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# **Mission Statement**

Living Waters Christian School exists to provide a well from which to draw spiritually and academically for the growth of our children and the future of our community.

It is our goal to provide high quality services to each family both educationally and spiritually. We seek to support and encourage strong family ties by teaching and exemplifying Biblical truth. We want to make a difference in the lives of children and their families that is both temporal and eternal, that in all things we may grow up into Christ who is our head. Eph. 4:15

## **Statement of Faith** **Living Waters Christian School** **Doctrinal Beliefs**

1. We believe in the eternal God head of Father, Son and Holy Spirit. One God in three persons.
2. We believe in the Deity of Christ, His headship of the Church and His pre-eminence in our lives.
3. We believe in the Born Again experience (John 3), repentance and belief (John 14:6) in Christ, the Holy Spirit indwelling the believer (Romans 8:9, 11 and Ephesians 3:16, 17).
4. We believe in the Virgin birth of Christ (Luke 1:34, 35) and His effective atonement for sin by His shed blood on the cross.
5. We believe in the Divine Inspiration and importance of the Word of God in every part of a believers life (II Timothy 3:16).

6. We believe in Christ's bodily resurrection from the tomb and His visible coming again in Power and Glory.
7. We believe in the resurrection of the redeemed to eternal life in Heaven and the resurrection of Christ's rejecters to eternal damnation, at the day of judgment (Hebrews 9:27).
8. We believe the book of Acts is the general New Testament pattern for the local Church and that the gifts of the Holy Spirit are operative today as God the Spirit administers, for the building up of the body and the glory of God.
9. We believe in celebrating the Lord's Supper and in believers Water Baptism by immersion.
10. We believe in a Holy and mature walk for believers by a growing relationship of submission to Christ's will and Word (Ephesians 4:11-16) and commitment to each other as brothers and sisters.
11. We believe in New Testament government through elders (I Peter 5:1-9), Acts 14:23 and Acts 15:6-22).
12. We believe in the body functioning as in Ephesians 4:11-16 and I Corinthians 14:26 as a living member of Christ's body placed on the earth to be to the praise to His Name!
13. We believe it is a privilege and a joy to be a Christian, and that Christian love is our goal and Christ's command in the family, church and community (John 15:12).

## **Admissions Policies**

Admissions to Living Waters Christian School is open to students of good character without reference to race, national origin, or sex. As a Christian School, we will seek the spiritual growth and maturity of every student in our school.

Therefore, we will endeavor to lead every student to a saving knowledge of Jesus as Savior and Lord.

## **Hours of Operation**

Hours of operation are 8:00 AM to 11:00 AM Monday through Friday.

## **School Cancellations**

School cancellation announcements will be broadcast by 6:00 A.M. of the day school is to be canceled. The announcement will be made on television, Channel 6 (Storm Center), WGME Channel 13 and radio stations WGAN 560 AM., and WMSJ 89.3 FM. If LWCS is delayed one hour, pre-k is in session. If LWCS is delayed two hours, pre-k is cancelled.

Because it is impossible to reach every parent after school has begun, there will not be early dismissal due to inclement weather.

It is up to the parent's discretion if they would like to take their child home early from school.

## **Admission & Enrollment**

### **Service Offered**

1. Monday/Wednesday/Friday - Pre-K 4 year olds  
8:00 AM - 11:00 AM
2. Tuesday /Thursday - Pre-K 3 year olds  
8:00 AM - 11:00 AM
3. Our Pre-K 3 Program services children who are age 3 by October 15 and potty trained.
4. Our Pre-K 4 Program services children who are age 4+ by October 15.

**The Following Forms are Required** by Living Waters Christian School and must be completed prior to placement.

1. Registration forms signed by parent or guardian.
2. Medical forms A & B including a complete record of immunizations.
3. Written consent for child to receive medical treatment.
4. Signed policies and procedures agreement. (See enclosed sheet)
5. A signed consent for a child to go on any field trip off the premises, including walks. (See enclosed sheet)

## **Basic Rate Fees**

**Application Fee** (non-refundable)      \$30.00

**Curriculum Fee** due July 1st      \$105.00

**Pre-K 4 Program** (M/W/F)      \$1,975.00 (3 day program)  
\$197.50 per month

**Pre-K 3 Program** (T/Th)      \$1,775.00 (2 day program)  
\$177.50 per month

Tuition is due August through May in 10 equal installments due and payable on the 1st of the month. Full payment of tuition on August 1st will be discounted at the rate of 10%. Payments received after the 10th of the month will be assessed a \$15.00 late fee.

## **Written Notice**

1. Two weeks written and paid notice is required to terminate your contract. Payment is due for the notice period whether or not the child attends. Any outstanding fees must be paid on or before the child's last day.
2. We will give two weeks written notice if it is necessary to terminate your contract.
3. We will give one month written notice prior to any contract changes.

