



LAKE TAPPS
CHRISTIAN
PRESCHOOL &
KINDERGARTEN

WE WELCOME YOU!!!



In Matthew 19:14, Jesus said, "Let the children alone, and do not hinder them from coming to me.....". By this statement we can draw the conclusion that our children are important to Jesus. As servants of Jesus, our staff has as its goal to show your children the wonders of knowledge, the pleasures of interacting with others, the self-awareness that comes from learning to share our feelings and emotions, and lastly, the satisfaction of furthering the many motor skills needed to prepare them for their future school years.

Preschool & kindergarten children are at a very exciting age. Like little sponges, they absorb the world around them. We hope to take advantage of this and teach them many positive things which will allow their self-confidence to blossom. We want them to be excited about their school experience, graduating with a good feeling about themselves, their school, teachers, and their learning experience.

We welcome you and your child into this program at Lake Tapps Christian Preschool & Kindergarten. We are pleased that you have entrusted your child to us for the coming school year. We hope you will feel free to be an active part of your child's early education during his/her time with us.

Please read this handbook as well as all the supplemental notes that will be sent to you during the school year. If you have any questions after reading this handbook or during the school year, please feel free to contact one of our staff.

Connie Wilson/School Director
253-891-0960

Honor God • Follow Christ • Serve People

Dear Preschool and Kindergarten Parents:

I want to thank you for choosing Lake Tapps Christian Preschool and Kindergarten. Connie Wilson has been our director for over ten years building a great staff of qualified and dedicated teachers. We promise to give your child a solid academic foundation and to love them each day they're here. Because we're a Christian school, your child will also receive spiritual training, preparing them for life!

I want to invite you to join us for our Sunday morning service. We meet weekly at 10:30am. Here's what you can expect: we sing to God and read from His book because He's good; we celebrate the death and resurrection of Jesus because He saved us from sin; we take offering to show our thankfulness to God. Offering is intended for members of *Lake Tapps*. As our guest we do not expect you to give; there are Response Cards in the chair backs you may fill-out and place in the offering tray. Children in preschool through 5th grade may be checked in at the east entrance for worship. Kindergarten through 5th grade will be taken upstairs by their teachers after worship. They'll play, sing and learn about Jesus. Family is important to us, so children K-5th grade will join you for worship at the end of service.

On a personal note, I want you to know I see myself as your pastor and am committed to being available to you. Please call me if there is any way I can help you. If you've already got a church home, I'll be your back-up pastor.

Thanks again for choosing *Lake Tapps*.

