



Parent Handbook

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LifeKids Weekday Ministry

“Children are a gift of the Lord.” Psalm 127:3

Welcome to Life Kids Weekday Ministry. We offer a Mother’s Day Out and all day Preschool Program and an after-school Care Program for school-aged children. Both programs are licensed by the Mississippi State Department of Health. It is our purpose to help children see themselves as a special creation of God and to help strengthen their physical and mental abilities giving them the self-confidence to become healthy, emotionally-stable, socially adjusted, reasoning individuals in their world. We provide inviting classroom facilities and playgrounds designed to provide a safe, healthy, inclusive, and fun environment. We place an emphasis on social and spiritual growth through meaningful play-based learning opportunities.

Life Kids Preschool Program:

Ages: Our program begins with Infants (must be 6 weeks old after first shots)– Four Year Old children.

Hours of Operation (see Holiday Schedule for Days Closed):

7:00 am - 6:00 pm Monday - Friday with Five Day a week rates

We know that parents have busy schedules and we do our best to accommodate your needs, one way we do that is by offering daily early morning drop off. Whether you need it for a day here or there or all the time, we have drop off as early as 7:00 am all the way up to the time regular class starts at 9:00 am.

Pick up and Release Policy:

It is Lifekids policy to ensure the safety of each child we care for every day. A child can only be released to someone whom the custodial parent has authorized on the child’s registration form. Each parent is allowed to pick up their child, provided there is not a notarized court order signed by a judge preventing a particular parent from picking up their child. However, if the non-custodial parent is picking up their child for the first time, the child’s legal custodial parent must notify the Lifekids director. A picture ID will be required of the parent who has not picked up before, or if the person working the desk has not previously met

that parent. The non-custodial parent is not allowed to add anyone to the authorized pick up and release list.

Arrival, Departure, and Absences: Upon arrival, please turn off your car and come inside. Every parent must sign your child in and walk them to their classroom. Please make sure that their teacher is aware of their arrival. Only authorized adults are allowed to accompany a child in and out of LifeKids. Please do not ask a minor to drop off or pick up your child. Please sign your child out at the end of each day and check their classroom cubby for notes. Also, please call us if your child will be absent for any reason. We miss you when you are gone!

Late Pick-up Fees: There is a \$1 late pick-up fee per child for every minute during the first five minutes you are late in picking up, and a \$5 fee per minute every minute after that. The LifeKids Weekday Ministry clock is the official time clock in calculating the amount of late pick-up fee. This fee is paid in cash directly to the person who is caring for your child after hours.

Drop-ins: Drop-ins are welcome on a space available basis. Please call us to confirm space availability. Drop-in fee of \$25 per day per child, cash only, is due upon arrival, along with your child's current Certificate of Immunization Compliance Form 121 and a Drop-in Enrollment Form.

Goals and Curriculum: Throughout the day the children are encouraged to create, move, build, negotiate, explore, relax, and respond. Children will hear that God loves them and simple Bible truths will be presented. We strive to provide a safe, clean, and Christian atmosphere for our families.

Our curriculum is our own framework for learning, integrated with many fun age-appropriate play and learn activities each day. These include learning centers, seasonal themes and units that include letter recognition and writing, numbers and math activities, fine motor and large motor skills, and language development. Typical daily activities include art, music, games, story-telling and role playing.

Automatic drafts that are returned for insufficient funds will be charged a \$45 NSF fee and a \$10 bank fee, and will need to be paid by money order for tuition and fees in order for child care services to be continued.

Staff: Our staff members are loving, trained professionals who have all passed FBI fingerprint screenings, Child Abuse Registry checks, Immunization Compliance, and are required by law to obtain 15 hours of continued education child care training each year.

Meals: Children are served a nutritious breakfast, lunch and afternoon snack. Infant rooms will have refrigeration available for bottles. If your child eats baby food, please send spoons, bibs and food your child enjoys. Please send plastic bottles with your child's name written on them. We are not allowed to prepare bottles so please make sure to prepare bottles at home.

