

# Lighthouse Christian Preschool



## Parent/Student Handbook

9 Tusculum Road Antioch TN 37013

Phone: 615-332-3599

Preschool Principal: Mrs. Lacey Hysell

[lahysell@lighthouseministries.org](mailto:lahysell@lighthouseministries.org)

Preschool Director: Mrs. Rebekah Brady

[rebrady@lighthouseministries.org](mailto:rebrady@lighthouseministries.org)



# Word of Welcome from the Administration



God's Word teaches every good and perfect gift comes from above (James 1:17). We are thankful God has led you and your family to share the gift He has given you, your child, with us.

Our goal (the school and staff) is to train and love your child and to bring them closer to knowing Christ. Each teacher's desire is to assist you in training your child in wisdom, stature, and favor with God and man (Luke 2:52, Deuteronomy 6:5-9).

As we get to know your child, we will work with you in building their character and helping them have an understanding of Christ. If we are in unity with our goals and standards the school will just be an extension of what you are teaching at home (Amos 3:3).

We want you to familiarize yourself with all of our policies which are contained in this handbook. If you have any questions concerning our policies, please feel free to call the preschool office.

We count it a joy and honor to work with you and your family. Please come to us any time you have a question or need. Again, thank you for allowing us to be a part of yours and your child's life.

Always Serving,



Lacey Hysell  
Preschool Principal



Rebekah Brady  
Preschool Director



## Our Mission Statement



Lighthouse Christian School exists to glorify God by offering a Christ-centered, quality education that assists parents in training their children to be disciples and leaders of Jesus Christ.

# General Information

School Colors:	Navy, Light Blue, White, & Orange
School Mascot:	Lion
Accreditation:	Tennessee Association of Christian Schools Tennessee State Board of Education

## Dress Code



Lighthouse Christian Preschool

### Dress Code

- Boys:** School collared logo shirt, can purchase from link:  
<https://www.frenchtoast.com/schoolbox/schools/lighthouse-christian-school-QS44G39>  
Khaki bottoms, shorts or pants, purchase anywhere  
Tennis shoes that are velcro or slip-ons, no tie shoes
- Girls:** School collared logo shirt, can purchase from link:  
<https://www.frenchtoast.com/schoolbox/schools/lighthouse-christian-school-QS44G39>  
Khaki jumpers with white shirt underneath  
Khaki bottoms, shorts modest length, or pants, purchase anywhere  
Tennis shoes that are velcro or slip-ons, no tie shoes
- Outerwear:** If it's cold weather, wear any LCS purchased apparel from the link  
<https://www.frenchtoast.com/schoolbox/schools/lighthouse-christian-school-QS44G39>  
Jackets and coats do not need to be purchased from French Toast  
OR have the school logo.

**Friday Dress:** Friday is jean day, students can wear jeans and their lil' lions, preschool or any other LCS shirt or their logo uniform shirt.

## Preschool Hours

We are open from 6:30 AM until 5:30 AM, Monday through Friday. Class starts at 8:30 AM. **We require ALL students to be here by 8:20 AM.**

The office is open from 7:00 AM to 5:00 PM for daily functions, however there is someone available at the office until 5:30 PM for emergencies only.

Children can be brought and signed in after 9:00 AM with a Dr's Note ONLY  
Children cannot be brought in after 10:15 AM. We close at 5:30 and all children must be picked up by that time. The charge for late pick up is \$5.00 per minute your are late. This fee goes directly to our office staff at the desk for closing.

## Lost and Found

Please label all personal belongings with your child's name in permanent marker - this is helpful in identifying lost items. Please check the bins in the entry way for any lost items.

## Weather Closing

Should the preschool be closed due to inclement weather or some other factor, an announcement will be issued via, TV (News 4 & News 5), RenWeb (Text & Email), ClassDojo, and Facebook.

If the weather worsens throughout the day and we need to close early late charges will be applied as normal to any child not picked up by closing time.

There are no reductions in fees for closings or early dismissals.

## Holidays and Closures

There is NOT a reduction in fees for the holidays, but for the 5-day in-service week, there will be no charge.

7/29 - 8/2 Closed for In-Service  
(NO Charge this week)

9/2 Closed Labor Day

10/10 - 10/11 Closed Fall Break

11/27 Closed 1/2 Day 11:30 AM

11/28-11/29 Closed for Thanksgiving

12/23-12/27 Closed for Christmas

1/1/25 Closed New Year's Day

1/20 Closed Martin Luther King Jr Day

2/17 Closed President's Day

3/13-3/14 Closed Spring Break

4/18 Closed Good Friday

5/23 Closed 1/2 Day 11:30 AM

5/26 Closed Memorial Day

6/19 Closed Juneteenth

7/4 Closed Fourth of July

7/17-7/18 Closed TACS Education Convention

# Motor Vehicle Guidelines 🐾🐾

The safety of children is the first priority in all our traffic rules. Please do not park in front of the building or along any of the sidewalks. Do not park in any spot that is not marked and designated as parking. We can be written up by the NFD and fined, you will be fined after 3 warnings for parking violations.

