



**Lake Magdalene
Christian School**

PARENT HANDBOOK 2024-2025

Lake Magdalene Christian School

(813) 963-0356

www.LakeMagdaleneCS.org

School Director

Assistant Director

Child Care Coordinator

Carrie Echenique

Courtney Geoghegan

Julia Nunez

carrie.echenique@lmctampa.org

lmcs@lmctampa.org

julia.nunez@lmctampa.org

Hours of Operation 8:00am-4:00pm

License: CHC 110074

LAKE MAGDALENE CHRISTIAN SCHOOL

Lake Magdalene United Methodist Church Early Childhood Center, now Lake Magdalene Christian School, was established in 1970 with one kindergarten class. Over the years, the school has grown to approximately 200 registered children with Child Care, Preschool and Kindergarten. It is an outreach of the church into the community, serving both church and community members.

Our mission is to provide a high-quality, age-appropriate education to the whole child in a Christian environment.

We believe that a concrete, hands-on active approach to learning in all areas is critical, provided in a safe, nurturing and caring environment in which children are challenged but secure. We believe that close work with families and a high level of parent involvement enriches and enhances each child's development spiritually, cognitively, physically, and emotionally. Any religious training or information will be Christian exclusively. One of our highest priorities is to provide children of all races, religions or ethnic backgrounds, and their families with a safe, stimulating, healthy school environment.

MORAL AND SPIRITUAL VALUES

Our school is non-denominational, but we do stress Christian moral and spiritual values to help the children grow in their knowledge of God and His love for all people. Stories of Jesus and His teachings and Bible stories will be read to the children. Members of the church staff or teaching staff will present a program in the chapel each week to teach children reverence in God's House along with religious and moral stories and songs. Church doctrine is not taught as part of our curriculum. Children of all faiths are welcome.

We believe that preschoolers learn through play and we strive to work with the children in each of these areas by using interactive, age-appropriate experiences in language, science, math, social studies, art and music.

SOCIAL/EMOTIONAL

To help the child:

1. Develop a high level of self-esteem
2. Gradually mature in emotional response
3. Properly express emotional responses
4. Grow in ability to work and play with others
5. Respect the personal and property rights of others
6. Develop an attitude of kindness, cooperation, courtesy and helpfulness toward others

7. Accept appropriate individual and social responsibilities in his group

INTELLECTUAL

To help the child:

1. Think independently and be creative
2. Broaden his range of interest
3. Develop verbal language skills
4. Grow in ability to concentrate
5. Improve his cognitive skills
6. Follow simple directions

PHYSICAL

To help the child:

1. Participate in a variety of motor activities
2. Establish desirable health habits
3. Know and follow simple rules of safety

Each day brings opportunities to play, investigate and express ideas through:

GROUP LIVING - Planning, working and playing in an organized experience so that desirable habits and attitudes, independence and responsibilities are established.

ART - Self-expression through the use of paints, clay, crayons, finger-painting, cutting and tearing, etc. We stress creative and motivated art, not directed art. Children are urged, at all times, to use their ideas and be creative.

LANGUAGE ARTS - Enjoying stories, poems, pictures, conversation and dramatization while increasing their own knowledge and use of language.

MUSIC - Responding to and participating in a variety of musical experiences.

HEALTH & SAFETY - Learning good health habits; acquiring an intelligent understanding of safety rules at school and at home.

RESOURCE PRESENTATIONS – Individuals from our local community present topics of interest to help children establish appreciation for the people who contribute to their lives and provide a broadened and enriched knowledge of the world around them; this includes dentists, nurses, storytellers, theater troupes, science professionals and more.

CURRICULUM

Lake Magdalene Christian School uses various curriculum resources to engage children while covering the state developmental standards. We focus on Emergent Literacy Skills, Phonological Awareness, Vocabulary, Print Knowledge, Emergent Writing, Number Concepts, Problem Solving, Science & Discovery, Creative Art Experiences, Religion, and Character Building.

CHAPEL

All Preschool and Kindergarten classes attend chapel every Wednesday. The children enjoy songs, prayer and Bible stories led by the Christian “Spirit Sprouts” teacher or other church and school leaders.