Label, Label, Label: Every single item must be labeled with your child's name. Label bottles, pacifiers, change of clothes, jacket, diaper bags, diapers anything that we might get out of your child's bag to help ensure it goes back where it belongs. We cannot be responsible for lost items.

Clothing: We are going to play, play, play! Please dress your child in rubber sole shoes, comfortable for climbing and running. Washable play clothes are recommended for school days. We will be getting dirty! We do crafts with paint and glitter. Please place a complete change of clothing (labeled with your child's name) in their bag every day. Always send a jacket or sweater in cool weather, as we will be going outside, weather permitting.

Wellness Policy and Medicine: It is very important to us to keep our children as healthy and happy as possible. We do enforce a strict wellness policy and ask parents to keep their child home if they have any of the following symptoms: fever, vomiting, diarrhea, or excessive discharge from their nose or eyes. Children may return to Lifekids when all symptoms have subsided without medication for at least 24 hours or when doctors approve return. When in doubt, please apply the "Golden Rule". It is our policy that no medications will be administered by the Life Kids staff. Please do not send medications to our center.

Calendar: Our Lifekids Weekday Ministry Mother's Day Out and Preschool Calendar will follow the same holidays as the Madison County School calendar. Weather Closings will also follow the Madison County Schools. However, if they have Late Arrival days during inclement weather, Lifekids will be closed for the

day and will not make up for days missed. The safety of our children is our priority.

Discipline: Lifekids Weekday Ministry is a center where children will feel safe and loved by their teachers. If a child needs correction, we will correct them in love and redirect their attention. Time out will be used if needed as a cooling-off period to help a child ages three or older regain self-control. Children at LifeKids will never be humiliated, nor exposed to harsh tones or any type of physical punishment. The parent of the child may be called to the center if the child needs further discipline.

Remind App: We will use Remind app to alert parents of closures and other school related notices. Parents must sign up at enrollment.

Insurance: Lifekids Weekday Ministry does not carry liability insurance. It is the responsibility of the parent to maintain a health and accident policy for each of their children.

Withdrawal Notice: If you choose to withdraw your child from the program, a one-month written notification is required. If your child drops from the program mid-month, no refund will be given for the remaining days.

Lifekids Afterschool Care Program:

Our desire is to offer high quality Afterschool care focusing on developing positive self-esteem, as well as enhancing academic growth and independence. Our program provides a safe, fun, and Christ-filled atmosphere with younger and older children placed in separate groups. Our afternoons are filled with healthy snacks, homework help, supervised free play on playgrounds, and group fun games.

Ages: Kindergarten – 6th grade

Hours of Operation (August – May)

After School - 6:00 pm, Monday - Friday

Transportation: Transportation is provided for children enrolled in Kindergarten – Fifth Grade from Ann E. Smith Elementary, Highland Elementary, Mannsdale and Madison Avenue Elementary. Children are welcome to attend from other schools if the parent can arrange transportation to Lifekids. Other schools can be added to our waiting list and we will consider providing transportation from that school when 5 children are available to register. All children will be properly restrained when transported, following the Mississippi Car Seat Safety Laws. All drivers will be properly licensed and trained. All vehicles will have current insurance, safety inspection stickers, and licenses.

Absences and Departure: Please call Life Kids by 12:00 noon if your child will be absent, is not at school, or will not need transportation to Life Kids for any reason. We have strict policies that our van drivers must follow regarding not leaving the school until each child is accounted for, so it is very important that parents notify Lifekids of absences. Only authorized adults are allowed to accompany a child in and out of LifeKids. Please do not ask a minor to drop off or pick up your child. Please sign your child out at the end of each day and check their classroom cubby or hooks for belongings.

