



Student/ Parent Handbook 2017-2018
4808 Airport Ave
Rosenberg, Texas 77471
P: 281-342-6336
F: 281-342-9951
livingwaterschool.org

ORGANIZATION AND ADMINISTRATION.....	3
MISSION STATEMENT	3
PHILOSOPHY.....	4
OBJECTIVES.....	4
SPIRIT.....	4
SOUL.....	5
BODY.....	5
ENROLLMENT.....	5
ADMISSIONS.....	5
NON-DISCRIMINATORY POLICY.....	6
RECORDS UPDATE.....	6
WITHDRAWALS.....	6
HOURS OF OPERATION	6
EMERGENCY CLOSING	6
FINANCES	6
TUITION, FEES, AND FINANCES.....	6
GRADING SYSTEM.....	7
REPORT CARDS	7
PROGRESS REPORTS.....	7
STANDARDS AND POLICIES.....	8
LUNCH PROGRAM	8
GANG FREE ZONE.....	8
PROCEDURE FOR RELEASE OF CHILDREN	8
FIELD TRIPS.....	9
LOST AND FOUND.....	9
DRESS CODE	9
SHOE POLICY.....	10
LABELING	10
HAIR.....	10
CELL PHONE	10
NURSING MOTHERS	10
PREVENTING AND RESPONDING TO ABUSE & NEGLECT	11
DISCIPLINE.....	12
DISCIPLINE PHILOSOPHY.....	12
PARENTAL SUPPORT.....	13
HEALTH AND SAFETY.....	14

VACCINE-PREVENTABLE DISEASE POLICY	14
EMPLOYEE IMMUNIZATION.....	14
SICK CHILD POLICY	14
MEDICAL EMERGENCIES.....	16
COMMUNICABLE CHILDHOOD DISEASES.....	16
MEDICATION	16
ACCIDENTS & INCIDENTS	16
EYE AND EAR SCREENING.....	17
INSURANCE.....	17
FIRE DRILLS.....	17
TORNADO DRILLS.....	18
PLAYGROUND AND SAFETY RULES.....	18
PHOTOGRAPHY	18
PARENTS ON CAMPUS	
VISITATIONS OF CLASSROOMS.....	18
CONFERENCES.....	19
ROOM PARENTS.....	19
FUND-RAISING.....	19
STATE LICENSING	20
WELCOME TO THE LWCPS FAMILY!	21

ORGANIZATION AND ADMINISTRATION

The administration, faculty, and staff would like to welcome each of you to Living Water Christian Preschool. It is our wish that your child's school year will 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 your child for 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 can freely choose to accept Jesus Christ as Lord and Savior, develop Christian character, and receive a quality academic education. 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 LWCPSS 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 threads around which all curricula, policies, and activities are wound. Students are assisted in developing a Christian worldview through the Biblical integration of the curriculum. Personal growth in the Body of Christ requires that the student develop a disciplined and dedicated love of Christ that will enable him/her to apply Christ-like character to his life, his work, his decisions, and his interaction with others.

PHILOSOPHY

The primary purpose and goal of Living Water Christian Preschool 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, to think deeply, to judge wisely, and to have the courage to live their lives on the great principles and convictions of Biblical truth.

Each student is unique and valuable to LWCPSS. 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 the family, the church, and the local, state and world-wide community.

OBJECTIVES

Objectives of the LWCPSS 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 the student to attain an appropriate level of self-discipline by obeying truth and to know that he/she is special and unique to God
- To provide an educational environment that will allow the student to progress from knowledge, to understanding, to wisdom and that 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 student a sense of love, consideration, and courtesy toward 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 for building the muscle strength necessary to support strong 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; attaching a birth certificate and a current immunization record, and paying necessary fees.
2. After application requirements are satisfactorily met, acceptance is determined based on classroom ratios and whether or not our school can meet the individual needs of the student. Any testing done should be given to the administrator at the time of enrollment or when the testing is complete.

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 February of each year.
 - Enrollment is open to the general public in March for the upcoming school year.
 - Summer enrollment will have reduced fees for registration.

NON-DISCRIMINATORY POLICY

LWCPS does not discriminate on the basis of race, creed, color, or national origin in its educational policies, 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, carpool and emergency information. Updated immunization records are required yearly.

