

LifeSong Church

Preschool

Handbook



"Teach me how to live to please you, because you're my God." Psalm 143:7 – The Message

July 18, 2011



A United Methodist Community of Faith
2800 S Alafaya Trail, Orlando, FL 32828
(407)273-8368
kim@mylifesongchurch.com

Dear Parents,

We welcome your child to LifeSong Church Preschool program. This ministry exists for the purpose of giving your child loving care in a Christian atmosphere while at the same time offering all the teaching and training possible. We strive to give your child the enrichment and guidance that children need in their formative years.

The Preschool program has been planned for your child with the goal of nurturing their mental, emotional, social, physical and spiritual development. We strongly encourage creativity in both thought and action. Our primary goal is to aide the children in discovering their uniqueness and to come to the knowledge that they are loved by God.

It is our desire that your child have the happiest possible experiences as they participate in this program. As parents, you are cordially invited to visit us, ask questions, and make suggestions. The best assurance for the success of your child's experience is the close cooperation and understanding of parents and staff.

We also would like to help you with your personal needs. LifeSong Church believes strongly in our ministry to the families who come our way. Our ministerial staff is available to you for counseling and guidance. If you have a prayer request, let us know. We will pray with you and for you.

This handbook has been prepared in order that you may know the policies and better understand the program as we work together to help your child through a successful year in preschool. It is important that you read through the booklet, sign the Handbook Acknowledgement Form, and see the Director if you have any questions or concerns regarding our policies.

In His Service,

Kim Rop

Kim Rop, Director

LifeSong Church Preschool

Preschool Out Program

Mission

To begin the foundation of learning about Jesus through fun and exciting activities in a safe, nurturing and stimulating classroom environment.

Core Values and Beliefs

<i>Core Value</i>	<i>Belief</i>
LEARNING	We believe in teaching children who Jesus is and why He loves them and in the process they can learn about things Jesus created for them to use and enjoy such as animals, colors, shapes, numbers and letters. – “Train me, God, to walk straight; then I’ll follow your true path.” – Psalm 86:11 – The Message
CREATIVE TEACHING	We believe the message of each bible story is timeless, but we must be creative in the way we teach to keep children interested. – “Teach me how to live to please you, because you're my God.” Psalm 143:7 – The Message
LOVE	We believe that we should teach children how to love one another by modeling being kind and helpful to our classmates and teachers. – “Treat people the same way you want them to treat you.” – Matthew 7:12 - NASB
SAFETY	We believe that children should be kept spiritually, emotionally and physically safe at all times. – “God, you are my refuge. I trust in you and I’m safe.” – Psalm 91:2 – The Message
WORSHIP	We believe we show Jesus we love Him by having fun learning about Him, praying, and singing songs to Him. “On your feet now—applaud GOD! Bring a gift of laughter, sing yourselves into his presence.” Psalm 100:2 – The Message

Our Program

All children will be treated lovingly and fairly while being guided through their various daily activities. Your child will participate in a variety of learning opportunities such as:

- Working with paints, crayons, play dough, blocks, and other manipulative materials
- Enjoying stories, videos and books. A Bible story or an activity the teacher can relate to a Bible verse or a Bible thought will be included in the day's activities
- Becoming familiar with the alphabet and phonetic sounds and working with numbers, colors, shapes, etc.
- Learning to share, take turns, plan, work and play with others
- Learning to respond rhythmically to music, singing new songs, and listening to different kinds of music.
- Acquiring good health and cleanliness habits

Unlike other preschool programs, we teach a biblically based curriculum. We feel it is important that children learn while in our care. We are not a daycare where children are simply watched over until the parent returns. We have a structured day full of fun and learning. It is important that as a part of the structured day that you have your child arrive to class on time each day. Being late disrupts the routine for your child and the other children in the classroom. The curriculum we use is called Wee Learn developed by Lifeway. The curriculum is divided into Units that are taught each month. Everything that your child does in any given month will tie directly to the Unit we are teaching. Listed below are the monthly units and the concepts that your child will be learning.

