

Welcome to LifeGate Early Childhood Academy!

At LGECA, we strive to offer an unforgettable and unmatched early learning experience. We believe the investments that you provide for your child's early development, should last a lifetime. By combining classical learning, kinetic hands on learning and Biblical character training, we can equip our students with the skills they need for future success.

LGECA believes that it is important for us to partner with parents/guardians to achieve the greatest goals for our students. Here are a few ways that we believe those goals can be reached:

- *SAFETY/SECURITY - A primary goal is to keep your most prized possession safe at ALL times. All staff are vetted with strict background screenings, health prerequisites and are required to be CPR/First Aid certified. In addition, our facility is equipped with a camera system and has a restricted entrance policy.
- *CLEANLINESS - It is important to have a clean and sanitized environment for students and staff. We believe cleaning/sanitizing is a process that should happen continually, not just at the end of our day.
- *BIBLICAL TRAINING - Our Bible training is a non-denominational curriculum that is taken strictly from the BIBLE. Students will learn character building by studying the parables of Jesus, stories of the prophets and teachings of the apostles.
- *NURTURING YOUR CHILD'S INTELLECTUAL GROWTH - We believe it is important to nurture every aspect of our student's developmental abilities. This includes Academically, Socially, Physically and Emotionally. A solid foundation during the first years, will help provide a successful future.

We look forward to partnering with you, to provide the very best early childcare foundation for your child.

Sincerely,

LGECA Administration

Basic Information

Ages - Children 6 weeks to 5 years

Closings - In cases of inclement or severe weather, LGECA follows Madison City/County. In the event of any closure or delay/change in operating hours, we will notify you via our Parent Messaging system. In the case of an early dismissal, staff will remain until all children have been picked up. LGECA reserves the right to close/delay at our discretion. Reminder, there is **no reduction in fees for school closings** because tuition reserves a student's space.

Sign In/Out: All students must be signed in and out each day. Only authorized persons will be allowed to pick up a child. Authorized persons will be listed in the student's file. Written notice must be received by the parent/guardian to add/delete authorized persons. Staff will **require a photo ID** for unrecognized pick-up persons.

Discipline: *Proverbs 15:1 A soft answer turns away wrath, but a harsh word stirs up anger.* LGECA believes the key to discipline is found in the Bible. Positive character building as taught by Christ. We will speak to the heart of the student, using scripture to remind us of how we should respect ourselves and others. We believe discipline is always corrective and not demeaning or discouraging. If necessary, loss of privileges may be accessed. Parents will be notified if problems persist, and if not corrected despite meetings, a student may be disenrolled.

Illness: If your child is contagiously sick, alternative arrangements must be made for childcare. If your child becomes ill at school and must be sent home, we ask that they are picked up within the hour. The student may return when they are symptom free for 24 hours. Please see our Sick Policy for additional important information.

Tuition

LGCEA does not operate on a “full” or “part” time basis. Your weekly/monthly payment secures a space for your child. **Tuition is due Monday morning of the week.** A late fee of \$5 will be assessed Tuesday a.m. and each day after, that payment is not received. If payment is not received by end of the week, further service may be interrupted, unless an agreement has been made with the Administration. **Rates are subject to change and will also change as children are promoted. Parents will be notified three weeks prior to any class promotion.**

We offer a 5% discount for a monthly prepayment. An entire month must be paid to receive this discount. We offer a multiple child discount of \$10 off with an additional child. This discount will be applied to the oldest child.

A \$5 a week additional charge will be applied to students who are older than 3.5 years old and not completely toilet trained (wearing underwear and can use restroom with minimal assistance). A pull-up at nap time is acceptable.

We understand that “Word of Mouth” is the best advertisement. LGCEA offers a week tuition scholarship for a signed referral. If you refer a new family and they enroll, once that family has been with us for one month, you will earn a week tuition scholarship.

PAYMENT IS REQUIRED WHETHER STUDENT IS PRESENT OR NOT

In the event that we have a closure due to weather or your child cannot attend because of sickness, payment will still be required for that week. This includes all weeks that have Federal or school holidays.

