



LIGHTHOUSE ACADEMY  
*of*  
FREDERICKSBURG

# Parent Handbook 2010

10713 Tidewater Trail  
Fredericksburg, Virginia 22408

Phone: (540) 372-9699 Fax: (540) 372-4292

**[www: kidsLAF.com](http://www.kidsLAF.com)**

# School Hours

## Pre-school Classrooms

9:00am – 12:00 noon

## Kindergarten

9:00am – 2:00pm

## Elementary/Middle

8:30am – 3:00pm

## After Care Program

12:00 noon – 6:00pm

## Messages and Phone Calls

Any phone calls or phone messages must be made through the Main Office number, 372-9699. Calls to the teachers should be made at noon or before or after school hours. Teachers are not available to speak on the phone during class time. If you need to contact the owners while school is not in session, you may call (540) 775-0806 or email at [info@kidslaf.com](mailto:info@kidslaf.com).



LIGHTHOUSE ACADEMY  
FREDERICKSBURG

The Lighthouse Academy of Fredericksburg (LAF) admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities available to students at the school. Lighthouse Academy of Fredericksburg does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

# GENERAL INFORMATION

## INTRODUCTION

Thank you for enrolling in the **Lighthouse Academy of Fredericksburg (LAF)**, a learning environment where a deeply committed and highly credentialed Christian staff are dedicated to bringing the highest quality care and education to your children. Providing the young child with the educational foundation and strong Christian environment they need can determine their success in later years. Through our prepared environment, **LAF** utilizes the discoveries and methods of the Montessori approach, accompanied with Christian staff, to help your child more fully develop the potential within him.

In the **LAF** classroom, the "goal" is approached in three ways: first, by allowing each child to experience the excitement of learning by his own choice rather than by being forced; second, by helping him to perfect all his natural tools for learning, so that his ability will be at a maximum in future learning situations and third, by providing a devoted Christian staff that will love and nurture your child at all times.

The use of the montessori materials is based on the young child's unique aptitude for learning, which Dr. Montessori identified as the "absorbent mind." In her writings she frequently compared the young mind to a sponge. It literally absorbs information from the environment. The process is particularly evident in the way in which a two year-old learns his native language, without formal instruction and without the conscious, tedious effort, which an adult must make to master a foreign language.

Over eighty years of proven experience and research supports the theory that a child can learn to read, write and calculate the same natural way he learned to walk and talk. Traditional education, as we know it today, caters to the average developing child. The non-traditional model reveals that teaching to the child, rather than to the mass, was the most effective way to reach the inner child. All children develop at their God given pace. They are neither fast nor slow, just themselves, based on how God made them. God does not make mistakes, He is perfect.

In our classroom the equipment invites him to do develop at his own periods of interest and readiness. In fact, we strive to establish a "living-room" type environment for the child to help him feel comfortable and to reduce possible stress related to public school environments.

Dr. Montessori wrote, "The most important period of life is not the age of university studies, but the first one, the period from birth to the age of six. For that is the time when man's intelligence itself, his greatest implement is being formed...At no other age has the child greater need of intelligent help, and any obstacle that impedes his creative work will lessen the chance he has of achieving perfection." Imagine an environment that is void of this concept, especially one that does not allow God, The Creator, to exist. We at LAF love God and we boldly proclaim Jesus Christ as Lord and Savior.

We do offer bible instruction, a time of prayer and singing before school starts, at 8:20 am. This is an option for those parents who want this for their children. We are not a Christian school, but rather a Christian owned and staffed school, loving all children and their families no matter what religion.

Dr. Benjamin S. Bloom of the University of Chicago, wrote, "From conception to age 4, the individual develops 50% of his mature intelligence; from ages 4 to 8 he develops another 30%...This would suggest the very rapid growth of intelligence in the early years and the possible great influence of the early environment on this development." This is why the bible says to teach the children in the ways of God, so that when they enter into the world, they will have a strong foundation that will always be with them. Blessed are those that come back to Jesus after many years of rebellion. It is never too late to begin presenting the teachings of Jesus Christ. This is also the time in life to introduce learning materials within a peaceful, educational environment that allows the child to grow at their God given pace. Children, ages 3 to 6, have a natural tendency towards seeking God and have an amazing and pure faith in what is not seen. This is the ideal time to teach children about God's providence and the love of Jesus.

Like Dr. Montessori and Dr. Bloom, we at **LAF** believe that the environment will have maximum impact on the child during each individual's period of most rapid growth. Since 80% of the child's mental development takes place before he/she is eight years old, the importance of a Christ-centered, montessori learning environment during these years can hardly be over emphasized. We do understand the Spirit of the child and work very hard to allow it to grow, unhindered. We do not want to be an obstacle to proper spiritual and educational growth. We also know that as teachers, anointed and gifted by God, we must generate respect to and from the children as well as create a loving and nurturing environment in the classroom.

In conclusion, parents should understand that Lighthouse Academy of Fredericksburg school is neither a baby-sitting service nor a play school that prepares a child for traditional kindergarten. Rather, we are a unique, cycle of learning designed to take advantage of your child's sensitive years between three and nine, when he/she can absorb information from an enriched environment.

We hope that you enjoy this Parent Handbook and recommend visiting the school at any time to see the Montessori Education "at work". We are blessed by God and love each and every student and look forward to growing with your family. May God bless you and your family and remember, God's love never fails.

