



LAKELAND
LEARNING CENTER

PARENT HANDBOOK



Children
are a gift
from the Lord.

Psalm 127:3





Welcome to Lakeland Learning Center!

Welcome to **Lakeland Learning Center**. We offer a **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.**





Lakeland Learning Center Programs:

PRESCHOOL 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):

Monday – Friday, 7:00 a.m. – 6:00 p.m.

AFTERSCHOOL AGES

Our program for the afterschool **age children** are **five to 12 year olds**.

HOURS OF OPERATION

(see Holiday Schedule for Days Closed):

Monday– Friday, 2:30 p.m. – 6 p.m

Lakeland Learning Center offers full-time care for the afterschool aged children when their school is closed. **We offer full-time care during spring break, fall break, Christmas break and summer** (accommodating to Lakeland Learning Center schedule).

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: 5-12

Hours of Operation (August–May)

Afterschool – 6:00 pm, Monday-Friday

Summer Program – May – July

Pick-up and Release Policy

It is **Lakeland Learning Center's** 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 Lakeland Learning Center 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.**



LATE PICK-UP FEES

There is a late pick-up fee (\$1) per child for every minute during the first five minutes you are late in picking up. After five minutes, the price will go up to \$5 per minute. The Lakeland Learning Center clock is the official time clock in calculating the amount of late pick-up fee. This fee is charged to Procure in addition to your tuition.

LATE DROP-OFF/PICK-UP

Drop-off stops accepting children at 10 a.m. Children are able to come in if they have a doctor's note from an appointment earlier that day. If a child comes in after 10 a.m. with no doctor's excuse, there will be a \$10 late fee attached to your weekly tuition. After the third time the child is dropped off after 10 a.m., the family is asked to withdraw from the facility. Pick-up time is at 6 p.m. sharp.

ARRIVAL, DEPARTURE, AND ABSENCES

Upon arrival, please turn off your car and come inside. Every parent must sign their 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 Lakeland Learning Center. 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 let your child's teacher know if your child will be absent for any reason. We miss you when you are gone!

Transportation

When Lakeland Learning Center goes on any type of field





trip that is appropriate for the age group of the child, the parent will sign a field trip waiver BEFORE that child leaves for the field trip. Parents also have to pay the field trip fee through Procure. If you choose it is best for your child to stay on Lakeland Learning Center premises and not go on the field trip, our child will not be able to attend that day.

Goals and Curriculum for Preschool

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 "Home, Faith Family" for learning, integrated with many fun age-appropriate playing and learning 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.

Staff

Our staff members are loving, trained professionals who have all passed FBI fingerprint screenings, Child Abuse Registry checks, and Immunization Compliance, and are required by law





Daily Schedule for Afterschool:

- 2:30 – 3:00** Handwashing, Snack Time, Free Chat
- 3:00 – 3:15** Restroom, Handwashing
- 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

to obtain 15 hours of continued education child care training each year.

Meals

Children are served a nutritious breakfast, morning snack, lunch and afternoon snack. Infant, crawler, and one year old 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, jackets, diaper bags, diapers, and 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

Please dress your child in closed-toe shoes, for the safety of your child while playing outside! 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


The health and happiness of your child are very important to the staff of Lakeland Learning Center. We accept children who are able to conform to a group care setting and do not have medical needs that require individualized care. Daily one-on-one medical attention is not available in our group care setting. We depend on our parents and staff to maintain this policy that will ensure the health of all children. **Every child must have an up-to-date Mississippi Certificate of Immunization Compliance (Form 121) before entering our center.** You may obtain this from the MS State Health Dept. or your child's pediatrician. **Be sure to notify our center of any special medical conditions which warrant medical attention.** This is especially true of allergies. Lakeland Learning Center will need a written statement from the pediatrician if your child is well enough to attend the center but needs to remain indoors. If your child runs a fever of 100 degrees or above with our touchless thermometer, has loose bowel movements, vomiting, tearing, matting, or draining from the eye, severe coughing or wheezing, you will be notified immediately to pick up your child. All children must be fever free (without fever-reducing medication) for twenty-four hours before returning to the center. Any child sent home with vomiting or excessive diarrhea must be vomiting or diarrhea free for twenty-four hours before returning to the center. Contagious conditions such as head lice, ringworms, impetigo, hand foot and mouth, etc. require treatment before the child will be allowed to return to the center, with a doctor's note stating that he/she is able to return. **All children have to be symptom-free and fever free in order to return to our facility.** Tuition is still due whether the child is present or absent for any reason. We want to ensure that the environment around the children will be the safest and healthiest as possible.

Medication

Lakeland Learning Center is a medicine-free center and will not administer







medications such as antibiotics, anti-nausea, Benadryl, or fever reducers. However, we will administer epi-pens, ADHD medicine, gas drops, Neosporin, diaper creams, and teething gel as needed. Please do not send medications to the center for the teachers to administer. Our teachers are not allowed to give any medication. If your child needs any of these medications listed above, they will have to be approved by the director and be signed in the medicine log book.

Sunscreen

You will need to sign a waiver to give our staff permission to spray sunscreen on your child for afternoon outside play. You will need to apply the first coating of sunscreen in the morning. We will only use spray sunscreen. It needs to be labeled with your child's name on the sunscreen.