Sincerely,



Steve Wilhite
Pastor
253-230-5717

LAKE TAPPS CHRISTIAN PRESCHOOL & KINDERGARTEN



Staff

Director/Teacher

Connie Wilson
253 224-0415

Teachers

2 Day Classes

Rhonda Brinkman
Carrie Peterson

3 Day Classes

Christie Waldron
Megan VanDerPuy

4 Day Classes

Lisa Baalaer
Kari Wilhite

Kindergarten

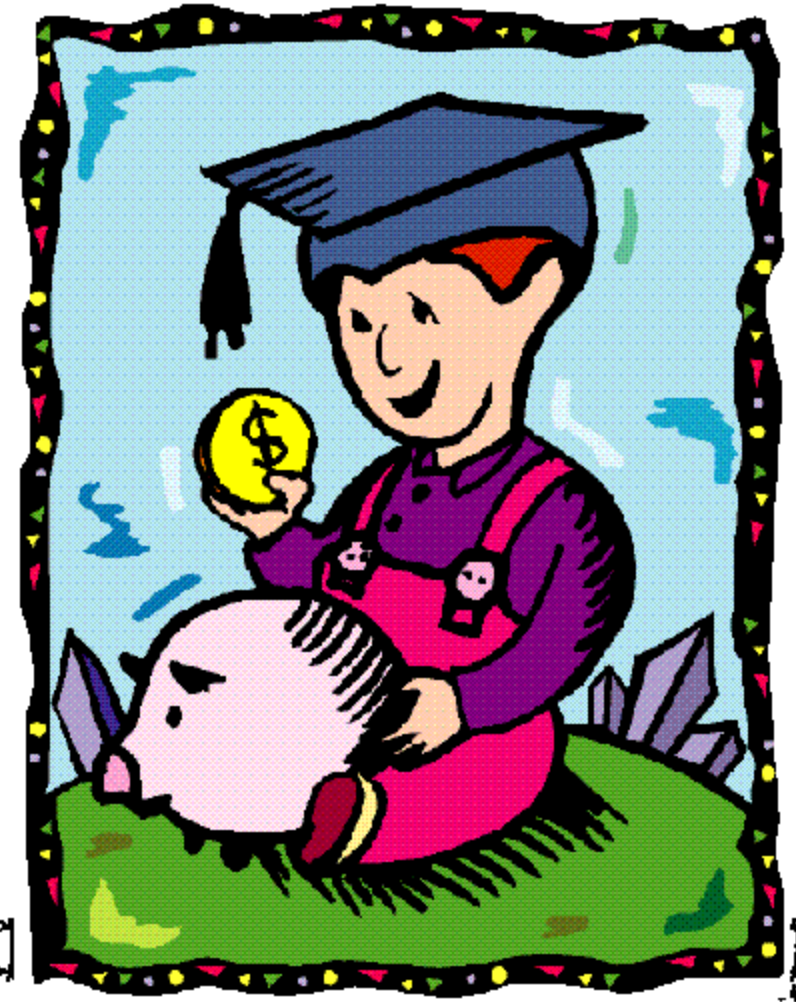
Gina Wilkins
School Assistant

Tracy Conover

School Building
253-891-0960

School Web
www.laketappsschool.com

TUITION



Tuition is due ON or BEFORE the first day of each month unless prior arrangements have been made with the director. It is for your convenience that we have broken our tuition down into ten (10) monthly payments.

An envelope will be provided for each student. This will be used expressly for the transport and transfer of tuition payments and the monthly newsletter. This is a safe and easy way to deliver the tuition. It is a handy reminder and will be returned the end of each month with the newsletter inside.

Please make all checks payable to "LTCP". If tuition is paid in cash, receipts will be given upon request. Otherwise, your cancelled check will serve as your receipt.

Tuition becomes delinquent (late) if not paid by the 10th of each month. Please include in the amount of your late tuition payment the added amount of the \$10.00 assessed late fee.

If for some reason your tuition check is not honored by the bank, you will be asked to pay your tuition in cash for the remainder of the school year.

REGISTRATION/ACTIVITY FEE

This is a non-refundable fee, due in full at the time you register your child in our program. It covers all of the costs of registration, enrollment, special field trips, special activities, and special projects not covered by monthly tuition for your child during the current school year.

This does not cover any last day of school special events unless there are monies remaining from the current year.

PICK- UP AUTHORIZATION

No child will be released to a person or persons not authorized by a parent prior to being picked up. In case of single/divorced parents: If the parent given custody of the child wishes to restrain the other parent from picking up the child from preschool, we MUST have a copy of the COURT ORDER stating this or we can not stop the non-custodial parent from picking up the child.

REFUNDS

Because our tuition is based on actual operating expenses, we are unable to make refunds on monthly tuition because of school holidays, family vacations, etc. Consideration will be given to those students who are absent because of lengthy illness. The Board of Elders will make all of the decisions in these matters. EACH CHILD IS ENROLLED FOR THE ENTIRE SCHOOL YEAR, OR FOR THE BALANCE OF THE SCHOOL YEAR IF ENROLLING MID-YEAR. NO CREDIT WILL BE GIVEN FOR EARLY WITHDRAWAL.

OVERTIME CHARGES

There is a overtime charge for those students not picked-up at the regular dismissal time. If you are consistently late in picking up your child from school, you will be expected to pay for the extra time the staff must spend caring for your child. You will be charged at the rate of \$1.00 per minute. Please be considerate and arrive on time to pick-up your child, late pick-ups leave teachers without adequate preparation, lunch, and clean up time.

ARRIVAL AT SCHOOL

We request that you do not bring your child to school more than five (5) minutes prior to starting time. Early arrivals leave the staff without adequate preparation time. Please be considerate and time your arrivals properly. The doors will remain locked until arrival time.

DISMISSAL FROM SCHOOL

You should always be on time to pick-up your child from school. If you know that you are going to be a few minutes late because of a one-time emergency, notify the school immediately so that we can reassure your child that you have not forgotten them. If you pick-up your child early, please inform the teacher prior to the beginning of class that day. This will help insure that your child will not miss out on something important and that you will not miss out on receiving an important message/note. All children must be picked up at their assigned classroom. Four and Five year-old classes will exit the side door (facing Myers Rd) Three year-old classes will exit the front door. Drop off is the same.