Sincerely,

**Scott and Stacie McClung**

# HISTORY

Lighthouse Academy of Fredericksburg was founded in 1981, in historic old town Fredericksburg as the Fredericksburg Montessori School. In 1996 the school was purchased by Scott and Stacie McClung and has grown from a 12 student, 1 classroom school, to a now 115 student, 6 classroom school. The school is the oldest private school in the entire Fredericksburg area.

## ADMINISTRATION

Scott and Stacie McClung are the owners/operators of the school. Stacie is the Head of Curriculum for the entire school, the school's Director and the Lower Elementary Head Teacher. Scott is the Head of School and the Upper Elementary/Middle School Head Teacher.

## ONGOING TRAINING

The staff at Lighthouse Academy of Fredericksburg will go through orientation training before the first day of class. The staff at Lighthouse Academy of Fredericksburg will also continue training throughout the school year, approximately 16 hours per semester. The training involves hands on applications, classroom management discussions and new material development. The staff meets at least once per month to discuss and to review ways to improve the environment and to learn more about the Montessori theory.

## COMMUNICATION

Two Parent-Teacher conferences are scheduled throughout the year for this purpose. You may request additional conferences with your child's teacher. After the first two weeks of school, you will be contacted by the teacher for a discussion of your child's adjustment to the program. A monthly newsletter is sent to the parents informing them of the current activities of the school. Communication between teachers and parents is a necessary part of education. We at LAF like to keep communication open concerning all aspects of the growth and needs of your child (ren), as well as any questions or comments concerning parent involvement and the future of LAF. All questions are welcome.

## ADMISSION PROCEDURE

Parents of pupils interested in enrollment for their children must submit the Registration Contract with required deposit either before or during observation. Upon receipt of the Registration Contract we will arrange an observation to our classroom, which is then followed by an interview with the Head of the School. The interview will be held after school and will be informal. ***A two week trial period for each student will be required to make sure child and school environment are suited for each other.***

Siblings of children already enrolled in the School and Montessori transfer students are given preference in enrollment.

# AFTERCARE PROGRAM

The aftercare program will be for currently enrolled LAF students only. This program is not offered to the public. This program is designed to last six hours and enroll no more than 20 full-time students. Lunch is not provided. Parents must provide a healthy, nutritious lunch following the USDA requirements.

## Licensing Information For Parents About Child Day Programs

The Commonwealth of Virginia helps assure parents that child day programs that assume responsibility for the supervision, protection, and well-being of a child for any part of a 24-hour day are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs. While there are some legislative exemptions to licensure, licenses programs include child day centers, family day homes, child day center systems, and family day systems. The state may also voluntarily register family day homes not required to be licensed.

Standards for licensed child day centers address certain health precautions, adequate play space, a ratio of children per staff member, equipment, program, and record keeping. Criminal records checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health, and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parents or other individuals may register a complaint about a program which will be investigated if it violates a standard.

Three types of licenses may be issued to programs. Conditional licenses may be issued to a new program to allow up to six months for the program to demonstrate compliance with the standards. A regular license is issued when the program substantially meets the standards for licensure. A provisional license, which cannot exceed six months, is issued when the program is temporarily unable to comply with the standards. Operating without a license when required constitutes a misdemeanor which, upon conviction, can be punishable by a fine of up to \$100 or imprisonment of up to 12 months or both for each day's violation.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact the Regional Office of Social Services closest to you or call 1-800-KIDS-LIL (543-7545).

Fairfax Area Licensing Office  
3959 Pender Drive, Suite 320  
Fairfax, Virginia 22030  
(703) 934-1535

Verona Licensing Office  
Post Office Box 350  
4801 Lee Highway  
Verona, Virginia 24482-0350  
(540) 248-9345

Northern Regional Office  
320 Hospital Drive, Suite 23  
Warrenton, Virginia 22186  
(540) 347-6345

Piedmont Regional Office  
Commonwealth of Virginia Building  
210 Church Street, S.W., Suite 100  
Roanoke, Virginia 24011-1779  
(540) 857-7971

Central Regional Office  
1604 Santa Rosa Road  
Wythe Building, Suite 130  
Richmond, Virginia 23229-5008  
(804) 662-9773

Western Licensing Office  
190 Patton Street  
Abingdon, Virginia 24210  
(540) 628-5171

Eastern Regional Office  
Pembroke Office Park  
Pembroke Four Office Building, Suite 300  
Virginai Beach, Virginia 23462-5496  
(804) 473-2116

Penninsula Licensing Office  
25 Diligence Drive, Suite 203  
Newport News, Virginia 23606  
(804) 594-7594

# FINANCIAL INFORMATION

## TUITION DEPOSITS

All parents are required to pay a \$500.00 deposit to assure their child's place in the upcoming academic year. *This deposit is due before the end of the current school year for returning students or within two weeks of acceptance for new students.* The deposit is part of the total tuition and is **non-refundable**.

If deposits are not in by the due date, a position for the child will not be saved. Due to the extreme demand for Montessori education, the administration will enroll the next family on the waiting list.