Discovering Self –

Bible Verses and Phrases

- I am wonderfully made (Psalm 139:14)
- Say thank you to God (Psalm 136:1)
- Be kind to one another (Ephesians 4:32)
- Jesus grew (Luke 2:52)
- God gave us ears to hear and eyes to see (Proverbs 20:12)
- Work with your hands (1 Thessalonians 4:11)
- Jesus loves you (John 15:12)

Concepts:

- God made me
- I'm special. No one is exactly like me
- No one has fingerprints just like mine
- In some ways I am like other people; in some ways I am different from others
- I have a body that's growing and changing
- I can do things now that I could not when I was a baby
- I have a voice like no one else
- The name I have was chosen just for me
- I like to express myself in different ways
- I can feel safe and protected at school

Discovering My World –

Bible Verses and Phrases

- Everything God made is beautiful (Ecclesiastes 3:11)

- God gave us eyes to see (Proverbs 20:12)
- Work with your hands (1 Thessalonians 4:11)
- I thank God (2 Timothy 1:3)
- We work together (1 Corinthians 3:9)
- Help one another (Galatians 5:13)
- God gave us ears to hear (Proverbs 20:12)
- Sing praises to God (Psalm 47:6)
- Be glad and sing happy songs (Psalm 9:2)
- God makes the wind blow (Psalm 147:18)
- God made the trees (Genesis 2:9)

Concepts

- Colors are everywhere I look
- Colors have names, I can name the primary colors – Red, Yellow, Blue
- I can mix the primary colors to make new colors
- I can see different shapes in my world
- I can identify the basic shapes of circle, square and triangle
- I can listen to and identify a variety of sounds
- I can respond creatively to music with my voice and body movements
- I can recognize some of the changes in nature which fall may bring
- I can enjoy seasonal colors, shapes and sounds

Learning About Good Food –

Bible Verses and Phrases

- God gives food to us (Psalm 136:25)
- God cares for you (1 Peter 5:7)
- Thank you, God (2 Timothy 1:3)
- God is good to us (Psalm 73:1)
- God made animals (Genesis 1:25)
- God made the cows (Genesis 1:25)
- God made the water (Psalm 104:10)
- Say thank you to God (Psalm 136:1)

Concepts

- I can touch, smell, taste and see several different fresh fruits
- I can identify and name several different kinds of fruit
- God gave us many different kinds of vegetables
- The various kinds of vegetables look different and have different tastes
- I can name some of the products which are in the meat and milk food groups
- I know that animals help people in many ways
- I can love and care for animals
- God gave me a tongue to taste foods
- Foods have different tastes: sweet, sour, salty, bitter
- I like the flavor of some foods; some foods do not taste good to me
- Some foods are cooked before I can eat them. I can eat some foods cooked or raw

Learning About Christmas –

Bible Verses and Phrases

- Jesus was born in Bethlehem (Matthew 2:1)
- God cares for you (1 Peter 5:7)
- We work together (1 Corinthians 3:9)
- Be kind to one another (Ephesians 4:32)
- Be glad and sing happy songs (Psalm 9:2)
- God made me (Psalm 139:14)
- Thank you, God (2 Timothy 1:3)
- Jesus grew (Luke 2:52)
- Jesus loves you (John 15:12)

Concepts

- Christmas is the time Jesus was born
- Jesus was loved by Mary and Joseph
- Mary and Joseph took a trip to Bethlehem
- Christmas is the time to celebrate Jesus' birth
- Jesus was a special baby, and I am special, too
- Christmas is a special time for members of my family to show that they love each other
- Families do special things together at Christmastime

Learning About Families –

Bible Verses and Phrases

- Love one another (1 John 4:7)
- God made us (Psalm 100:3)
- God cares for you (1 Peter 5:7)
- Help one another (Galatians 5:13)
- Be kind to one another (Ephesians 4:32)
- We work together (1 Corinthians 3:9)
- Say thank you to God (Psalm 136:1)
- God gives food to us (Psalm 136:25)
- Be glad and sing happy songs (Psalm 9:2)
- Bring an offering to church (Malachi 3:10)
- Jesus went to church with his family (Luke 2:27)

