



Llano Christian Academy

Early Education Classes

2020-2022
Parent Handbook

Approved May 12, 2020

Welcome to the Llano Christian Academy

Our program will provide education of the highest quality in tune with the child's age and developmental needs. It will offer a loving Christian environment in which children are enabled to develop physically, emotionally, socially, and spiritually. The children will enjoy creative expression in music, art, and play. Through this nurturing environment, families can be assured of quality care while their child is entrusted to responsible individuals outside parental supervision.

VISION

Llano Christian Academy wants to be recognized as the premiere Christian school in the area for developing well-prepared champions for the faith who impact the world for Jesus Christ.

MISSION STATEMENT

To educate children with an emphasis on Holy Scripture, to instill the teachings of Jesus Christ as the foundation of all spiritual growth, to build moral character as academic excellence is pursued and to create a loving, nurturing environment where students are challenged to reach their God-given potential.

GUIDING PRINCIPLES

Seek God's truth and righteousness first and all these other things will be added
Seek only God's glory in all things
Non-denominational and grounded in the basic tenets of the Christian faith
Do not favor one of God's children over another
Keep tuition affordable for a wide range of income levels
Maintain independence from a church or supporting organization
Impact the lives of as many children as possible without sacrificing quality
Maintain strong financial health
Maintain high level of parent involvement

STATEMENT OF FAITH

1. All Scripture is verbally inspired as originally written and therefore infallible and inerrant (2 Timothy 3:16-17; 2 Peter 1:21; Matthew 5:18; 1 Corinthians 2:13). The Bible is the Word of God. We cannot accept the misleading statement: "The Bible contains the Word of God".
2. There is one living and true God who exists in three Persons – Father, Son and Holy Spirit (Matthew 28:19; 2 Corinthians 13:14).
The Father is God (2 Corinthians 8:6), the Son is God (Isaiah 9:6; John 1:1, 14; Hebrews 1:8-10), and the Holy Spirit is God (Acts 5:3-4).
3. The Lord Jesus Christ was born of a virgin (Isaiah 7:14; Matthew 1:18-25; Luke 1:26-38).
4. Christ rose bodily from the dead and ascended unto God the Father (Matthew 28; Mark 16; 1 Corinthians 15; Romans 1:4).
5. Christ will return. First, for the "dead in Christ who will be resurrected bodily; and for

- those who are alive at His coming”. This resurrection not only precedes His return to earth to reign 1000 years, but also precedes the Tribulation (1 Thessalonians 4:13-18; 5:9). Then to reign 1000 years on the earth (Revelation 20:1-6; 2 Timothy 2:12).
6. All men inherit a depraved nature and are lost sinners in need of salvation (Romans 3:9-19; Ephesians 2:1-3).
 7. God has provided salvation through offering His Son on the cross of Calvary, and allowing His BLOOD to be shed to atone for our sins (Romans 3:25; Hebrews 9:22).
 8. We are saved and justified when we recognize ourselves as sinners, and we put our trust in Christ as the Son of God and His finished work on the cross of Calvary. Salvation is by grace through faith plus nothing (Romans 3:24, 4:5; Ephesians 2:8-9).
 9. We are secure in Christ (John 3:16; Philippians 1:6; John 10:27-29; Romans 8:38-39).
 10. We should regularly participate at the Lord’s Table (1 Corinthians 11:23-32).
 11. All believers should be baptized as an act of obedience, but not for securing their salvation (Acts 2:41; 19:4-5; Matthew 28:9-20).
 12. The Bible teaches the eternal punishment of the lost (John 5:28-29; Revelation 20:10, 15; Matthew 25:46).
 13. The Bible teaches marriage is a union between one naturally born man and one naturally born woman (Genesis 2:24; Proverbs 18:22; Ephesians 5:25, 31, 33; I Corinthians 2:2-4, I Corinthians 11:12; Hebrews 13:4).
 14. The grace of God teaches us “to live soberly, righteously, godly” (Titus 2:11-13). Titus 2:13 – Looking for the blessed hope of His returning for us. Colossians 3:2-3; 1 John 2:15-17 – Setting our “affection on things above, not on things on the earth”.
- 2 Corinthians 6:14-18 – Living a life of separation from the world.

Educational Philosophy of Early Education Program at Llano Christian Academy

Current research has shown that Prekindergarten age children (three to five years old) acquire and use knowledge and skills in ways that are significantly different than older children. This research support the basis for our program – the love of learning begins at a very early age when a child can have safe, direct sensory encounters in their environment. Children at Llano Christian Academy can experience a stimulating environment where they are given many opportunities to grow and learn through active participation and play cognitively, socially, spiritually and physically. LCA will accept young children at the age of 2 years old if the children will turn 3 years old before December 1st and are potty trained.

