



Thank you so much for choosing to be a part of the LCCA family! We are so honored that you have chosen this Christ-centered learning environment! We know that the growth you see in your child both academically and spiritually will be such a blessing to you! Please know that we value your family and will strive daily to provide the very best education possible.

Attached is all the information that you will need to get this school year started. Please let us know if you have any questions!

Thank you!

LCCA Staff

Operational Policies and Procedures

Philosophy

It is the philosophy of Little Cypress Christian Academy, that childhood should be a time of fun, warmth, security, education, exploration and discovery in a Christ-centered environment. LCCA will provide an atmosphere that encourages social, emotional, physical, spiritual, and intellectual growth through play and small group instruction. The early childhood curriculum includes dramatic play, creative art activities, music, science activities, block play, sensory experiences, daily outdoor activities, and Bible Study. Children will be exposed to shapes, colors, numbers, and letters through developmentally appropriate activities taught using small group instruction. The elementary curriculum includes Math, Reading, Language, Science, Social Studies, Spanish, Physical Education, Bible Study, as well as other enrichment programs.

Tuition and Fees

Registration Fee

Before April 30th \$300.00/ \$50.00 each additional child
After April 30th \$350.00/ \$50.00 each additional child
(Registration fee is due with LCCA Application to secure your child's enrollment).

Book Fees

Pre-K 3&4 \$250.00 per child due June 1st
K-5th \$300.00 per child due June 1st
6th-8th \$350.00 per child due June 1st
High School Credit \$300 per course due June 1st

Sanitation Fee

PK3-8th grade \$10/month per family

Testing Fee

1st-8th \$35 per child due March 1st

New Scholar Tuition

August- May (10 months) 1st Child (Annual- \$4000 Semester- \$2000 Monthly- \$450)
7:45-2:45 (M-Th) Additional Children (Annual- \$3500 Monthly- \$350)

Extended Day Program

August- May (10 months) 1st Child (Annual- \$1250 Monthly- \$125)
2:45- 5:00 (M-Th) Additional Children (Annual- \$1000 Monthly-\$100)

Tuition Payment Schedule

Tuition is handled in one of two options:

1. Pay in full by August 1st for the upcoming school year.
2. Pay by semester in August and January.
3. Pay monthly on the 5th of each month by ACH draft.

****All Fees are non-refundable unless acceptance is NOT granted by LCCA.***

If your child does not attend for any reason, tuition is NOT reduced. No reduction is given for unexpected closings, holidays, severe weather closings, absences, vacations, or domestic problems. Tuition is payable in advance. Parents may pay for the entire school year, or they may pay the month's tuition.

LCCA has the following fees, which are incurred in certain situations:

- The pickup time for the school day is 2:45 p.m. Students remaining at school at 3:05p.m. will automatically be enrolled for extended day. The pick-up time for extended day is 5:00 p.m.
- A returned check fee of \$25.00 is assessed for every payment returned by your bank. In addition, if the return causes your payment to be late, you are also assessed the appropriate late payment fee.

Enrollment Process

To begin the enrollment process, a tour and interview must be scheduled with an LCCA administrator. In order to secure enrollment the Application for Enrollment packet must be submitted to the office along with the enrollment fee.

Withdraw

Parents wishing to withdraw their child(ren) from LCCA should discuss the matter with the principal and supply a letter of withdrawal. The withdrawal process is complete when the letter of withdrawal is received in the school office and the parents have met all their financial obligations. The students' records are released when an official request from another school is made.

Attendance Policy

Students must attend at least 90% of the days the class meets.

Meals

LCCA does not provide snacks or meals. Snacks and lunches are to be sent by the parent each day. Student lunches may be purchased from Michelle's Kitchen for \$5.00 (regular portion) or \$6.00 (extra portion).

► A child that is allergic or sensitive to a particular food. In this case, a physician's note is required, which must state which food(s) are to be avoided. Do not include foods that will cause problems in the classroom, such as candy, gum, sweets, or soda

Dress Code

-Reasons for Dress Code:

1. Uniform dress limits subjection to peer pressure in regard to expensive designer clothing or fashions.
2. Uniform dress contributes to a disciplined environment. Just as students would dress one way for playing at home and another for church, there is an appropriate

way to dress for school. A well-groomed, attractive student should come to school with an attitude that prepares him/her for neat work. His/her attire should give him/her respect for him/herself, fellow students, and teachers.

