC is required by the state of Missouri to report any suspicion of child abuse to the Division of Family Services.

Health Inspections

LCA / ENLC is inspected by the Warren County Health Department on a regular basis. The most recent inspection information is located in the ENLC office.

Dressing for the Weather:

ENLC parents need to be aware of weather conditions to insure that their student is dressed properly. Hats, coats, and gloves need to be sent with your child during cold weather to be used during recess times.

Student Illness:

If your child is absent due to communicable diseases, please contact the ENLC office as soon as possible, as we are required to notify all parents of communicable diseases. State regulations require that we observe each child upon arrival at the center for signs of communicable diseases or illness. Any child who arrives at the center sick will not be allowed to stay. If a child becomes ill while at the center, the parent or guardian will be contacted and expected to pick up the child as soon as possible. A sickness report will be filled out and the parent will be required to sign the sickness report, agreeing that the child will not return to the center for 24 hours after the illness subsides. **Credit will not be given for missed days due to illness.**

If the child displays any of the following symptoms, he/she must be kept home:

- Fever
- Diarrhea
- Nasal secretions that are thick, yellow, or green, and accompanied by a fever.
- Sore throat with fever or throat spots
- Cough accompanied by fever, chills, and the coughing up of green or yellow mucous, vomiting or nausea
- Eye drainage of any type should be checked out by a doctor to rule out pink eye or an eye infection
- Unusual rashes should be checked out by a doctor to rule out a communicable disease or infection
- Child not feeling well, such as lethargic behavior and/or crying

The child may return only after:

- Fever has broken for 24 hours
- Nausea, vomiting, or diarrhea has subsided for 24 hours
- At least 4 doses of antibiotic have been given over a 24 hour period for any type of strep or bacterial infection
- Child is feeling well again and normal behavior has returned

Head Lice

The ENLC staff will perform lice checks on a regular basis and as needed. When discovered:

- Child will be removed from the group
- A call will be made to the parent for notification and immediate pick-up
- We will notify all classes in the school so that they can perform lice checks in each class
- A notice will be sent home at the close of the day so that parents may assist in checking their children at home.

ENLC has a strict No Nit Policy, and before returning to school, the child must be nit free and checked by office staff before returning.

Medication

The giving or application of medication shall be provided only on written order from a child's parent or guardian. All prescribed medications must be in their original container. Parents or guardians must sign a Medication Release stating what the medication is, the quantity to be given, and the time when the medication is to be administered. Parents may obtain this form from the ENLC office or staff member.

Allergies

All allergies to medication, food, or other substances must be stated on the emergency and medical forms. Information about the children with allergies will be posted in all classrooms and in the kitchen.

Accidents

In case of an accident, assessment and treatment of the injury will be given under the supervision of the teacher and/or the director. If further treatment is deemed necessary, the parent or guardian, or emergency contact person will be called. All accidents are recorded on an accident report that requires the signature of the parent and kept in the student's file.

Eagle's Nest Classroom Information**Preschool Class Attendance**

Our curriculum is designed as a preparation for our Senior Kindergarten program. It is for this reason that we encourage you to attend class 5 days a week, and arrive on time. Please keep in mind that if your child misses school, they may fall behind in the curriculum.

Kindergarten Class Attendance

Please be aware that excessive absences may result in poor grades, and your child may find it difficult to keep up with the rest of the class. Any absences after a total of 15 days will require a doctor's excuse for each day of absence that occurs thereafter. If a student misses more than 20 days, the Director will review the particulars of the situation with the possibility of retention in kindergarten for next year. Any student who misses more than 3 days in a row is required to submit a doctor's excuse for that absence.

Doctor and dentist appointments should be scheduled at the beginning or the end of the day.

Explanation of Tardy, 1/2 Day, Absence and Full Day Absence

<i>Arrival Time</i>	<i>Status</i>		<i>Departure Time</i>	<i>Status</i>
7:50- 10:00	Tardy		7:50-10:00	Absent
10:01-1:00	Absent 1/2 Day		10:01-1:00	Absent 1/2 Day
1:01-3:00	Absent			

Field Trips & Parties

Field trips and parties are planned regularly to reinforce learning themes with the curriculum. Field trips and special activities are used to offer a hands on approach to learning that they may be unable to get in the classroom. Parents will be notified in writing of a forthcoming field trip. If parents are asked to chaperone, we must have a copy of the parent's insurance card on file in the ENLC office. Parents are encouraged to attend field trips and parties, as this is beneficial to the children, teachers, and the parents.

Curriculum:

ENLC uses nationally several nationally accredited curriculums, including the A-Beka & High Reach curriculums. A portion of the enrollment fee is used to purchase the curriculum used during class. The enrollment fee is due at the time of enrollment. If not paid, the fee will be automatically added to your account.