The tuition deposit is **NON-REFUNDABLE** unless one of the following occurs;

- Death in the immediate family that requires withdrawal
- Job transfer with current employer - new jobs are not acceptable
- Financial hardship due to unforeseen circumstances

## AFTERCARE

The aftercare will begin after each morning class dismisses and will end at 6:00pm each day, Monday through Friday. The daycare will not provide lunch. Please send a bagged lunch. The options are as follows;

1 hr. @ \$200 / month	3 hrs @ \$350 / month	5 hrs @ \$450 / month
2 hrs @ \$300 / month	4 hrs @ \$400 / month	6 hrs @ \$500 / month

- Monthly tuition payment is not based on monthly services. The monthly tuition payment is derived from taking the overall tuition, minus the \$500.00 deposit, and dividing by the months school is in session.
- The **non-refundable** deposit to hold a space for your child is \$500.00, which is applied to the tuition, plus the registration fee of \$100.00 and the \$150.00 materials fee.
- *In case of early withdrawal, a written notice is required 30 days prior to withdrawal and you will be responsible for an early withdrawal fee equal to 2 months of tuition payments. Early withdrawal option is not available after the 1<sup>st</sup> Semester.*
- No tuition or deposit will be refunded for families due to vacation, sickness, or for any other non-serious reason the student is not in school for a period of time. The total annual tuition must be collected despite excessive absenteeism.

## FEES

**Application Fee:** All new parents are required to pay a one-time **non-refundable** \$100.00 application fee per child. This fee pays for the processing of the child's information.

**Materials Fee:** All parents are required to pay an annual **non-refundable** \$150.00 materials fee. This fee is used for new materials purchases, ongoing project materials and the repair of broken materials.

**Aftercare Registration Fee:** All parents enrolling children into the part-time aftercare program are required to pay an annual \$50.00 fee.

# POLICIES & PROCEDURES

## Two Week Trial Period/Removal Policy

We are eager for every child to succeed and to enjoy their first experience in learning at the Lighthouse Academy of Fredericksburg. Most children usually do; however, there are cases when after two weeks, the child has not yet adjusted to the program. In this case the child may be too young or he/she may need another type of learning environment. ***At the end of the first two weeks, the teacher and the Head of School will carefully evaluate each child.*** Our main concern is the happiness of the children and doing what is best for them. If both parties conclude that either more time is needed for the child to further develop or another type of learning environment would be more conducive, they will arrange a meeting with the parent(s) and discuss the evaluation and some suggestions. Every child is given a non-discriminatory two week trial period.

Also, if staff and Head of School feel that a child, at any point in time, is not suitable for the Montessori environment or if the Montessori environment is not suitable for the child, that the child may be removed to prevent possible danger to himself and other children or to prevent severe class disruption.

## Standards and Records for Students

The teacher will formulate curriculum policy in the form of minimum educational requirements as well as ongoing integration of curriculum. The teacher should view all guidelines as suggested responsibility and not as literal directives.

All teachers must demonstrate an active record keeping program.

All teachers must utilize the following schedule for reporting and communicating with parents.

1. Conferences must be scheduled twice per school year, once at mid-school year and once near the end of the school year.
2. Each student shall have included in his or her files:
  - (a) Copy of Birth Certificate
  - (b) Admission Application
  - (c) Health Records
  - (d) Previous school reviews
3. No records shall be released without parent's written consent.

# Arrival & Departure Policy

## **ARRIVAL TO SCHOOL:**

For Transition, Pre-school and Kindergarten students, arrival time is between 8:45am and 9:00 a.m. Elementary students will arrive between 8:00am and 8:15 a.m.

**Parents are responsible for escorting their children safely into the school if a staff member is not available for escort. Children will only be released to authorized persons.**

After 9:15 a.m. there will be no carpool attendant and it is the parent's responsibility to see that your child enters the building safely. The school will have a key-pad lock on the front door and the code will only be given to currently enrolled families. Once in the school, the teacher or classroom assistant will greet the child and help transition the child into the classroom already in progress.

We encourage punctual arrival. Late arrivals can be disruptive to the class already involved in work. Please observe these times. Please do not engage in lengthy conversation in line. Please call school to discuss any issues, including late arrivals. This only holds up the arrival and departure process.

## **DEPARTURE FROM SCHOOL:**

Transitional and Pre-school students will dismiss at 12:00 noon promptly, Kindergarten students will dismiss at 2:00pm and the Elementary students will dismiss at 3:00pm.

**Students will be escorted to main entrance, to be escorted by parent or other pre-authorized person.**

In case of late arrival, parent or arranged pick-up person will need to come inside building. Any pick-up after 10 minutes from stated dismissal time is considered late. 12:10pm is late for Transitional and Pre-school, 2:10pm is late for Kindergarten, 3:10pm is late for Elementary and 6:10pm is late for Aftercare. Penalties will be applied for excessive tardiness. If you are running late or stuck in traffic, please call the school to avoid the penalty.

**It is important to the children and to the staff that you are on time. Please make note of the dismissal time of 12:00 noon, 2:00pm, 3:00pm and 6:00pm.**

In the event that the parent is late, the staff will call persons, as listed on the authorized list, if parent is unable to be contacted. School will always call parents first. In the event of non-pickup, an employee of the school will wait with the child until he/she is picked-up. All persons will be contacted until someone is reached.

No child will ever be left unattended at the school for any reason. If child's parents are more than 1 hour late picking up their child and have not made contact with the school, or the school was unsuccessful in reaching parents and authorized contacts, the police department will be contacted immediately to pick child up until parent or guardian arrives. During this time an employee of the school will wait with the child.