WITHDRAWALS

Parents who wish to withdraw their child will adhere to the following procedure:

1. Parent calls the school office one week in advance and advises the office staff of the intended withdrawal date. They are also expected to notify the classroom teacher of the withdrawal.
2. The Parent fills out a withdrawal form and turns it in to the administrator.
3. All financial accounts are to be settled prior to the withdrawal date.

HOURS OF OPERATION

Preschool is open year round, Monday through Friday, 6:00 a.m. - 6:00 p.m. 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.

EMERGENCY CLOSING

In the event of severe weather, we will comply with Lamar Consolidated School District decisions for school closures for both LWCS and LWCPS, if ever in question. Alerts will be issued through text alert, newsletter and/or webpage.

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

Online payments are preferred 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 (8:00am-4:00pm) 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 terms for K4 students. Report cards are to be signed by parents and returned on the following day.

The following scale applies to K4:

- E- Excellent
- S- Satisfactory
- N- Needs Improvement

PROGRESS REPORTS

Infant Class through Pre-K2 parents will receive information regarding developmental milestones on the daily sheets and in daily conversations with teachers. 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 Chief 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 toward 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 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 required in order for the meal to be served.

GANG FREE ZONE

Living Water Christian Pre-School 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 you have designated in writing. A Pick Up Authorization form will be given to each parent and that form is to be filled out and turned in to the office. Your child will only be released to the people on that form. If there is anyone else that you want to pick up your child, you must call the office. The person picking up your child will be asked to show his/her driver's license as proof of identity.

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 6 p.m.

FIELD TRIPS

Teachers may choose to take K3 and K4 classes to off campus field trips. In order to participate in a field trip, a student must have on file a Field Trip Permission form and a medical 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 going on the field trip are not allowed to go since this may jeopardize the safety of the students. Parents will always be provided with all information concerning a field trip, and adequate chaperoning will be provided with the number of chaperones being based on the age level involved.

All children being transported to and from field trips will use booster seats appropriate for each child's weight and age if in the school van. Parents are responsible for furnishing the appropriate type of car seat. 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. A lost and found item is maintained at the school. If articles are not claimed after two weeks, they will be given to charity or sold to other students. Parents are required to put names on your child's belongings. When items are labeled, staff can return them to the students easily.

DRESS CODE

LWCPS children should be dressed in washable, comfortable, loose and simple-to-manage clothing, pants should have elastic bands and no 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, 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 graphics should not appear on any clothing or any bedding items:
 - Skulls or skeleton or the like
 - Monsters, ghosts or the like
 - Witches or wizards or the like
 - Derogatory statements

SHOE POLICY

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. The preschool is not responsible for lost or stolen articles. A lost and found item is maintained at the school. If articles are not claimed after two weeks, they will be given to charity. When items are labeled, staff can return them to the students easily.

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 your student.

CELL PHONE

Parents and all authorized persons, please turn off your 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

We provide an atmosphere that welcomes breastfeeding families. We support mothers who continue to breastfeed their infants/children as they return and continue to work. We have a private, designated space adjacent to the school gym in room 107 where a couch is provided. There is a refrigerator in there if you would like to store breast milk or pump additional milk and have a place to store it. There is also a microwave to heat any breast milk if needed.

We welcome mothers to breastfeed in the classroom as well. We maintain a breastfeeding supportive environment through posting and providing culturally appropriate breastfeeding support materials (pictures, posters, etc.). We will check in with mothers for feedback and ways to continue providing support. Staff communicates the infant's changing schedule (i.e., feeding, napping, etc.) so a mother can adjust her schedule for pumping and/or visiting to feed her infant. We discuss breastfeeding support with all potential new families and share this policy and breastfeeding resources with them. We also work with parents to allow the smooth transition of infants to bottle or cup feedings.

Staff follows storage and handling of breast milk as defined by Texas Department of Human Services regulations. We discuss with all families how expressed milk is handled at our center. Freezer space is available for milk storage in room 107.

