



“Excellence in Life”

Student/Parent Handbook 2015 - 2016

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ORGANIZATION AND ADMINISTRATION

The administration, faculty, and staff would like to welcome each of you to Living Water Christian Pre-School. It is our wish that your child's school year prove to be enjoyable and profitable. We at LWCPs consider it a privilege to participate in the education of your child. We desire that you as parents also consider it a privilege to be a part of a school that is dedicated to seeing each of the students reach his/her potential in Christ. We hope and pray that you will feel that you are part of the LWCPs family. May the following pages serve as an introduction to LWCPs and as a guide to the standards of the school, which will help to equip students as they begin their life.

LWCPs reserves the right to clarify, add to, and interpret the rules and procedures set forth in this handbook.

MISSION STATEMENT

The faculty and staff at LWCPs as well as the trustees of Church of Living Waters recognize the vital need for a Christian school in the Richmond-Rosenberg area. Such a school is needed to provide an environment in which children and youth can freely choose to accept Jesus Christ as Lord and Savior and to supply a quality academic education, and to mold Christian character in students. This program will prepare leaders who will impact the future.

The school's dedication to proclaiming the Word seeks to prepare young people to find their identity in Christ, to become socially responsible citizens, and to further the kingdom of God on earth. As a Christian school, LWCPs cultivates the discipline of study and a love of learning in the students which will motivate them to become responsible, self-disciplined individuals who will seek God's knowledge and wisdom as they mature.

The curriculum is challenging, geared to stimulating curiosity, promoting creativity, teaching the discipline of learning, developing critical thinking, and encouraging individual responsibility. LWCPs believes that a Biblical worldview is the correct one.

The mission of LWCPs is to develop in each student, academic ability, self-discipline, commitment, consideration of others, and a solid Christian foundation that will enable him/her to flourish and prosper in the years ahead.

The faculty is the heart of the school, forming the core that will inspire, nurture, and instruct children to meet the challenging years ahead. They are dedicated individuals desiring to instill a love for learning as well as the ability and desire to continue learning.

Biblical principles and teachings are the thread around which all curricula, policies, and activities are wound. Students are assisted in developing a Christian worldview through the Biblical integration of the curriculum to help them to develop a disciplined and dedicated life in Christ that will enable them to apply Christ-like character to their life, their work, their decisions and their interaction with others.

PHILOSOPHY

The primary purpose and goal of Living Water Christian Pre-school is to promote "Excellence in Life" by training the student in the knowledge and ways of God to become all that God intended him/her to be in spirit, soul, and body. Biblical principles and teachings are the threads around which all curricula, policies, and activities are wound. We are dedicated to training consecrated young people in areas of knowledge that will allow them to develop a Christian worldview, to understand clearly, think deeply, judge wisely, and have the courage to live their lives on the great principles and convictions of Biblical truth.

Each student is unique and valuable to LWCPs. We believe that with the united effort of students, parents, faculty, and staff, each student will grow to achieve God's purpose for his/her life, and to ultimately have a positive effect on family, the church, the local community, the state and the world.

OBJECTIVES

Objectives of LWCPs calls for development in these three areas:

SPIRIT

- To afford every student the opportunity to commit his/her life to Jesus Christ as Lord and Savior
- To deepen the faith life of the student through prayer and the Word of God
- To teach the student how to learn and to search for the truth

SOUL

- To promote a value system which is based on Biblical truth
- To encourage each student to attain an appropriate level of self-discipline by obeying truth and to know that they are special and unique to God
- To provide an educational environment that will allow the student to progress from knowledge, to understanding wisdom which will foster a desire and love for learning in the future
- To offer a Biblically integrated curriculum that will both uphold Christian truth and a Christian world view and provide an excellent foundation for the challenging years ahead
- To develop in the students a sense of love, consideration, and courtesy towards others
- To foster within the students a continued awareness of human need and world-wide outreach for furthering the Kingdom of God

BODY

- To provide opportunities for growth in physical performance skills
- To provide opportunities for learning physical skills necessary to participate in future sports and build muscle strength necessary to support strong muscles and bones

ENROLLMENT

ADMISSIONS

The admission procedure is accomplished in the following manner:

1. Parents affirm their decision to enroll at LWCPS by completing all application forms; attach a birth certificate and a current immunization record and necessary fees are paid.
2. Although application requirements are satisfactorily met, acceptance is based on date of the application.
3. Priority of acceptance for admission to LWCPS is determined by the applicant's status as follows:
 - Students continuing in LWCPS may re-enroll beginning in January of each year.
 - Enrollment is open to the general public in February.

