

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 (Knowledge, Understanding, Wisdom), kinetic hands-on learning, Biblical character training, and individual learning plans, we can equip our students with the skills they need for future success. We are a License exempt Christian school. Although we report to the Department of Human Resources and follow most licensing regulations, as a church-based facility, we are not required by the State of Alabama to be licensed. A notarized affidavit acknowledging awareness, will be required from each parent.

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/Summer care 5 – 10 yrs

ProCare- LGA/LGECA uses the ProCare system for attendance, finance and parent/child personal information. Once enrolled, you will meet with our financial administrator to get everything setup.

Closings - In cases of inclement or severe weather, LGECA follows Madison City/County. If public schools are not in session, the LGA school board will make the decision. In the event of any closure or delay/change in operating hours, we will notify you via our ProCare 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. You will need to add/delete authorized persons through your ProCare app. Each pick-up person will be issued a personal code for checking in/out. Please see administrator if you need assistance. Staff will **require a photo ID** for unrecognized pick-up persons.

PARKING LOT:

We love our children, please drive cautiously through the drop off area. NO phone usage or distractions. Please assist your child when crossing, DO NOT allow them to run loose. Please do not leave vehicles running or personal belongings such as purses, phones, computers etc. LGECA is not responsible for items stolen.

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 (WITHOUT medication), or according to the sick policy. 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 will be collected via ProCare* ACH system on Friday morning, for the upcoming week.** There will be a \$35 return fee, and an additional late fee of \$5 will be assessed each day 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. LGA understands that occasional hiccups happen in life and we are happy to work with you. However, we must limit continual tuition issues.

Rates are subject to change and will also change as children are promoted. Parents will be notified prior to any class promotion.

**Please see ProCare information sheet for additional information.*

We offer a 5% discount for a monthly prepayment. An entire month must be paid to receive this discount. A month is not based on four weeks, it is established by division of weeks/months to a year. We offer a multiple child discount of \$10 off with an additional child. This discount will be applied to the oldest child.

We will work very diligently to aid in the potty training of your child; however, this will require consistency at home as well as school. Unfortunately, our classes are designed for 3 years old and up to have the toilet training process completed. Completed toilet training is the following: wearing underwear and can use restroom with minimal assistance. A pull-up at nap time and aid in wiping is acceptable. We do understand that occasional accidents may happen.

We understand that “Word of Mouth” is the best advertisement. LGECA 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.

Our tuition is weekly/monthly based and ensures that your child has a reserved spot in a class. 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 that includes teacher training days and early dismissals is attached to this handbook.

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 as Teacher Development Day.

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, with proper notification.**

Due to staff lunch coverage and nap time, drop offs between 12-2 are discouraged. Please advise your teacher or 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. It is not only important for scheduling, but we also worry about our students when we don't see them.**

Mealtimes/Snacks

LGECA does not currently offer a meal program. We ask that every child bring their own lunch including drinks, and two snacks. Please let us know if your child's lunch needs to be refrigerated. If you will be arriving before 8:30am, and you would like to bring them something for breakfast, you are welcome to do so. Breakfast time is until 8:30, depending on class. We also ask that you please be discretionary when packing a lunch. It should be a healthy lunch, with **limited** sugars. A balanced lunch that includes a protein or protein substitute, veggies, yogurt and fruits make great choices. Hotdogs in any form or size should be sliced lengthwise. Grapes, cherries, cherry/grape tomatoes are the major food choking hazards in children and must be sliced. Peanut butter is allowed beginning in the wobbler class. Gum is not allowed. **MAKE SURE AN ALLERGY FORM IS COMPLETED.** Thank you.

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 be able to view a daily report detailing the child's day, on your ProCare App. This report will also give notifications for any supplies that are needed. Parents will be required to complete drop off details on the app at drop off time. 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, snacks, diapers, wipes, creams and 2 changes of clothes. All milk must come prepared in individual bottles. **ALL ITEMS MUST BE MARKED WITH THE CHILD'S NAME.**

Wobblers (beginning at 13 months): Our wobblers 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.

Intermediate (2.5-3.5): Children in this group continue to master their phonetic sounds and recognition. We will introduce letter 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.