Activities & Events:

- Art
- Music
- Computer
- PE
- Spanish
- Holiday Programs
- Weekly Chapel Service
- Awards & Achievement Ceremony

Book Clubs

Periodically, your child will receive book club order forms. When you purchase books from the book clubs, your teacher will earn points, which allows her to order books or activities for your child's classroom.

Classroom Supplies & Extra Clothing

A supply list is included at the end of this handbook. In addition to the supply list, each student will need a complete set of extra clothes to be kept at the center. Even potty trained children have occasional accidents or spills. ENLC attempts to keep extra clothing of all sizes, in the event a student doesn't have extra clothing. We request that these clothes are washed and returned to the center.

Infant & Toddler Supplies

Parents of infants and toddlers are required to supply the center with an adequate amount of baby food, formula, purified water, and diapers for each day. Infants and toddlers being weaned from baby food will be provided a center lunch at the parent's request. Should a child run out of diapers, ENLC will provide diapers. A fee of \$1/ use will be applied to the child's account.

Friday Folder

Each Friday your child will receive a Friday Folder with their weekly papers, newsletters from the teacher and information from the office regarding upcoming events.

Menu

At the beginning of each month, a monthly menu will be sent home. If your child has allergies or dislikes something on the menu, please send an appropriate lunch for that day.

Discipline Procedures

ENLC believes that setting limits with children is extremely important. We believe it is also important to have a consistent basis for what is right and wrong. At ENLC, that basis is the Bible. We enforce 3 basic rules. They are based on the concepts that Jesus Christ claimed are the greatest commandments in life.

1. **We will obey God as we understand the Bible.** We believe that a relationship with God is the most important part of our lives, and we hope our students will also have a relationship with him.
2. **We will obey those who are placed in authority over us.** The teacher or director is the authority in our center. We are not, as teachers and caregivers, the final authority. There is a higher authority. These limits are in place in our center to honor God. By obeying us, they are obeying God.
3. **We will be kind to people and things- Gods' Creation.** We do not want our students to do anything that would make another child feel devalued. Playmates are valuable because God created them.

In the event that a child is disruptive in class or displays inappropriate behaviors, our staff will first discuss the issue with the child. At this time, staff will clearly communicate why the child's behavior was wrong or inappropriate, and set clear expectations for future behavior. If the problem persists, staff may have the child take a time out to calm down or think about the situation and his/her behavior.

If a child consistently disrupts the program or harms others, further disciplinary action will be taken. An incident report will be written and the child's parents will be notified of the behavior problem. If disruptive behavior becomes an ongoing problem, a conference will be scheduled with parents, staff and the director. In the event that the problem persists, a second meeting will be scheduled with the director. At this time, dismissal from the program may be considered. If the child becomes violent towards staff or other children, staff will restrain the child to prevent harm to the child or other children in the program.

Dress Code & Personal Hygiene

Students at ENLC are encouraged to present a personal appearance that is God glorifying as defined by the scriptural principles of modesty and consistent with the goals and standards of our center. We believe that the scriptures make a definite distinction between the genders. Whether in dress, conduct or general appearance, students are expected to present themselves in a manner pleasing to God; "seek first the kingdom of God and His righteousness" (Matthew 6:33 and 2 Thess. 1:11,12). Therefore, these principles are to be coupled with modesty, moderation, cleanliness, neatness, personal safety and appropriateness to serve as guidelines for making choices regarding dress and appearance.

Hair and Body

- Boys must maintain a haircut that is above the collar and keep hair off the forehead so that it is not touching the eyebrows.
- No make up of any kind for any students.
- Only female students are allowed to wear earrings. No earrings or fake earrings are allowed for boys.
- Body piercing & large bulky chain necklaces are not permitted

Clothing

- Traditional style dress shoes, casual, or sneakers must be worn at all times. **Students may wear sandals and clogs as long as they have a back strap on them.** (The strap is for safety purposes).
- Only gym shoes are permitted on the gym floor - no street shoes or sneakers worn to and from school are permitted on the gym floor.
- All shirts with tails must be tucked in. Only shirts which are meant to be worn out and look nice may be worn out.
- Pants with oversized pant legs are not permitted.
- Girls' dresses, skirts, and split skirts may not exceed mid thigh
- All tops must have thick shoulder straps, and must be long enough so midriffs will not show when arms are raised. Any style of clothing that causes a student to continually adjust it to remain modest should not be worn.
- Clothing must not advertise secular music artists/groups, alcoholic beverages, tobacco or other drug products, or inappropriate, obscene or suggestive slogans.
- Hats and sunglasses may not be worn in the building once classes have begun.

If there are questions regarding articles of clothing, hairstyle, or jewelry, students should check with the Director before they are worn. In all cases, when in question, the final authority to interpret the dress code is with the Director. After 3 dress code violations, in-house discipline will apply.

Special Chapel Dress

All K-3, K-4, & K-5 students are required to wear dress clothes on "Special Chapel" occasions. These occasions will be identified on the center calendar & newsletter as "Special Chapel" occasions. The following dress is appropriate:

Boys: Collared dress shirt and dress pants (no denim).