NON-DISCRIMINATORY POLICY

Living Water Christian Preschool will admit prospective students of both sexes, regardless of race, creed, color, or national or ethnic origin. LWCPS does not discriminate on the basis of race, creed, color, or national origin in its educational policies, scholarship and loan programs, athletic programs, or other school-administered programs.

RECORDS UPDATE

It is vital that the school office be kept informed of new home, work, and cell phone numbers, addresses, and carpool and emergency information. Updated immunization records are required yearly.

WITHDRAWALS

Students withdrawing will adhere to the following procedure:

1. Parent calls the school office one week in advance and advises of the intended withdrawal date.
2. All financial accounts are to be settled.

HOURS OF OPERATION

Preschool is open all year around, Monday-Friday, 6:00 am - 6:00 pm. Please refer to the preschool calendar for days closed. Dates may be subject to change in the event of severe weather or a Teacher In-service Day, but we will give you ample notice.

WE WILL ALWAYS COINCIDE WITH LAMAR CONSOLIDATED INDEPENDENT SCHOOL DISTRICT'S DECISIONS FOR EMERGENCY CLOSINGS FOR BOTH LWCS AND LWCPS IF EVER IN QUESTION.

FINANCES

TUITION, FEES, AND FINANCES

LWCPS receives financial assistance from Church of Living Waters through free use of the facility, telephone, and utilities and through offerings collected during services at the church. All other expenses are paid through tuition, student fees, and fundraisers. The following are standard monies collected each year:

1. Registration fee
2. Tuition
3. Books/Supplies

Tuition is due on the 1st of the month and is late after the 1st. LWCPS reserves the right to terminate the attendance of any student when payment of tuition is in arrears.

Online payments are preferred and are available for your convenience. We do receive checks, money orders and cash if that is the only available option for payment. Tuition payments must be received or given to office personnel during office hours of 8:00 a.m. - 4:00 p.m. LWCPS is not responsible for cash payments or payments that are not given directly to office personnel with a receipt issued to you.

GRADING SYSTEM

The curriculum at LWCPS is traditional in concept and philosophy. It is designed to equip the student with basic academic and social skills. All courses are constantly evaluated and changed as necessary to meet the needs of the students within today's society. A combination of Christian and quality secular curriculum is used which is designed with the development of well-rounded, critical thinking Christian students in mind.

REPORT CARDS

Report cards are issued every nine-week term for K3 and K4 students. Report cards are to be signed by parents and returned on the day following their issuance.

The following grading scales apply to K3 and K4:

E- Excellent

S- Satisfactory

N- Needs Improvement

PROGRESS REPORTS

Infant Class through K2 parents will receive information regarding developmental milestones on the daily sheets and in conversations with teachers daily. A formal progress report will be sent to the parents in December and in May.

STANDARDS AND POLICIES

When parents enroll their child in LWCPS they also agree to abide by the standards, policies, and philosophy of the school. Parents not adhering to these policies will be asked to meet with the Administrator/Principal to settle the matter. Continued non-adherence to the policies by the parents may result in the parents being asked to withdraw their child.

All students at LWCPS are expected to abide by the Code of Honor as follows:

1. I will not damage the school, church, or other student's property.
2. If I do damage the above-mentioned property, I will replace or repair it.
3. I will be truthful.
4. I will use proper language.
5. I will be obedient to the authorities of the school (teachers and staff).
6. I will be courteous and cooperative towards teachers, staff and other students.

7. I will do my work to the best of my ability.
8. I will uphold the policies and standards of LWCPS both on and off campus.

LUNCH PROGRAM

Students may bring their own lunch or purchase meals through our Hot Lunch Program. An afternoon snack will be taken after naptime. Parents will be responsible for the nutritional value of their child's lunch when brought from home. If you wish to purchase through our Hot Lunch Program, advance payment is due in a week in advance.

