

Lighthouse Christian Academy and Daycare Center

*A MINISTRY OF
LIGHTHOUSE BAPTIST CHUCH*



Family Handbook

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Train up a child the way he should go, And when he is old, he will not depart from it.

Proverbs 22:6

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Mission Statement

Lighthouse Christian Academy Preschool and Daycare Center is a nonprofit ministry of Lighthouse Baptist Church governed by a Board of Trustees. Lighthouse Christian Academy and Daycare Center is committed to providing a comprehensive program of education and care that upholds a standard of excellence. This holistic instruction is integrated into the Faith and Principles in the Word of God. The ultimate goal of all instruction is to foster the development of positive personalities, adequately prepared to thrive in both the home and society. The overarching purpose of Lighthouse Christian Academy and Daycare Center is:

- To be an extension of the home and the church and thus provide a continuity of training for young people to equip them for service.
- Lighthouse Christian Academy and Daycare Center is dedicated to provide a quality program in a safe and secure environment. We strive to create a solid character-building atmosphere, allowing your child (ren) to develop through various enriching experiences.
- To provide quality care and education in a Christian environment while teaching social, emotional, and physical skills.

Statement of Faith

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God revealing the love of God to the world. **1 Thessalonians 2:13; 2 Timothy 3:15-17; John 3:16.**
- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. **Matthew 28:19; John 10:30; Ephesians 4:4-6.**
- We believe in the deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood on the cross, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. **Matthew 1:23; John 1:1-4 and 1:29; Acts 1:11 and 2:22-24; Romans 8:34; 1 Corinthians 15:3-4; 2 Corinthians 5:21; Philippians 2:5-11; Hebrews 1:1-4 and 4:15.**
- We believe that all men everywhere are lost and face the judgment of God, that Jesus Christ is the only way of salvation, and that for the salvation of lost and sinful man, repentance of sin and faith in Jesus Christ results in regeneration by the Holy Spirit. Furthermore, we believe that God will reward the righteous with eternal life in heaven, and that He will banish the unrighteous to everlasting punishment in hell. **Luke 24:46-47; John 14:6; Acts 4:12; Romans 3:23; 2 Corinthians 5:10-11; Ephesians 1:7 and 2:8-9; Titus 3:4-7.**
- We believe in the present ministry of the Holy Spirit, whose indwelling enables the Christian to live a godly life. **John 3:5-8; Acts 1:8 and 4:31; Romans 8:9; 1 Corinthians 2:14; Galatians 5:16-18; Ephesians 6:12; Colossians 2:6-10.**

- We believe in the resurrection of both the saved and the lost; the saved unto the resurrection of eternal life and the lost unto the resurrection of damnation and eternal punishment. **1 Corinthians 15:51-57; Revelation 20:11-15.**
- We believe in the spiritual unity of believers in the Lord Jesus Christ and that all true believers are members of His body, the Church. **1 Corinthians 12:12, 27; Ephesians 1:22-23.**
- We believe that the ministry of evangelism (sharing and proclaiming the message of salvation only possible by grace through faith in Jesus Christ) and discipleship (helping followers of Christ grow up into maturity in Christ) is a responsibility of all followers of Jesus Christ. **Matthew 28:18-20; Acts 1:8; Romans 10:9-15; 1 Peter 3:15.**
- We believe God's plan for human sexuality is to be expressed only within the context of marriage, that God created man and woman as unique biological persons made to complete each other. God instituted monogamous marriage between male and female as the foundation of the family and the basic structure of human society. For this reason, we believe that marriage is exclusively the union of one genetic male and one genetic female. **Genesis 2:24; Matthew 19:5-6; Mark 10:6-9; Romans 1:26-27; 1 Corinthians 6:9.**
- We believe that we must dedicate ourselves to prayer, to the service of our Lord, to His authority over our lives, and to the ministry of evangelism. **Matthew 9:35-38; 22:37-39, and 28:18-20; Acts 1:8; Romans 10:9-15 and 12:20-21; Galatians 6:10; Colossians 2:6-10; 1 Peter 3:15.**
- We believe that human life is sacred from conception to its natural end; and that we must have concern for the physical and spiritual needs of our fellowmen. **Psalms 139:13; Isaiah 49:1; Jeremiah 1:5; Matthew 22:37-39; Romans 12:20-21; Galatians 6:10.**

Policy Statement

Lighthouse Christian Academy and Daycare Center has a licensed capacity of the 60 children ages 6 weeks to 12 years.

Lighthouse Christian Academy and Daycare Center accepts children ages 6 weeks to 12 years and does not discriminate based on race, national origin, age, disability, and/or gender.

Lighthouse Christian Academy and Daycare Center is licensed by the Department of Human Services and meets all health and safety standards, and maintains liability insurance as required by the West Virginia Department of Health and Human Services and the State Licensing Board.

Civil Right

If you feel that your civil rights have been violated, you may file a formal complaint. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Ave. SW, Washington, DC, 20250-9410, or call toll free 866.632.9992 (voice). TDD users can contact the USDA through local relay or the Federal Relay at 800.877.8339 (TDD) or 866.377.8642 (relay voice users). USDA is an equal opportunity provider and employer.

Philosophy of Education

The philosophy of education at Lighthouse Christian Academy and Daycare Center incorporates the following important aspects:

- All subjects are viewed and taught from a Christ-centered standpoint. "In Christ are hidden the treasures of wisdom and knowledge." (Col 2:3)
- The reinforcement of academics is only one part of a child's education. Spiritual and moral values, proper attitudes, respect for authority, and the rights and feelings.
- Others are also important in the task of training children to become mature leaders.
- God has given the child to the parents. The parent entrusts this precious child to Lighthouse Christian Academy and Daycare for a vital part of training. We consider our share in the care and protection of this child to be a sacred trust and will instruct each child as an individual. This program cannot be placed in a position to be a substitute for the parent and their instruction. We are told, "Train up a child in the way he should go, and when he is old he will not turn from it" (Proverbs 22:6). Each child is a human being endowed with God-given abilities and unique personality. We must recognize that each student will respond differently to the presented. However, all of them should be encouraged and exhorted to produce to their fullest capacity.