Concepts

- God loves me and gave me a family
- My family loves and cares for me
- How do family members help each other
- I can show love for the members of my family
- I thank God for my family
- God planned for families to go to church
- My family can show kindness and love toward friends at church
- My family likes to go to church
- We learn about Jesus, pray to God, sing, and read the bible at church

Learning About Friends –

Bible Verses and Phrases

- Help one another (Galatians 5:13)
- We work together (1 Corinthians 3:9)

- Jesus said, 'Love one another' (John 15:17)
- Love one another (1 John 4:7)
- Be kind to one another (Ephesians 4:32)
- God loves us (1 John 4:10)
- God made us (Psalm 100:3)
- Jesus had friends (Luke 2:52)
- Jesus said 'I love you' (John 15:9)
- Jesus said 'Let the children come to me' (Matthew 19:14)
- Jesus said 'You are my friends' (John 15:14-15)

Concepts

- Friends can work together
- Working with friends is fun
- I have friends who are children and friends who are adults
- I can show kindness and love to my friends
- My friends show kindness and love to me
- Friends can let one another know how they feel – angry, sad, tired, loved, happy
- Friends are fun to have
- Even though my friends and I are different in many ways, we also are very much alike in many ways
- Even though sometimes I disagree with my friends, I can still like them and play with them
- Jesus is a special friend
- Jesus expressed kindness and love toward all people

Discovering God's World –

Bible Verses and Phrases

- God made the moon and stars to shine in the night (Jeremiah 31:35)
- God made the sun, the moon, and the stars (Jeremiah 31:35)
- The sun shines in the day (Psalm 136:8)
- God loves us (1 John 4:10)
- God made the water (Psalm 104:10)
- God is good to us (Psalm 73:1)
- God made the clouds (Job 36:27)
- God made the fish (Genesis 1:21)
- God makes rain (Psalm 147:8)
- God made the sun to shine in the day (Jeremiah 31:35)
- God makes the grass grow (Psalm 104:14) (Psalm 147:8)
- God made the sun (Genesis 1:16)
- God made the clouds (Psalm 104:3)
- God made the moon (Genesis 1:16)
- God gives us things to enjoy (1 Timothy 6:17)
- God made animals (Genesis 1:25)
- Everything God made is beautiful (Ecclesiastes 3:11)

Concepts

- God made nighttime and daytime
- God made the sun to shine in the daytime and the moon and stars to shine in the nighttime
- God loves and cares for me in the nighttime and in the daytime

- God made the world and different kinds of weather – including rain and sunshine
- God provides rain so that we will have water to use and enjoy
- God wants us to keep our water clean
- God made the sunshine and rain to help the flowers, grass and trees grow
- God made the earth: rocks, soil, mountains, lakes
- God made the sky: sun, clouds, moon, stars, rainbow
- God made farm and zoo animals that I can enjoy
- Farm animals help people do their work
- A zoo is a special place where people can safely see wild animals

Enjoying My Senses –

Bible Verses and Phrases

- Everything God made is beautiful(Ecclesiastes 3:11)
- God made me (Psalm 119:73)
- Look at the wonderful things God made (Job 37:14)
- God gave us eyes to see (Proverbs 20:12)
- Love one another (1 John 4:7)
- God made me (Psalm 139:14)
- Work with your hands (1 Thessalonians 4:11)
- God made the flowers (Genesis 1:11)
- God gives us things to enjoy (1 Timothy 6:17)
- God gave us ears to hear (Proverbs 20:12)
- Say thank you to God (Psalm 136:1)

Concepts

- God gave us our eyes to see the people and things in His world
- God gave us hands to touch the many objects and people in His world
- We smell good and bad odors with our noses
- God gave us our noses to smell odors in His world
- We hear with our ears
- God gave us our ears to hear the sounds in our world