# Student Absences

Parents should keep in mind that in order for their child to fully benefit from her/his Montessori experience, attendance and consistency are extremely important.

## **ATTENDANCE:**

Parents are instructed in a parent memo each year to contact the school office before 8:30 a.m. if their child is to be absent for any reason.

Attendance is taken and recorded daily in all classrooms. Each semester the total number of days a child is absent is recorded on a mid-year report which is shared with the parents.

If a parent is taking a child out of class for a medical appointment the parent is required to notify the office.

When a parent calls to report a child absent, he or she will be asked whether the child is ill. If the child has an illness of a highly contagious nature (i.e. strep throat, chicken pox) the teacher and all parents are notified immediately.

If someone other than the child's parent or regular carpool driver is to pick-up a child after class, the parent must notify the school, and must provide the name of the driver and the model and color of the car. The school will check all Drivers Licenses of those individuals not listed on the transportation form.

# Food Policy

The following is a list of basic rules the Lighthouse Academy of Fredericksburg must follow when serving snack, or any other special food.

## **Food Supplied by School:**

- Personal Cleanliness. Always wash hands with soap and water before, during, and after handling and serving food.
- No staff member will prepare snack/food if they have cuts, or sores, or feeling ill.
- We will use clean utensils for cutting, stirring, and serving food.
- No tasting or testing food with fingers.
- Any surface to be used must be wiped with a sanitizing solution before and after each use. Wipe clean with a paper towel.
- Snack time will be closely supervised to be sure children do not share food or drinks, or food that has dropped on the floor.
- All food will be stored in clean containers.

### **Food Brought to School from Child:**

If a child wants to bring a **special snack** to school, for his/her Birthday, or for any other occasion, or when bringing a lunch for the Kindergarten and Elementary Programs, parents must follow the list below:

- The food prepared at the child's house is kept covered and properly stored.
- The food must be brought to school in a clean, covered container.
- Any unused snack the child brought to school to share will be sent home that same day.
- No chocolate and no heavy icing.
- Snacks should be somewhat healthy; too much sugar makes for a very exciting morning.
- Some recommendations are muffins, sweet breads, fruit, oatmeal cookies and bagels with cream cheese. These are just a few examples of good snacks to send to school. For a more detailed list, please contact the Head of School.
- Lunches must use USDA daily allowances, or school will substitute and charge a \$3.00 per meal substitute fee. Absolutely no fast food and sodas allowed.

## **Clothing Policy**

We want your child to get the most that he/she can get out of each day. We also know that children are eager to assert their forming identity through their clothes, but please keep in mind safety in the classroom and outside. Please do not send children to school in clothes that are hard to move and walk around in, shoes that are floppy or have slippery wooden soles, or costumes that can be distracting. Please keep all big, distracting jewelry at home. These items can cause major disturbances in the classroom.

## **Diaper Policy**

We do not require that children be completely "potty-trained" when they start school. However, we do assume that he/she is in the process of learning. If your child is wearing pull-ups or diapers, we need to have an ample supply for him/her at the school at all times. Parents are responsible for keeping the school well stocked in diapers and wipes for their children.

## **Policy - Storing Personal Belongings**

It is the policy for the Lighthouse Academy of Fredericksburg, that each child will have extra clothing at the school.

- The extra clothing **must** be marked with the child's name or the school will mark appropriately.
- The clothing will be placed in a shoe box, or appropriate container with the child's name labeled on the container.
- The school will store these belongings in the bathrooms, accessible to all staff members.
- In the event the clothing is needed, the soiled clothing will be placed in a plastic bag with the child's name and sent home that day along with a note.
- Parents must insure there is appropriate clothing. As the weather changes, so must the clothing.
- At the end of the school year, the clothing will be returned to each child to take home.

# Field Trip Procedures

Field trip notices should include permission slips as well as the following information:

- Date
- Time
- Address
- Transportation
- Fee ( if applicable)
- Special Clothing ( if applicable)
- Special Equipment ( if applicable)

Field trip notices should be sent home at least one week prior to the event.

No child may accompany the class on a field trip without signed permission.

If an added risk of physical injury is possible ( long trips, swimming, etc. ) parents must also sign a legal release form.

If the field trip is in excess of ten miles of the school, the permission slip should request information regarding any special medical attention ( emergency or routine ) that should arise. Medical emergency forms should be photocopied from the office and included with the first aid kit on any field trip excursion. Also, an information card will be placed on the dash board of each vehicle being used to transport children to and from field trip. The information card will include the name of the school, phone numbers, address and any other pertinent information to help rescue team in the event of an emergency.

## Playground Safety

### Playground Safety Rules

1. These rules are for the employees, substitute teachers and parent volunteers who are caring for enrolled students at the Lighthouse Academy of Fredericksburg during playtime.

### Overall Rules of the playground

1. Adult to child ratio must, at all times, meet the required 10:1 ratio. Therefore, if there are 22 children playing, 3 adults must be present. If 18 children are playing, 2 adults must be present.
2. At least one adult must stand near the field, monitoring all children on the field and also monitoring fences and gates.
3. At least one adult must stand near the play equipment.
4. No child may ever enter the building unattended. If a child needs to use the rest room, an adult will accompany that child to the rest room. If a child needs a drink of water, an adult must accompany that child to get that drink of water. To avoid violating the ratio requirements, one adult may either bring in the necessary amount of children to meet ratio and wait for child to use the bathroom, or one adult may radio in to the office and ask for someone to come and walk child into bathroom.