STANDARDS

Lake Magdalene Christian School is licensed by the State of Florida through Department of Children and Families and visited by a representative to verify compliance prior to our license being renewed. We are also inspected by the Fire Marshall’s Office and Health Department before our license can be reissued. A VPK specialist visits our center twice a year to ensure that we are meeting the requirements for the state-funded four-year old pre-kindergarten program. We meet or exceed all requirements set forth by all these organizations

REGISTRATION and ADMISSION

Registration, Fees and Tuition

Registration, fees, tuition and numbers of children to be enrolled in School are set by the Board based on the anticipated annual budget, available space and anticipated enrollment. All applicants are considered regardless of race, color, creed, or national or ethnic origin. The school reserves the right to dismiss any student/family who does not respect its spiritual standards or cooperate in the educational process.

Children registered in PreK-3 and Kindergarten are automatically eligible for Child Care without an additional registration fee. VPK students must pay the registration fee.

Any family with a past due account balance at the time of registration will be

ineligible to register any child for the upcoming year.

In the event that a family has an outstanding balance at the end of the school year and has a child registered for the succeeding year, said registration fee will be applied to that balance and the registrant will be dropped from our rolls.

Parents who fail to register their child on their designated date, for whatever reason, must register on the next scheduled registration date.

After registration for the next school year occurs, children registering for the *current* year will pay one-half of regular registration fee (at current year rates).

Registration Eligibility

Church member eligibility for enrollment will be based on status of parent or legal guardian at date of registration.

Order of Eligibility for Registration for All Programs:

1. Re-enrolling current students
2. Siblings of re-enrollees, church members, and alumni
3. Open to public

If parent/ guardian does not register at their designated registration date, they may register at the next *scheduled* registration date.

Only parents or legal guardians of children may register their children at the appropriate time, with the exception of a death in the family or hospitalization. In extenuating circumstances, the Center Director will consider exceptions on an individual basis. These exceptions must be submitted no later than one week prior to registration. Center Director may make any last minute emergency decisions regarding exceptions.

Age of Admission

Children's ages of admission for Preschool and Kindergarten will be based upon Hillsborough County School System's admission ages.

Children must be at least 1 year old on or before September 1st of that year in order to enroll.

Proof of birthday must be provided at time of initial registration for Child Care and again when registering for preschool.

Wait Lists

When classes are at capacity, a waiting list will be maintained for each level. Any openings that occur will be filled immediately by the Center Director. Priority consideration will be given to children of families who are members of Lake Magdalene Church. Waiting list status applies to current year only and must be renewed for subsequent years.

Changes in Information

Please notify us **IMMEDIATELY** in writing of any changes to your original registration information (i.e., home or cell phone numbers, address, email address, pick-up names, emergency contact phone numbers, medical information, etc.).

ARRIVAL and DEPARTURE FROM CENTER

Child Care hours are 8:00am-4:00pm

Preschool hours are 8:30am-12:00pm

VPK hours are 8:30am-12:15pm

Kindergarten hours are 8:15am-2:00pm

Enrichment is 12:00pm-2:00pm

Preschool/Kindergarten Extended care is available 8:00am-8:30am and 12:00pm-4:00pm.

Drop Off

For children in the preschool program, we encourage you to use the drop off car rider line beginning the first day of school. Please drop off your preschooler at the drive-through between 8:30am-8:50am (see map page 20). "Safety Volunteers and Staff" will be at each of the two entrances to assist the children into the building. Please proceed to the next available drop-off point closest to Paddock Avenue, regardless of convenience for your child. Teachers and staff will be inside to help guide your child to his/her classroom especially during the first few weeks of school.

Preschoolers arriving after 8:50 am **MUST** be signed in at the office.

Please do not allow children to hang out of car windows or sunroofs while driving through the carpool lane and keep sliding doors closed.

Pick-Up

Parents of all preschoolers not going to lunch must sign up to be a Walker or Car Rider at dismissal. Those picked up by car will be dismissed at the drive-through located at the center doors. (Refer to the attached map, solid arrows).

Do not get of your car. A staff member will put your child into the car on the right side. Do not pass any other cars, for the safety of our students. If you need to buckle your child's car seat, please pull over to the left side of the street, onto the grassy area by the church building.

Walkers will be picked up at the Main Office door closest to Paddock Avenue. Any Preschoolers or Kindergartners that are picked up early **MUST** be signed out in the Office.

Note that when driving between Heritage Hall and the LMCS building, you should keep in the left lane so that cars in the "loading zone" can back out safely.

Car Pool Signs

All parents receive a pick-up sign (for afternoon pick up and dismissal) in their Meet the Teacher packet. **Please attach this hanging sign to your rearview mirror** or carry it to the walk-up line beginning the first day of school.