3. The appearance of our students communicates many things about our school to the community and demonstrates an outstanding school with superior students.

Adherence to the dress code is the first and most tangible rule of the school to which an entering student must respond. Consistent and blatant non-compliance reveals an attitude of rebellion and disrespect for authority. The distraction caused by non-compliance affects teachers, students, and administrators. Please make a concerted effort to understand the following guidelines and ensure your child's compliance.

GIRLS

Pants/ Shorts/Skorts/Skirts/Dresses

Khaki, Navy, or Green Plaid (French Toast brand) – **Uniform style** pants, shorts, skorts, dresses and skirts only. Plaid skirt and Uniform dresses must be purchased from the Frenchtoast.com website. Make sure you choose the “shop by school” option.

There are 2 different styles of the plaid skirt. Either style is acceptable.

Shorts, skorts, dresses, and skirts can be no more than 2 inches above the knee.

No sweat pant, corduroy, denim, or wind pant material

No tight fitting or low ride styles, no cargo or flap pockets

No emblems, logos, or decorations

Uniform Shirts

These can be ordered at <https://www.frenchtoast.com/schoolbox/schools/little-cypress-christian-academy-QS5KGBL>.

Shoes

Non-skid shoes ONLY

No wheels or lights

No open-toe or open-back shoes

Socks (optional)

Solid colors only

Tights & Leggings

Solid Navy , White, Hunter Green

Undershirts (Short or Long Sleeve)

White only

No writing or pictures

Belt (optional)

No large buckles or braided belts

Make-up

Must be in good taste and not excessive

Tattoos

Not allowed (permanent or temporary)

Hair

Clean, neatly shaped, dry and combed

No unnatural coloring

Hair fashions that are extreme or distracting are not allowed.

Monday Dress

Uniform polo with khaki, navy, or plaid uniform bottom.

Tuesday Dress

LCCA Athletic Uniform- Purchased directly from LCCA.

Wednesday Dress (Chapel Day)

Uniform polo & uniform **plaid** skirt (PK3- 8th grade)

Thursday Dress

Approved Thursday T-shirt – Purchased from LCCA.

Medium or Dark Wash Jeans Only (no holes, tears, or decoration)

Outerwear (allowed inside)

Solid navy, white, khaki, hunter green, or LCCA sweatshirt or jacket

Back Packs

No distasteful logos or imprints

**All dress, hair, jewelry and make-up are subject to administrative approval*

BOYS

Pants/Shorts

Khaki or Navy- **Uniform** pants and shorts only

Shorts must be knee length

No sweat pant, corduroy, denim, or wind pant material

No tight fitting or low ride styles, no cargo or flap pockets

No emblems, logos, or decorations

Uniform Shirts

These can be ordered at <https://www.frenchtoast.com/schoolbox/schools/little-cypress-christian-academy-QS5KGBL>.

Shoes

Non-skid shoes ONLY

No wheels or lights

No character shoes

No open-toe or open-back shoes

Belt (optional)

No large buckles or braided belts

Socks (optional)

Solid colors only

Undershirts (Short or Long Sleeve)

White Only

No writing or pictures

Tattoos

Not allowed (permanent or temporary)

Hair

Clean, neatly shaped, dry and combed, above collar hair length

No “fad” haircuts or unnatural coloring (including mohawks)

No facial hair

Monday and Wednesday Dress

Uniform polo shirt with **Khaki or Navy** bottoms

Tuesday Dress

LCCA Athletic Uniform- purchased from LCCA

Thursday Dress

Approved Thursday T-shirt- purchased from LCCA

Dark or Medium Wash Jeans Only (no holes, tears, or decoration)

Outerwear (allowed inside)

Solid navy, white, khaki, hunter green, LCCA sweatshirt, or jacket

Back Packs

No distasteful logos or imprints

**All dress, hair, and jewelry issues are subject to administrative approval*

Clothing & Personal Belongings

Children are not allowed to bring personal belongings such as toys or makeup from home. LCCA is not and will not be responsible for any items brought from home, including jewelry. Your child will have the opportunities to experience a variety of activities. Children will be using art materials and enjoying outside play. All children will go outside for a minimum of 30 minutes per day, weather permitting. Each child PK3-Kindergarten will need one complete set of clothes at the school. Please mark all personal items for easy identification, such as coats, sweaters, gloves, blankets, etc.