Late Pick-up Fees: We close at 6:00 pm sharp. After 6:00 pm there is a late pick-up charge of \$5 for the first five minutes (6:05) per child. Every minute after, is \$5 a minute. The LifeKids Weekday Ministry clock is the official time clock in

calculating the amount of late pick-up fee. This fee is paid in cash or by credit card directly to the person who is caring for your child after-hours.

Drop-ins: Drop-ins are welcome on a space available basis. Please call us to confirm space availability. Drop-in fee of \$35 per day per child is due before pick-up, along with a current Enrollment Form.

Goals: Throughout the afternoon the children are encouraged to create, move, build, negotiate, explore, relax, and respond. Our school-agers will hear that God loves them and simple Bible truths will be presented. We strive to provide a safe, clean, and Christian atmosphere for our families.

After-school Care (2019-2020)

\$100 Registration Fee (due at sign up)

\$40 Supply and Snack Fee (due January and August)

\$50 Summer Supply Fee

Monthly Tuition

Three Days Five Days Drop/in

School-age children	Months without Holidays	\$245	\$295
\$25			

Credit is not given for absences or school holidays. Tuition covers salaries, supplies and snacks, church building use, special activities, administration and maintenance costs. Method of payment will be Automatic Draft Payments on the 1st, 15th, bimonthly or weekly of every month, August - May.

Staff: Our staff members are fun, loving, trained professionals who have all passed CPR and First Aid trainings, FBI fingerprint screenings, Child Abuse Registry checks, Immunization Compliance, and are required by law to obtain 15 hours of additional child care training each year.

Daily Schedule:

2:30 – 3:00	Hand washing, Snack Time, Free Chat
3:00 – 3:15	Restroom, Hand washing
3:15 – 4:00	Homework Rooms (older children), Outside Play (younger children)
4:00 – 4:45	Outside Play (older children), Homework rooms (younger children)
4:45 - 5:15	Organized group activities
5:15 – 6:00	Free Play

Snacks: Children are served a nutritious afternoon snack at LifeKids.

Label, Label, Label: Every single item must be labeled with your child’s name. Label jackets, sweaters, notebooks, change of clothes, backpacks, anything to help ensure items go back where they belong. We cannot be responsible for lost items.

Wellness and Medicines Policy: It is very important to us to keep our children as healthy and happy as possible. We do enforce a strict wellness policy and ask parents to keep their child home if they have any of the following symptoms: fever, vomiting, diarrhea, or excessive discharge from their nose or eyes. Children may return to Life Kids when all symptoms have subsided without medication for at least 24 hours or when doctors approve return. When in doubt, please apply the “Golden Rule”. It is our policy that no medications will be administered by the Life Kids staff. Please do not send medications to our center.

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Calendar: Our Life Kids Weekday Ministry Afterschool Care Calendar will follow the Madison County School calendar. Our Holidays and Inclement Weather Closings will also follow the Madison County Schools. However, if they have Late Arrival days during inclement weather, Life Kid's will be closed for the day and will not make up for days missed. The safety of our children is our priority.

2019-2020 Life Kids Weekday Ministry Afterschool Calendar:

August 7	First Day of School
September 2	Labor Day – Closed
November 25-27	Thanksgiving Camp
November 28-29	Thanksgiving Holiday – Closed
December 23, 24, 25	Christmas Holiday – Closed
January 1	New Years - Closed
January 2	Life Kids Afterschool Program resumes
January 22	MLK Day – Closed
March 9 - 13	Spring Break Camp
April 10 and 13	Easter Holidays – Closed
May 21 Last Day of Pick up	Last Day of School
May 25	Summer Camp Begins

Holiday Camps

Weeks of Full Day Holidays

\$125 week

\$35 daily

November 25-27

Thanksgiving Camp

December 27, January 2 and 3

Christmas Camp

March 9-13

Spring Break

Summer Camp

\$ 75 Summer Registration Fee and \$150 Activity Fee (Includes all field trips and weekly swimming)

\$105 Weekly Fee (due on Monday of each week) 10% discount for multiple siblings

May 25th - August 9; 7:00 am - 6:00 pm