CLASS HOURS

	<u>MORNING</u>	<u>AFTERNOON</u>
Preschool classes	9:00 - 11:30	12:15 - 2:45
Kindergarten class	9:00 - 2:45	



TOYS FROM HOME

We would ask that you leave your child's toys at home or in the car. We do not want them to get lost or broken. Please help your child to understand this rule. (See show-n-tell)

NAME/SPONSORSHIP

The name of this organization is Lake Tapps Christian Preschool & Kindergarten. It is a nonprofit, nondenominational, interracial and nonpolitical institution. No part of its earnings benefit any member or individual. All funds earned by the school are reinvested in the school. The school is under the jurisdiction of LTCC Board of Elders.

PURPOSE

The purpose of the school is to provide a Christian preschool program for three, four and five year olds that will benefit the child, the parent, the church, and the community.

GOALS

Our goal is the development of each child mentally, physically, emotionally, socially and spiritually by instilling in them a value system consistent with the Word of God. We hope to achieve this in a warm, caring environment which will provide each child with the freedom to explore and grow under the encouragement and acceptance from the staff. We will work together to help the children achieve their best by building both self confidence and God confidence. We will delight in the unique personality of each child as we realize that we can all learn from one another.

Learning and developing can be fun and exciting. We are pleased to play a role in this growth. With Christ as our guide and through the patterns He has set forth, it is our hope that together we can make a difference for children, church and community.

ENROLLMENT POLICY

Lake Tapps Christian Preschool & Kindergarten (Bonney Lake, Washington), admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at each school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its education policies, admissions policies, and athletic and other school-administered programs.

A child must be at least three (3) years old by August 31 of the year he/she enrolls in the Mon./Wed., Tues./Thurs. AM/PM program.

A child must be at least four (4) years old by August 31 of the year he/she enrolls in the Mon. - Tues. - Thurs. AM/PM program.

A child must be at least four (4) years old by August 31 of the year he/she enrolls in the Tues. - Friday AM/PM program

A child must be at least five (5) years old by August 31 of the year he/she enrolls in the Mon. - Friday Full Day Kindergarten program.

THREE YEAR OLD CURRICULUM

MENTAL

Cognitive Skills
 Pre-reading: Phonics, alphabet introduced,
 recognition of own name.
 Math: counting 1-30.
 Number recognition 1-10.

SOCIAL

Self-concept
 Interaction with adults
 Interactions with other children
 Group activities

PHYSICAL

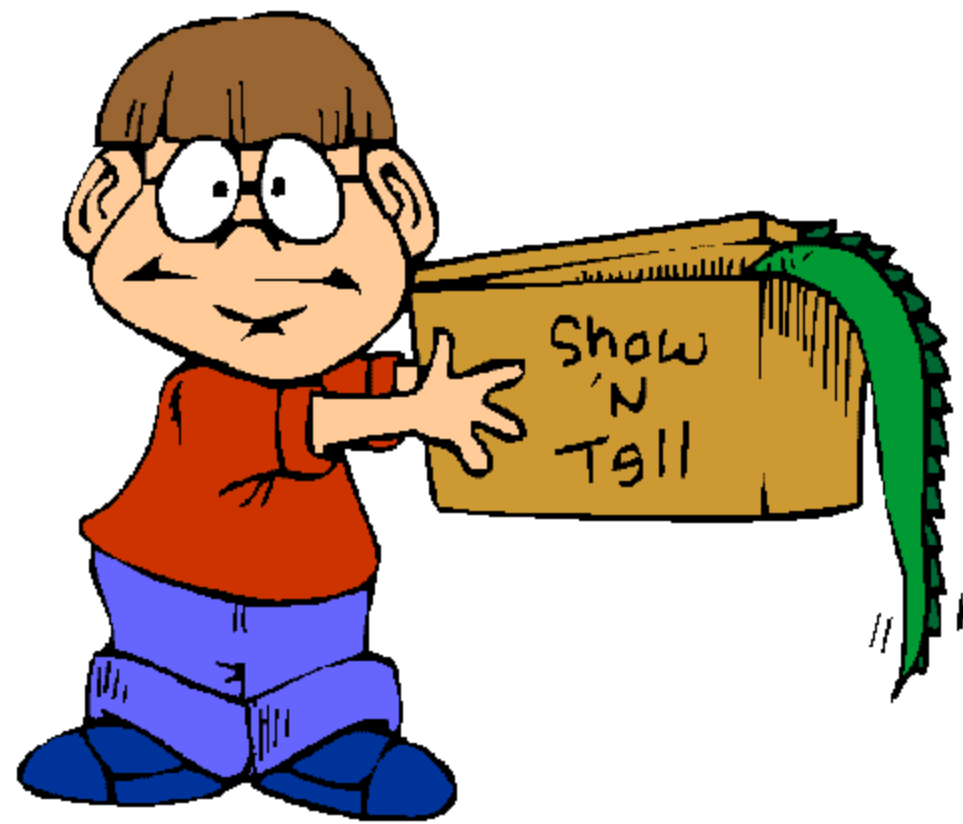
Physical fitness
 Gross motor skills
 Fine motor skills
 Health and safety
 Sensory awareness
 Self-help skills