Learning About Helpers –

Bible Verses and Phrases

- Help one another (Galatians 5:13)
- God cares for you (1 Peter 5:7)
- Work with your hands (1 Thessalonians 4:11)
- Jesus went about doing good (Acts 10:38)
- God made me (Psalm 139:14)
- I like to go to church (Psalm 122:1)
- Be glad and sing happy songs (Psalm 9:2)
- Bring an offering to church (Malachi 3:10)
- Jesus loves you (John 15:12)
- Jesus went to church (Luke 4:16)

Concepts

- I can learn about ways people help one another in my town
- People have different jobs to do

- I know the name of my town
- Helpers in my town are my friends
- I know ways doctors, dentists and nurses help take care of people
- My doctor and dentist are my friends and help me
- My doctor and dentist check me when I am well and help me when I am sick
- Special helpers at my church are teachers, pastor, children's minister, music director, preschool director, receptionist
- Some of the children in the Bible were helpers
- Jesus is a special friend who is a helper

LifeSong Church offers our preschool program to children between the ages of 1 and 4 years old. Unfortunately we can not accept children that are younger than 1 year of age. At the time of enrollment in August your child should be 1 year old.

Hours of Operation

LifeSong's preschool program operates Monday thru Friday of each week. The hours of Preschool are 9:00 a.m. to 2:00 p.m., on Monday/Tuesday/Thursday/Friday. We release at 1:00 p.m. on Wednesdays. The teachers will not be responsible for children who arrive before 9:00 a.m. with the exception of teachers' and substitutes' children. Therefore, please do not bring your child to their class prior to that time unless you have first cleared it with the teacher and Director. The doors will not open until 9:00 a.m. each morning. Please respect these times so that the teachers will be ready to greet the children in a proper way.

Late Pick Up Fees

We understand that sometimes circumstances will prevent you from arriving to pick up your child on time. However, parents who are habitually late will be charged \$5 for the first 15 minutes and \$2 per minute thereafter when their child (each child) remains overtime. No exceptions. If a child is picked up late more than 3 times in one month, the child will be dismissed from the program.

It is our policy that the late fee is paid in cash to the teacher who stays with your child if you are late. You MUST pay the teacher the late fee when you come to pick up your child. If the late fee is not paid, your child will not be able to return to class until it is paid in full.

If you come in late you need to be prepared to pay the late fee in cash to the teacher that had to stay with your child. You are considered late if you arrive later than 2:00pm.

Class Routines

Class will begin at 9:00 a.m. It is best for your child and the other children in the class if you bring your child to class and leave as quickly as possible and not linger. When parents stay in the classroom in the mornings it upsets the other children whose parents have already left the building. This will help your child get into the daily routine faster as well as the other children. If you need to speak to the teacher please try to do that in the afternoons if at all possible. If your child remains upset after you leave for an extended period of time we will call you.

Along the same line as above, please try to have your child at school before 9:30 a.m. at the latest. Bringing them in late also makes it hard for them to get into the same routine as the other children.

Absences/Make Up Days

Monthly tuition can not be reduced for days your child does not attend due to vacation, illness, etc. As a courtesy we will allow a child to make up a total of 4 sick days if space allows. If a class is at capacity we can not offer make up days. We cannot schedule more than 4 make up days. If you schedule a make up day and your child does not attend then the make up day is forfeited.

If you want to schedule a make up day, you must do so with your child's teachers in advance. The Preschool Director should be notified in advance if your child is going to be absent on any given day.

Fees

Yearly registration fees are non refundable and are due at time of enrollment. Fees will be prorated based on the months left in the school year.

Enrollment for upcoming sessions will be offered to our currently enrolled children first before opening to the public. Enrollment for the following year will be posted in January. Please make sure you watch for notification of enrollment in your child's daily papers and on our bulletin board over the Sign In/Out table. Once public registration is offered, spaces will be given on a first come, first serve basis.

Enrollment from year to year is not automatic! You must enroll each year.

