



Liberty

CHRISTIAN
SCHOOL

**SUMMER
PROGRAM
HANDBOOK**

June 21st.-August 20th



Summer Program Parent Handbook

The Summer Program at Liberty Christian School is operating Monday through Friday from 7:30 am to 5:30 pm.

The Liberty Christian School Summer Program offers extended care for students entering kindergarten through the completion of 6th grade. The mission of the program is to offer a Christ-centered environment filled with activities and learning for students while offering families a resource of extended care during the summer break when school is not in session. The LCS Summer program is open to all students in the community.

Non-Discrimination Statement

Liberty Christian School 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 the school. It 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.

The School reserves the right to admit or to dismiss students based on its own criteria of spiritual commitment, academic performance, and personal qualifications including a willingness to cooperate with the school administration and to abide by its policies and regulations.

Admission Policy:

Prior to your child's attendance, parents must complete the registration form, provide an Immunization record, medical release, and medication form, and pay the \$35 registration fee.

The registration form may be found on the school's website at <http://www.libertychristian.net/admissions/summer.cfm> Payments can be received at the LCS Finance window. After the program commences, payments may be made at the Summer Program classroom as well.

Since your child's adjustment is important, we agree that a two-week adjustment period (probationary period) will exist before arrangements for regular care become final.

Programs:

Our program goal is to provide a relaxed, enriching, and enjoyable learning experience for your child. Each day will include gross motor activities to help their bodies grow and develop coordination and strength, Mathematics, STEM (Science, Technology, Engineering and Mathematics) / STEAM (Science, Technology, Engineering, Art, Mathematics), song and music, stories, reading and writing, imaginative play, study and practice of the arts, and Bible. A natural part of these informal and formal activities are language, concept development, critical thinking and growth of personal and social skills.

We educate to fortify the student, to offer fullness of life in Christ, not just for today but for tomorrow as well, in becoming lifelong learners. We must understand the spiritual element of each human and find ways of engaging and connecting the student to yearn for more of the world that God created, for mankind.

Parent participation is always appreciated with our program. All parents must complete and pass a criminal background check before participation can take place. Forms can be located at www.libertychristian.net/resources.cfm, under "Applications" at "LCS Volunteer and Coach Application."

2200 Williams Blvd., Richland, WA 99354 • 509-946-0602 • www.libertychristian.net



In the event of off-site field trips, you will be informed and asked to fill out a permission slip.

Part of our program is to support parenting in the form of following through with discussed behavior plans and disciplinary principles that are reasonable and appropriate to accommodate a group setting. Any concerns or special needs should be discussed and addressed prior to enrollment to ensure optimal care for your child and provide the opportunity to devise a written plan for consistency and reference if necessary.

Our facility protects information obtained such as children's records, from persons not authorized to see or hear it. Information obtained in writing or in conversation will remain confidential.

Drop off/pick up:

The Summer Program entrance and exit will be located in the back of the school at the southwest entrance to the elementary school wing. The driveway and parking lot may be accessed off Acacia Street next to the middle school baseball field. If the doors are not open, there is a security camera and alarm that will alert the staff when you arrive. Check-in and check-out are located electronically through computer access near the entrance/exit door.

Children will not be allowed to leave the program with a person who is not listed on his/her emergency contact list. A parent must notify Summer Program staff if anyone is not listed on student records will be picking up your child. Please be prepared to show ID upon pick up.

Outings:

All walks and outings off-site will need a permission form signed prior to our adventures.

Routines:

7 am to 11 am	Morning session may include, but not be limited to: <ul style="list-style-type: none">• Math games and activities• Reading/writing games and activities• Recess and nutrition break• Bible games and activities
11 am to 12 pm	Lunch and recess
12 pm to 3 pm	Afternoon session may include, but not be limited to: <ul style="list-style-type: none">• Cooperative and team games• Music/drama• Art
3 pm to 5:30 pm	Open small group time <ul style="list-style-type: none">• Snack time• Games• Craft• Storytime• Free Play



Communication:

Communication between Liberty Christian and the parent shall come in both verbal and written forms, on a daily basis, usually during business hours when your child is picked up or dropped off at Liberty Christian. During this time, we can discuss your child's day and activities that your child participated in. However, in the event that it becomes necessary to have a meeting requiring more time, we can make arrangements to meet during non-business hours.

Summer program communication may be made via phone at the following numbers: 509-946-0602 or 509-551-6805. Staff will respond as soon as duties allow.

Discipline:

Liberty Christian rules are for safety, health, concern for others and to foster pride in personal growth. Since the goal for discipline is self-control, its form varies for each individual and each situation according to the understanding of the developmental state of the child and the child's needs. Discipline will never include humiliation or corporal punishment but does take such forms as:

- Removal of the child from the situation
- Re-direction
- Intentional ignoring
- Non-verbal signals
- Humor
- Distraction
- Change of the environment
- Substitution
- Feedback, including positive reinforcement
- Reminder and/or discussion of rules

Please remember that while on school grounds you must not use corporal punishment as a form of discipline.

LCS has zero tolerance for bullying behavior from the child or parent. In the event of either child or parent feel the need to use aggressive behavior toward another child or any staff member they will be dismissed from the program immediately.

Clothing and toys from home:

PLEASE remember to dress your child so that he/she is free to play on the floor or go outside. We have very active play time and children enjoy messy art activities so clothes will get dirty, and may get stained. It may be a good idea to send extra PLAY clothes for younger students. Please dress your child appropriately for the weather. Weather permitting, we will go outside daily.