Admissions, Policy, Procedures

Parents/legal guardians who wish to enroll their child(ren) in Lighthouse Christian Academy and Daycare Center are encouraged to schedule an on-site tour with the Director before admission. This invaluable opportunity will provide a comprehensive understanding of our facility and allow you to meet with our dedicated teachers, instilling a sense of reassurance and confidence in your choice.

A parent or legal guardian must complete and submit an application. Once accepted, a non-refundable registration fee is required at the time of enrollment. This fee is a crucial step in securing your child's spot, emphasizing the importance and urgency of the enrollment process.

- Tuition Agreement
- Permission to Administer
- Emergency forms
- Biting policy
- Free and Reduce lunch form
- Handbook Acknowledgement
- Copy of child's birth certificate
- Health assessment
- Immunizations

At Lighthouse Christian Academy and Daycare, we prioritize the safety of all children in our care. We follow court orders or separation agreements regarding custody, visitation, and records release to comply with legal requirements. Custodial parents must provide us with a copy of the court order or separation agreement. During registration, both parents must sign the Separated/Divorced Parents Agreement. Our center is not a designated place of visitation. We must ensure a safe and harmonious environment for all children. Therefore, we reserve the right to dismiss a child if parental conflict arises without a court order. We value your cooperation in maintaining a respectful atmosphere.

Hours of Operation

Our centers operation hour are Monday through Friday 6:00 a.m. 5:30 p.m.

Arrivals & Departures

We understand that it's common for children to experience separation anxiety when their parents drop them off at daycare. That's why we emphasize the importance of the drop-off process. We kindly request that parents keep it brief and say goodbye within 5 minutes because the longer you delay your departure, the harder it becomes for your child. A smile, a cheerful goodbye kiss, and some reassuring words that you will be back soon can go a long way in making your child feel comfortable. Please ensure that your child is at the center by 9:00 a.m. Please inform the Director and teacher if your child has a doctor's appointment.

After picking up your child from the daycare, it's crucial to keep them with you at all times while on church property, including the building, playground, and parking lot. We strongly urge parents not to allow their children to run through the building. Once your child is signed out, Lighthouse Christian Academy and Daycare will no longer be responsible for their safety.

Holidays and Closings

Lighthouse Christian Academy and Daycare Center operates twelve (12) months of the year from 6:00 A.M. - 6:00 P.M. Monday - Friday, with the exception of the following dates:

Memorial Day Good Friday Independence Day Labor Day

Thanksgiving Day **and** the Friday after Christmas Eve **and** Christmas Day

New Year's Eve **and** New Year's Day June Staff Training Day (2)

Fall Prep (2) – days prior to school starting

Lighthouse Christian Academy and Daycare Center reserves the right to close on other dates. During inclement weather, the Daycare will be open unless the Governor declares a State of Emergency on the roads. Lighthouse Christian Academy and Daycare Center is not responsible for childcare arrangements made between parents and staff of Lighthouse Christian Academy and Daycare Center for childcare after Center hours.

Tuition Rates

Infants (6 weeks – 24 months)

Full Time: (5 days M-F)	\$210.00/ week
Full Time: (4 days M-Th)	\$200.00/ week
Part Time: (3 days M-W-F)	\$180.00/ week
Part Time: (2 days T/Th)	\$165.00/ week

Toddlers (25 – 36 months)

Full Time: Preschool and Daycare (5 days)	\$195/week
Full Time: Preschool and Daycare (4 days M/Th)	\$180/week
Part Time: Preschool and Daycare (3 days M/W/F)	\$160/week
Part Time: Preschool and Daycare (2 days T/Th)	\$140/week

3-Year- Old Classroom

Full Time: Preschool and Daycare (5 days)	\$190/week
Full Time: Preschool and Daycare (4 days M/Th)	\$170/week
Part Time: Preschool and Daycare (3 days M/W/F)	\$150/week
Part Time: Preschool and Daycare (2 days T/Th)	\$130/week

4-Year- Old Classroom

Full Time: Preschool and Daycare (5 days M-F)	\$180/week
Full Time: Preschool and Daycare (4 days M-Th)	\$160/week
Part Time: Preschool and Daycare (3 days M-W-F)	\$140/week
Part Time: Preschool and Daycare (2 days T-Th)	\$120/week

Preschool ONLY (8:00- 12:00) 3 and 4 year olds

Full Time Preschool (5 days M-F)	\$265/month
Part Time Preschool (3 days M/W/F)	\$245/month
Part Time Preschool (2 days T-Th)	\$225/month

After School (K-5)

_____ \$95/week	(5 days M-F)
_____ \$80/week	(4 days M-TH)
_____ \$70/week	(3 days M-W-F)
_____ \$50/week	(2 days T-TH)
_____ \$30/weekly	Morning before school only
_____ \$175/week	Holiday’s Thanksgiving, winter, Spring Break

After School-Snow Days, Early INS or Early Outs **\$30** additional per day

Please note that afterschool drop-in care will only be provided when space is available. Parents must call in advance and speak directly to the Director to confirm availability. The fee for afterschool Drop-In care is set at **\$70** and is non-negotiable.