5. Children are not allowed to hit, push or kick each other.
6. Children may not throw any objects.
7. During an emergency situation, the steps to be taken are as follows;
  - a. Immediately attend to child, apply CPR if trained and as needed. If you are not trained in CPR, do not attempt, find a staff member who is trained. A list will be given to you before the first day of school.
  - b. Contact Head of School so that he/she may call for ambulance and call parents or emergency contact.
  - c. Remove all children from playground.
8. All classes will follow pre-set playground schedule. Each class has their own schedule and must adhere to the times precisely. Failure to comply with this requirement could result in license revocation.

Rules for swing-set area;

- Children may not walk up slide, only slide down.
- Children may not swing on their stomachs.
- Children may not walk in front of or behind swings.
- Children may not dig in the gravel.
- Children may not exit swing by swinging way out and jumping. They must come to a complete stop and then exit swing.
- Children may not jump off of slide nor may they jump off of the back deck of the tower, the deck facing the green shed.
- Children may not run behind swings that are placed near green shed.
- An appointed staff member must maintain resilient surface to keep the required 12 inches and to ensure thorough safety. If resilient surface becomes questionable, contact Head of school so that he/she may replace when necessary.
- An appointed staff member must inspect area to look for any harmful objects that may have accidentally been placed in a child's reach and to ensure that no entrapment areas exist.

Rules for basketball court area;

- Children may not hang on any fence.
- At least one adult must be positioned on court.
- Children may not bump the bikes together.
- Children may not push each other to go faster or to get started.
- Children may not run on the court, unless playing basketball.
- Children may not dig in the flowerbeds, unless an area has been designated as such.
- Children may not ride bicycle in grass or try to bump bike into fence.
- Only one child may ride a bike at a time.
- A line to ride the bikes must be formed along side the court, but not to interfere with the children who are already riding bikes.

All playground rules are created for the safety of the children and must be adhered to on a daily basis. These rules may be added to from time to time and copies will be sent home with all employees, substitutes and parent volunteers. If there is any misunderstanding of these rules, please contact the Head of School.

# Defining Misbehavior and Consequences

## Minor Misbehavior:

**Definition:** Behavior or general classroom disruption that interferes with the orderly educational process in the classroom or other areas.

**Examples:** Failure to finish work, disruptive silliness, minor hitting, taking other's work, fussing, etc.

### **Procedure:**

- a) Gentle direction by the staff towards work which will engage the interest of the student.
- b) Contact the parent by phone or in person in the case of repeated misbehavior.
- c) Teacher records misbehaviors as they occur as documentation for possible further disciplinary action.

### **Consequences:**

- a) Quiet, verbal redirection.
- b) Assigning a temporary seat within the classroom.
- c) Student repairs minor damage to environment.
- d) Time-out
- e) Daily encouragement first thing in the morning.

\* These consequences are not listed in order of action taken, as each case is different, different sequences will be chosen.

## Serious Misbehavior:

**Definition:** Recurring behavior that results in property destruction, willful defiance, or hurting others.

**Examples:** Refusal to do work, out-of-control hitting and kicking, temper tantrums, throwing objects, writing on tables, destroying private property, or hurtful hitting.

### **Procedures:**

- a) Immediate intervention by the supervising staff member and informing the parent of the incident within 24 hours, if the problem appears to be repeating.
- b) Involve the administration in terms of immediate intervention, by sending the child to the office.
- c) In the event of serious property damage, vandalism, or hurtful behavior, schedule a conference with the administration, teacher, and parents.

### **Consequences:**

- 1) The student may need to be redirected to other work or removed from area causing the behavior problems, within sight and sound of staff and other children.
- 2) The student may be sent home for the day, subject to review by the administration.

## Due Process -Withdrawal:

If the child's serious misbehavior does not improve over a period of two weeks, a suggestion may be made for finding a more suitable environment for the child. This suggestion should be made in writing and presented to the parent during a parent- teacher conference. A written evaluation by the teacher should also follow such a suggestion.

# Discipline Policy and Procedures

The classroom at the Lighthouse Academy of Fredericksburg is a structured environment. It is an environment conducive to fostering self discipline in the child, as well as, respect for the environment, fellow students, and the adults in the classroom. The responsibility the children receive as a result of respecting the policies of the classroom leads to more freedom in their educational environment.

## Positive approaches to discipline:

- The actions of the child are criticized, not the child's personality: "Johnny, I don't like your actions." Generalizations are avoided so that the child does not feel trapped by misbehavior stereotypes.
- Opportunities are provided for the child to express and define his or her feelings. Active listening prevails even when the student seems entirely wrong.
- The teacher sets the tone for bringing the child into harmony by avoiding harsh words and sudden reprimands.

## Inner discipline:

Inner discipline is the goal in a Montessori class room. Self discipline is fostered in many ways. The classroom environment is organized in an orderly, logical manner. Children choose work that they are capable of doing (having had a lesson in that work) and are free to use it for as long as they wish without interference from others. In addition, the mixed age groups allows the younger children to emulate the older children's behavior.