GANG FREE ZONE

Living Water Christian Preschool is a Gang Free Zone. Gang activity is prohibited on campus at all times.

PROCEDURE FOR RELEASE OF CHILDREN

Your child will only be released to you or anyone that you have designated in writing. A Pick up Authorization must be filled out and turned in to the office. Your child will only be released to the people on that form. If someone other than who you have documented would like to pick up your child, please call the office. The person picking up your child will be asked to show their driver's license or proof of identification card. LWCPS operating hours are from 6 a.m. to 6 p.m. If your child is not picked up by 6 p.m. there will be a \$1.00 per minute late fee after a 5-minute grace period.

FIELD TRIPS

Teachers may choose to take their classes to an off campus field trip. In order to participate in a field trip, a student must have on file a medical form and a field trip Permission form. Parents wishing to chaperone must inform the teacher and/or office by the deadline date so that arrangements can be made. Children who are not in the class will not be allowed to go on the field trip, since this may jeopardize the safety of the students. Parents will always be provided with all information concerning a field trip, and adequate adult supervision will be provided with the number of chaperones being based on the age level involved.

All children transported to and from the field trip will use car seats that are appropriate for each child's weight and age. Parents are responsible for furnishing the appropriate type of car seat. A child without an appropriate car seat will not be allowed to go on a field trip. Notices of field trips will come in your child's weekly folder.

LOST AND FOUND

The preschool is not responsible for lost or stolen articles. All lost and found items are placed in an area at the school. If articles are not claimed after two weeks, they will be given to charity. Parents are required to put names on your child's belongings. When items are labeled, staff can easily return them to the students.

DRESS CODE

LWCPS children should be dressed in washable, comfortable, loose and simple to manage clothing; pants with elastic bands that are without zipper or buttons in the front or back. Children are encouraged to participate in a variety of activities during the day that at times can get messy. For this reason, we encourage parents to send their children to school in play type clothing. Please keep in mind that we do try to protect your children's clothing, but there may be instances when it gets difficult to keep their clothes in perfect condition.

Although our Preschool does not adhere to Parker Uniform dress code, we do have a desire to maintain a neutral appearance. Because of this, we ask that you consider your children's dress by following a few simple rules.

- No holes in pants or tops
- No spaghetti straps
- The following graphic should not appear on any clothing or any beddings:
 - Skulls or skeleton or the like
 - Monsters, ghosts or the like
 - Witches or wizards or the like
 - Derogatory statements

SHOES

All shoes should have closed toes, preferably Velcro. (Example: tennis shoes or athletic shoes)

For your child's safety, the following items should not be worn to school:

- Cowboy boots
- Dress shoes
- Open-toes or open back sandals, crocks, jelly shoes and sandals, or flip-flops
- Shoes with wheels

LABELING

Parents are required to put names on your child's belongings. This includes but is not limited to: blankets, back packs, lunch boxes, folders, pillows as well as all clothing.

HAIR

All long hair should be pinned back or put into a ponytail for both boys and girls. When we are working, eating or playing, hair should not be an obstacle for our student.

CELL PHONE

Parents and all authorized persons, please turn off your cell phone when you enter the preschool to pick up or drop off your child. This transition time is strategic for key communication between the teacher and parent so that we can effectively partner together in the care and training of your child.

NURSING MOTHERS

For your convenience we have provided a comfortable room for you to nurse your baby. If you need to use the nursing room please let your teacher know and she will direct you to the designated room.

DISCIPLINE PHILOSOPHY

The primary goal of discipline at Living Water Christian Preschool is to train a child to be responsive and obedient to God and His written Word as first and the final authority in all matters (Psalms 119:11, Hebrews 12:6-11). To recognize, obey, and finally adhere to proper authority as a major characteristic of the successful child. We believe that the happy child is the one who has learned to exercise his/her own authority within the

limits, while voluntarily submitting his/her own will to the rightful authority of others. We must help our students to learn to discern conflict between God's Law and man's practices and then choose to act that they might grow in wisdom and prosper (Proverbs 29:15).