Summer Program (K-5)

FULL TIME Daycare (5 days M-F)	\$175/week
FULL TIME Daycare (4 days M-Th)	\$165/week
PART TIME Daycare (3 days M/W/F)	\$155/week
PART TIME Daycare (2 days T/TH)	\$135/week

ABEKA Book Fees

During the Fall Term, each child between the ages of 2-4 will have a book fee to cover the cost of its preschool books. They are as listed:

Pre K 2- \$60.00

Child Art -Learning Numbers with Button Bear- Arts and Crafts with Button Bear

Pre K 3- \$90.00

Letters and Sounds - Numbers and Skills Workbook -Child Art - Preschool Bible Workbook Arts and Crafts with Amber Lamb

Pre K 4- \$116

ABC 123- ABC Writing Tablet- Writing with Phonics- Readiness Skills K4- K4 Bible Activity Book- "Little Books" 1-12 and "Animal Friends Books" 1-8

Curriculum

At Lighthouse Christian Academy and Daycare, we believe children deserve the best possible start. That's why we use the Creative Curriculum for our infants, widely regarded as the best way to help children succeed. This curriculum teaches children to be creative, confident thinkers by providing them with hands-on exploration and discovery opportunities that build critical thinking skills and foster confidence.

As a faith-based institution, we also offer the Abeka curriculum for ages 2 to 4 years. Our innovative strategies make learning fun for children. We use large, simple pictures in mathematics workbooks and interactive arts and crafts activities that combine memory integration, coordination, and other daily concepts.

The Abeka curriculum offers helpful tips to supplement the curriculum and unique memory-based learning for cognitive progress. This includes flashcards, songs, stories, and more. We are committed to providing a safe, fun, and innovative learning environment for children, so you can trust that your child will receive the best possible care and education at Lighthouse Christian Academy and Daycare.

Procure App

Our center uses Procure software management. The software allows you to sign in/out, communicate with teachers and administration, and receive daily reports of your child's day while in our care. Before downloading the app, ensure our center has your correct email address. The instructions for creating your account are as follows.

- Download the Procure childcare app from any smartphone.
- You will receive an email from Procure with a 10-digit activation code to set up your account. Parents must provide an email to receive their activation code. You must not share your activation code. The code links your app to our system.
- Enter the activation code to set up your account.
- Once you follow these steps, you can sign in/out, make payments, and communicate with your child's (ren) teacher.

Tuition Payments Policy

- Charges for the prior week are processed on Monday.
- All weekly fees are due on Friday @ 6:00 p.m. Payment can be made by credit/debit card, check, money order, or Procure app.
- A Late Payment Fee of \$25 will be charged to any account that is two (2) weeks or more past due.
- Additional Day Fee (**By Administrative Approval Only**) \$80
- There will be a charge of \$25 for all non-sufficient fund (NSF) transactions.
- **LINK-assisted parents:** Your child must attend our daycare center at least three days per week. Failure to comply will result in your child's enrollment being terminated; LINK provides specific days for your child to be in our care. If your child exceeds these days, a daily drop-in fee of \$25 will be added to your monthly statement. Please ensure all weekly fees are paid by 6:00 p.m. on Fridays. Late payment fees of \$25 will be charged to any account past due for two or more weeks.
- A Late Pick-up Fee of \$10 will be charged if a child is picked, up after 6:05 PM, and thereafter, an additional \$1 per minute. Late Fees are due the next day the child attends daycare.

Discounts Available for Private Pay

One child attending Lighthouse Christian Academy and Daycare Center will pay full Daycare Fees. The Second child in the same family will receive a 5% Fee Discount. The Third child (and additional children) in the same family will receive a 10% Fee Discount.

- Active/Retired military members will receive a 10% discount with proof of ID. (Parent/guardian)
- 10% First Responder (Police, Fire and EMS- (Parent/guardian)

Vacation Policy

Here at Lighthouse Christian Academy and Daycare Center, we value the time that families are able to spend together. Therefore, we allow each child vacation days to be used instead of payment for our full time program. Vacation days will be granted each August through July for the Infants - 4-year-old program.

- If your child attends FULL-TIME (5 Days/week), receive 10 vacation days.
- If your child attends FULL-TIME (4 Days/week), receive 8 vacation days.
- If your child attends PART-TIME (3 Days/week), receive 6 vacation days.
- If your child attends PART-TIME (2 Days/week), receive 4 vacation days.
- If your child attends our Afterschool FULL TIME (5 days/week), receive 5 vacation days.
- If your child attends our Afterschool FULL TIME (4 days/week), receive 4 vacation days
- If your child attends our Afterschool PART-TIME (3 days/week), receive 3 vacation days.
- If your child attends our Afterschool PART-TIME (2 days/week), receive 2 vacation days.

Full-time status is determined by the fee contract that is signed at the time of registration. If you wish to change your status at any time, please see the Director.

Vacation days DO NOT roll over to the following school term.

***LINK, CONNECT, DROP-INS, AND PRESCHOOL ONLY DO NOT QUALIFY FOR VACATION DAYS.**

Transition Policy

We understand that transitioning to a new classroom can be challenging for any child. That's why we have a plan to help make the process easier. We will gradually introduce your child to their new classroom individually before the move date. Rest assured, we will notify you before we begin this process. By doing this, we hope to help your child adjust to different mealtimes, outdoor playtimes, and classroom schedules that differ from what they are used to in their current classroom. This approach will help your child feel more comfortable and confident as they transition to their new classroom.

Nap Time

Naptime for one-year-olds is from 11:30 a.m. to 2:00 p.m.; for two-to-four-year-olds, it is from 12:00-2:30 p.m. We prefer pick-up or drop-off to be done before or after naptime. However, if that's not possible, please call the Daycare Office in advance so your child can be prepared, and our staff will know about your arrival.

- We kindly request parents to provide their child with clean bedding, including a crib size sheet, blanket, and pillow, (items must be in a sealed bag) to be brought in on Monday and taken home on Friday for washing.