- Registration fee for all ages is \$175.00

The daily rate for our program is \$30.50

Drop In Rate: \$35.00

Returned Check Fee - \$30.00

Preschool is a 10 month program beginning in August and ending in June. We follow Orange County Public Schools schedule and Calendar.

Monthly fees are calculated by taking the number of days in session and multiplying by the daily rate and dividing that amount by 10. See the rate table on the following page.

Your tuition payment will be the same each month. *The first payment is due in full when school begins in August.* There will be no monthly payment due in June.

Children not enrolled in our program can drop in for a total of 4 days at \$30 per day. After that a registration fee must be paid in order to continue to drop in a child.

Payment/Rate Schedule is included in your enrollment packet.

Payments

Monthly Fees are payable to the Director on arrival at the church by the 15th of each month. Refunds for sickness, vacations, or other absences cannot be given.

We understand that circumstances may arise which may cause you to be late in paying your monthly fees for Preschool. Please let us know as soon as possible and we will do what we can to work with you. **If payment has not been made and the Director has not been informed of any change in circumstances, a late charge of \$20.00 will be added to the tuition bill after the 15th of the month.** Payments can be made online at

www.mylifesongchurch.com under Online Giving if you cannot bring your payment to the Preschool by the 15th. If there is a waiting list, failure to pay your monthly tuition automatically forfeits your child's place in that particular class. A \$30.00 fee will be added for the first two returned checks. Charges thereafter will be on a credit card basis only.

LifeSong Preschool accepts tuition payments by check or credit card only.

Security

A child must be accompanied by an adult to and from the classroom each day. A child will not be released to anyone other than the parent or guardian, or person(s) listed on the enrollment form unless given written permission from the parent. If anyone other than the parent is to pick up the child, a written notice should be given to the teacher and Director that morning. Any adult that is not readily recognized by the teacher will be asked for identification and then checked to see if they are included on the admission form as authorized by the parent. A child will not be released to anyone under 18 years of age.

Discipline

We, the teachers and staff of the Preschool Program, strive to ensure that discipline and guidance are consistent, and are based on an understanding of individual needs and development. Promoting self-discipline and acceptable behavior is primary.

Brief, supervised separation from the child's group, if necessary, may be used as discipline (Safe Place). There will never be any cruel, harsh, or unusual punishment or treatment. No staff member may yell, shake, bite, pinch or hit the children, and no child will ever be spanked. We will never permit the use of any physical punishment. Nor will humiliation be used as a form of punishment. The teachers will not associate punishment with food, naps, or toilet training. Positive alternatives and directives will be used instead.

If the behavior of the child is continually disruptive to the class, the child will be sent to the Preschool Director outside of the classroom proper and the parent will be called to come and pick up the child. Any property damage or physical liabilities that result from the child's destructive actions while on the church campus are solely the parents' responsibility.

Discipline is necessary for a successful Preschool Program for everyone involved. Each time a child harms or attempts to hurt themselves or another child, the incident will be discussed with the child's parent/guardian and the incident is recorded.

If the same pattern of behavior continues in the classroom, the child will be removed from the Preschool program. It is our intention to work with your child through these behaviors that are normal for children for the ages we serve in our program. However, some behaviors which are harmful to other children such as biting and aggressively hurting others or themselves must be corrected before returning to the program.

Illness

An obviously ill child should not be left in Preschool and will not be accepted. If your child is showing any of these symptoms they will need to remain at home until they subside and are symptom free without medication.

- Fever of 99.9 degrees or more
- rashes on face or body
- diarrhea with in past 24 hours
- nausea, vomiting or refusal of breakfast

- productive cough
- colored or heavy nasal discharges
- ANY symptoms of communicable disease such as: sniffles, pink eyes; sore throat, headaches or abdominal pain

Parents are requested not to bring a child who has had any of these symptoms within a 24-hour period prior to Preschool. If any of these symptoms are observed repeatedly by the teacher or Director and thereby appears to be a chronic condition, the parent will be asked to obtain a doctor's release stating the child is free of infection and is able to attend class. We want to keep all of our children and staff safe and healthy, so please make other arrangements for children who are ill.