Admission

A LCA Student Application must be filled out and give to the Headmaster/Principal. The application is reviewed and the enrollment status is determined. If the student is accepted into the class, the parent is contacted. The classes is full at 18 students. Any other parents wishing to have their child in the Early Education class will be placed on a waiting list. The parent will be contacted when openings become available.

Please note: LCA will not place children in the class after in January 1st. The goal of the program is to meet the need of every child and to help each one acquire skills to be successful students.

Tuition

August - \$200 is due for curriculum

September – June - \$420 is due for tuition (10 months)

September – August - \$350 is due for tuition (12 months)

The total cost of the year is \$4,200.

The payment is due the first of each month unless special arrangements are made with the Headmaster prior to each month.

How classes are organized:

The students will be divided by age and developmental level for reading circle and other academic activities. Otherwise, the Prekindergarten Center will have multiple centers for the students to enjoy. From time to time, special guests will be invited into the Pre-Kindergarten Center to share special activities with the children.

Curriculum for PreKindergarten & Kindergarten

Our curriculum will incorporate Bible stories, information on Christian values, and scripture to memory during our daily lessons. We will encourage the children to learn in a fun, yet challenging environment.

When a child has academic issues, such as developmental delays or special needs in the classroom the teacher will ask for a parent conference where the issues can be discussed. The teacher and the parent will make the decision to refer the child to Special Education in the Llano ISD District or allow the teacher to continue working with the child.

Lunches and Snacks

Parent will need to pack a lunch daily. The teachers can warm-up food for your child. Please cut the food items in bite-sized pieces. This will assist your child in eating without assistance and we do encourage independence as skills are acquired.

Your child will also need two snacks a day. Instead of sending the snacks daily, please put a variety of snacks in a gallon Ziplock bag with your child's name printed clearly on the outside of the bag. When the snack bag is empty, the bag will be sent home to be refilled.

If your child has a special diet, please note this on the Emergency Medical Release Form.

Arrival and Pick-up Times

Children may begin arriving at 7:15 a.m. Volunteers will meet your child at the car or you may park and walk your child into the building.

Pick-up time will be 3:00pm. Please park your car and walk inside to get your child from his/her classroom or the Living Room.

Children will not be allowed to leave school with anyone other than designated persons on the release form on file in the office. This is for your child's protection. When someone on your release form picks up your child a current driver's license is required. In an emergency situation, parent's prior approval is required before your child is released to anyone not designated. This can be a phone call to the office.

What to bring to school:

Please send a backpack daily labeled with your child's name with a complete change of clothing, including underwear and socks. Accidents do happen.

Children may not bring personal items unless they need them for security during naptime. Teachers will give advance notice of show-and-tell dates.

Illnesses

Administering Medicine

A medical permission form must be filled out before any prescriptions will be administered to your child. The medicine must be in the original container and have your child's name on the bottle label. The dosage, physician's name, and directions to administer must be written on the label. For liquids, we must have a measuring device to administer the medicine. The Administrator or designee will be administering all medications.

Immunizations

Llano Christian Academy must have a current immunization record within the first 30 days of enrollment. Providing an immunizations record is best when it is part of the registration process.

Exemptions

The law allows physicians to write a statement stating that the vaccine(s) required would be medically harmful or injurious to the health and well being of the child; and parents/guardians can choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow

parents/guardians to elect an exemption simply because of inconvenience (a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem).

For children needing medical exemptions, a written statement by the physician should be submitted to the school. Instructions for the affidavit to be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief can be found at www.ImmunizeTexas.com.

Schools should maintain an up-to-date list of students with exemptions, so they can be excluded from attending school if an outbreak occurs.

Provisional Enrollment

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccine. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance. The school shall exclude the student from school attendance until the required dose is administered. A student can be enrolled provisionally for no more than 30 days if he/she transfers from one Texas school to another and is awaiting the transfer of the immunization records.

Documentation

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel have validated it. The month, day, and year that the vaccination was received must be recorded on all school immunization records.

ADMINISTERING MEDICATION

School employees will administer medication to students during school hours upon the written request of a parent/guardian. All medication (whether prescription or non-prescription) must be in the original container, labeled with the student's name, the name of the medication, and directions for time and dosage. The parent or legal guardian must give medication to school employees.

All medication administered must be kept in the Administrator's office. Students

will be required to sign each day when they receive their medication to ensure an accurate account. Students should not be in possession of any medication (prescription or non-prescription) at any time. Failure to follow school guidelines will result in immediate discipline.