Girls: Dress, skirt, slacks and blouse. Nice denim skirts or dresses are allowed.

If a student is not in compliance with chapel dress, they may be expected to come in chapel dress the following school day.

Toys

Please do not allow your child to bring toys to school except when his/her teacher gives permission. What and when toys are allowed is at the teacher's discretion.

Gum/Candy/Soda

Please do not send your child to school with gum, candy, or soda unless the teacher specifically asks you to send candy for class parties or special treats.

Eagles' Nest Learning Center Financial Policy

Enrollment Fee:

A yearly enrollment fee is due at the time of enrollment for each student. The enrollment fee for current students is due each year by August 1st. A space cannot be reserved for the upcoming year until both the fee and forms are received. *The enrollment fee is non-refundable and non-transferable.*

Supply Fee:

A \$5 monthly supply fee is due on the 1st of each month. If the 1st falls on a weekend or holiday, payment will be due on the next business day.

Program Options:

Grade	Full Day Care	*School Only or Part Time	Enrollment Fees
Infant	\$130/wk	NA	\$75
K-1	\$125/wk	NA	\$75
K-2	\$120/wk	\$75/wk	\$95
K-3	\$110/wk	\$70/wk	\$115
K-4	\$105/wk	\$65/wk	\$115
Kindergarten	\$120/wk	\$95/wk	\$200
Summer Camp (Kindergarten- 6 th)	\$105/wk + Activity Costs	\$65/wk	\$60
Before & After Care	Additional \$7/ Half Day \$11/ Full Day	\$40/wk LCA \$45/wk Public	\$60

*Part time students may attend for a maximum of 16 hours per week. Additional care is available for school only and part time students at a cost of \$11 per day with pre approval from the office.

Tuition may be paid using any *one* of the following options.

- Weekly Payment Option** - an automatic payment is made each Friday for the following week.
- Every Other Week Payment Option** - an automatic payment is made every other Friday for the following 2 weeks.

Holidays:

Below is a list of paid Eagles' Nest Holidays. We will be closed on these days, but you will be required to pay your normal tuition amount for these days, unless specified.

September 3- Labor Day

November 22 & 23 - Thanksgiving

December 24 & 25 - Christmas Holiday

December 26-28 - We are **OPEN**. See Handbook.

December 31 & January 1 - New Year's Holiday

March 21 & 24 - Good Friday and Easter Holiday

May 26 - Memorial Day

July 4 - Independence Day

August _2008- Date to be announced for staff development/training.

Full Day Payments for Before and After School Care:

Full Day Care will be offered on days when classes are out, unless otherwise specified. Payment for care during days when there is a scheduled school closing will follow the normal tuition management plan, and be paid for on the Friday before full day care is needed.

Sick & Vacation Days:

Tuition is due whether your child attends, or not, for as long as your child is enrolled in the program. However, each child enrolled full time will be given 5 sick *or* vacation days/ year.

September will mark the beginning of a new year. The requirements for claiming these days are:

- The child must have been enrolled in full day care for a minimum of 60 days
- The family's account must be current
- In order to use sick days, the child must be absent for at least 3 consecutive days and submit a doctor's note
- In order to use vacation days, parents must notify the director at least 2 weeks in advance
- Days may not be carried over or accumulated

Closings:

Credit *will not* be given for closings due to inclement weather.

Early Arrival/ Late Pickup Fees:

An early arrival/late pickup fee of \$1/minute will be charged for unapproved early arrivals or late pickups as outlined in the handbook. This fee is to be paid directly to the childcare provider on duty.

Withdrawing from the Program:

When withdrawing from the program, 2 weeks paid notice is required. After a student has left the program, they must re-enroll and pay an enrollment fee before they will be allowed to re-enter the program.

Non-Sufficient Funds (NSF) Policy:

There will be a non-sufficient funds fee assessed each time an automatic withdrawal is attempted and insufficient funds are available to make the withdrawal. You may receive an insufficient funds letter and charges from your financial institution in addition to our fees.

- 1. First Offense \$35 Fee
- 2. Second Offense \$50 Fee
- 3. Third Offense \$75 Fee and letter from School Board
- 4. Fourth Offense *Tuition will be due a month in advance*

Late Payment Policy:

There will be a \$5 late fee assessed any time a payment is 5 business days late. If a tuition payment is 5 business days late 2 times in any twelve month period, you will be required to pay your tuition by automatic withdraw.

Delinquent Account Policy:

Any account with a past due balance equal to or greater than 2 weeks tuition will be charged interest at the rate of 1.5% per month (18% annually) calculated from the original due date. Families with accounts that are not brought current within 30 days will be asked to attend a parent conference with school administration. At this time the entire delinquent amount, including interest and transaction fees, will be charged to your credit card.