If a child becomes ill while at Preschool, the parent will be notified immediately. An emergency phone number should be given on your admission form for persons who agree with the parent in advance to take full responsibility for the child in case the parent cannot be located.

We do not dispense medications in our program, however, we realize some children have special medical needs. These will be handled on an individual basis.

The Director will give notice in the event of possible exposure to a contagious disease or parasite within any classroom once the condition has been verified.

Accidents or Emergency Care

All necessary measures will be taken to ensure the safety and well-being of all the children enrolled. In case of an illness or an accident while the child is at the Preschool Program, and the child's parents or guardian cannot be reached, and in the staff's determination the child needs prompt medical attention, an ambulance and/or child's physician will be called. All accidents are documented on an Incident Form which will be given to the parent to sign when the child is picked up for the day.

Food and Snacks

Each child in Preschool is required to bring their own snack, lunch and drink. Please pack a nutritious lunch. Candy and sugary snacks should not be sent as a lunch. The children are not allowed to share or trade food with each other unless we are celebrating a birthday party or other special event. If your child has a specific food allergy, please indicate this on the admission form as well as notifying your child's teacher.

When sending in lunches for your child, please make sure you are sending finger foods that your child can easily pick up and eat themselves. Unfortunately we can not hand feed each child applesauce, soups or yogurts each day as there are just too many to feed at the same time.

What are finger foods?

Just about any bite-size piece of food that your child can pick up and eat by themselves could qualify as a finger food. Not only is eating finger food fun for your child, it's an important early step toward independence that also helps them develop fine motor skills and coordination.

Served raw in small pieces:

- Banana
- Avocado
- Tofu
- Semi-hard cheeses -- Jack, Colby, (introduce over 12 months)

- "O" shaped cereal
- Puffed rice cereal
- Lunch meat cut into thin slices
- Crackers such as Gold Fish

Served cooked and in small pieces:

- Apples slices
- Pear slices
- Whole asparagus spears
- Carrots sticks/rounds or baby carrots
- Zucchini or yellow squash rounds
- Broccoli spears
- Sweet potato slices or cubes
- White potato slices or cubes
- Whole green beans
- Small dices of soft cooked peas
- Toasted bread with a small amount of peanut butter cut into cubes

Grapes and small round tomatoes are a choking hazard unless prepared properly. Cut grapes and tomatoes into quarters before sending to school

Please send a labeled cup with your child to school each day for water.

Rest Times

Children are required by law to have a rest period during the day. The rest period will vary by age. All children are required to have a Kindermat that is at a minimum 1" thick. They can be found at WalMart or Target with the school supplies.

Labeling Items

Coats, jackets, sweaters, caps, and all personal items (diaper bags, cups, lunch boxes, sleeping mats, etc.) brought for your child should be labeled with your child's name. All misplaced items will be put in the lost and found. Any items remaining unclaimed by the end of the session will be donated to a local charity.

Toilet Training

Nothing can be more stressful for a child and parents than when learning to potty train. We do not require that any child be potty trained to participate in our program, however when children demonstrate a readiness to begin using the potty, we will be using the following guidelines:

We will not begin potty training in the Turtle classroom. These children are too young typically to potty train. There may be exceptions but overall we will not begin to assist until the child is in the young 2's class or is at least 2 years old and expressing the signs below.

Signs of potty training readiness are: having appropriate language skills to communicate the need to go, staying dry for long periods of time, the ability to dress and undress themselves and interest in staying clean and dry.

If a child cannot communicate their needs, they are NOT ready to potty train. Children must be able to verbalize their need to go. Starting potty training too early is not good for the child. If a child has no desire to go to the potty even if they are capable of verbalizing it, then they are not ready to train. Developmentally there will be a “click” that the child starts to recognize the urge to go and at this point training can begin. Starting too soon usually leads to frequent accidents, constipation or regression!