ATTENDANCE

If your child will be absent for ANY reason, please notify the school by calling 813-963-0356. The Florida Department of Children and Families has instituted a new ordinance requiring centers to contact parents and/or notify emergency contacts within one hour of school start time if you have not informed the school of your child's absence.

REFUNDS, WITHDRAWALS, & FEES

ALL fees are non-refundable and non-transferrable. Tuition paid prior to the first day of school may be refunded if the child's spot can be filled within 14 days. If the child's spot remains unfilled, no tuition will be refunded.

Student Withdrawals

A child withdrawing from Preschool is automatically withdrawn from Child Care. In the event that a child registered for the upcoming school year has an outstanding balance when school closes, their slot for the upcoming year will be forfeited and registration fee will be applied to that outstanding balance. The center is required to give parents two (2) week notification that this policy is being implemented.

Tuition and Late Fees

Tuition and Child Care payments are due on the 1st of each month. Any tuition or Child Care payments received later than the 5th of the month will be assessed a \$30 late fee.

Extended Care Late Pick-Up Fee

The Child Care Coordinator may use her discretion to charge “late pick-up” fees for those parents who pick up their children after 4:00pm. At Board's discretion, a child may be removed from Extended Care rolls as a result of frequent late pick-ups.

The following charges may be assessed for any pick-up after 4:00pm.:

| | |
|----------------------------|--|
| First "late pick-up": | \$ 10.00 after 4:00pm plus \$1.00 per minute |
| Subsequent "late pick-up": | \$ 25.00 after 4:00pm plus \$1.00 per minute |

Payment Methods

Our preferred method of paying for your Child Care and tuition fees is automatic draft through your checking account or credit card. If you are interested in this program, forms can be obtained through the Main Office. We also accept checks or cash. These payments may be dropped off at the Main Office.

HEALTH RECORDS

Current health records are **required** for ALL STUDENTS attending LMCS. There are **two Florida forms required**: 1) DH 3040 School Entry Health Exam; and 2) DH 680 Certification of Immunization.

Before leaving your physician’s office, please confirm that the forms are complete, signed by the doctor and that the expiration date will be valid through the end of our school year. (The only exception is a student who will require immunizations during the school year; new health records must be issued at that time.)

First Time Enrollees

Health records for “first time” enrollees are due in the school office **NO LATER THAN July 31st**. Any health records for “first time” enrollees received after July will be assessed a **\$50.00 late fee**.

Re-Enrollees

As a courtesy to re-enrollees, unexpired health records currently on file will be transferred to the next school year. The school office will notify you one month before the expiration date of your child's health records. New health records must be submitted prior to the expiration date. A **\$50.00 late fee** if updated health records are not submitted before the expiration date.

SECURITY AND EMERGENCY PROCEDURES

Security

We strive to provide optimum security for children and staff. Entrance doors of the building are locked at all times with the exception of preschool drop off 8:30am-8:50am. Anyone entering the building after drop off, must sign in at the office and wear a visitor badge. We have an armed security guard on our campus daily. A one-time yearly security fee of \$200 will be assessed on September 1st. We also offer a monthly payment plan for families.

Fire Drills

Fire drills will be held on a monthly basis. Each room has an evacuation route (and secondary route) posted near the doorway in the classroom. At the end of each drill, an office staff member will give an all-clear signal to return to the building.

Severe Storm Warnings, Tornado Warnings or Watches

On days when severe storm or tornado watches or warnings are in effect, the school secretary and/or Child Care coordinator will have the radio on to the weather channel for advisories. In the event that severe weather or a tornado is approaching our area, she or other office staff will sound the warning horn with short blasts up and down the halls and on the playground area. All children and personnel should immediately evacuate to their designated spot in the **CENTER HALL AREA** closing doors as they leave their rooms.

Lock Down Drills

When the school has been informed of potential threats in the surrounding area, students and staff will go into **Lock-In Mode**.

Severe Weather - School Closing

LMCS follows the same guidelines for canceling school that are used by the School District of Hillsborough County. In the event of severe weather please listen to local news or radio broadcasts for information regarding school closings. If SDHC is closed for severe weather, school will also be closed.

CLASSROOM REGULATIONS

The following items are not to be brought to school by children:

1. Toys
2. Balloons
3. Real or toy weapons - guns, knives, etc.
4. Candy or gum
5. Money, expensive jewelry
6. Hand sanitizer
7. Glass bottles, jars, etc.