SPIRITUAL

Bible Stories
 Memory Verses
 Prayer
 Character Traits

ALSO

Games
 Science
 Art
 Music
 Cooking
 Snacks
 Social Studies
 Field Trips
 Storytime
 and more.



Morning

9:00-9:25

Free Art, Play-doh, Puzzles or Centers

9:30-10:00

Circle Time: Calendar, Letter songs, Letter and number recognition, Show-n-Tell, Singing, Special helpers, Basic Math, Character Traits, etc.

10:00-10:15

Writing activity Wash up for snacks

10:15-10:30

Snacks (Prayer)

10:30-10:55

Free Play (outside play when weather permits)

11:00-11:30

Art, Science, Stories, Bible activities, etc.

11:30 -

Dismissal

SCHEDULE

Afternoon

12:15-12:40

12:45-1:15

1:15-1:30

1:30-1:45

1:45-2:15

2:15-2:45

2:45

FOUR YEAR OLD CURRICULUM

MENTAL

Cognitive Skills
Pre-reading: phonics, letter and sound recognition, *reading, and *printing.
Math: counting, number patterning, number recognition, sorting, and number concepts.
Language development: shapes, matching, sorting, sequencing, and directional terms.
*If child is ready.

PHYSICAL

Physical fitness
Gross motor skills
Fine motor skills
Health and safety
Sensory awareness
Self-help skills

SOCIAL

Self-concept
Interaction with adults
Interactions with other children

ALSO

Games
Science
Art
Music
Cooking
Social Studies
Snacks
Field Trips
Storytime
and much more.

SPIRITUAL

Bible stories
Memory verses
Prayer, Character traits

SCHEDULE

Three Day AM / PM

9:00-9:30 / 12:15-12:45

Learning Centers

9:30-10:00 / 12:45-1:15

Circle Time

10:00-10:15 / 1:15-1:30

Writing/Activity

10:15-10:30 / 1:30-1:45

Snack

10:30-10:55 / 1:45-2:15

Recess

11:00-11:30 / 2:15-2:45

Art/Science

11:30 / 2:45

Dismissal

SCHEDULE

Four Day AM / PM

9:00-9:20 / 12:15-12:35

Learning Centers

9:20-9:40 / 12:35-12:55

Circle Time

9:40-10:00 / 12:55-1:15

Writing

10:00-10:20 / 1:15-1:35

Activity time

10:20-10:35 / 1:35-1:50

Snack

10:35-11:00 / 1:50-2:15

Recess

11:00-11:30 / 2:15-2:45

Art/Science

11:30 / 2:45 Dismissal

KINDERGARTEN CURRICULUM

MENTAL

Cognitive Skills

Pre-reading: phonics, letter and sound recognition.

printing , beginning reading.

Math: counting, number patterning, number recognition, sorting, and number concepts, shapes.

Language development:

story comprehension, retelling.

sorting, sequencing, and directional terms.

PHYSICAL

Physical fitness

Gross motor skills

Fine motor skills

Health and safety

Sensory awareness

Self-help skills

SOCIAL

Self-concept

Interaction with adults

Interactions with other children

Working co-operatively with others.

ALSO

Games

Science

Art

Music

Cooking

Social Studies

Snacks

Field Trips

Story time

and much more.

SPIRITUAL

Bible stories

Memory verses

Prayer, Character traits

SCHEDULE KINDERGARTEN

9:00-9:30

Journal Writing

9:30-10:00

Circle Time

10:00-10:45

Reading & Reading Related Activities

10:45-11:15

Brain Nutrition Break

11:15-11:45

Learning Centers (games,computer,illustrating, music, Activities)

11:45-12:30

Clean up, Lunch and Recess

12:30-12:45

Rest

12:45-2:00

History, Science, Art, Literature, Geography, Theme Activity

2:00-2:45

Shared Reading

2:30-2:45

Clean up and Dismissal

FIELD TRIPS

Outside-the-school experiences can start at an early age. Excursions for our classes may be made either on or off the school property. They may be walking or driving trips to visit people or places of interest.