Should toys or other items be brought from home, it must be with the understanding that they might be shared. Toy weapons must not be brought. If you are not sure, please ask.

Electronics and Phones

All personal electronic devices and phones are not allowed at Liberty Christian during our Summer Program. This includes battery operated small hand-held games.



Nutrition:

A daily snack will be provided in the afternoon each day. Students attending the summer program are required to provide their own lunch and morning snack. Please send extra snacks with your students if they will need them. Snacks or lunch items will not be shared with other students because of food allergies.

Please do not send classroom treats, unless special or birthday. All treats must be "store bought" according to the Department of Health. Please let LCS know in advance if you would like to bring a special treat. If your child has special food needs, notify LCS of these special needs.

Health, Illness, Medical Emergencies:

State Law requires that LCS maintain records of immunization for each child enrolled. Please be prepared to provide this information about your child upon enrollment. LCS will need all immunizations to be kept current. Please notified Liberty Christian School of any immunizations they receive so that I may update your child's file.

If your child has special needs or allergies, we will need to discuss how to meet your child's needs. Please inform the Director of any allergies your child has; there is also a place on the "child registration" form for this. A written plan will need to be developed to ensure consistency and clear communication about your child's needs.

Liberty Christian will administer medication with written consent. You must fill out a form for each medication your child is to receive or staff cannot administer any medication. Medications that also are a part of this category are:

- Cough Drops
- OTC medications
- Sunscreen
- Lotion
- Toothpaste
- Chapstick
- Ointments
- Herbal Supplements (Essential Oils)

All medications must be stored in a locked container for safety purposes.

Please do not send your child with any of the following:

Fever
Diarrhea
Vomiting
Rash
Head lice or Nits (eggs)
Positive Covid Test within the family unit.

If you are in doubt, call LCS in the morning and we can make a joint decision. Our concern is for the health and safety of all children involved.

If your child should become ill during the day, you will be notified immediately and may be expected to pick up your child as soon as possible. Children who are ill may be isolated from the rest of the children (supervised).



Please notify Liberty Christian at once if your child has a contagious disease so that we and the parents of other children in the program may respond appropriately. In the event that your child has been exposed to a contagious disease, you shall be contacted and the disease shall be reported to the Health Department if needed. Confidentiality is always practiced and children will not be named when families are notified.

Liberty Christian must have current phone numbers where parents can be reached, plus the number of a personal Physician, Dentist, and Clinic. It is extremely important that these numbers be kept current so that I may reach you when necessary, not just during emergencies.

In a non-life threatening medical emergency, staff will administer First Aid and make every effort to contact your child's Doctor and arrange with you or someone you have designated on the enrollment form to transport your child to his or her Doctor.

Health, Illness, Medical Emergencies:

In the event of an extreme emergency, staff will administer First Aid and call the appropriate rescue persons, before we contact you. In the event you are not available, Liberty Christian must have the *Medical Form for New Student Enrollment* signed to get medical care for your child. Liberty Christian also needs the names, addresses and phone numbers of other people with your permission to transport and be responsible for overseeing proper medical care for your child.

Fire Drills, Emergency, and Disaster Plans:

Liberty Christian practices safety and security drills on a regular basis. Each month a drill will be practiced to prepare in the event of an emergency. We will evacuate the premises to the outside area on the playground or have a lockdown drill.

In the event of an actual emergency that required evacuation of the campus, all parents will be contacted immediately and expected to pick up their child as soon as possible.

Parent Responsibilities:

IT IS REQUIRED FOR ALL PARENTS TO SIGN YOUR CHILD IN AND OUT DAILY. (under specific circumstances or if pre-arranged- staff can sign in/out your child)

Please notify LCS in advance if your child must be brought or picked up at times other than the normal hours agreed upon.

Please notify LCS of any changes in emergency phone numbers or addresses. Also, notify LCS when your child receives additional immunizations so that we can document them in their file. Please notify LCS of any changes in your child's behavior or life circumstance.

Liberty Christian Responsibilities:

Staff have been fully trained in First Aid and CPR along with Blood-borne Diseases and the use of universal precautions.



Liberty Christian will provide a safe nurturing environment that supports the physical, social, intellectual and emotional needs of your child.

All Liberty Christian staff are required by law to report any signs of neglect or abuse of all children under the State Of Washington Mandated Reporter Laws.

Liberty Christian will be closed for the following holidays: July 4th.

Fees and Payment Policy:

Payment is due in advance and expected by 2:00 pm on the Friday before the intended week of attendance. Summer Care Tuition is as follows:

Daily-----	\$40.00
Weekly-----	\$175.00

LCS Summer camp is open from 7:30 am to 5:30 pm Monday through Friday from June 21st-August 20th. The cost is \$175 per week or \$40 per day. Space is limited. **Payment is required at least two weeks in advance in order to secure each camper’s spot.**

LCS summer camp operates on a first come, first serve basis. Payment ensures each campers participation in camp. After payment has been received and processed, you will receive a confirmation email for each session

An additional late charge of \$1.00 per minute will be added to your bill if the child is picked up after closing hours. The official clock will be the cell phone clock for Liberty Christian School. Excessive tardiness without resolve will result in termination.

Please sign and return the next page with your enrollment forms.

**Liberty Christian Copy –
Return with enrollment forms**

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I have read the policies contained in this handbook, understand and agree to them (please check)

Signature

Please print name

Child(ren) Name(s)