Original Container

A properly labeled original prescription container shall be dispensed from a pharmacist and shall contain a clear and legible label with the following information:

1. Name and address of the pharmacy
2. Name of the patient (student)
3. Name of the prescribing practitioner
4. Generic or brand name of the drug
5. Strength of the drug
6. Date the prescription is dispensed
7. Instructions for use
8. Expiration date of the medication

Note: Please request an extra-labeled bottle from the pharmacist so there is no need for transporting medication from school to home.

Inhalers

Students in grades K-5 will keep their inhalers in the Administrator's office in order to monitor frequency of use. Students in grade 6 and up may carry their inhalers to school or school-related events IF there is written permission from the parent on file in the nurse's office. It is recommended that an inhaler with spacer be kept at school at all times.

Epipens

It shall be the responsibility of the student's parent or legal guardian to supply LCA with an epipen for anaphylactic reactions. The epipen will be stored in the administrator's office and administered according to the following provision: The parent/ legal guardian gives written permission for its use, releasing LCA from all responsibility involved in its use.

Medical Equipment

Any medical equipment that is needed by a student (i.e. glucose testing, nebulizer tubing etc.) must be provided by the parent or legal guardian and will be kept in the administrator's office. Written instructions for the equipment's use and parental permission are required; both will be kept on file in the administrator's office.

Disposition of Medication at the End of the School Year

All medication and medical equipment is kept in the administrator's office and must be picked up by a parent/legal guardian before the last day of the school

year. ALL prescription medication will be destroyed after this date.

ILLNESSES

Students are expected to stay at home if they are ill. Llano Christian Academy reserves the right to refuse admittance to a student who is ill or running a fever. Please keep your child home if he has any of the following symptoms:

Sore throat

Runny nose with a discolored discharge

Coughing spells

Vomiting

Frequent or loose bowel movements

Conjunctivitis (pink eye)

Fever with a temperature of 100 degrees or more

Rash

Symptoms of a contagious illness

Head lice infestation

Your student must be fever free for at least **24 hours** without the use of medication before returning to school.

Ringworms

If ringworms are located in the scalp, a doctor's approval will be needed before the student may return to school. All ringworms located on the body will need to be covered at all times while student is at school.

ILLNESS AT SCHOOL

If a student becomes ill or injured at school, the following guidelines must be followed:

In a case of critical illness or injury, and a parent cannot be reached, a physician named by the parent will be called and the student taken to the nearest emergency room or to the physician's office.

Students are to be isolated if they develop symptoms of illness at school. Students suffering injury will be administered first aid, as needed.

The student will be supervised until leaving school. Students who are obviously ill will not be allowed to remain at school.

COMMUNICABLE DISEASE

LCA desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness that arises as a result of a specific

infectious agent that may be transmitted whether directly or indirectly by a susceptible host, infected person, or animal to other persons.

In an effort to protect the health of all children, students and employees who are suffering from a communicable disease will be excluded from school. Re-admission to school will be allowed only after the Administrator has been given a written certificate from a physician or a permit issued by the local health authority.

Parents will be expected to notify the school office immediately if their student has a contagious condition so that other parents may be informed.

If the nature of the disease and circumstances warrant, LCA may require an independent physician's examination of the student or employee to verify the diagnosis of a communicable disease. LCA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

Non-Custodial Parents

Divorced and separated families are realities of contemporary life that affect LCA's responsibilities to its students.

The following guidelines have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in the school-related activities of a child or wishes to have contact with or take custody of the child while that child is at school: Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school-related affairs or access to the parent's child or the child's records unless the school is presented with a court order or comparable legal document restricting such involvement or access. The school will not otherwise choose sides between parents.

A non-custodial parent may not take custody of a child or remove the child from school premises unless the parent presents either a written court order or a written authorization signed by the custodial parent permitting such custody.

If the actions of parents, custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parents and to take other necessary action.

Concerning student activities that require parental consent, the school will accept consent only from the custodial parent unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.

Address/Phone Changes

Parents must report changes to the Administrator if a student changes their residence, mailing address, or telephone number after enrollment. This is to ensure that records are

correct and to notify parents in case of an emergency.

Absences

Please text your teacher or call the school office at 325-247-4942 by 9:00am each day absent. If the school has not heard for a parent by 9:00am, you will receive a text or call from the school.

School Attire and Personal Items

Please remember there will be outdoor play almost every day. As Texas weather can change very quickly, please be certain your child is prepared with weather-appropriate clothing.