Termination Policy

"If Lighthouse Christian Academy and Daycare decide to terminate care for your child (ren) for any reason stated in this document or otherwise, we will give the parents/legal guardian a two-week notice before the termination date. Similarly, if you decide to permanently remove your child (ren) from our center, we kindly request that you give us a two-week notice prior to the termination date."

We reserve the right to terminate for the following reasons:

- Failure to pay
- Failure to complete required forms within 1 week
- Lack of parental cooperation
- Physical or verbal abuse of any person or property
- Our inability to meet the child's needs
- Lack of compliance with handbook regulations
- Parent/Provider differences
- If a child is consistently harmful to themselves or others while in our care, and all efforts have failed, and it has further been determined that the staff acting alone without supportive services can no longer serve the child, the family will be asked to seek alternative care.
- If a Lighthouse Staff member and the child's family strongly disagree on how best to care for the child, we will ask the family to find a center that better suits the family's goals.
- If a parent or family member of an enrolled child is harmful, abusive, or harassing employees, church members, or other enrolled children, staff will notify the local Police Department and terminate the relationship with the family.
- If a child is having a continuation of biting issues and all avenues have been explored, behavioral consultation and referral to Birth to three will be the last step. If we see no improvement and can no longer serve the child, the family will be asked to seek alternative care.
- If the child has been absent for 10 days in 30 days without prior notice or prior arrangements made with the Administration, the parent will forfeit their child's spot in our care. A final bill will be sent with the total amount owed, and it is the parent's responsibility to pick up any of the child's items left at the center.

Parental Involvement

At Lighthouse Christian Academy and Daycare, we believe that parental involvement is critical to the success and development of your child. We strongly encourage all parents and guardians to actively participate in their child's daycare experiences by volunteering for parties, field trips, special programs, and activities. However, please be reminded that all volunteers must work under the direct supervision of a staff member. We take the safety and well-being of our children seriously and will not tolerate any behavior that puts them at risk. Additionally, we have an open-door policy for parents and guardians, and we hope you to take advantage of it to stay informed and engaged in your child's development.

Change in Personal Information

Please remember to inform the Office as soon as possible if there is any change to your or your child's caregiver's address or phone number at home or work. Also, please ensure that persons indicated to contact in case of emergency update their contact information through the Change Form.

Infant/Toddler Need List

It is imperative that you provide the following items on your child's first day at the Lighthouse Christian Academy and Daycare Center:

- Diapers/Pull Ups, wipes, and diaper creams
- Bottles (for children between 6 weeks and 12 months)
- Pacifiers (2-3, if your child still uses them)
- Formula and baby food
- Crib sheet and light blanket (must be in a sealed bag)
- Extra clothes
- Shoes

Please keep each item labeled with your child's name to avoid mix-ups. We appreciate your cooperation in ensuring your child has all the necessary items for a successful day at our Daycare.

Need List ages 3 year old, 4 year olds and Afterschool

As your child embarks on their educational journey at the Lighthouse Christian Academy and Daycare, it is imperative that you provide the following items on their first day:

- Weather-appropriate change of clothes, including a shirt, shorts/pants, underwear/panties, and socks
- Flushable wipes
- A reusable water bottle
- Sunscreen and bug spray for outdoor play
- Nap essentials, including a fitted sheet, blanket, and pillow
- Any additional classroom items requested by the teacher

Please keep each item labeled with your child's name to avoid mix-ups. We appreciate your cooperation in ensuring your child has all the necessary items for a successful day at our Academy.

Separated or Divorced Parents

The Center will comply with court orders or separation agreements regarding child custody, visitation procedures, and records release. The custodial parent must provide us with a copy of the court order or separation agreement that outlines the applicable procedures, restrictions, custodial arrangements, and signatures. In the absence of a written order or agreement, either parent has the

right to see or release the child. Both parents must sign the Separated/Divorced Parents Agreement during registration.

Please note that we do not prefer the Center to be the designated place of visitation unless ordered by a judge. We strive for our Center to be a peaceful haven free from family conflicts and drama, and we urge you to consider this seriously.

We reserve the right to dismiss a child from our Center if the parents continue to cause conflicts about the child's care without a court order.

Personal Property

All children attending the program are responsible for their belongings. We have a strict policy against children bringing personal toys from home, and we will not be held responsible for any lost, stolen or broken items.

Please be advised that we keep all lost items in a barrel located in the lunchroom for 30 days. If not claimed within this period, those items will be donated.

To maintain a peaceful and focused environment, we do not permit cell phones, radios, CD players, digital cameras, MP3 players, iPods, and hand-held electronic games in the Center. Please note that we will not be responsible for any items brought and lost, stolen, or broken.

We take these rules seriously to ensure the safety of all children attending the program. Please comply with our policies, and thank you for your cooperation.

Dress Code

At Lighthouse Christian Academy and Daycare Center, we expect children to dress modestly and neatly according to the principles of young Christian men and women. We encourage practical clothing and allow casual dress, but we don't permit torn, loose-fitting, or sloppy clothing.

Weather permitting, children attending Lighthouse will have the opportunity to play outdoors. For this reason, we request that students dress appropriately for outdoor activities on all days that the temperature is expected to be 40 degrees or above. Additionally, children must bring or wear tennis shoes/sandals with a back strap (NO FLIP FLOPS) on a daily basis. If girls wear skirts or dresses, they must have shorts, tights, or leggings underneath them.

Sickness Policy

At Lighthouse Christian Academy and Daycare, we prioritize the safety and well-being of the children in our care. We highly value your role as parents in this process and trust that you will carefully monitor your child's health and be aware of any symptoms that could indicate a communicable illness. Your partnership with us in this endeavor is invaluable.