## **Behavior Management & Discipline Policy**

### **Discipline**

Our students are expected to behave in a moral and responsible manner. The standard of excellence set forth in Matthew 22:37-40 will be exemplified in our school atmosphere at all times.

*"Love the Lord your God with all your heart, with all your soul, and with all your mind. This is the first and great commandment and the second is like it: Love your neighbor as yourself. All the law and the prophets hang on these two commandments." (NIV)*

This scripture lays forth God's plan for positive relationships. At Living Waters Christian School we use this commandment as a framework upon which our disciplinary policies are based. Of course, we realize that in dealing as we do, with students in

Pre-K through 12th grade, developmental adjustments will be made for various levels. Therefore, although our disciplinary policy is the same for all students, our

procedural practices may differ as we carry them out. Our school rule will be:

### **We will behave in love towards one another.**

**A. Positive Reinforcement:** The child will be encouraged when he/she is demonstrating acceptable behavior.

**B. Redirection:** The child is redirected to another activity and given an opportunity to try again at another time.

**C. "When...Then" Statements:** A statement in which the child is encouraged to accomplish something before going on to something else. **Sample:** "**When** you finish picking up the blocks, **then** you can go outside."

**D. "If...Then" Statements:** A statement in which the child is encouraged to make a positive choice. **Sample:** "**If** you pick up the blocks, **then** you can go to the Dramatic Play area."

**E. Take a Break/Time Out:** The child is separated from the group for a child-regulated period of time. This technique is used only when the child is exhibiting temper tantrum type behavior or hurting self, others, or equipment. When the child shows that he/she is ready to demonstrate acceptable behavior, the child is encouraged to join the rest of the group and try again.

## **Meals and Snacks**

**A. Nutrition:** Good food and nutrition habits are an important part of a child's good health. Living Waters Christian School would like to encourage the need for healthy food and a balanced diet.

**B. Snacks:** Well balanced morning snack will be provided.

**C. Special Diets:** If a child has a particular dietary need, substantiated by a medical evaluation, your child's teacher must be so informed and given a doctor's note. Substitute snacks may be brought from home.

**D. Birthdays:** Parents are welcome to prepare special birthday treats for the child's class. Birthday cakes and cupcakes are acceptable, however, no balloons, please.

## Health & Safety Practices

**A. Handwashing:** Hands will be washed before and after meals, before and after bathroom use, after nose blowing or wiping, and after handling an ill child.

**B. Toys & Equipment:** Toys and cots will be sterilized weekly or as needed with a mild bleach solution.

**C. Fire Drills:** Practice drill will be conducted in accordance with local fire codes and recorded on record sheets. Evacuation plans will be posted on the wall next to exits.

**D. Health Care Plan:** Dr. Robert Rovner is our advisory physician. Only children who are current on immunizations shall be admitted, with the exception being those whose parent/guardian file a physician's letter of exemption with Living Waters Christian School. Medical records and immunizations will be kept up to date in the children's files. All files are kept confidential.

**E. Accidents and Injuries:** First Aid will be administered to a child needing care. Each accident will be recorded on an accident report sheet. Parents will be given a copy of this



report and Living Waters Christian School will maintain a copy. Serious accidents will be reported to Licensing.

**F. First Aid Training:** Your child's teacher is required to maintain a current CPR and First Aid certificate.

**G. Release of Children:** Children will absolutely **NOT** be released to anyone except those authorized to pick up the child on the enrollment form. Identification will be required of those authorized who are unfamiliar to staff. In the event that you wish another adult to pick up your child, you must give written permission in advance or a phone call to verify.

**H. Reporting Child Abuse:** Maine State Law and Licensing requirements state that child care facilities are required to report immediately to the police or Child Protective Services any reason to suspect child abuse, neglect, or exploitation. We are not obligated to inform parents/guardian of this report.

## Medical Issues

**A. Screening:** Children will be visually screened as they arrive at the facility. If a child exhibits signs of illness, it will be determined if the symptoms indicate the need for exclusion until remedied. In the event a child becomes ill and needs to be picked up, the child will be separated from the rest of the children until a parent arrives.

**B. Non Admittance:** Your child will not be allowed to attend Living Waters Christian School if he/she exhibits symptoms for exclusion within a 24 hour period prior to child's admittance back to school. If your child is unable to participate in the normal activities of the daily schedule, then your child must stay home.

\* Please do not send your child to school if they have had the following symptoms over the past 12 hours: 100 degree temperature, vomiting or diarrhea, etc.

### **Emergency Medical Procedure**

At the beginning of each school year all parents are asked to fill out information on an "Emergency Card" which includes the name and phone number of the doctor to be notified, as well as the name, address, and phone number of the parents and an alternate person to be notified if the need should arise. (cont.)

It is the responsibility of the parent to see that this information is on file. In case of serious illness or injury this information may be used before consultation with the family if this is felt necessary.

Living Waters Christian School is not responsible for the payment of hospital, doctor, clinic, or ambulance charges.