Staff informs families on written procedures of the proper way to label and handle breast milk. Staff coordinates with parents about the quantity of milk remaining in containers to avoid waste. Staff fills bottles with less breast milk than necessary for a feeding. Staff will have additional breast milk available to add to the bottle as needed. We develop a sustainable feeding plan with each family including feeding infants on demand as we observe hunger cues and coordinating the last feeding of the day to meet the mother's feeding needs (either to feed or await mother's feeding).

The same caregiver feeds infants as often as possible. All caregivers hold infants when feeding them. Staff receives training at a minimum of once a year on feeding breast milk, breastfeeding policy, supporting exclusive breastfeeding, and transitioning to whole milk. Staff is monitored for compliance with breastfeeding policy and standards.

Families have the right to request information about the content of breastfeeding training for staff. This policy is reviewed annually and updated to incorporate new evidence based research and practices.

Preventing and Responding to Abuse and Neglect of Children 746.501

Employees are required to obtain a minimum of 24 clock hours of training each year relevant to the age of the children for whom the caregiver provides care. At least one clock hour of annual training must focus on prevention, recognition, and reporting of

child abuse and neglect, in accordance with Texas Department of Family and Protective Services, Rule §746.1309 of Minimum Standards for Child-Care Centers.

Resources are available at <http://www.dfps.state.tx.us/Training/Reporting/resources.asp> for employees and parents on increasing awareness and prevention of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect.

All employees are required to have annual training on preventing and responding to abuse and neglect of children. The center will stay up to date on methods for increasing employee and parent awareness on issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect. These methods will also include increasing employee and parent awareness on prevention techniques for child abuse and neglect. The center will also have strategies for coordination with appropriate community organizations, which are knowledgeable in preventing and responding to abuse and neglect of children, including actions that the parent of a child who is a victim of abuse or neglect should take to obtain assistance and intervention. We will assist parents or teachers in calling police or the Child Abuse Hotline (1-800-252-5400) and/or woman's shelter.

DISCIPLINE

DISCIPLINE PHILOSOPHY

The primary goal of the discipline at LWCPs is a child who is responsive and obedient to God and His written Word as the final authority in all matters (Psalms 119:11, Hebrews 12:6-11). To recognize, obey, and finally exercise proper authority is a major characteristic of the successful student. We believe that the happy student is the one who has learned to exercise his own authority within the boundaries, while voluntarily submitting his 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 according to God's principles, to grow in wisdom and to prosper (Proverbs 29:15).

Discipline must be:

1. Motivated by love of the child
2. Individualized and consistent for each child

3. Appropriate to the child's age and level of understanding
4. 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 include at least the following:

1. Using praise and encouragement of 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
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. Speaking about the school should always be in a positive light in front of others.
5. Support the administration and call us for all the facts.

HEALTH AND SAFETY

Vaccine-Preventable Disease Policy

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's file no later than 30 days after enrollment, or the administration will exclude the student from school until up-to-date records are received.

Employee Immunizations 746.501

Immunizations are not just for children. Childcare center employees have a unique opportunity to protect children at their place of employment and lessen the spread of vaccine preventable diseases by getting immunized. Vaccine Preventable Diseases

(VPDs) are conditions which are preventable through vaccines available to protect against specific diseases. A list of VPDs can be found at www.cdc.gov/vaccines.

Living Water Christian Preschool employees are encouraged to receive vaccines for Vaccine Preventable Diseases listed by the Center for Disease Control and Prevention; however, vaccines are not required for employees.

SICK CHILD POLICY

In order to provide a safe, healthy school for all our children, we ask that you keep your child home any time he or she exhibits any of the following symptoms:

If a child has any of the symptoms listed below, they will not be permitted to attend care until 24 hours AFTER the last incidence of fever, vomiting, severe diarrhea, or until 24 full hours after medical treatment has begun as prescribed by a physician. The symptoms include:

- Fever of 100 or higher
- Skin rash other than diaper rash or prickly heat - child will not be allowed to come for care until a medical exam (written documentation from physician required) has indicated it is not a communicable disease.
- Diarrhea- increased number and water content of stools that cannot be contained within the diaper or underwear.
- Vomiting two or more times in the same day
- Any parasitic infestation (lice, scabies, etc.)
- Pink eye
- Chicken pox - until all blisters have dried and formed scabs, usually about 6 days after the onset of the rash
- Any other communicable disease (tuberculosis, etc.)
- Breathing trouble, sore throat, swollen glands, hacking or continuous coughing

Children may return to care only at such time as they will no longer endanger the health of other children. They must be able to participate in daily activities, and the following conditions must have been met.