Parents are welcome and encouraged to accompany the students, drive, or provide the educational leadership for a field trip.

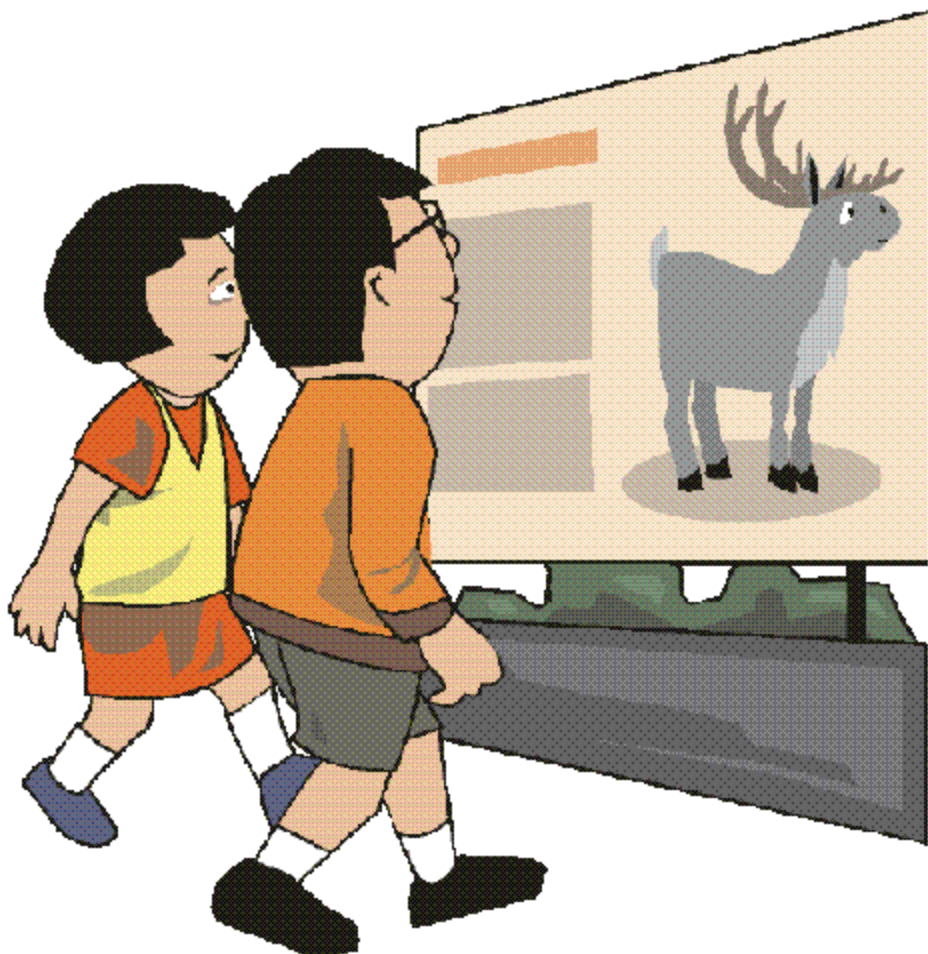
Our field trips are all adequately supervised by adults. If by chance we are unable to recruit enough adults to drive or accompany us, the trip will be canceled.

If you drive on a field trip remember: six (6) children are the absolute limit to be in a car at one time, and each must be wearing their seat belt.

It's "WASHINGTON STATE LAW".

Also.....you must have adequate insurance if you are to drive on a field trip.

We are always open to ideas for new and exciting field trips.



DISCIPLINE

We recognize that each child's feelings are honest and real. Knowing this, our discipline policy will be to handle each situation with love and understanding. We will help the child to develop the inner control needed as they learn appropriate behaviors.

One of the skills we will use for gaining this inner control will be to discuss the situation with the child. We will remove the child from the group and quietly talk with him/her. At this time, we will aid the child in recognizing and naming their feeling and offer alternate choices, guiding them into a more positive response.

Another method of redirecting unacceptable behavior will be a time out. This time out will give the child the opportunity to calm down, allowing them time to gain inner control. Time out will always be in the presence of the teacher, and in a quiet atmosphere where the child may read a book or do a puzzle. We will strive to protect your child's feelings at all times. Because of this, your child will never be used as an example of unfavorable behavior. We will not embarrass them, treat them unfairly, or use cruel punishment.