# Emergency, Accident, and Illness Procedures

The Lighthouse Academy of Fredericksburg must have at least two emergency numbers on file where a parent or friend can be reached in case of emergency or illness. These phone numbers must be kept up-to-date.

If your child is ill, please keep him/her home. ***A child who comes to class sick will be sent home in the interest of the other students as well as the ailing child. Also, if your child is diagnosed with a communicable disease, we will require that you keep your child home for no less than 48 hours after receiving antibiotics.***

If your child is to be absent from school, please notify the school as soon as possible. In case of contagious diseases, the school needs to also know as soon as possible so that an exposure notice can be issued.

If your child should become ill while at school, you will be notified to pick her/him up as soon as possible. If the school is unable to contact the parent (s), the school will then try to contact the emergency numbers listed in the students file.

Parents must notify the school if someone other than the emergency contacts will be picking up the child, along with the make and color of the car. The school will not release students without parental consent.

If your child is injured while at school, or appears to become seriously ill, the school will contact Emergency Medical Services, if appropriate, and notify parent (s) as soon as possible.

#### Injury Report Form:

An Injury Report Form will be completed within 24 hours of the injury. The school will obtain the signature of a parent or legal guardian. This form will be filed in your child's records. A copy will be given to the parent/guardian.

If professional medical attention is not required, your child will be treated with soap, water, band-aids, etc., by a staff member. The incident will be noted in our records and a note will be sent home with your child detailing the incident.

## Fire Drills

The Fire Bell will be activated once a month in the morning. No coats are to be gathered. Children are to walk in silence and in single file to the door and outside, led by the head teacher. The assistant is to close all windows and doors and lead remaining children last in line. Teachers are to model silence, efficiency, and the seriousness of the occasion. This drill is very important. No talking is to be done outside. The children are to learn as quickly as possible how to get out and away from the building as soon as possible to save their lives. The head teacher is responsible for counting the children and making certain that all children are out of the building.

## Emergency Preparedness Plan

#### Sounding of alarms:

In the event of an emergency, the alarms will be sounded to signal to all staff of impending danger. Any staff member is allowed to pull down the alarm. When a fire, chemical hazard or any natural disaster occurs, the alarm system will be triggered.

#### Emergency Communication:

- A. Emergency Officer – Scott McClung (cell: 846-0924 / hm: 775-0806)  
Emergency Officer – Stacie McClung (cell: 845-5250 / hm: 775-0806)  
Back-up – Lisa Arthur (cell: 295-7179 / hm: 372-2057)
- B. Appropriate local authorities will be contacted immediately for all emergency situations. Immediately after the local authorities are contacted the parents will be contacted, utilizing the emergency contact cards.

- C. Any and all phones are easily accessible and are available to all staff and/or parents in the event of an emergency. In the event that the phones are not working, cell phones will be used to contact families.

### Evacuation:

*Posted in each of the classrooms is a plan for each individual class. Each plan consists of two means of egress. Every class will exit the building according to the plan posted. All students and employees will meet in the school's parking lot located directly in front of the main entrance, or the shelter in place (CVS just down the street, located at the stoplight at Benchmark Road). The parking lot is far enough away from the building and provides ample room for all students. The entire school will practice this drill every month, while school is in session.*

When the alarm sounds or you are told to evacuate, you must be aware of and adhere to the following;

1. Make sure that all children are accounted for, before leaving the building. You should have a head count from the morning attendance.
2. Ask the children to line-up, each child grabbing onto a pre-designated spot on the rope marked with tape. In the event that the rope is not in its designated place, then line the children up in a single file line facing the route of exit.
3. Once the children are lined up, the adult at the front of the line will then open the door and begin the evacuation. The last person out of the building must be an adult.
4. Before leaving the building, make sure that an adult has a 2-way radio and the emergency contact cards. Head teachers must bring out emergency contact information for each child.
5. Once the classroom has reached the parking lot, or shelter in place, take another head count to make sure that you have all of your children. At this point the Emergency Officer, or the back-up, will be with you and will begin calling emergency contact persons.

## Staff Responsibility

1. When the alarm sounds, staff shall calmly line up students, using rope, and begin to walk children out of the school, following the emergency evacuation plan. In the event that the 1<sup>st</sup> Emergency Officer, Scott McClung, is absent or not available, Stacie McClung, Lisa Arthur or other staff shall immediately notify the proper authorities by dialing 911 on the telephone, or individual cell phone, and explain the situation.
2. Staff shall walk the children to the assembly point, or the shelter-in-place, marked on the emergency evacuation plan. Once the children are safe and at the assembly point, the staff shall count all students and verify with roll book that all students are accounted for. Please notice that there are always two ways to exit the building in the event of an emergency. Please review the emergency evacuation plan monthly and observe the evacuation plans that are posted at each exit. Once all of the children have evacuated, the Emergency Officer, or back-up, will be the designated staff member to check for missing children or other staff.
3. Upon exiting the building, staff shall properly close all doors behind them in order to contain any fire. The staff shall close all doors to bathrooms, office, hallway and to the exterior. All doors must be closed to avoid the unnecessary spread of fire.
4. In the event of a hurricane or tornado, staff shall gather all children into the main hallway, the observation room, the supply room and any bathrooms or other rooms that have no or very limited glass. ***SEE Tornado/Hurricane Procedure***

Shelter-in-place: To be used if the power fails for a long period of time, if the water fails for a long time, if the building burns, if the building becomes severely damaged by natural disaster, etc..