Individual teachers may designate a specific day when items may be brought for "Show and Tell".

Teachers and staff may use their discretion and confiscate (until the close of the school day) any items they consider undesirable.

Birthdays are special! We love to celebrate them with your child. If you would like to send in a special snack for your child's class, please let his/her teacher know in advance so she can schedule accordingly. If you do choose to bring a special snack, please ask your child's teacher about allergy considerations for the class. Birthday celebrations can be done with or without your attendance; however, we ask that you refrain from providing outside entertainment and/or balloons at the preschool.

No pets will be admitted to the building except for educational purposes and with prior permission from the Director.

Appropriate Dress

Sandals, flip flops, and Crocs should not be worn. Closed-toed shoes with rubber soles are preferred; sneakers/tennis shoes are best. All outer garments, i.e., sweaters, jackets, etc., should be clearly labeled with the child's name. A spare change of clothing (including socks and shoes) should be kept in your child's red bag at all times. Please provide children with proper attire according to weather conditions.

Visitation

No person is permitted to visit any classroom unless prior arrangements have been made with the teacher or permission from the Center Director has been given. All visitors must stop in the office, sign in and wear a visitor tag while at school. Parents are invited to make advance arrangements with their child's teacher to visit his/her

classroom. However, the teacher cannot stop classroom activities before or during school to confer with parents.

Snacks and Lunches

As per DCF regulation, we will provide snack daily for Child Care students only. We will offer foods from 2 of the 4 food groups. Our snack is typically apple juice and crackers.

PreK-3, VPK, and Kindergarten students will provide their own daily snack, in the provided zippered pouch. We are unable to cut up food or provide utensils. Please reference the paper located inside the snack pouch for additional information.

If your child is staying for lunch, please pack a complete lunch with a water bottle. All lunches should be in a **standard-size** lunch box with beverage in a thermos or other non-breakable container. Clearly label the outside of the lunch box with your child's full name. When a child brings his/her lunch box to school, his/her teacher will send him/her to Extended Care for lunch. Children will be encouraged to eat their healthy food before eating snack foods and desserts. **Foods that are associated with young children's choking incidents will not be served to children less than 4 years of age;** such as whole grapes, nuts, cheese cubes/sticks, hot dogs, popcorn, chips, pretzel nuggets and any food that is similar shape and size to windpipe.

"Lunch Train"/Extended Care

Lunch boxes must come with your child at drop off or you must drop off their lunch box to the main office **BEFORE** 10:00am to participate in Lunch Train.

Conferences

Parent-Teacher conferences will be held at least once a year and more often if necessary. Generally, a conference in the Fall is always given, and Spring conferences will be held or offered to parents, if they desire.

WELLNESS POLICY

Illness

Your child will be sent home if he/she appears to have signs of illness during the day or is unable to participate in the activities in the classroom for any reason. In these cases, the child will be cared for in the Main Office area away from the other children and a parent will be immediately contacted.

A child may not attend school if he/she has:

- a sore throat
- rash
- fever above 100.4
- other symptoms of communicable disease
- vomiting or diarrhea

Any child who has had vomiting, diarrhea or fever must remain home for at least 24 hours after the symptoms have subsided. The child must be fever free without any fever reducing medication for 24 hours.

A child absent because of contagious disease should be examined by a doctor and given written permission before returning to classes. Children will not be permitted to remain in the classroom when the class goes to playground. Therefore, child should be kept at home until he is well enough to go outside during playground time.

Dispensing of Medication

LMCS does not dispense medication with the exception of the following; EpiPen's, rescue inhalers, diapering creams, and sunscreen. Each of these requires written permission by the student's parent or legal guardian and must be documented on authorization forms provided by the school. All forms and products must be delivered by a parent or legal guardian directly to an administrative school staff member in the preschool or child care office.

PARENT INVOLVEMENT

Parent involvement in a child's education is so important! Please get actively involved in your child's experience here at LMCS– all questions and ideas are welcome. At the start of each school year, we will highlight the volunteer opportunities and encourage parents to sign-up.

We love to have parents who are community service workers or have special talents, come visit and share with several classes. Please let your child's teacher know if would like to visit.

Siblings

Due to licensing and insurance purposes, we cannot allow siblings to accompany a parent when he/she is volunteering for classroom activities, parties, garden, field trips or school events. This also applies to school-wide volunteering activities (i.e., office, safety volunteers, etc.)

