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|  | **2017-2018**  **Policies & Procedures** |
| **LifePoint Preschool is a ministry of LifePoint Assembly of God**  **1800 Bombing Range Road, West Richland, Washington 99353**  Our school is open to all children ages 3-4 who are potty-trained, without the regard to belief system, race, color, creed or national origin. | |

**Arrival & Departure:**

Parents or other authorized persons are required to bring the child to the door of the classroom and to pick him/her up from the classroom. The sign-in/sign-out sheet must have a signature before the child will be released. If someone other than the parent is to pick up the child, their name must be on file in the office.

**Birthdays:**

Parents wishing to provide a special snack to celebrate their child’s birthday should inform the child’s teacher a few days in advance so she can notify other parents of the snack change.

**Clothing:**

Children will be involved in active play both indoors and outdoors so clothing should be appropriate. Play shoes for use indoors and outdoors are particularly important. We encourage outdoor play so children should wear sufficient outer garments to school. All clothing should be labeled with the child’s name. Be sure zippers, buttons and fasteners are in good working condition.

**Conferences and Report Cards:**

Progress reports and conferences are scheduled throughout the year. Communication between parents and the child’s teacher regarding the child’s progress is encouraged before or after the morning program throughout the year.

**Discipline:**

Discipline shall be remedial rather than punitive, emphasizing personal control, responsibility and respect for the rights of others. Corporal punishment is not ever used at the LifePoint Preschool. Teachers and Aides will try to verbally resolve problems arising with a child or problems arising between children. Time outs via supervised removal from the group will also be used. Children who have not resolved their difficulties well enough to return to the group activities will have their parents contacted. Further corrective measures shall then rest with the parents or guardians.

**Illness:**

If a child becomes ill after arrival he/she will be taken to the school office and the parents notified. A child should be without fever or have stabilized from an illness at least 12 hours before returning to school. For a fever treated with medication, allow 24 hours to stabilize before returning to school.

**Immunization Forms:**

A current immunization form for each child must be completed and kept on file at the school. Please provide an up-to-date copy with the school at all times. This is done to ensure the safety and health of everyone and to adhere to public health regulations.

**Medications:**

Medication can only be administered with a doctor’s permission. Please ask your healthcare provider to complete that form and return to the school office.

**Parking Lot & Vehicles:**

*CHILDREN SHOULD NOT BE LEFT UNATTENDED IN VEHICLES IN THE SCHOOL PARKING LOT*. Please park in the designated parking spaces only.

**Right of Refusal:**

If the director and staff determine that the school experience is not in the best interest of the child, the right to refuse acceptance shall be within the authority of the Director of the Preschool. This will apply to a child already enrolled as well as a candidate for enrollment.

School Closure Due to Weather:

LifePoint Preschool will follow the same schedule as Richland Public Schools. Please tune into local radio stations when the road conditions are questionable. If the public schools are closed, we will be closed. If they are delayed, we will be closed. Look for Facebook postings for information as well.

**School Hours:**

LifePoint Preschool programs begin at 8:30 a.m. and end at 11:30 a.m. Parents are welcome to bring children any time after 8:15 a.m. Teachers meet for daily prayer and discussion time until 8:15 a.m.

**Tuition Payments:**

Tuition is due on the first school day of the month. It is considered late after the 10th of the month and could result in late fees. Unpaid tuition that exceeds 2 months may result in removal from school. We are willing to work with financial hardships and appreciate open communication. If you are behind in your tuition you will receive a “reminder” in your child’s cubby, please see the Director right away.