Payment System

Lakeland Learning Center takes payments through our parent portal (Procare). Each parent will set up their account and pay each week's tuition for their child(ren). Tuition is due every Monday and if payments are not received by the Friday of that week, there will be a \$10 late fee attached. Credit is not given for absences or school holidays. If payment is not received by the upcoming Monday, you will be asked not to return until your payment is received. Tuition covers salaries, supplies and snacks, church building use, special activities, administration, and maintenance costs.

Discipline

Lakeland Learning Center 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 Lakeland Learning Center 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. Lakeland Learning Center enforces a three-strike write-up policy for children whose behavior cannot be corrected at our facility. Lakeland Learning Center does not allow biting, kicking, hitting, foul language, or any type of behavior that can harm another child. Once the child gets the third write-up, they are asked not to return to the center. Physical or verbal abuse of staff or children by a parent or child is grounds for immediate termination of enrollment of a child from Lakeland Learning Center. All complaints are to be discussed with the director in private.

Registration

Every year there will be registration that happens the week before the school year. These fees will be collected in order for your child to return the following school year. If these fees are not paid the week before school, your child will not be allowed to attend the new school year and their spot will be filled. There is no guarantee that your child will have their spot secured. For preschool: Once they are enrolled, each child will have a \$200 enrollment fee. Once the child has been enrolled, the following school year each child in the preschool program will have an enrollment fee of \$200. If you have a child in the afterschool program, each child will have a fee of \$150. For a child that applies for the afterschool program, the first child will have a fee of \$150 and the second child will have a fee of \$125. These fees being paid will secure their space for the upcoming school year. Again, if these fees are not paid, they will not have a space at Lakeland Learning Center.



LAKELAND LEARNING CENTER

Preschool

\$125 Application fee

\$200 Registration (due at enrollment and every August)

FIVE DAYS/WK

INFANTS/ CRAWLERS	\$185
ONES	\$175
TWOS	\$175
THREES	\$165
FOURS	\$165

Afterschool Care

5 year olds to 12 year olds

\$100 Application fee (nonrefundable)

\$150 Registration Fee (due at enrollment and every August)

\$135 Summer Camp

\$200 Summer Supply Fee (nonrefundable)

5 DAYS/WK

WEEKLY TUITION

(DRAFTED AUGUST)

\$115



Afterschool Summer Camp and Holiday Tuition

5 year olds to 12 year olds

\$100 Application Fee (due at enrollment/Nonrefundable)

\$200 Summer Supply Fee (nonrefundable)

5 DAYS/ WK

WEEKLY RATES

\$135

DROP IN RATE \$35 (PAYMENT UPFRONT)





Lakeland Calendar

Our Lakeland Learning Center Preschool Calendar will follow the same holidays as the Rankin County School calendar. Weather Closings will also follow the Madison County Schools. However, if they have Late Arrival days during inclement weather, Lakeland Learning Center will be closed for the day and will not make up for days missed. The safety of our children is our priority.

2023-2024 LAKELAND LEARNING CENTER PRESCHOOL AND AFTERSCHOOL CALENDAR:

August 7	First Day of School
September 4	Labor Day (Closed)
November 22-24	Thanksgiving Break (Closed)
December 25-26	Christmas Break (Closed)
January 1-2	New Year's (Closed)
January 15	Martin Luther King Day (Closed)
March 29 & April 1	Good Friday and Easter Monday (Closed)
May 27	Memorial Day (Closed)
July 4-5	Independence Day (Closed)

Holiday Camps for Afterschool:

WEEKS OF FULL DAY HOLIDAYS

November 20,21	Thanksgiving Camp (\$35 per day)
December 28,29	Christmas Camp (\$35 per day)
March 11-15	Spring Break (\$135 for week)



Remind App

We will use the **Procare app** to alert parents of closures and other school-related notices. Parents must sign up at enrollment.

Insurance

Lakeland Learning Center **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 **two-week written notification is required.** If your child drops from the program mid-week, no refund will be given for the remaining days.

Snacks

Children are served a nutritious afternoon snack at Lakeland Learning Center. **We have one afternoon snack.**

The health and safety of all of our children continue to be



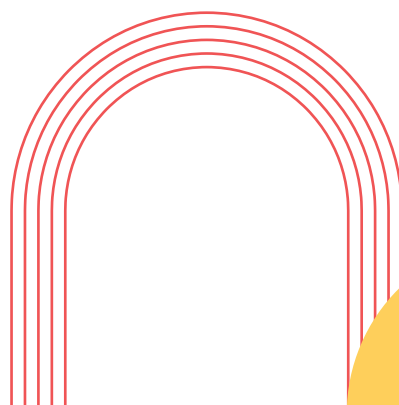


COVID 19 Procedure

our first priority in the wake of the evolving situation around the novel coronavirus (**COVID-19**). There are a number of actions we are taking and many things you can do to keep our communities safe. The most important action you can take is to **stay home if you are sick**. Also remember to wash hands often with soap and warm water for at least 20 seconds, use an alcohol-based hand sanitizer if soap and water are not available, and cover your mouth and nose with a tissue or your sleeve when sneezing or coughing. As the Coronavirus continues to spread throughout, we at Lakeland Learning Center remain in contact with other schools in the area, as well as the Mississippi State Department of Health and the Mississippi Department of Education. **We are following all of the guidelines that have been given to us in order to protect our children and prevent the virus from spreading.**

As for parents, please continue to inform directors and teachers about your child's absence, as well as inform us if you have recently traveled anywhere out of state. Please remember to stay home if your child is sick.

Children will be sent home for excessive coughing and sneezing, running a temperature of 99 and up, sore throat, shortness of breath, body aches, headache, and diarrhea.





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