BEHAVIOR MANAGEMENT POLICY

LMCS uses a positive approach to discipline and practices the following discipline and behavior management techniques:

- Communicate to children using positive statements on their level
- Speak with children in a calm quiet manner
- Explain unacceptable behavior to children
- Give attention for positive behavior
- Apply rules consistently
- Model appropriate behavior
- Set up the classroom to prevent problems
- Provide alternatives & redirect children to acceptable activities
- Give children opportunities to make choices and solve problems
- Help children talk out problems and think of solutions
- Listen and respect children's needs, desires and feelings
- Provide appropriate words to help solve conflicts
- Use books and discussion to work through common conflicts

WE DO NOT:

- Use corporal punishment in any manner
- Use food as reward or punishment
- Withhold any physical activity
- Shame or punish a child for bathroom accidents
- Embarrass any child in front of others

If a child's behavior causes serious harm to him/her or others, or is repeatedly disruptive in the classroom environment, the following steps will be taken:

STEP ONE: Parents will be contacted to attend a conference with the teacher and/or Director to inform them of the child's behavior and will be encouraged to work with the school staff in finding a solution. Interventions for home and school will be discussed.

STEP TWO: A parent conference will be called and a probationary period will begin. During this time, a written behavior plan will be developed with input from teachers, parents and the Director. We will use all resources available to resolve the problem. Any major incidents and behavior that results in harm to self or others that occurs during this time period will result in the parent being asked to withdraw the child from the school immediately.

STEP THREE: On rare occasions if a child does not respond to interventions and has needs that we cannot meet, the parents will be asked to make other arrangements.

Biting Policy

Biting is unfortunately not unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, the parent of the child biting and the parent of the child who was bitten will be contacted. Names of the children are not shared with either parent.

The procedures following a biting incident are as follows:

For the child that was bitten: 1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage. 2. Parents are notified. 3. An incident form is filled out documenting what happened.

For the child that bit: 1. The teacher will firmly tell the child “No biting. Biting hurts. I can’t let you hurt anyone”. 2. Parents will be notified and may be asked to pick-up their child. 3. An incident report is filled out documenting what happened.

Following a biting incident: 1. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause. 2. The child will be given positive attention and approval for positive behavior.

If biting continues: 1. If a child continues to bite, in which the skin of another child or staff member is broken, bruised or leaves a significant mark, a conference will be held with the parents to discuss the child’s behavior and how the behavior may be modified.

2. If the child bites again following the conference, the child will be asked to stay home for two days.

3. If a child bites again the parents will be asked to make other care arrangements until all parties are confident that biting will not reoccur. If the biting continues, the child will be told to leave Lake Magdalene Christian School.

Potty Training Policy

Children entering PreK-3 must be fully potty trained by the first day of school. Children are not able to wear pull-ups (training diapers). If your child continues to have accidents at school, we will ask the parent to keep the child at home until they are fully potty trained. The child will still have to pay monthly tuition.

WAYS PARENTS CAN HELP

1. Encourage your child to attend school regularly except when ill. **Be punctual.**
2. Teach your child self-reliance by encouraging him/her to do things for himself/herself and allowing him/her plenty of time to accomplish the task.
3. Confer with the teachers about your child but refrain from discussing the child in his/her presence.
4. Know your child's teacher; work with her concerning any problems that may arise.
5. Take an interest in the school and work, art, etc., that your child brings home.
6. Take time to listen and discuss, *with genuine interest*, your child's daily experience.
7. Instill in your child a wholesome friendly attitude toward the teacher.
8. Take time to do things with your child; live, work and play as a family.
9. Read age-appropriate stories and books regularly to your child.
10. Report any upsetting experiences which may help the teacher to understand the child.
12. Encourage your child to eat a *good* breakfast.
13. Encourage your child to get *sufficient* rest.

VOLUNTARY PREKINDERGARTEN (VPK) SPECIFIC INFORMATION

Information for students receiving state funding for the 4-year-old preschool class.

VPK REGISTRATION DEPOSIT

A Registration Deposit will be collected when enrolling in the VPK funded

preschool class and will secure your child's enrollment. IF your child will **NOT** be participating in the 4-year-old afternoon Enrichment Program and will NEVER be staying past 12:15pm using Child Care, the VPK Registration Deposit will be refunded in September.