Pre-K (Four/Five year): This group will work in reading and sight word groups. They will also work on math skills. They will memorize scripture, Books of the Bible, States, and Presidents. This class will also participate in chapel time with LGA students.

TUITION AND FEES *as of May 2024. (Your child may be grandfathered in on a rate. This means your rate will not change, until your child moves up to the next class.)*

<u>CLASS**</u>	<u>AGE</u>	<u>RATIO</u>	<u>TUITION*</u>
INFANT I/II	6weeks - 12months	4-1	\$200
Wobbler	13months - 20months	4-1	\$200
Toddlers	21months - 30months	5-1	\$175
Intermediate	31months – 4yr	7-1	\$160
	^ Actively potty training		
Pre-K 4/5	4yr – 5yr	12-1	\$150
Summer Care	5yr – 10yr	15-1	\$145

(-Dates of availability will be posted closer to Summer break.)

*Tuition is due on Friday for the coming 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.

LGECA does not accept CCSP at this time.

VACATION

Families will receive one week tuition scholarship, after your one-year anniversary with LGECA. Please notify office two weeks in advance.

Curriculum fees

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

12 - 18 months	\$50
18 - 24 months	\$60
24 - 35 months	\$70
3 - 5 years	\$100

*This fee includes all school supplies, workbooks, arts and craft, parent gifts and lab materials for the entire school year. Each class will have a wish list available, for those who would like to bless the class.

Administration and Registration 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 (\$75/\$95) discount.

First week of tuition is due week prior to enrollment.

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.

School Pictures

We will have Rachel Brister Photography doing school pictures in the Fall. A yearbook which includes LifeGate Academy and LGECC, will be available at the end of the school year. There will be an exempt form, should you prefer your child not be included in the yearbook.

Withdrawal

Although we never want to lose a student; we understand that things change. Families move or transfer and some start public school. We will miss you terribly! We request a two-week notice for withdrawal. A reminder that LGA offers K-12th grade. For additional information, please see the front office.

Parent/teacher conference

Periodically your teacher may request a conference with you. This should not be viewed in a negative light. Teachers are encouraged to update parents on their child's developmental status.

Pre-K 4/5 will require a conference in February. We will do our best to work with your schedule. This conference will go over your child's developmental checklist. We hope that this checklist will help in their kindergarten placement. It is our intention to prepare you and your child for their new academic journey.

GRADUATION

There will be a \$50 graduation fee, at end of school year for all those graduating. Each student will receive a cap, tassel, diploma, keepsake treasure and memory book. Family and friends are welcome to attend. A reception will follow. Fees will be requested prior to graduation.

If at any time you would like to meet with your teacher to discuss progress, or any concerns you may have, please let us know. We are happy to arrange a quiet more private setting for discussion. Drop off and pick up times are not the best time for distractions.

Thank you for being a part of our LifeGate family! We are excited to embark on this journey with you!

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 or may be contagious to other students and staff. **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/Exemption letter**
- * Registration Fee**

2024-2025 School Calendar

Aug. 15	First Day of School	
Sept. 2	Labor Day	Closed
Oct. 25	Class Harvest Party	
Nov. 11	Veteran's Day	Closed
Nov. 27	Early Dismissal	4:00pm
Nov. 28/29	Thanksgiving Break	Closed
Dec. 20	Class Christmas Party	
Dec. 23	Early Dismissal	12:00pm
Dec. 24/25	Christmas Eve/Christmas Day	Closed
Dec. 31	Early Dismissal	12:00pm
Jan. 1	New Year's Day	Closed
Jan. 15	Administration fee due	
Jan. 20	Martin Luther King Jr.	Closed
Feb. 14	Class Friendship Party	
Feb. 17	President's Day	Closed
March 14	Teacher Development Day	Closed
April 4	Early Dismissal	4:00pm
April 17	Easter Celebration	
April 18	Good Friday	Closed
May 9	Muffins w/Mom	
May	PreSchool Graduation	7:00pm
May 23	Field Day/Picnic	
May 26	Memorial Day	Closed
June 13	Dogs w/Dad	
July 4	Independence Day	Closed
July 15	Administration fee due	
July 25	Teacher Development Day	Closed

*We will evaluate attendance numbers closer to the Holiday, to fully establish staffing or closures. Calendar is always subject to change; however, ample notice will be given regarding any changes.