Holidays and Staff Training

LGECA will be closed on the following:

New Year's Day	Independence Day
MLK Jr. Day	Labor Day
President's Day	Veteran's Day
Good Friday	Thanksgiving Break ***See Calendar
Memorial Day	Christmas Break ***See Calendar

*A complete Annual Calendar will be available upon enrollment

STAFF TRAINING DAYS

LGECA believes it is very important for our staff to continually better themselves professionally and mentally. We will do our best to accomplish this task outside of school hours. However, there may be times when training is only available during a business day. These days will be posted on the calendar. **REMINDER, THERE IS NO CHANGE IN TUITION FOR DAYS CLOSED AND LISTED ON CALENDAR.**

HOURS OF OPERATION

MONDAY - FRIDAY, 7:00AM - 5:45pm. The facilities close at 5:45, after 5:50, a late pick-up fee will be assessed; \$1 per minute for first 10 minutes, \$2 per minute after that. (If you pick your child up at 6pm, you will be charged \$10.) **Late pick up fee waiver will be up to the discretion of Administration.**

Drop offs between 12-2 are discouraged, to avoid nap time disruptions. Please advise your teacher and administrator if a drop off during these times is necessary. If your child will be absent for the day or arriving at a different scheduled time, we ask that you notify us. We worry about our students when we don't see them.

Mealtimes/Snacks

LGCEA does not currently offer a meal program. We ask that every child bring their own lunch including drinks, and two snacks. If your child will be arriving before 8am, and you would like to bring them something for breakfast, you are welcome to do so.

Classes and Placement Procedures

Children are placed in classrooms based on age and developmental appropriation.

Infants (Beginning at 6 weeks): We want the transition from home to school to be as smooth as possible. Parents will receive a daily report detailing the child's day. This report will also give notifications for any supplies that are needed. Our infants will be read to daily and encouraged to explore and learn from the world around them.

Parents will supply the following items: Formula/Breastmilk, baby food, diapers, wipes, creams and 2 changes of clothes to remain in the classroom. ALL ITEMS MUST BE MARKED WITH THE CHILD'S NAME.

*Bottles and baby food are warmed with a bottle warmer/crock.

Toddlers (Walking to three years): Our toddlers will be introduced to more structure in this class. Their vocabulary is growing, and we want to nurture that learning. We will spend our day learning numbers, letters, problem solving and exploring with hands on fun. Potty training can also be introduced and possibly mastered in this class.

Pre-K (Three/Four year): Children in this group continue to master their phonetic sounds and recognition. We will introduce reading groups and work on basic math skills. We will also work on our hand-eye coordination by tracing letters, numbers and the child's name.

Advanced Pre-K (Four/Five year): This group will accelerate their reading and math skills. They will memorize scripture, Books of the Bible, States, and Presidents. Th Advance class will also participate in chapel time with LGA students.

TUITION AND FEES

<u>CLASS**</u>	<u>AGE</u>	<u>RATIO</u>	<u>TUITION*</u>
INFANT I/II	6 weeks - 18 months(walking)	5-1	\$160
TODDLER	18 - 36 months	7-1	\$150
Pre-K 3/4	3yr - 4yr (Potty trained)	11-1	\$125
Pre-K 4/5	4yr - 5yr	12-1	\$115

*Tuition is due on the first day of the week.

Above rates are billed weekly and subject to change. Monthly billing is available upon request with a discount.

**As LGECA grows, class age may be altered.

Curriculum fees

LGECA uses a combination of curriculum including the Abeka, Saxon and other hands-on exploration programs. Fees are due upon enrollment and renew every August.

18 - 24 months	\$25
24 - 35 months	\$35
3 - 5 years	\$50

*This fee includes all school supplies, workbooks, arts and craft, and lab materials.

Administration fees

There is a semi-annual Administration fee of \$40 (\$50 family), due Jan. 15th and July 15th. This fee can also be paid annually with a \$5 discount.

Administration Fees are non-refundable.

Waiting list fee \$25.00

This fee is non-fundable.

Once your spot is available, you will be notified of an official start date. If at that time you choose to delay your enrollment, the next person on the waiting list will be offered the position.

MEDICAL/SICKNESS POLICY

RECORDS - The State requires that LGECA have a current, original Alabama Certificate of Immunization.

TEMPERATURES - A fever is any temperature over 100.4°

TEETHING - LGECA agrees that teething does not cause diarrhea or fever over 101. *Source Pediatric Patients 2nd edition pg. 18.

DOCTOR'S NOTES - LGECA reserves the right to not accept a doctor's note, if we feel the child is not well enough to be at school.

ILLNESS - Students who become sick at school must be picked up as soon as possible, preferably within the hour of being notified. Parent/Guardian will be contacted if school personnel determine a student is too ill to attend class. **CHILDREN MUST BE ABLE TO PARTICIPATE IN DAILY ACTIVITIES.** If your child requires more care than we can provide safely, while continuing to care for other children, the parent will be asked to pick the student up. Students may NOT return, until symptoms have disappeared.