If your child exhibits any of the following symptoms: green or yellowish nasal discharge accompanied by a fever of 100 or higher, vomiting (3 or more times), diarrhea (3 or more times), undiagnosed skin rash (accompanied by behavior change, joint pain, open sores, blood, red or

purple spots), mouth sores with drooling, or infestation (head lice, scabies, fleas), we will immediately contact you and require that you take them home and see a doctor. If your child shows any of the following symptoms, including diarrhea, vomiting, mouth sores, undiagnosed rash (accompanied by behavior change, joint pain, open sores, blood, red or purple spots), mouth sores with drooling, head lice, scabies, or fleas, we reserve the right to send them home. This is crucial to ensure the safety and well-being of all children in our care. Children who are sent home will not be allowed to attend the center until they have been symptom-free without medication for 48 hours.

If your child has any of the listed symptoms/illnesses that prevent them from participating in class, we insist that you keep them home until they have seen a doctor. If your child exhibits any of the symptoms mentioned earlier the night before, we strongly urge that you keep them at home.

Injury

In case of any injury to a child, we will promptly notify their parents on the same day of the occurrence via an accident/incident report form. If first aid has to be administered, the parents must sign the report and return it to the teacher to be placed in the child's file. If the parent is unable to pick up the child, we will report to the person who is picking up the child on behalf of the parent. In case of severe injuries, parents will be notified immediately via phone and the incident will be reported to the Secretary for the Department of Health and Human Resources or their designee.

Medications

The medication log must be filled out daily for your child to receive any medication. All medications must remain in original containers, and the appropriate measuring devices must be supplied. Only staff certified in Medication Administration are authorized to administer medication to a student with (1) written consent from the parent/legal guardian and (2) a prescription or written order from a physician or other licensed health care provider. This also includes over-the-counter medications such as cough syrup or Benadryl cream. Lighthouse does not administer insulin due to the unavailability of licensed personnel (i.e., no health care provider). If a child has a chronic health condition that requires specific attention or has the potential to become a medical emergency, a medical plan of care will be needed from a physician. It must be noted that medication for teething pain containing benzocaine should not be used without guidance from the child's healthcare provider.

Diaper Changing & Toilet Training Policies

The staff understands that toilet training is an individual skill that occurs over a period ranging from a few weeks to several months. If a child enters our program in diapers or pull-ups, we will change the child on a regular and as-needed schedule. The parents must provide adequate diapers or pull-ups and wipes for each child. The teachers will notify parents when a child is low on diaper supplies. If the child is out of diapers or wipes, the teachers have notified the parent/guardian, and the parent/guardian has not provided the diaper or wipes. The teacher will

fill out a form the parents will sign at pick up. Their account will then be charged \$1.00 per diaper and \$2.00 for a wipes container.

We will also encourage the child to use the toilet. We encourage the children to use proper toilet practices, including going to the bathroom, flushing, wiping correctly, and washing hands. During this learning process, we anticipate that accidents will occur, but we will **NEVER** punish or reprimand, even if the parents request it. Due to these accidents, we ask that parents keep a change of clothes in a zip-lock bag and three pairs of underpants/ panties in the child's backpack. The staff will work with the family to establish a consistent routine between home and school. **No Diapers or pull-ups** (nap time only) are permitted in the Pre K 3 or Pre K 4 classes unless a medical issue is discussed with the Administration. Pull-ups may be worn at naptime only in Preschool Classes.

Liability Insurance coverage

Insurance company: Brotherhood Mutual

Named Insured: Lighthouse Baptist Church/Lighthouse Christian Academy and Daycare Center

Severe Weather Policy

Lighthouse Christian Academy and Daycare reserves the right to delay or cancel the center due to inclement weather, such as hazardous roads, lack of electricity or water, or flooding. If Putnam County has a two-hour delay, there will be no preschool classes that morning. However, afterschool programs will be open when Putnam/Cabell County Schools are closed, but special fees will apply. In case of a two-hour delay, buses will run to the local Putnam, and breakfast will be served to those students before they are put on the bus. Cabell County children will be transported via church van. Parents will be notified of any changes through the Procure App and a post will be created on our Facebook page. (*Emergency plan on pg. 19*)

Emergency Pick-up Policy

NOTE: A child will not be dismissed to anyone not on their list unless a note is provided by the parent or a phone call is received. If this happens in excess, that privilege will be withdrawn.

Keyless door entry:

Lighthouse Daycare Center is devoted to creating a safe and secure environment for our children. As part of our commitment to safety, we have implemented an exclusive keyless door entry system at the east front door of the building. This system offers limited access to the building, providing several benefits, including:

1. Protection of children and staff.
2. Access for parents to their children.

3. Prevention of unannounced visitors from entering the building.

Each parent and staff member will be given a unique and confidential access code for the keyless door entry system. This code should be kept personal and not be shared with others. The Administration will monitor the keypad. For guests who do not have a code, a door button will be available. When a parent or employee's association with the Daycare ends, their access code will be removed by the Administration by the end of the business day.

Security Cameras

Lighthouse Christian Academy and Daycare is equipped with cameras that are installed inside the classrooms and throughout the facility grounds. These cameras continuously record video footage to ensure the safety and security of the children. However, please note that the footage cannot be shared with parents, legal guardians, or any external entities without a court order. This policy is in place to protect the privacy of the children under our care.

Harassment Policy

At Lighthouse Christian Academy and Daycare Center, have a strict policy of zero tolerance towards any form of harassment. We strongly urge you to report any incidents of harassment to the Director immediately. We take such incidents extremely seriously and will not hesitate to take appropriate action against the offenders.

Grievance Policy

This policy applies to all parents, regardless of any other policies in place.