The “shelter-in-place” for our school is the CVS just down the street, located at the stoplight at Benchmark Road.

- A. The entrance to be used is the main (or front) entrance. This will take you into the main building (designated assembly point). Once inside all classes will sit together so that the teachers can take roll and perform necessary head counts. The main store is open, so once inside, find a place for the class to sit together.
- B. Before leaving the school premises, staff will take the emergency contact cards, the 1<sup>st</sup> Aid Kit, a cell phone and the roll book to be brought into the CVS.
- C. Staff will use phones at and after the shelter or, if they are not working, will use their own personal cell phones to contact all families, utilizing the emergency contact cards.

Staff Training Requirement: All staff will have annual emergency evacuation procedure training and will participate in all of the monthly fire/emergency evacuation drills. Emergency evacuation drills will be performed monthly and the procedures will be reviewed annually and updated annually if needed.

## Health Policy

The Lighthouse Academy of Fredericksburg Children’s Annual Medical Form and the State Physical and Immunization Form must be filled out by the parent and the child’s physician and returned **before** the first day of school.

Immunizations must be updated each year and kept in school records. Please see that your child is up-to-date prior to first day of school.

Emergency information on file at school must be kept current, regarding who the staff should call and who is authorized to pick up your child if she/he should be sent home, in the event you ( parent/guardian ) can not be reached.

It is inevitable that children are going to get sick during the school year. This policy is to give you a guideline to decide if your child is too sick to go to school. The school staff will be using these same guidelines when determining whether or not your child should leave school because of illness. For this probability the school must ask you to make arrangements in advance to assure that your child can leave school and be in the care of a babysitter if you are needed elsewhere.

These guidelines are designed with your child, all of the other children and the staff in mind.

### Guidelines

- Our staff will notify parents if a child has been exposed to a contagious illness.
- The school must be informed within 24 hours of any contagious illness in your family, including if a family member other than your child(ren) is ill.
- If your child is vomiting, has diarrhea or a fever the night previous or before school, please keep her/him home until the cause has been determined.
- Please inform the child’s teacher if the child did not sleep well the previous night. This will prevent false illness calls to parents. If the child is overly tired, you may want to keep her/him home.

- It is recommended that children with the following symptoms or illnesses be excluded from school:
  - Fever, particularly if over 100 degrees. The child must remain out of school for 48 hours after the fever ends.
  - Diarrhea, especially if accompanied by another symptom such as fever or vomiting.
  - Vomiting, especially if accompanied by another symptom.
  - Hepatitis.
  - Chickenpox.
  - Measles and Rubella.
  - Mumps.
  - Tuberculosis.
  - Whooping Cough.
  - Certain rashes until diagnosed - e.g. poison oak, poison ivy.
  - Pinkeye.
  - Colds and Coughs, especially in their beginning stages.
  - Being too tired or sick to participate.
- If a child becomes ill while at school, a member of the staff will call a parent. We expect the child to be picked up in a reasonable amount of time. If you are unable to come, we will call the people listed on your Emergency Form.
- If your child requires medication, please have your doctor sign a clearly written order for such and give it and the medication to the staff. Written parental authorization must also accompany each medication.
- The school must be aware if children have been medicated, this includes anything over-the-counter or prescription. We need to know at the child's arrival to school in the morning.

## Medication Policy

During the course of the school year, children may need medicines during the day for a mild illness or for a chronic problem. The Lighthouse Academy of Fredericksburg must agree with parents that any staff member may give the child his or her medicine. The following list must be followed.

- A designated staff member, professionally trained in medication administration, of the Lighthouse Academy of Fredericksburg may give the child his/her medicine.
- Always have a doctor's written instruction stating just how and when to give both prescription and non-prescription medicine. (To include possible side effects to look for.)
- The Lighthouse Academy of Fredericksburg must have parent/guardian written consent for giving medicine.
- All medication must have proper labeling.
- All medication will be stored safely in locked, child-proof containers. Refrigerate if necessary.
- The staff must return any unused medication to the parent/guardian, as instructed by them.
- The staff member of the Lighthouse Academy of Fredericksburg who is preparing medication to be given to a child, must prepare the medication out of the sight of other children.
- The staff member of the Lighthouse Academy of Fredericksburg who is preparing medication to be given to a child, must read the label before giving the medication.
- No one from the Lighthouse Academy of Fredericksburg will ever refer to medicine as "candy".
- The Lighthouse Academy of Fredericksburg staff member who receives the child's medication must check the issue date of the medication, to insure the medication is not outdated.

- A written log will be maintained in a professional way. Information to include child's name, amount and type of medication given, day and time medication was given, name/signature of staff member who administered medication to include any comments.

## Review of Illness/Injuries

Once a month, the staff will review all accident, illness and injury documentation. This will enable the school to look for potential, or repeated injuries, or illness. The reports/records will be reviewed to prevent or aid the child and staff of any possible physical, environmental problems. Parents will be notified if any pattern is noted with their child.

Staff always position themselves within the classroom, strategically in order to always have a good view of the classroom. The staff constantly looks to keep the children safe by monitoring the classroom at all times and to consistently have meetings before and after school to improve ways to keep the children safe.