Dress modestly in comfortable, washable clothing. [L] [SEP]

[L] [SEP] Wear safe, comfortable shoes appropriate for outdoor play (no flip flops).

Athletic shoes are requested for play.

Please wear shorts or tights under dresses and skirts. [L] [SEP]

Hats or caps may be worn outside only. [L] [SEP]

No disrespectful slogans on t-shirt, jackets, etc. [L] [SEP]

[L] [SEP] Please label removable items such as jackets, caps, mittens, lunch boxes, etc. with your child's name in permanent marker. [L] [SEP]

Please keep precious items at home. [L] [SEP]

Birthdays

If you wish to share your child's birthday with his/her classmates, we welcome you to do so by bringing a special treat for snack time. Please bring enough for the whole class. Please keep in mind; all celebrations will reflect our Christian values.

Some great birthday snack ideas include:

Cookies
Pudding Pops
Popsicles

Frozen yogurt or ice cream
Pudding in a cup

Naps

There will be a naptime every afternoon after lunch. We do not require the child to fall asleep, but we do ask all children to remain quiet during naptime. Please send a mat, labeled with the child's name, to be kept in a special place in the classroom for the entire school year.

Discipline at the Early Education level

Children need to have structure to know their limitations, as well as to feel secure in a loving environment. If the child is disruptive to the classroom, he/she will be given a warning the first time. The second time will result in a time-out. The third time the child will be removed from the classroom and sent to the Administrator. If disruptive behavior continues, the parent will be called for a conference. Together, the parent, the teacher and the Administrator will determine the next step to solve the behavioral concerns.

Field Trips

At Llano Christian Academy prekindergarten do not do on field trips out of town. Prekindergarten will attend Heritage Days in October and walk to the Courthouse to see the Christmas trees in December. Every attempt is made to bring special events to the children at school. An example of this is the Fire Trucks during October.

Sample Early Education Daily Schedule

8:00 – 8:30	Arrival + Calendar, Pledge, Music
8:30 – 9:00	Outside/Gym Play
9:00 – 9:20	Snack + clean up + restroom
9:30	Every other Tuesday = Library
9:30 – 11:00	Centers
11:00 – 11:15	Language Lesson
11:30 – 12:20	Lunch, Clean-up Restroom
12:30 – 12:45	Bible

12:45 – 1:00	Rest time preparation
1:00 – 2:30	Rest Time/Nap
2:30 – 2:50	Snack
2:50 - 3:00	Departure Preparation and Dismiss at 3:00

Early Education Curriculum Overview

The LCA Early Education Classes are structured through thematic units and learning centers. The classroom strives to create an environment that supports and develops a love of learning, respect, cooperation, leadership, an ability to make good choices, pride in individual and group accomplishments and problem solving skills. Biblical truths and lessons are integrated into the daily routine and activities. Classroom learning centers/areas include:

Art Media ^{[[[}_{SEP]}

Puzzles ^{[[[}_{SEP]}

Blocks ^{[[[}_{SEP]}

Home Living ^{[[[}_{SEP]}

Dramatic Play ^{[[[}_{SEP]}

Library/book area

Science/Discovery

Math^{[[[}_{SEP]}

Music

Language Arts

Preschool Program

Play dough ^{[[[}_{SEP]}

Water/Sand/Sensory Table ^{[[[}_{SEP]}

Manipulatives ^{[[]]}_{SEP}

Painting ^{[[]]}_{SEP}

Flannel Board ^{[[]]}_{SEP}

Early Education Program
(Three-Year Old/Young Four Year Old)

Physical Development, Health and Well Being^{[[]]}_{SEP}

Gross Motor Development—Coordination and strength (running, jumping, marching, climbing, hopping)

^{[[]]}_{SEP}Gross Motor Development—Balance and spatial awareness (running and stopping, climbing, ball handling)

^{[[]]}_{SEP}Fine Motor Development—Coordinates eye-hand movements (completes simple puzzles, manipulating play dough, working with larger manipulatives, unzips, unbuttons, unties and unsnaps clothing)^{[[]]}_{SEP}

Develops an awareness of personal hygiene^{[[]]}_{SEP}o Develops an awareness of classroom and playground rules

Literacy^{[[]]}_{SEP}

Listens and follows simple directions^{[[]]}_{SEP}

Hears and discriminates the sounds of language in words (participates/recites songs, finger plays and stories)^{[[]]}_{SEP}