- Absence of fever for 24 hours (fever free for 24 hours)
- Nausea, vomiting or diarrhea has subsided for 24 hours (Symptom Free for 24 Hours)

- Children must have been on antibiotics for a period of 24 hours
- Physician has approved readmission into care
- Chicken pox lesions are completely crusted over
- Scabies are under treatment
- Lice are under treatment, and no nits are present on hair
- Pinworm treatment has occurred 24 hours before readmission
- Lesions from impetigo are no longer weeping
- Conjunctivitis has diminished and been treated to the point that the eyes are no longer discharging
- The child has completed the contagious stage of the illness.

Please note that no child will be readmitted after a communicable disease without a statement from a medical facility or physician.

MEDICAL EMERGENCIES

In the event of a medical emergency, 911 will be called and CPR/or appropriate first aid will be administered until EMT arrives. Parents will be contacted immediately, and details will be relayed as soon as the school receives the details from the paramedics.

COMMUNICABLE CHILDHOOD DISEASES

A child who has any of the following conditions 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 Eyes |
| 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 will not provide any medication such as Tylenol, Aspirin, or Pepto Bismol.

ACCIDENTS & INCIDENTS

If any accident occurs at school and is deemed to be of a serious nature, the parents or guardian will be immediately notified and an accident report will be filed. Parents as well as the classroom teacher and the Preschool Director will all sign the report. This includes, but is not limited to the following situations:

- Extremely high temperature
- Seizure
- Suspected broken bone
- A child losing consciousness

An incident will also call for a report to be written and signed by the parent, teacher and director. This will include incidents that are of lesser nature but still of concern. The parents should be called.

- A fall resulting in a cut, scratch or possible bruising
- Biting
- Hitting among the students
- Aggressive nature of a student threatening the class to either other classmates or the teacher.

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. It will consist of a **LONG RING OF THE FIRE ALARM BELL. THE ALARM WILL CONTINUE UNTIL A STAFF MEMBER COMES BACK IN THE BUILDING TO TURN IT OFF.**

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 attention 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.

PLAYGROUND AND SAFETY RULES

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

for all of our students.

PHOTOGRAPHY

LWCPS has an informative and colorful website www.livingwaterschool.org as well as a Facebook page. 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 or social media, but for security reasons, no specific information such as the child's name with a class name will be published. Please sign on the next page for permission if you agree to have your child posted on any of these mediums.

PARENTS ON CAMPUS

VISITATION OF CLASSROOMS

We welcome parents to sit in on their child'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 entering the classroom. If a parent would like to participate in any of the school's activities or operations, speak to your child's teacher and we can make arrangements to use your help.

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 we wish you to know that our teachers and director are available to discuss pertinent matters. Should you desire such a conference, we ask you not go to the classroom to make arrangements as this may interrupt the class time. Instead we ask that you call the office first. The teacher or director will then return your call and arrange a time for a conference.

ROOM PARENT

Room parents are a vital link in the success of LWCPS. Room parents 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 preschool 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 \$100 per fundraiser if you cannot help with the fundraisers. With everyone's help, we can do much.

STATE LICENSING

Living Water Christian School is licensed to operate by The Texas Department of Family and Protective Services. The license is posted in the classroom and shows the number of Children that the center is licensed to serve.

The laws and rules governing child care facilities and minimum standards are available for review and parents are welcome to see a copy. You may obtain information about Licensing standards or procedures by calling 1-800-862-5252. You may visit the DFPS

web site at www.dfps.state.tx.us. You can contact the DFPS child abuse hotline at 1-800-252-5400. The local state number is 512-438-4800.

Compliance reports from the Department of Family and Protective Services, the State Inspection and Evaluation Forms from Health, Building, and Fire Departments that inspected the building are available to you.

It is unlawful for Living Water Christian Preschool to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin. Emergency Authorization information must be maintained at the center.

Please sign and date below stating you have received this addendum that is part of Living Water Christian Preschool Handbook.

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, the 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