If your child is involved in any of the above situations, you will be notified at the close of class. This will enable the parent and teacher to work together to develop in the child appropriate behavior.

SHOW AND TELL

Approximately once a month, each child will be assigned a "Show and Tell" day by his/her teacher. This is also your child's snack day. Please assist your child in selecting something to bring or tell about. It doesn't have to be a toy.

Your child may only bring their "Show and Tell" on the day assigned to them. We have a limit of one item per child to show per session. There will be no "Show and Tell" on field trip days or on party days. "Show and Tell" items are not played with during preschool hours. They are put away after showing.



HOLIDAYS AND SNOWDAYS

School will be closed on national holidays and on vacations listed by Lake Tapps Christian Preschool & Kindergarten. Written notice of such closing will be made via Newsletter and Snack Calendar.

Lake Tapps Christian Preschool & Kindergarten will also close due to snow and hazardous conditions when the Sumner School District closes. School closure information can be obtained by radio, television, preschool website and schoolreport website at www.laketappsschool.com & www.schoolreport.org

School closures, due to weather, will not be made up by the Lake Tapps Christian school due to scheduled days built into calendar year. If you have any questions please feel free to contact us



NOTES HOME

Monthly letters along with the tuition envelope will be sent home with your child. This will include a snack schedule, up-coming events, classroom happenings, field trips, and general information. Sometimes it will be necessary to send notes home in between times. These will be handed out by your teacher.



VOLUNTEER PROGRAM

We have a volunteer program here at LTCP and encourage you to join us as we share with you in the development of your child. There are many things involved in the running of a kindergarten and preschool. Some of you can help by taking things home and doing the job there. Some can help with special events and classroom activities. We ask that at least one parent accompany us on all field trips. We appreciate any help you are able to give!

WHAT TO WEAR

Send your child to school in comfortable clothing that can get soiled. We do fun and sometimes messy things in school, and it's hard to ensure that your child will stay clean. Provide a sweater or jacket even on sunny days. Our weather can change and we like to take the children outside as often as weather allows. Closed shoes are best, as our playground's base is pea-gravel which easily gets in sandals!

CONFERENCES

Though it is tempting to stay and chat with your child's teacher during pick-up and drop-off, we ask that you arrange for a conference if you need to discuss your child's progress.

Parent/Teacher conferences will be scheduled twice a year for kindergarten and once a year for pre-kindergarten. At this time we will discuss the development of your child and his/her kindergarten / first grade readiness. If you wish to have a conference with your child's teacher, regardless of class level, you may request one at any time.

WORSHIP



Children love action, color, and stories. They are active, eager learners who want to know all about the world around them. This is the perfect way to introduce them to the love of Jesus and God's world.

Lake Tapps is a "Christian" preschool & kindergarten and is an extension of Lake Tapps Christian Church. As such, we feel not only the need to maintain a Christian atmosphere in the classroom, but to also provide a brief planned period of worship during the school week. The program is designed to teach kids about God in simple, direct language.

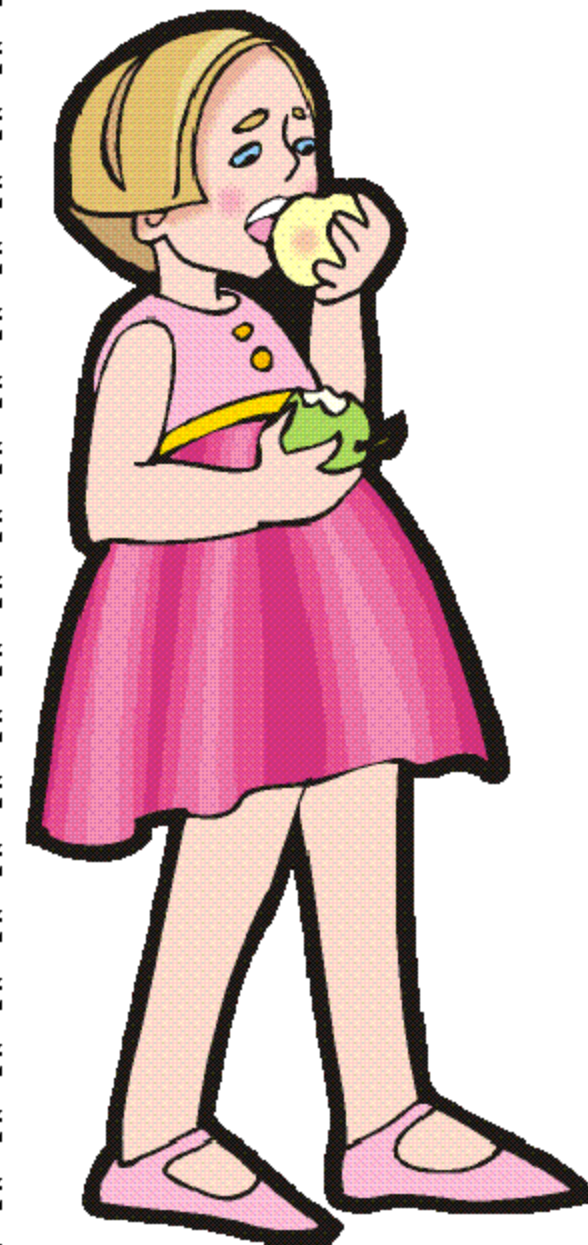
In addition to monthly chapel, each day at Lake Tapps Christian Preschool & Kindergarten will include prayer at snack time as well as practicing that month's Bible memory verse. We encourage participation in each of these activities.