- If a parent has an issue with a teacher, they should first approach the teacher to resolve it. If the parent is unable to resolve the issue directly with the teacher, and wishes to file a formal complaint, they should do so in writing to the Director. The complaint should clearly state the issue(s) being grieved and the desired resolution sought.
- Upon receipt of the complaint, the Director will respond verbally and in writing within ten (10) days. The Director may approve the complaint in full or in part, or deny it altogether.
- If the parent disagrees with the Director's determination, they may request a review by the Pastor and School Board within five (5) working days. The request should clearly state the reasons why the parent feels the Director's determination is incorrect.
- The Director will review the entire record and render a final decision within twenty (20) working days. The final decision will be provided to the parent, and a copy will be given to the School Board. The decision of the Administrator is final.
- If the grievance is against the Director, the Pastor and School Board will review the determination.

Food Program Policy

Our Center highly values the role nutrition plays in children's growth and development. Therefore, to the best of our ability, we plan and prepare a well-balanced nutritional food program for the children who receive our services. Our food program includes breakfast, hot lunch, and afternoon snacks. The menus are planned, rotated, and regularly evaluated and monitored by the West Virginia Department of Education (<http://www.wvaces.com>). **No outside** food is allowed except for classroom parties and events.

In addition to our compliance with the nutritional requirements established by the Child Nutrition Program, our facility also meets all state and local Health Department Standards. If your child has specific food allergies, a physician must fill out a Regulatory Special Dietary Form. The Center shall make food substitutions for participants with a disability that restricts their diet, provided proper medical documentation exists. The Special Dietary Needs forms are available in the Business Office and must be filled out by the child's primary physician. At the Center's discretion, substitutions may be made in foods for non-disabled participants who cannot consume regular meals because of medical or other special dietary needs.

Bottle usage beyond age 12 months: Children with medical conditions requiring extended bottle use must have a physician's statement in their file.

Per Federal law and US Department of Agriculture (USDA) policy, this Institution is prohibited from discriminating based on race, color, national origin, gender, age, disability, or retaliation. If you require information about this program, activity, or facility in a language other than English, contact the USDA agency responsible for the program or activity or any USDA office. If you require this information in an alternative format (Braille, large print, audiotape, contact the USDA's Target Center at (202) 720-2600 (Voice or TDD).

To file a complaint alleging discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC, 20250-9410, or call toll-free (866) 632-9992 (Voice). TDD users can contact the USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

Discipline/Behavior

At Lighthouse Christian Academy and Daycare Center, we are committed to providing a comprehensive developmental program for your children. In the rare event of a disciplinary issue, we carefully consider the child's age, stage of development, and level of understanding. Our teachers instruct the children on how to obey new rules. We understand that young children may have limited memory and may not remember the new rule. Children are never punished for a lapse in potty training or an accident like spilling drinks or food. We ask that you understand that children may not agree on some things and may throw toys, hit, scratch, or pinch; this is considered normal behavior. However, this behavior is unacceptable, and when it occurs, our approach to discipline is rooted in positivity and understanding. We implement reinforcement, redirection, and tentative listening.

If a child engages in disruptive behavior or something serious that threatens the child's safety or the safety of others, our teachers will try to resolve the problem. However, if the problem cannot be resolved within a reasonable amount of time, arrangements may be made for the child to receive other care. The guidance of the children is the responsibility of all staff members. Such discipline shall comply with the licensing requirements set down by the West Virginia Department of Health and Human Resources. This includes the following statement: Staff shall not use or threaten to use spanking or other physical or psychological punishment. Staff shall not use or threaten to use punishment that humiliates or damages children. Behavior such as hitting, pinching, shaking, threatening to hurt physically, or verbally demeaning others is unacceptable for staff, parents, and children while at Lighthouse Christian Academy and Daycare.

We use incident reports, accident reports, disciplinary notifications, and My Day reports to inform parents about their child's day. The primary method of offering alternative activities to a child with behavioral difficulty is to direct the child's attention away from the problem and toward something "new." Our teachers encourage the child to control their behavior, cooperate with others, and solve problems by talking things out. For children over three, the method of consequences in discipline is a "time out" chair. The child whose behavior becomes persistent and unacceptable will be placed on the chair for a short period (one (1) minute per year of age) and will be permitted to enter into further social activity when they have gained an acceptable understanding of the misbehavior and give some evidence of willingness to cooperate by conforming to the guidelines of behavior.

If a child cannot establish proper behavior by following the above procedures, a behavior contract will be instituted. If this contract is broken, dismissal from the program is possible. In any case, we desire the parent/guardian and Lighthouse Christian Academy and Daycare to work together to discipline your child in a way that will benefit all of us, especially the child. Lighthouse Christian Academy and Daycare have the right to dismiss a child from the program if they cause repeated emotional or physical harm to other students or staff.

Lighthouse Christian Academy and Daycare prohibits corporal punishment on its premises and during off-site activities by staff and parents. Lighthouse Christian Academy and Daycare employees are mandated reporters of any suspected child abuse and neglect.

Biting

Biting is a common behavior in childcare programs that can cause upset feelings. Therefore, it's necessary for providers and parents to address this behavior when it occurs. Children may bite for various reasons, so it's important to observe a child who has shown the desire to bite and determine any "triggers".

In the event that a child bites (or intends to bite) another child, staff will intervene quickly but calmly. They will briefly talk to the offending child about how biting is unacceptable, and if the child has limited language, they will be told "no bite" or "biting hurts". The staff will then point out how the biter's behavior affected the other child by saying things like "You hurt him, and he is crying." The bitten child will be encouraged to tell the biter how they feel and will be comforted. If the skin is broken, staff will wash the wound with mild soap and water, apply a bandage, and then an ice pack to prevent swelling. The biter will be encouraged to help the other child get the ice pack.

Teaching staff will closely monitor any child who bites. The parents of the bitten child and the child who bit will be notified. Staff will report what happened without naming or labeling the child who bit. A plan of action will be made with the parents of the child who bit on how to prevent and handle future biting. If biting continues, a meeting with the parents of the child who is biting will be made to plan a more concentrated plan of action, including a referral to WV Birth to Three Services.