Child must be KEPT HOME or PICKED UP for:

Chicken Pox - 5 days from first outbreak, all sores scabbed and with Dr. Release.

Child Irritable, Continuously Crying, requires more care than can be provided - Child calm, able to be cared for safely.

Cold Sores - not drooling.

Conjunctivitis/Eye discharge (Pink Eye) - 24 hours after first antibiotic treatment and non-contagious.

Coughing, severe - (Face red/blue, or makes high pitched whooping sound) - Day after with no severe coughing or whooping sound or difficulty in breathing.

Croup - 2 days after diagnosis and with Dr. release.

Diarrhea - (2 or more times at school) 24 hours from last diarrhea.

Uncontainable Diarrhea - (1 uncontainable loose stool)-Children will be sent home for the rest of day regardless of if diarrhea is due to a medication. Uncontainable loose stools are a health hazard for staff and students. May return the following day if diarrhea discontinues.

Fever - 100.4 or over- in a child 2 months or younger, fever is a medical emergency and child should be picked up immediately. For children > 2 months, temperature must be under 100.4 for 24 hours **without** the use of any fever reducers (such as acetaminophen/Tylenol or IBU/Motrin.

Flu - must be fever free without fever reducer and able to participate in all activities, with Dr. Release.

Hand/Foot & Mouth - can return to school when there are no new lesions, sores have been scabbed, fever free, no drooling with Dr release.

Impetigo - 24 hours after antibiotic treatment, no draining areas that can't be covered.

Lice - Day after treatment, no visible nits.

Measles*- 4 days after rash appears, all sores scabbed and with Dr. Release.

Meningitis - 24 hours fever-free without fever reducers behaving/drinking normally with Dr. release.

Mumps* - 10 days after onset of symptoms with Dr. release.

Nose running Yellow/Green with fever or behavior changes - *Nose clear and symptom free.*

Pneumonia - *fever free and no difficulty breathing for 24 hours, Dr release.*

Rash with fever - *Release from Dr. stating child has a non-contagious disease and may return to school.*

Ringworm - *24 hours after first treatment, no further spread.*

RSV - *5 days from diagnosis, fever free and no difficulty breathing with Dr release.*

Scabies - *24 hours after treatment begins.*

Sore throat with fever - *24-hour fever free and drinking normally.*

Streptococcal Infection (Strep throat/Scarlet fever)-*24 hours after antibiotic treatment, no fever, student is able to participate in activities.*

Staph skin Infection - *24 hours from treatment with note Dr. release, no drainage.*

Surgeries - *any child that has surgery including outpatient must remain at home and follow Dr. Recovery guidelines.*

Thrush - *babies may remain at school but will be kept separated and mouth objects sanitized.*

Vomiting - *(2 or more at school) - 24 hours from last vomit.*

Whooping Cough* - *5 days after antibiotic treatment began and Dr release.*

Covid- *5 days from the positive diagnosis and 24 hours fever/vomiting/symptom free. If a child returns and begins to show symptoms, they will need to go home asap, and remain out for the next 5 days.*

The following additional diseases are deemed infectious, contagious or harmful to the health of others: diphtheria*, mononucleosis, hepatitis A//B/C, HIV, Meningococcal infection*, poliomyelitis* Tacoma, tuberculosis, typhoid and paratyphoid fever.

***Mandatory reporting to the CDC.**

The following is a list of required items/documents needed for enrollment in our facility:

- * Signed Contract Agreement
- * Signed Affidavit
- * Alabama Immunization Blue Card
- * Registration Fee

School Calendar 2024

Jan. 1st	New Year's Day	Closed
Jan. 15th	Administration fee due	
Jan.15th	Martin Luther King Jr.	Closed
Feb. 14th	Class Valentines Party	
Feb. 19th	President's Day	Closed
March 8th	Teacher Development Day	Closed
March 29th	Good Friday	Closed
May 24th	PreSchool Graduation	
May 27th	Memorial Day	Closed
July 4th	Independence Day	Closed
July 15th	Administration fee due	
July 26th	Teacher Development Day	Closed
Aug. 12th	First Day of School	
Sept. 2nd	Labor Day	Closed
Oct. 31st	Class Harvest Party	
Nov. 26-29	Thanksgiving Break	Closed
Dec. 23rd	Christmas Break	Close at 12pm
Dec 24-25th	Christmas Break	Closed*

*We will evaluate attendance numbers closer to the Holiday, to fully establish closures.

Calendar is always subject to change. However, ample notice will be given regarding any changes.