Discipline must be:

1. Individualized and consistent for each child;
2. Appropriate to the child's age level of understanding; and
3. Directed toward teaching the child acceptable behavior and self-control.

A teacher may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which includes, but not limited to the following:

1. Using praise and encouragement to good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements;
3. Redirecting behavior using positive elements ; and
4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps, or toilet training;
3. Pinching, shaking or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in or on a child's mouth;
6. Humiliating, ridiculing, rejecting or yelling at a child;
7. Subjecting a child to hard, abusive, or profane language;
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed;
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

PARENTAL SUPPORT

Parents are asked to support the school in the administering of discipline. Parents are asked to understand that it is necessary to receive “both sides” of the story before developing an opinion, and to help their child realize that rules and discipline are Biblical, necessary, and redemptive.

In matters of discipline, there may be times when you or your children will have questions about a particular incident or decision. When this happens please keep the following things in mind:

1. Until you have heard both sides of the story, please give the staff the benefit of the doubt.
2. Realize that the child’s reporting of the information is from the child’s perspective.
3. Help us remind the child that there are reasons for all rules and that they are enforced without favor.
4. Never criticize the school in front of others.
5. Support the administration and call us for all the facts.

HEALTH AND SAFETY

HEALTH RECORDS

All students attending LWCPS must have a Medical Information Form on file in the school office. This form requests pertinent medical and health information.

LWCPS abides by Texas law for immunization of children. A record of these Immunizations must be presented at the office and records must be kept up-to-date. Parents are responsible for supplying the office with additional immunization information.

The immunization record must be in the student file no later than 30 days after enrollment or the office will exclude the student from school until records are complete, up-to-date, and received.

ILLNESS

When a student is ill, his/her temperature will always be taken unless a complaint is due to an accident or injury. The student will be observed and the findings recorded. If a student is not well enough to return to class, parents will be notified to pick up the child. The sick child will be kept in an isolated area away from the population. Students are to be checked out through the office.

If your child has a fever of 99.5 or higher, is vomiting or has diarrhea, the parent must come immediately to pick up your child.

If your child has contracted a contagious condition such as chicken pox, measles, head lice, etc., please inform the school and keep your child at home until the doctor has released your child to return to school. If your child wakes up with a fever, your child should not return to school for 24 hours. There should not be fever when no medicine is given before your child can return to school.

MEDICAL EMERGENCIES

If a child is seriously injured or becomes ill, we will administer CPR and/or appropriate First Aid until EMT arrives. We will call "911 immediately for assistance" if needed and will also contact the parents as soon as possible.

COMMUNICABLE CHILDHOOD DISEASES

Upon having the following diseases, a child must have written consent from either a physician or the Health Department to return to school.

- | | |
|-------------------|-------------------|
| 1. Chicken pox | 7. Scabies |
| 2. Measles | 8. Ringworm |
| 3. Mumps | 9. Impetigo |
| 4. Pneumonia | 10. Pink Eye |
| 5. Whooping cough | 11. Fifth Disease |
| 6. Pinworms | |

MEDICATION

Medication should be administered to students by the parents at home. In exceptional circumstances, the school staff may administer a medication orally or topically if the following procedure is followed:

1. Written permission is given by the parents/guardian with specific dates authorizing the school to administer the medicine to the student.

2. The medicine is in the original bottle from the pharmacy, includes the name and number of the pharmacy, the student's name, the name of the drug and the dosage, and the times and dates that the medicine should be administered.
3. The medicine is kept at the nurse's station.
4. Each dosage is recorded and kept on file.
5. No student is allowed to give another student medication at any time
6. Medicines not claimed by the end of the school year will be discarded

PLEASE NOTE: LWCPS (Living Water Christian Pre-School) will not provide any medication such as Tylenol, Aspirin, or Pepto-Bismol.

ACCIDENTS

If any accident occurs at the school and it is deemed to be of a serious nature, we will call "911 assistance" if needed, we will also contact the parents as soon as possible and an accident report will be filed.

EYE AND EAR SCREENING

LWCPS cooperates with the State of Texas in providing eye and ear screening for the appropriate grade levels.