We will help your child learn to use the potty but it is their job to actually do it. If going to the potty is over stressed with the child then it will be frustrating for everyone. This is your child’s accomplishment and they should not be compared to siblings or friends learning earlier or later than they are. When they are ready they will learn quickly.

We cannot be solely responsible for potty training your child. You must begin the process at home. If you have your child successfully going to the potty for 2 full weeks at home then we will follow up with potty training here. During training time we require that children wear Pull-ups for sanitary reasons.

Keep in mind that the activity level here at school can distract your child from responding to the urge to use the potty. We will continue to use Pull-ups until your child can and will announce that they must use the bathroom and can control their bowels or bladder for a minute or two after they verbalize the urge to go. While your child is potty training they should not come to school in overalls, onesies, belts, buckles, snaps, buttons or zippers – anything that would hinder them from undressing quickly. Elastic waist pants or dresses for girls are great.

We typically do not use potty seats here. Our classrooms have little people size toilets in them so when training at home get them use to sitting on the potty and transition from the potty chair if you can.

While potty training you should send at least **2 full sets of clothing changes** in case of accidents. This includes additional pull-ups, underwear and socks. If your child is in underwear after successfully potty training at home and at school and has two accidents they will be put in a pull-up for sanitary reasons.

Potty training can only be successful if all of us work together! We will communicate with you when we feel your child is ready to learn and ready to transition from Pull-ups to underwear.

Clothes

Play clothes are the most suitable. Parents must send a complete change of clothing including socks and underwear for their child each day. Put the spare clothing in a large gallon Ziploc bag labeled with your child’s name and leave it in their backpack or cubbie. If your child is potty training you may want to send more than one set of clothing. Adequate supplies of diapers and wipes must be provided by the parents. Disposable diapers are required unless a child is allergic to them.

Flip-Flops or Crocs are not allowed at school. Please make sure your child wears tennis shoes that cover their toes as we do play outside.

Toys

Since we have toys and equipment in the church, we discourage children from bringing toys from home, as this sometimes causes disruption in the classrooms. Instead, they may want to share a favorite book or record. Please help your child understand this policy at home before arrival and leave their toys in the car or at home.

Holidays

The Preschool Program operates on the same schedule as the Orange County Public School District. The current OCPS calendar for the school year is included in this packet for your convenience. We observe the same holidays as the public schools. If OCPS closes schools because of inclement weather, we will also close. If OCPS is in session for a weather make-up day, we will also be open.

Parties

If you wish to bring refreshments or favors to celebrate your child's birthday, please make arrangements at least one week prior to the date you want to bring them with your child's teacher. If you are sending cupcakes, we require that they are the mini size and not the larger adult size cakes.

Student/Teacher Ratios

We have adopted these student/teacher ratios in order to provide your child with the best care and one-on-one attention. We strictly abide by these ratios. Our student/teacher ratios are as follows:

1 Year Old – 2 Teachers per class with a maximum of 7 children per class

Young 2 Year Olds – 2 Teachers per class with a maximum of 11 children per class

Older 2's -- 2 Teachers per class with a maximum of 16 children per class

3 & 4 Year Old Class 1: 2 Teachers per class with a maximum of 11 children per class

3 & 4 Year Olds Class 2: 2 Teachers per class with a maximum of 14 children per class

Student/Teacher ratio for LifeSong Preschool is 6/1

*Two teachers/aides are in each room at all times.

To enroll your child in our program, please complete the enclosed forms and return to the Preschool Director. We have a limited number of spaces available so the sooner you return your paperwork the more likely you will be able to enroll for the days that suit you best.

Paperwork Required:

- Completed Registration Form with Registration Fee
- Copy of Birth Certificate
- Florida Blue and Gold Forms (Immunization and General Health Statement)
- Signed Handbook Acknowledgement Form

Program Director

Kim Rop (407) 273-8368 ext. 205
email: kim@mylifesongchurch.com



2800 S Alafaya Trail
Orlando, FL 32828