If your child participates in the 4-year-old afternoon Enrichment Program OR will be staying past 12:15pm using Child Care the VPK Registration Deposit will **NOT** be refunded. The VPK Registration Deposit will be converted into the **Registration Fee** required to attend these programs. It will **NOT** be applied to the Enrichment Program tuition or accumulated Child Care fees.

The VPK Registration Deposit is neither refundable nor transferable if the child does not attend LMCS.

VPK CERTIFICATE OF ELIGIBILITY

After registering for the VPK funded preschool class, parents must apply with the Early Learning Coalition of Hillsborough County (ELCHC) for a VPK "Certificate of Eligibility". Approximately mid January the ELCHC begins issuing these certificates for the upcoming school year. This certificate must be submitted to the preschool office **by June 1st** in order to remain enrolled in the program. Information regarding the VPK "Certificate of Eligibility" and online registration can be found on the website:

<https://familyservices.floridaeearlylearning.com/Account/Login>

FIRST AND LAST DAY OF SCHOOL

Children must attend the FIRST and LAST day of school in order for the school to receive payment from the state for those days. Missing the first day of school may jeopardize your child's enrollment. If your child is absent the first day or last day of school you will be encouraged to make a tax-deductible contribution to the school of approximately \$25 per day for these absences not covered by VPK funding.

ATTENDANCE POLICY

The state of Florida has set specific guidelines for attendance of children receiving VPK funding to ensure that children have the best possible opportunity to prepare for kindergarten. A child is permitted to be absent no more than 20% of the VPK funded instructional days. The State of Florida will not pay LMCS for absences

exceeding the guidelines; therefore, excessive student absence is grounds for dismissal from the program. Parents are required to verify their child's monthly attendance by signing the OEL-VPK 03L "Green Sheet", provided by the school, no later than the 3rd day of each month. See VPK ATTENDANCE POLICY for details.

MULTIPLE CHILD DISCOUNTS

A family participating in the VPK funded program is not eligible for multiple child discounts on fees paid at registration.

LATE PICK-UP FEE

State funding pays the school for the hours of 8:30am-12:15pm. If a student is NOT registered for the Enrichment Program or Child Care, a late pick-up fee of \$25.00 will be charged when the student is not picked up by 12:15p.m. At the time of the 3rd (third) late pick-up the parent will be REQUIRED to register for Child Care. Late pick-up fees must be paid within 10 days. Please make sure everyone on the child's pick-up list is aware of these guidelines.

VPK funded students, who are NOT registered for Child Care, will not be admitted into the building before 8:30a.m.