INSURANCE

LWCPS is insured through Church Mutual Insurance Company. Student Accident insurance is provided through Gerber Life Insurance Company.

FIRE DRILLS

Fire drills will be practiced and reviewed on a monthly basis. In case of an emergency in which the building must be cleared immediately, the signal is a **LONG RING OF THE FIRE ALARM BELL.**

Directions for evacuation of the building are posted in each room of the school. These directions are to be followed specifically and quickly. General directions for evacuation include the following statements:

1. Students are to take nothing with them.
2. Classroom doors are to be shut
3. All lines are single file with space between students
4. The building must be cleared in two minutes

5. Silence is kept going out and coming in

Because of the seriousness of fire drills, the administration, faculty, and staff insist that each student cooperate with the rules set forth above. Silence, order, and speed are of the utmost importance in any emergency evacuation.

TORNADO DRILLS

Tornado drills will be held quarterly. In case of a tornado, please follow these instructions:

1. Students proceed to designated area in building.
2. Students are to take nothing with them.
3. Classroom doors are to be shut.
4. All lines are single file with space between students.
5. Students assume tornado protection position.

EMERGENCY CLOSING OF PRESCHOOL

Any emergency closing of the school due to weather or other circumstances will be announced on local radio stations and other available news media or by phone call.

WE WILL ALWAYS COINCIDE WITH LAMAR CONSOLIDATED INDEPENDENT SCHOOL DISTRICT'S DECISIONS FOR EMERGENCY CLOSINGS FOR BOTH LWCS AND LWCPS IF EVER IN QUESTION.

PLAYGROUND AND SAFETY RULES

General safety procedures and equipment guidelines are posted on the playground and followed through by our teachers. We have three playing areas designated for different age groups to maintain safety as well as supply proper large motor activity ability levels for all of our students.

VISITATION OF CLASSROOMS

We welcome parents to sit in on their children's class if they so desire. Parents may visit their child's class any time during the day. Please sign in at the office before heading into the classroom. If a parent would like to participate in any of the school's activities or operation speak to your child's teacher or the Pre-School director and we can make arrangements for your visit.

CONFERENCES

Parent-Teacher conferences are an important part of our program. These conferences serve as a good communication medium between the home and the classroom. We encourage parents to come in and know that our teachers and director are available to discuss pertinent matters. Should you desire such a conference, set up a conference with the teacher or director first to avoid interruptions by going straight to the class.

ROOM PARENT

Room parents are a vital link in the success of LWCPS. Room mothers are needed to organize events and parties for the individual classes. We invite you to volunteer for this position if you are able to assist your child's teacher in this manner.

FUNDRAISING

Because tuition does not cover the total cost of the operation of the school, LWCPS participates in three major fundraisers during the school year. The funds generated by these events are used to add special amenities to the school and pre-school and to support the general operating costs of the school. All parents and students are encouraged to participate in these events or pay the designated fee of \$300 if you cannot help with any fundraisers. With everyone's help, we can go far.

PHOTOGRAPHY

LWCPS has an informative and colorful website www.livingwaterschool.org. Throughout the year pictures are taken of students participating in school activities. The pictures may be used for the newspaper or will appear on the website, but no specific information such as the child's name with a class name will be published for security reasons. Please sign on the next page for permission if you agree to have your child posted on any of these mediums.

If you suspect a child is being abused or neglected, call 1-800-252-5400 to make a report. Their website is www.dfps.state.tx.us. You may contact the local Child Care Licensing office located at 1110 Avenue G, Rosenberg, TX 77471. Their number is 832-595-3000. You may ask for our most recent licensing inspection report.

WELCOME TO THE LWCPS FAMILY!

Date _____

Please fill out, sign and return to the class.

I, _____, parent of

_____, have read, understand and support the policies of LWCPS. Furthermore, as a parent, if at anytime I feel I can no longer support the vision of LWCPS with harmony, I will withdraw my child without prejudice and without recourse.

Signature of Parent

_____ I give permission for my child to be photographed and have his/her picture appear on the website, our school's Facebook page and/or the newspaper.

_____ I do not give permission for my child to be photographed and have his/her picture appear on the website, Facebook and/or on the newspaper.

Parent's Signature