NUTRITION AND SNACKS

At LTCP children who are in the 2 day, 3 day and 4 day a week classes take turns bringing in a snack to share with the class. At the end of each month a "Snack Calendar" will be sent home with your child indicating who will be providing the snacks for the upcoming month. If you miss your turn we will ask you to please bring something for our snack shelf at school to replenish what we used.

LTCP Kindergarten children will be responsible for bringing their own lunch each day. If your child forgets to bring his/her lunch, one will be provided by the school.

We would like to promote the principles of good nutrition which will aid in good physical development of your child. Therefore, we would like to encourage the snacks to be of a nutritious nature. Examples include fruits, veggie sticks, cheese/crackers, raisins, trail mix, muffins, popcorn, yogurt, etc. If your child is allergic to any foods, please notify us, and we will try to provide an alternate food for him/her. We can only do this if our medical records inform us. It is important that we understand the severity of your child's allergy as well as how the allergy presents itself. Please keep us informed so that we can help your child to stay safe and healthy!





NON-DISCRIMINATION POLICY

In accordance with Washington State Law, the Omnibus AIDS Bill, LTCP&K, Bonney Lake, Washington, will not deny admissions to any part of its program to an HIV-infected or AIDS-diagnosed child. We will also, in accordance with the same Washington State Law, not reveal the name of any child who is enrolled in our program and is infected with the HIV virus or diagnosed with AIDS without the WRITTEN consent of that child's parents or guardian.

HEALTH AND SAFETY

Your child's health is a matter of importance to us. Upon enrollment you were required to sign a statement of your child's health and file with us a record of immunizations as required by law.

Parents are **REQUIRED** to notify the school **WHENEVER** their child has been exposed to or contacts a contagious disease.

Head lice can show up in your child quite unexpectedly. If this happens, they are to be kept home until all signs of the lice and eggs are gone. If we notice it at school your child will be immediately isolated from the other children and you will be notified.

Your child will be sent home if he/she appears to have symptoms of illness during class time. In such cases he/she will be immediately isolated from the other children and parent will be contacted.

PLEASE USE COMMON SENSE WHEN DECIDING IF YOUR CHILD IS WELL ENOUGH TO ATTEND SCHOOL. Letting a sick child attend class only exposes the entire class, and we must consider each other.

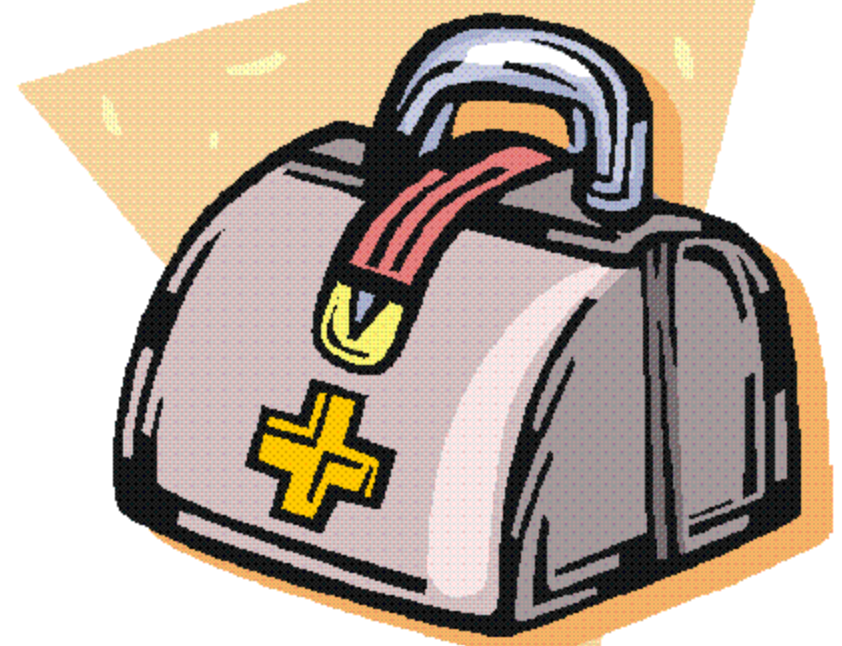
School policy for keeping your child home:

- * Fever in the past 24 hours of 100.0 or more
- * Vomiting in the past 24 hours
- * Diarrhea in the past 24 hours
- * Chills or Sore throat
- * Strep Throat (must have been taking an antibiotic for at least 24 hours before returning to school)
- * Bad cold, with a very runny nose or bad cough

In case of accidental injury, the following steps will be taken as necessary:

- 1-Render immediate first aid.
- 2-Call 911 to request aid.
- 3-Attempt to call parent/guardian.
- 4-Attempt to contact primary or secondary physician.

Until the arrival of a parent/guardian, physician etc, the teacher will be in charge and make all decisions about the care of your child. You will be expected to assume responsibility for any resultant expense not covered by the school's insurance.



WAYS WE CAN HELP

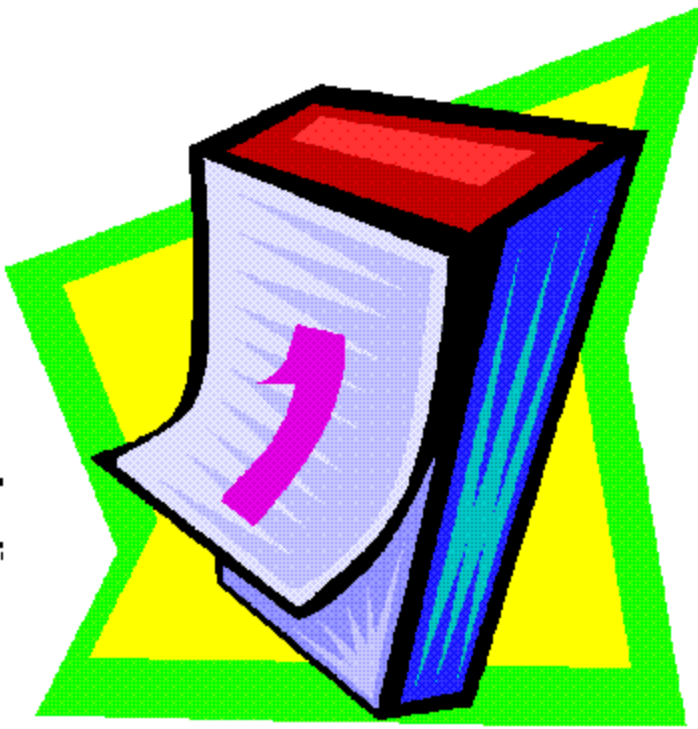
When you enroll your child in our school, we assume the responsibility of giving you assistance with special needs in relation to your child's adjustment, growth, and development.

We will look after their health and safety while in our care. We would appreciate it if you would try to keep us fully informed of any changes that occur in your child's home situation during the school year, i.e...the birth of a baby, an accident, a death, a separation, a divorce, a traumatic experience, etc.

If we are kept fully informed of any such changes, we will be better able to understand and deal with changes that may occur in your child's behavior during class.

FOR SAFETY

The three year old children should enter and exit through the front (main) doors . The four & five year old children should enter and exit through the side doors (doors facing Myers Road). All teachers will be at the classroom to receive your child after 8:55 AM for mornings & 12:15 for afternoon classes. All children will be released to the parents/guardian at their classrooms.



SCHEDULED EVENTS (more to come)

SEPTEMBER

School opens
School Pictures

OCTOBER

Pumpkin Patch

NOVEMBER

Thanksgiving

DECEMBER

Christmas Program
Christmas Break

FEBRUARY

Mid-Winter Break

APRIL

Spring Break

Tacoma Children's Museum - (4 yrs old Only)

ZOO - (Kindergarten Only)

JUNE

End of School BBQ