In case of illness, the family will be called and a request for the child to be picked up will be made. Please be aware that the child is not eligible for daycare, as their sick policy is the same.

### **Medications**

Medications may be administered under the following conditions:

**A. Consent:** Written parental and physician's consent is required to administer ANY medication.

**B. Prescription Medication:** All prescription medication must be in its original container and properly labeled with child's full name, date prescription was filled or medication's expiration date, and legible instructions for administration, such as manufacturer's instruction or prescription label.

**C. Non-Prescription Medication:** The following classifications can be given with written parental consent only as to the dose, duration, and method of administration specified on the manufacturer's label for the age or weight of the child needing medication. The following is a list of acceptable non-prescription medication:

1. Antihistamines
2. Non-aspirin fever reducers/pain relievers
3. Decongestants
4. Anti-itching ointments or lotions, intended specifically to relieve itching.
5. Sunscreen

**D. Unlisted Non-Prescription Medication:** A physician's authorization is needed for non-prescription medication that is not included in the above list, or if it is to be taken differently than indicated on the label or lacks labeled instruction.

**E. Unused Medication:** Will be returned to the parent or properly disposed of.

## **Transportation & Field Trips**

A. Parents will provide daily transportation to and from the facility.

B. Parents will be asked to help transport and chaperone children on all field trips.

C. Permission slips will be sent home prior to any field trips.

# Miscellaneous

**A. Coming to School:** Parents must walk their child into the building each morning.

**B. Leaving School:** At dismissal parents must enter building to pick up their child.

**C. Clothes:** In order for your child to enjoy their time at school, we advise you to dress them in play clothes suitable to the weather. We do not require uniforms in the Pre-K Program.

**D. Children's Supplies:** Parents are requested to supply those items necessary for the proper care of your child.

1. Extra set of clothing labeled with your child's name in their backpack
2. Necessary medication with proper written instructions as previously stated.
3. Substitute food (for children with allergies)

**E. Toys From Home:** Please do not allow your child to bring any of their toys or costume jewelry from home as they can become misplaced or broken.

**F. Visitations:** We have an "open door" policy. Parents are welcome at all times to all areas used by children. If you are planning an extended visit, please inform your child's teacher the day before the visit as a courtesy to them. Thank you!

## **Policy and Procedure Agreement**

I, \_\_\_\_\_,  
have read and understand the above policies and procedures  
of Living Waters Christian School Pre-K Program. This  
signed copy will be kept in my file and I will have a copy of  
the policies and procedures at home for future reference.

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Parent/Guardian

Date

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Parent/Guardian

Date

## **Field Trips**

I, \_\_\_\_\_, give permission  
for my child, \_\_\_\_\_, to be  
transported by car on field trips sponsored by Living Waters  
Christian School. I understand I will receive a written  
permission slip prior to any field trip explaining  
transportation to and from and location of all field trips. I  
further understand that I am welcome to attend any field trip  
as long as I notify the teacher in advance of my desire to do  
so.

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Parent/Guardian

Date

# Summary

All staff at Living Waters Christian School is committed personally and professionally to providing a safe, loving, respectful, Christ-centered learning environment for each child in our care. Our curriculum and variety of learning experiences provides a unique and supportive environment that helps each child grow at their own pace and welcomes parental involvement and participation. We believe that parents are the primary educators of their children; our role as educators is to come along side each of our parents to help them "train up their children in the way they should go so that when they are old they will not depart from it." Proverbs 22:6

## **\*\*Note of thanks\*\***

This policy and procedure handbook is based on the "Rules for the Licensing of Children's Day Care Facilities" and a model handbook provided by "A Joyful Noise Christian Day Care & Learning Center", 725 Roosevelt Trail, Windham, ME 04062

Greetings in the name of our Lord and Savior Jesus Christ, and welcome to Living Waters Christian School. Thank you for considering our school for meeting the spiritual and educational needs of your child.

It is truly an exciting and challenging time in our church family here at Living Waters Christian Church. What a privilege for all of us; students, parents, staff and congregation, to be a part of this work of God!

As co-laborers in Christ, we seek to support your family by providing a Christ-centered, Biblical Pre-K atmosphere where your child will grow in the grace and knowledge of Jesus Christ as an integral part of his/her developmental growth. We will strive to serve our Lord by providing you with the highest quality - spiritual growth, academic programs, and Pre-K climate. All to the glory of God!

Our school rule is based on the Biblical commandments to love God with all your heart, mind, and soul and to love your neighbor as yourself. This commandment will provide the training framework in which your precious child may grow up in Christ who is our head. Our staff will, with God's help, provide the absolute best in teaching strategies and planning for your child's success in his/her Pre-K experience.

This handbook is intended to be a guide for clarifying our policies and procedures. Should further questions arise, please contact our school office at 517-6136.

God's grace and peace be with you as you seek God's will for your children. Thank you for choosing Living Waters Christian School.