VPK FUNDING LIMIT

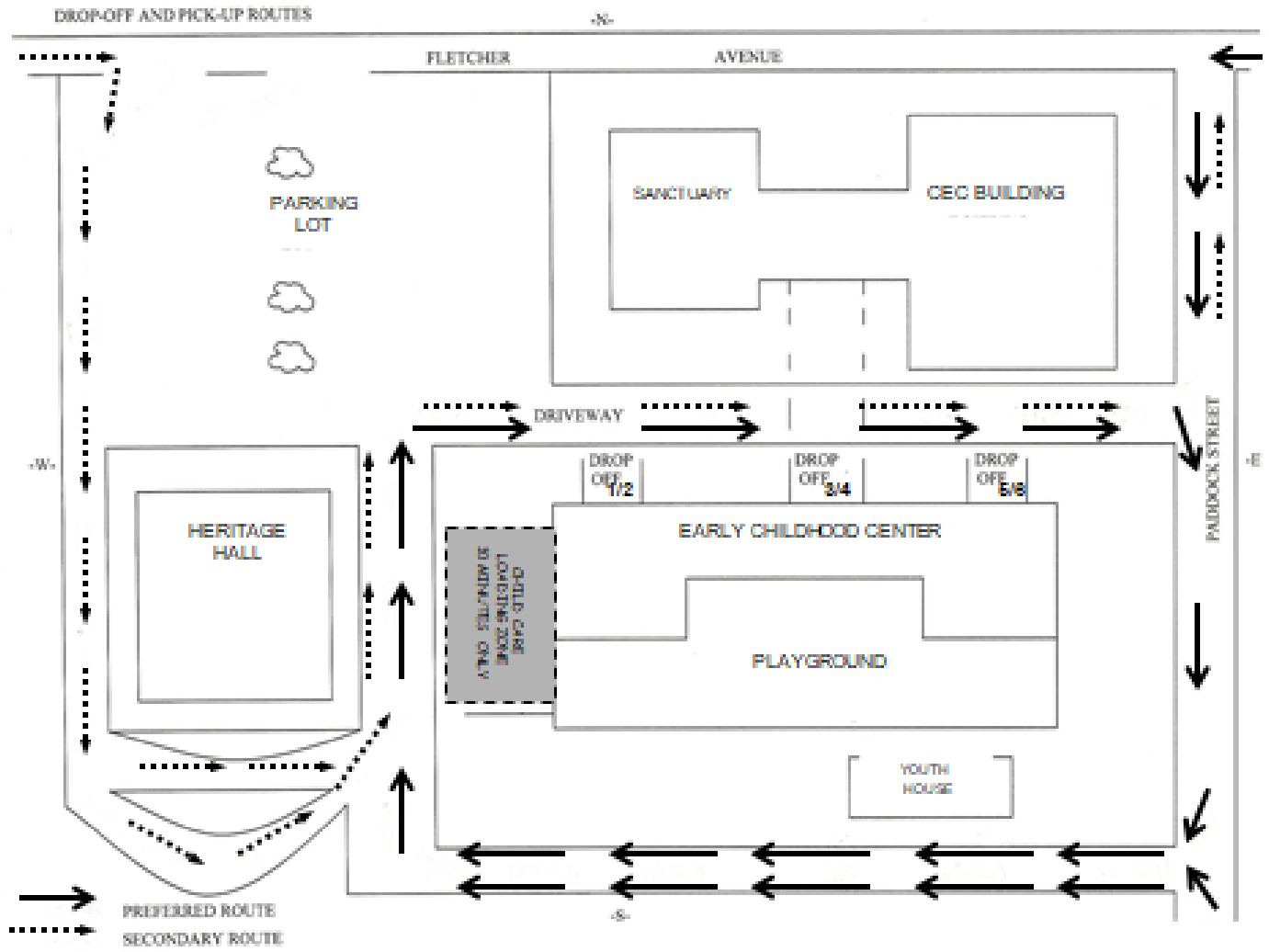
VPK funding covers 540 instructional hours. VPK funding typically ends in April, based on the school calendar. The school year continues into May. Although not required, it is HIGHLY recommended that your child attend school through May. Tuition will be charged for the additional instructional days, if paid by October 1, the tuition for May will be discounted.

VOLUNTARY PRE-KINDERGARTEN (VPK) ATTENDANCE POLICY

VPK funding by the State of Florida is based on child attendance. The state of Florida has set specific attendance guidelines for children receiving VPK funding.

- A child is considered "in attendance" if they are present for ANY portion of the instructional day. Their attendance will be counted as a full day. If arriving after 8:50am or if picking up before 12:15pm go to the preschool office to sign your child in or out.

- Children must attend the FIRST and LAST day of school in order for the school to receive payment from the state for those days. Missing the first day of school may jeopardize your child's enrollment.
- A child is permitted to be absent no more than 20% of the VPK instructional days (maximum of 28 absences during the VPK calendar year). When and if your child is absent a total of 20 days, you will receive a reminder of this policy. When your child's absences exceed 28 VPK instructional days, LMCS will not be paid for any additional absences. You may be asked to withdraw your child or you may be granted the opportunity to keep your child enrolled by paying the monthly 5-day tuition rate.
- If there are extenuating circumstances, such as a severe medical condition, that causes your child to be absent often, please let your child's teacher and the center Director know so we can work on a plan together.
- Parents are required to verify their child's monthly attendance by signing the OEL-VPK 03L "Green Sheet", provided by the school, no later than the 3rd day of each month.
- Failure to comply with the VPK ATTENDANCE POLICY may result in dismissal from Lake Magdalene Christian School.



When children come home at the end of the day,
The question they're asked as they scurry to play is
 "Tell me what you did today?"
And the answer they give makes you sigh with dismay.
 "Nothing, I did nothing today!"
Perhaps nothing means that I played with blocks,
 Or counted to ten, or sorted some rocks.
Maybe I painted a picture of red and blue
 Or heard a story of a mouse that flew.
Maybe I watched the gerbils eat today,
 Or went outside on the swings to play.
 Maybe today was the very first time
That my scissors followed a very straight line.
 Maybe I led a song from beginning to end,
 Or played with a special brand new friend.
When you're in preschool and your heart has wings,
 "Nothing" can mean so many things!