Use simple sentences to express self^{[[]]}_{SEP}

Listens to stories read aloud and enjoys looking at books

Identifies name as a whole^{[[]]}_{SEP}

Makes marks or scribbles as writing

Numeracy

Introduction of rote counting to 20

Lines up objects

Begins to assign a number when pointing to objects while counting

Begins to recognize and name numerals 1-10

Matches, sorts and distinguishes shapes from one another

Identifies familiar shapes

Compare objects based on size

Classify objects as same or different

Aesthetic Creativity

Participates in sensory and exploratory experiences

Communicates simple ideas through creative activities (movement, music, visual or dramatic)

Scientific Conceptual Understandings

Plays with materials of different textures

Uses senses through exploration

Encouraged to make observations and ask why

Self, Family and Community

Identifies and names family members

Shares information about own family members

Plays and interacts with other children

Cares for personal and group possessions with adult guidance

Approaches to Learning

Explores new objects while playing

Develops increasing independence during activities, routines and play

Engages in pretend play

Imitates real-life roles and experiences in simple role play

Begins to show interest in adult-initiated activities

Spiritual

Daily Bible class (Bible stories, Bible truths, songs, prayer)

Monthly Bible verse

Exposure to biblical concepts

God created the world

God is a loving God

The Bible is God's word

Prayer is talking to God

Jesus is God's son

(Four-Year Old/Five Year Old)

Physical Development, Health and Well Being

Gross Motor Development—Coordination and strength (running, jumping, marching, climbing, hopping, galloping, riding tricycles and scooters)

Gross Motor Development—Balance and spatial awareness (running and stopping, climbing, ball handling, simple group games)

Fine Motor Development—Coordinates eye-hand movements (completing puzzles, uses a variety of smaller manipulatives, zips, buttons and snaps clothing with less adult support)

Demonstrates proper hygiene

Increasingly follows classroom, playground, school and safety rules

Literacy

Listens and follows through two or more clear directions that involve a sequence of actions

Hears and discriminates the sounds of language in words (participates/recites songs, finger plays; makes up own chants or rhymes)

Knows the beginning sound of own name and begins to recognize additional letter-sound associations

Uses complete sentences to express self and communicate

Listens and interacts with books; retells simple stories in sequence

Chooses to look at books independently demonstrating proper book handling skills

Recognizes letter in own name, names of classmates and environmental print

Beginning to recognize and name most upper and lower case letters

Increased control of writing tools making marks that represent writing

Writes first name and begins to write additional letters of the alphabet

Numeracy

Practices rote counting to 10, 20, 50 and 100

Introduction to counting by 10s to 100

Assigning a number to each item while counting up to 10 items using one-to-one correspondence

Recognize and name numerals 1-10

Begins to recognize and name numerals 0-20

Matches, sorts and distinguishes shapes from one another

Identifies basic shapes

Describes and compares characteristics of shapes and creates them with a variety of materials

Compare length, weight, volume, and height of materials in the child's environment^[L]_[SEP]

Use standard or non-standard measurement to explore length, height or weight

^[L]_[SEP]Sort items into groups based on similar attributes

^[L]_[SEP]Recognize and create simple alternating patterns^[L]_[SEP]

Begins to write numerals 1-10

Aesthetic Creativity

^[L]_[SEP]Participates in sensory and exploratory experiences

^[L]_[SEP]Communicates more complex ideas through creative activities (example-making up a song, acting out a story, creating a piece of art work or a set of movements)

Scientific Conceptual Understandings

Plays with and examines materials of different textures

Uses senses through exploration and describes the experience with simple comments^[L]_[SEP]

Encouraged to observe, make predictions and draw conclusions with adult guidance based on behaviors in the natural world

Self, Family and Community

^[L]_[SEP]Shares information about his or her community (school, neighborhood, church)^[L]_[SEP]

Plays and interacts with other children cooperatively, sharing ideas and experiences^[L]_[SEP]

Cares for personal and group possessions

^[L]_[SEP]Resolving conflicts with peers with less adult guidance using discussion, negotiation, and compromise

Approaches to Learning

Shows interest in exploring the environment, often trying new experiences independent of adult encouragement

Develops increasing independence during activities, routines and play

Incorporates social behaviors observed in adults and expresses feelings in role-playing real-life roles and experiences

Focuses and completes a variety of tasks, activities, projects and experiences (10 minutes) and attempts to solve problems that arise

Spiritual

Daily Bible class (Bible stories, Bible truths, songs, prayer)

Monthly Bible verse

Exposure to biblical concepts

God created the world

God is a loving God

The Bible is God's word

Prayer is talking to God

Jesus is God's son

NOTE TO PARENTS:

The Early Education Program at Llano Christian Academy is exempt from state licensing rules and regulations. Because LCA desires to provide a well-run, compliance maintained program, LCA will self-monitor to maintain high standards.