When a child bites, they are removed from the area, activity, or classroom. If the child continues to bite and does not respond to the consequences, the parents will be advised that their child may need to be in an environment with fewer children.

Parent Meeting

Lighthouse Christian Academy and Daycare conducts parent-teacher conferences at regular intervals. Parents can request a meeting with their child's teacher and the Director to discuss their child's progress and any issues they might have. Similarly, the child's teacher may also ask for a conference meeting with the parents to discuss the child's progress or concerns.

Child Assessments

At Lighthouse Christian Academy and Daycare, we conduct routine assessments of all the children enrolled in our program. These assessments are aimed at gaining better insights into your child's strengths and weaknesses, identifying areas that require further attention, and determining if your child needs any additional support beyond our program, such as Birth Three. Our teachers are committed to nurturing your child's growth and development, and these assessments will help us tailor our approach to meet their unique needs.

Field Trips/Special Activities

During the Fall/Summer, we may schedule special activities and field trips for our students. Transportation to these events will be provided either by the Center using a Putnam County School bus or by parents transporting their child. Before each trip, we will send home a permission slip along with a letter that describes the date and time of the trip, the destination, and the activities planned. It is the responsibility of parents to sign and return the permission slip to the school. Please note that if a child does not have a signed permission slip, they will not be able to participate in the field trip and will remain at the Center. We will not call parents for verbal permission.

Student Behavior (Field Trips and Events)

Please find below the safety and conduct policies that every participant must follow during **field trips** and **special events**. Participants should adhere to the following guidelines:

Demonstrate safety by:

1. Staying with the adult chaperones
2. Always being with a buddy
3. Never talking to strangers or going anywhere with them
4. Staying with the group
5. Wearing a seat belt

Demonstrate quiet and orderly behavior by:

1. Politely listening to guides and instructors
2. Not running in buildings
3. Speaking quietly when indoors

Demonstrate Christian character by:

1. Always addressing people politely and at the proper time
2. Waiting patiently without complaining
3. Following all rules of the place being visited
4. Consistently using the very best of manners

Please note that this list is not exhaustive. The Administration reserves the right to decide on acceptable or unacceptable behavior

Holiday Parties

Parties are at the discretion of the Director. Food for treats must be purchased from a food supplier that meets all Health Department requirements. *No homemade food products are allowed.*

Lighthouse does not celebrate Halloween. However, children can wear costumes for a "harvest party," provided they are not dressed up as ghosts, scary monsters, witches, serial killers, or anything else that falls under these categories. Teachers are available to answer any questions regarding costumes.

Private Parties

The staff of Lighthouse Christian Academy and Daycare will only distribute invitations to a private party when every child in the class is included. If you are planning a small exclusive party and are only inviting a few children from the class, please refrain from asking the staff to hand out invitations. We kindly request that you find another way to contact the children's parents. It is not allowed for our staff to give out students' phone numbers and addresses.

Child Abuse/Neglect

The Lighthouse Christian Academy and Daycare Center is required by law to report **all** suspected cases of child abuse or neglect. The Daycare Director will fill out an abuse/neglect form describing the circumstances leading to the suspicion of abuse/neglect. This form will be submitted to Child Protective Services. All Lighthouse Staff are mandatory reporters.

The causes for reporting suspected child abuse and/ or neglect include but not limited to:

- Unusual bruising, marks, or cuts on the child’s body
- Several verbal reprimands
- Improper clothing related to size, cleanliness, season
- Transporting a child without appropriate child restraints (car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of drugs or alcohol
- Failure to provide appropriate meals to the child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Children who exhibit behavior consistent with an abusive situation
- Children exposed to a serious or endangering situation

Firearm Prohibition

It's crucial to note that, as mandated by law, all firearms are strictly prohibited on school property unless carried by a regulatory or law enforcement professional in the line of duty. Additionally, the Center maintains a zero-tolerance policy towards projectile weapons, which includes pellet or BB guns, darts, cap pistols, bows and arrows, slingshots, and paintball guns. It's important to remember that no mechanical toys, swords, guns, toy weapons, or other war-type toys are allowed on school premises at any time. If a child brings such toys from home, they will be promptly stored away until the parent or guardian can remove them. This is a strict policy that we enforce to ensure the safety and well-being of all our students.

If a child possesses, exposes, or brandishes a weapon on church property, they will be expelled immediately. A weapon is defined as anything that could cause serious bodily harm, injury, or death and is determined at the discretion of the Director. The plan of action regarding a child and weapons is to:

- Secure the weapon
- Notify 911 or state/ local police
- Notify Licensing of a severe occurrence
- Initiate state procedures for expulsion by contacting the Lighthouse Board of Trustees
- The child is not allowed to be on the premises unless accompanied by the parent and the Director

The safety of children and staff is always the core of the Lighthouse Program.

Changes in Policy

Lighthouse Christian Academy Preschool & Daycare Center may change any policy at any time in the best interest of the Center at the discretion of the Pastor, School Board, or Director.

Emergency Plan – Non-Medical

1. Procedure to be followed:

Fire Drills

Fire drills are conducted twice a month to ensure the safety of everyone in the building. In the event of an alarm, it's the staff's responsibility to make sure that all children are safely evacuated.

The staff will take the Roll Call sheet to keep track of everyone. Additionally, all rooms will have fire exit instructions posted to ensure a quick and safe evacuation.