*We will not replace lost articles.

Enrollment Forms

Parents are responsible for completing enrollment forms *prior to admission*.

The Registration Form contains all the general information needed to enroll your child at Little Cypress Christian Academy. All of the information is essential to the well-being and safety of your child. You must completely fill in all areas of the form on both pages, sign, and return it to the school at the time of enrollment. The Teacher Information Form asks a number of detailed questions about your child's background and interests. This form is used by the teachers to get to know your child(ren). The Health Form includes questions about your child's immunizations, disease history, and medical needs. If you have any additional medical concerns, please talk to your child's teacher or one of the LCCA staff. We also need a copy of your child's immunization records or waiver from the state.

Student Admission Policy

LCCA admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies and school programs.

Students are selected in order to maintain a student body of high academic and moral caliber. Admission is granted and vacancies are filled on the basis of academic achievement, ability tests, prior performance in school, and other pertinent data. Only students who are in good standing with previous schools are accepted.

Eligibility

PK3- To be eligible for Pre-K3 a student must be three years of age on or before September 30th of the year of enrollment.

PK4- To be eligible for Pre-K4 a student must be four years of age on or before September 30th of the year of enrollment.

Kindergarten- To be eligible for Kindergarten a student must be five years of age on or before September 30th of the year of enrollment.

First Grade- To be eligible for 1st grade a student must be six years of age on or before September 30th of the year of enrollment.

School officials determine grade level placement and teacher assignments.

Assessment

LCCA uses a benchmark test to formally assess students for admission in grades 1-8 to ensure that they are performing at or above their current grade level when necessary for grade level placement. All newly enrolled students are placed on academic probation for the first quarter of their attendance at LCCA. Academic probation is a period of time when

student's academic progress is closely monitored. If the student has earned a C average (70%) or above in all content areas during the first quarter, they are taken off of academic probation.

If the student does not earn a C average (70%) or above in every content area during the first quarter, a conference with the student, parents, teacher, and appropriate administrative personnel is held to determine the best course of action for improving the students' performance.

If the student does not achieve a C average (70%) or higher in the same content area after two quarters, the parents are advised that their child will no longer be allowed to attend LCCA.

Learning Disabilities

Due to lack of trained staff, funding, and facilities, Little Cypress Christian Academy does not admit children with profound learning disabilities. A profound learning disability is any condition in a prospective student, which would, without the supply of personnel dedicated to the student, leave them unable to perform to LCCA standards for academics in the core subjects taken by a child of their age. Examples of disabilities, which affect learning, include but are not limited to: Down's syndrome, autism, deafness, blindness, muteness, Dyslexia, severe emotional or behavioral disorders, severe speech and language disorders, ADHD, or significant motor control dysfunction.

A LCCA student who has been diagnosed as having specific learning disabilities is required to meet the same academic standards as all other students in their grade level and is given as much and no more individual instruction as their classmates.

Achievement Testing

The school calendar announces all test dates for assessments that are offered. Parents and students will be notified of the students' test results.

Pre-K and Kindergarten students do not participate in standardized testing.

First through Eighth grade students participate in achievement testing yearly. The Stanford Achievement Test is administered each spring. This test is used to determine a student's knowledge and progress towards high academic standards. The Stanford includes comparisons to national and state standards as well as national norms.

Non-discrimination Policy

Little Cypress Christian Academy is in compliance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), The Age Discrimination Act of 1975 (Public Law 94-135), and the Rehabilitation Act of 1973 (Public Law 93-112). This is an equal opportunity program. No person, in the United States shall, on the grounds of race, color, national origin, age, sex, disability, political beliefs, or religion, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination. If you believe you have been discriminated against because of race, color, national origin, age, sex, a disability, political beliefs, or religion, you may lodge a complaint against Little Cypress Christian Academy by immediately writing and/or calling the Civil Rights Department, Texas Department of Human Services, P.O. Box 19030, Austin, Texas 78714-9030 512/450-3630

Arrival Sign In & Departure Sign Out

Our responsibility begins when you place your child in the care of a staff member and ends when you take him/her from the care of a staff member. Please do not allow your child to wander off unattended or leave the building ahead of you. For safety purposes, only those listed on the enrollment forms as designated person for pick up will be permitted to leave with your child/children. If a circumstance should arise for someone other than those on your list to pick up your child/children, you will need to update your list or notify the office in advance. We will require a Valid ID for identification of an individual we do not recognize. Please inform those you have designated to pick up of our policy.