The following is a list of ways the school prevents injuries;

- Children may not run in the classroom
- Children may not swing their arms.
- Children may not jump, skip or hop in classroom
- Children may not touch another child unless that child says okay
- Children are not allowed back in the office unless escorted by an adult
- Children are not allowed to clean up spills that involve glass or any other sharp object
- Children may not walk around in classroom with pencils or scissors in hand
- Children may not throw any item inside the classroom
- Children must clean up water spills immediately
- Children must always push in their chairs after use

There are more, but these are the most important.

## Traffic Flow Procedure

### DROP-OFF:

Upon entering the school premises (DeWitt Drive) please adhere to the speed limit of 7 mph. The driveway into the school is 2-way until you begin to turn into the one-way car-pool lanes. As you pass by the basketball court on your right you may either take the road around to the right and enter the one-way car pool line(the left lane) or park in the right-hand lane. You may also choose not to enter into the car-pool line and take the next right into the school's parking lot.

If you decide to enter the car-pool line, please pull up to the cross-walk and a car-pool attendant will assist your child out of your vehicle. If you decide to park in the right-hand lane, please understand that this is only for quick drop-offs. When you are ready to leave, you must yield to those cars that are in the left car-pool line. Please be sensitive to the needs of others.

### PICK-UP:

Upon entering the school premises (DeWitt Drive) please adhere to the speed limit of 7 mph. The driveway into the school is 2-way until you begin to turn into the one-way car-pool lanes. As you pass by

the basketball court on your right you may either take the road around to the right and enter the one-way car pool line(the left lane) or park in the right-hand lane. You may also choose not to enter into the car-pool line and take the next right into the school's parking lot.

If you decide to enter the car-pool line, please pull up to the cross-walk and a car-pool attendant will assist your child into your vehicle. If you decide to park in the right-hand lane, please understand that this is only for quick pick-ups. When you are ready to leave, you must yield to those cars that are in the left car-pool line. Please be sensitive to the needs of others.

## Observation Room Policy

**The Observation Room** will be used in half-hour, *pre-scheduled* blocks. All scheduling must be communicated with the office. Parents who decide to drop-in or come in unannounced might have to observe their children inside the classroom. You may not schedule time for the observation room during carpool. We prefer that you call us to give us more notice so we can schedule the week. We have many parents who currently call for time in the room, but we need all of the parents to call. We also have many new, interested parents who need time in the room to help them decide on enrollment for their children. *Current parents have priority* but must schedule so we can make sure there are not multiple observers in the room at one time. Only one person is allowed, unless a spouse or family, in the observation room at a time. We hope that you understand.

## Grievance Procedure

If any parent of the Lighthouse Academy of Fredericksburg (LAF) or if any staff member of the Lighthouse Academy of Fredericksburg has any complaint or concern about any aspect of the school, you must follow the procedure outlined below.

1. If any parent or staff member of LAF has any complaint or concern about any aspect of the school building, school grounds, employee relations, education, development or any other aspect of the school, they must submit a letter to the Head of School.
2. The Head of School will address all complaints and concerns that are written and signed within 24 hours.
3. The 24 hour response will be one of the following;
  - a. Remedy situation immediately if necessary
  - b. Notify of intent to remedy if remedy will take more than 48 hours. Will offer a temporary solution until remedied.
  - c. Notify of intent to not remedy.

If the Head of School does not respond within 24 hours of receiving the written complaint or concern, then the LAF employee or parent shall be entitled to call the Department of Social Services at 540-347-6395 and ask for the school's Licensing Specialist. Parents do have the right at any time to contact Social Services for any reason.

We are committed to making the Lighthouse Academy of Fredericksburg a safe and wonderful educational environment for children. Our goals are to offer a program that gives children a natural method of learning and that has integrity, love, peace and above all safety. This policy will allow the head of School to pro-actively work to create and ensure a safe environment for the children.

# Student Referral

Student referral usually occurs for reasons of severe learning disability or for reasons of recurring discipline problems, which appear to have no solution within the school. It is a financial, legal and public relations matter as well as a moral issue. A referral will be given in the best interest of the child, and will not be a rational process governed by certain written procedures and not a desperate elimination of a problem. We see the referral as new hope for an educational solution and not as a personal or school failure.

- The Lighthouse Academy of Fredericksburg will notify parents/guardians of a child who is being considered for referral.
- Conferences, meetings, will be mandatory before a referral is given.
- The Lighthouse Academy of Fredericksburg will notify the family two weeks prior to the child being removed.
- There will always be fair communication and considerations made to work with and help the child and family.

# The Special Child

The Lighthouse Academy of Fredericksburg feels that children with special needs build compassion and life experience for the other children. The Policy for allowing a certain number of special children must be sensitively discussed by all staff concerned.

Special children may be eligible for auxiliary aid from the state. Any special charges not covered by state funds should be stated upon the admission of the child. It is not ethical to append charges for the special child without notification at the time of admission.

The special child, once admission is accepted to the Lighthouse Academy of Fredericksburg, will follow all other policies accordingly, unless stated.

# Suspected Child Abuse

The Lighthouse Academy of Fredericksburg Staff must report and document any suspected child abuse to appropriate agencies, and/or authorities. It is a moral obligation, as well as the law.

# Notification of School Closing

The school will announce closings online at [www.kidslaf.com](http://www.kidslaf.com) and will leave a detailed message on school's answering machine.