Fire/Bomb Threat/Evacuation

In an emergency, all students and teachers will evacuate the building and proceed to their designated locations, waiting until authorities give the all-clear to re-enter the building. If the authorities determine that the premises must be vacated, students and teachers will walk to the Risen King Church next door. If it is necessary for children and staff to move further away from the premises, they will board a Putnam County bus, Church Van, or teachers' vehicle to the Forrest Burdett Memorial United Methodist Church located on Main Street. Parents will be notified once all children safely arrive at the designated location. Parents will be notified once all children are there.

Storm

During a severe storm, children and staff will move into the Fellowship Hall/Lunch Room, which has no windows. Therefore, please keep children away from windows.

Flood

All Children will be moved upstairs to the Sanctuary. Parents will be notified of new location

Chemical Spill/Shelter in Place

"In the event of a shelter-in-place, all students and staff will proceed to the Fellowship Hall/Lunch Room. Once everyone is seated, the teachers will perform their assigned duties. These duties include shutting all windows and doors, taping windows and doors, and ensuring that all children are present. Students and staff will remain in this location until it is safe to leave."

Power Failure

The Director will call the Power Company to assess the outage. If power is not restored after one hour, the staff will contact parents to pick up their child.

Kidnapping/ Lock Down

Lighthouse Christian Academy and Daycare will immediately go into lockdown in case of a missing child. The staff will thoroughly search the premises to locate the missing child. If the child is not found, the authorities will be contacted.

1. First aid kits are available in the Office and lunchroom. The AED can be found on the back wall of the lunchroom.
2. Emergency information regarding your child will be kept in the Office and your child's classroom. If your child has special needs, they will remain with their designated teacher, trained to cater to them. The teacher will also bring any necessary equipment, supplies, and medicines that may be required outside the Center.

3. Safe locations are determined based on the type of emergency. Please refer to the specific emergency plans for details on fire, bomb threats, storms, power failures, chemical spills, and kidnappings.
4. Records of all emergency drills will be kept on file in the Office of the Director.
5. All staff will undergo emergency management training during orientation and regular staff training.
6. During an emergency, designated staff members will ensure that all children are accounted for and in safe areas.

Emergency Plan - Medical

1. Procedures:
 - A. Attend to the injured child with first aid or follow appropriate emergency procedures.
 - B. Determine if further medical attention is needed (physician or dentist). If so, call the appropriate people.
 - C. Notify parents of the incident.
 - D. Complete incident report.
2. First aid kits are located in the Office, lunchroom, and each classroom.
3. Children's Emergency information will be kept in the Office and your child's classroom.
4. CAMC Teays Valley Hospital is the designated location for emergency medical attention.
5. CAMC Teays Valley Hospital will be available for consultation (1400 Hospital Drive, Hurricane, WV.) Phone: 304-757-4700.
6. Means of Transportation:
 - A. Ambulance 304-586-0246
 - B. 304-562-3900 (Director)
7. Emergency Numbers:
8. Putnam County Fire Service — 304-586-0247

Classroom Ratios

Infants 6 weeks – 12 Month	1:4
One year olds 12 months – 23 months	1:4
Two year olds 24 months -35 months	1:8
Three year olds	1:10
Four year olds	1:12
Afterschool age	1:16

**** Varies Depending on Age and Week of School Year****

6:00-8:30	Arrival time/Breakfast	Clean up/Handwashing/Eating
8:30-8:40	Routines	Pledge, Calendar, Weather
8:40-9:00	Skill Development	Manipulatives, Free art, Block, Lacing card, Music
9:00-9:20	Bible	Bible Lesson
9:20-9:40	Center	Inside free play
9:40-10:05	Phonics	Learn and recognize letter and sounds, Blend words
10:05-10:15	Restroom	Restroom
10:15-10:45	Craft	Craft
10:15-10:30	Handwriting	Letter formation
10:30-11:00	Recess	Free play, (Inside/Outside)
11:00-11:05	Handwashing/Restroom	Washing hands
11:05-11:15	Numbers	Learn numbers, counting and number formation
11:15-11:25	Reading Circle	Introduction on the importance of reading
11:25-11:30	Phonics/Number review	Phonics/Number review
11:30-12:00	Handwashing/ Lunch	Lunch
12:00-12:15	Clean up/ Restroom	Clean up/ Restroom
12:15-2:00	Rest Time	Rest Time
2:00-2:20	Wake up/clean up	Put Nap items away
2:20-3:00	Snack time	Eating
3:00-6:00	Gross Motor	Outdoor/Free Play(Combined classes)



Church Information

Lighthouse Baptist Church

2440 US Rt. 60

Hurricane, WV 25526

(304) 562-3900 Fax (304) 562-3990

Join us at Lighthouse Baptist Church for an uplifting worship experience. If you are not currently attending a church, we invite you to visit us and become a part of our family. At our church, we are dedicated to worshipping and serving God, showing love and support for each other, and spreading the message of Christ to our community and beyond. Come and see what we are all about - we would love to have you with us!

Kevin Prevett

Senior Pastor

Fred McPherson

Lighthouse Christian Academy and Daycare Administrator

Our Weekly Services

Sunday

Worship Service 10:30 AM

Children's Church 10:30 AM

Wednesday

Prayer and Praise Service 7:00 PM

AWANA (during school year) 6:45-8:15 PM

Youth Group 7:00 PM

Monday

Women/ Men's Bible Study Groups 7:00 PM (rotates every other Monday)



Lighthouse Ministries

Lighthouse Christian Academy and Daycare Center

Jenie Adkins- Director

Youth Leader/ Pre- Teen

Pastor and Deacons

Children's Church

Lisa Prevett

Praise Team

Fred McPherson

Director

Awanas

Linda Williams-

Clothing Closet

Danyail Maynard

Food Pantry

Danyail Maynard

Operation Christmas Child

Virgie Via

Good News Club

Pastor Kevin/Lisa Prevett

“Do not look down upon a single one of these children, for I tell you that in Heaven their angels have constant access to My Father.”

Matthew 18:10