**When dropping off your child, routine upbeat departures will make their transition to our care more comfortable.*

Injuries

The staff makes every effort to ensure the safety of your child while in our care.

Unfortunately, accidents may occur. Teachers and Staff are trained in CPR and basic first aid procedures. We have implemented the following procedures, should your child experience an injury while at Little Cypress Christian Academy. The teacher will immediately advise the administrative staff. The administrative staff will determine the severity of the injury (i.e., scrapes, bumps, bruises, etc.) We will administer first aid and forward an accident report home with the person that picks up your child at the end of the day. In case of a serious accident or injury, EMS (911) will be contacted first. Within the limits of their ability, the staff will administer first aid. We will make every attempt to contact you immediately. If we cannot reach you, we will call the person you have indicated on the forms to make medical decisions for your child. If we cannot reach you, we will release your child into the custody of the emergency paramedics to transport your child for immediate medical care. Staff is prohibited from transporting an injured child. A staff member will remain with your child until you arrive.

Any medical bills that may arise from an accident are the responsibility of the parent.

Children's Illness

Every effort is made by LCCA staff to prevent the spread of disease. Even with precautions, children entering care are likely to experience an increase in mild illnesses. The frequency and severity of these will vary from child to child. However, an average child under the age of five has six to twelve mild illnesses per year. When a child is ill, they need a special level of attention and care, and we are not able to provide that care for one child, because we must also consider the rest of the children. Also, when ill children are at school, they are potentially spreading germs to other children and to LCCA staff. In addition, an ill child is vulnerable to catching a second illness while their immune system is overworked. If your child is so ill that they need special care, and they are not able to participate normally in school activities, they should remain at home. If they become ill at school, you will be called upon to take your child home. In the event that your child becomes ill and we cannot locate a parent, we will contact the person(s) you designated on your emergency care form, and ask them to pick up your child. LCCA's staff is the final judges of the severity of illness.

The following conditions are causes for exclusion from Little Cypress Christian Academy:

-Fever over 100.4 degrees. Children should stay at home at least 24 hours after a normal temperature is achieved WITHOUT the help of fever-reducing medications. For example, if

your child goes home on Monday with a fever, they may come back to school on Wednesday, if their temperature was normal on Tuesday. The 24- hour waiting period allows your child's immune system to regain strength.

-Fever over 99 degrees with a stiff neck or back. Children may return only with a doctor's written permission.

-Diarrhea (watery, bad-smelling stools more than once in succession). Children may return when normal function returns.

-Vomiting (two or more episodes in the last 24 hours). Children may return when they can retain a light meal.

-Persistent hacking or congested cough with sore throat (very red or blistered throat). Children may return with doctor's written permission.

-Green nasal discharge (indicated a respiratory infection which requires treatment). Children may return with doctor's written permission.

-Difficulty in breathing to the point where child is very uncomfortable or unable to sleep normally.

-Convulsions.

-Persistent pain in abdomen.

-Swelling, redness, or throbbing in an injured part of the body.

-Undiagnosed profuse rash or blisters on parts of the body.

-Unexpected profuse sweating.

-Head lice. Children may return after treatment and removal of all nits.

-Infectious skin or eye conditions (such as ringworm, impetigo, or pink eye). Children may return 24 hours after treatment with an antibiotic is begun.

-Medications- We do not administer any medication to the children in our care without a signed medication form in the school office.

****Exception:** If a child has a recurring medical condition, such as asthma or allergic reactions, the child's parent or health care provider may sign a medication authorization form allowing Little Cypress Christian Academy to administer the medication when symptoms occur for up to a six-month period. The authorization must include information on symptoms to watch for. The parent must provide Sun Screen, and Bug Repellent labeled with the child's name as well as a parent's signature on the container in order for LCCA to administer the product.

Immunizations

Immunizations are required of all children attending school in the state of Texas. We understand that there may sometimes be a medical reason not to give an immunization on the scheduled time. However, unless we have a written note signed by your child's physician, we are not allowed to make any exceptions. If we do not comply with this requirement, we could lose our state license. Please talk to Kelli Woods if you have any concerns. TB testing is not required.

***IMPORTANT:** You must show proof of the appropriate immunizations **BEFORE** your child can attend Little Cypress Christian Academy.

Exception:

Exceptions for immunization requirements must meet criteria specified by the Texas Department of State Health Services rules in 25 TAC§ 97.62 (relating to Exclusions from Compliance). You must contact the local health department to find out what you must provide to us in lieu of the immunization record.

Parent/Child Interaction

Parents are welcome to visit LCCA any time during the school's hours of operation to observe their child, LCCA's operation and program activities, without having to secure prior approval. Parents may also participate in the LCCA's operation and activities.

Emergency Preparedness

In the event of an emergency, operating procedures are in place to ensure the safety of children.

Evacuation Plans:

- All employees are responsible for moving children to the designated safe area
- Emergency evacuation & relocation diagrams are located in areas specified by DFPS & local authorities
- In some circumstances, parents will be called upon to pick up their children. As needed, the local authorities will be called to aid in the transportation of the children to an alternate shelter away from the school.
- Upon departure and arrival, the director or alternate assistant will have a list of all children that must be accounted for at that time. Together, the director or alternate assistant and the caregivers will verify that all children are present.
- The director or alternate assistant is responsible for calling the local authorities needed such as: Fire department, ambulance, local police or sheriff, and poison control.

The principal or alternate assistant is responsible for securing children's emergency numbers, emergency medical authorizations, and attendance sheets during an emergency.

Emergency Drills

Emergency Fire Drills are held monthly and Severe Weather Drills are held every three months to ensure children are accustomed to emergency evacuation and relocation procedures.

Weather Closures

The academy will close for emergency weather conditions. Updates will be sent via Facebook and text.

Holidays/Closings

This information can be found on the Little Cypress Christian Academy school calendar.

Discipline and Guidance Policy

At Little Cypress Christian Academy, your child will develop self-discipline & constructive self-management of conflicts through positive guidance & understanding that every action has a logical consequence. Behavior modifications begin with re-direction, warnings, if-then statements, and time away from the group or activity in "The Thinking Spot." A discussion of inappropriate action or behavior to help the child understand what is and is not appropriate will occur. You will receive 2 copies of the discipline and guidance policy form; one for you to keep and one for you to sign and return to us. We reserve the right to refuse or discontinue service if a child exhibits a pattern of defiance towards authority, uses excessive harsh language, bites, or poses a threat against self, staff or the children in care.

Chain of Concern

When you have a concern, question, or comment, you should consider your child's teachers as your first resource. They are usually able to answer questions, not only about classroom procedure, but also more general questions about child development.

* If you have a question or concern, which your child's teachers cannot address, or if you feel more comfortable talking to someone else, please feel free to ask the Principal, Kelli Woods.

*The Little Cypress Christian Academy Operational Policies and Procedures (hand book)

Tax Statement

A statement will be provided before January 31st of each year for those who plan to expense childcare when filing taxes with the IRS. Please make arrangements to pick up these forms; they will not be mailed.

Keeping Children Safe

Reporting Abuse or Neglect: Texas Law requires caregivers to report suspected child abuse or neglect to the Texas DPRS or law enforcement. Call 1-800-252-5400 to make confidential reports. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith. These are also available on the web at www.dfps.state.tx.us or your local Licensing Office in Beaumont, TX. The School's Principal or teacher will notify the Department of Protective Services, and/or the local law enforcement officials, when it appears that a child is being seriously neglected or abused.

The Texas Family Code (sections§34.07) States, Failure To Report:

(A) A person commits an offense if the person has cause to believe that a child's physical or mental health or welfare has been or may be further adversely affected by abuse or neglect and knowingly fails to report it, in accordance with Section §34.02 of the code, (B) An offense Under this Section is a "Class B" Misdemeanor.

Gang-Free Zone

Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

***All information herein is current as of January 11, 2021. The information is subject to change. If policies or procedures change, we will provide timely written notice to parents. An additional copy will be posted on the "Information Board."