## Parties 🐾🐾

The standard themes of Thanksgiving Day, Christmas, and Easter will be observed. However, because of the strong emphasis given to these seasons special emphasis will be given in respect to the celebrations of each as follows:

- 🐾 Harvest: Emphasizing God's blessing to us through harvest
- 🐾 Thanksgiving: Emphasizing the harvest and the reformation
- 🐾 Christmas: Emphasizing the birth of Christ
- 🐾 Valentine's Day: Emphasizing 'Love One Another'
- 🐾 Easter: Emphasizing the death and resurrection of Christ
- 🐾 Birthday Parties: Parents are welcome to have in-class birthday parties with their child's classmates. These events need to take place after 2:30

## Field Trips 🐾🐾

The PK4 classes may go on field trips throughout the year. These trips will always be thoroughly planned and supervised by the teachers. Parents are encouraged to come along and join in the fun. We'll go on three main field trips one in October, one in December, and one in May. Field Trip fees are due August 5th and will be charged via FACTS.

Morning Glory  
Apple Orchard



24-25 Field Trips  
Nashville Zoo



Dandridge  
Towers



# Admissions

Lighthouse Christian Preschool makes no distinction in the admission of students regardless of differences in race, sex, nationality, or ethnic culture.

While it is not the desire of LCP to discriminate against any student, we are faced with the challenge of providing a safe haven for those students entrusted to our care by their loving parents. Our purpose is to protect our students from exposure to mortal illness. We recognize also that LCP with its limited finances is not equipped to physically care for the needs of a very ill student or any student with a serious, continuing, or chronic communicable disease.

Therefore, because we are moved with deep sympathy for the sick child and the well child, it will be the policy of LCP to deny admission to the school or to require dismissal from the school for a child with a serious and continuing communicable disease. The concern is twofold: one is that other students not be infected and that the ill student does not become infected with other diseases transmitted by fellow students or others within the school family.

Children enrolled at LCP or who seek to enroll at LCP, who are diagnosed to be carrying any serious and continuing communicable or potentially lethal disease, shall be denied admission to the school or be dismissed from the school. They are not permitted to enroll or re-enroll in regular LCP classes until they have been medically cleared as no longer carrying the communicable disease.









It is the responsibility of the parent or guardian of a student to inform the school of the student's infection with any serious or continuing communicable disease upon enrollment (of a new student) or at the time of diagnosis (for a current student).

# Orientation

A mandatory meeting will be set aside in August for a parent-only orientation to take a tour of the preschool building, visit classrooms, and meet teachers and administration. Our mission and policies will be discussed.

# Registration

Parents register all online. Registration is not complete and the child's spot is not reserved until the following has been completed:

-  Inquiry
-  Application
-  Tour/Observation (excludes siblings)
-  Enrollment Pack
-  Submitted copies of DLs (Both Parents), Shot Records, & Birth Certificate
-  Submitted copies of Custody Agreements (If Applicable)
-  Handbook Meeting
-  All Fees Paid

All forms must be signed, all documentation completed and submitted before the child will be placed in a classroom.

Students are placed in the classroom based on their age on the cut-off date.

Example: A two year old must be two before August 15th to go into a two year old classroom.

Preschool students will be tested before entering Kindergarten.

# Records





During the enrollment process you will create an account in RenWeb or FACTS. Please save the login information as you will need to access your child's records through that same account. It is extremely important that the information you enter at the time of enrollment is accurate and kept up to date any time something changes, such as your address, phone number, or email address. This applies to any emergency contacts or pick ups as well.

The state requires that each child be signed in and out every day. Lighthouse Christian Preschool is not responsible for children before they are signed in or after they are signed out. Sign in and out sheets are for the child's safety in case of an evacuation. Please sign your name and time legibly so staff can read who signed that child in or out on any given day.

Your child will not be released to anyone who is not listed on the Authorized Pick Up list. Children cannot be signed out or in by anyone under the age of 18. Any unfamiliar person will be sent to administration to have their ID checked and the Authorized Pick Up list verified.





## Finances & Fees Payment Policies

Fees:

-  Application Fee - \$30 (Non-Refundable)
-  Enrollment Fee - \$250 (Non-Refundable - \$100 each year after the first year)
-  Activity Fee - \$10 (Due each August and January and paid directly to your child's teacher)
-  Field Trip Fee - \$80 (PK4 ONLY Non-Refundable Due on the first day of school in August, paid through FACTS)

Tuition: (Includes Breakfast, Lunch, and Snack)

Tuition is set by default to automatically run each week on Monday, but the payment plan can be set to run bi-weekly or monthly as well.

-  PK 1 - \$300 A Week
-  PK 2 - \$275 A Week
-  PK 3 - \$225 A Week
-  PK 4 - \$225 A Week

Tuition payments are required to be on auto-draft, we do not accept checks, cash, or card payments for tuition (Unless the tuition is past due). There is no reduction in tuition for days the preschool is closed. However, each year (August - July) you receive one week free when we are closed for in-service and one week free which is considered a floater week. The floater week can be applied to any week, one time, and you must inform the finance department by Friday the week prior to the week you wish to use it.

Tuition is due every Monday, returned payments will be charged a late fee of \$30.00 which is automatically applied to your FACTS account and cannot be waived or adjusted.

Tuition is considered past due if a missed payment is not made by Friday of the same week. If you are past due you cannot bring your child to school until ALL past and currently due tuition is paid.

If you become four weeks past due in tuition, your child will be withdrawn and their spot in that classroom will become available.

If you are unable to pay on time because of an emergency or you need to make other arrangements for your payments please contact Rebekah Brady 615-332-3599 ext. 122.

## Withdrawals

A two week notice is required if you wish to withdraw your child. You will need to notify administration and fill out the withdrawal form. You will be charged for two weeks of tuition whether you bring your child to school or not.

If there are extenuating circumstances please contact Rebekah Brady 615-332-3599 ext. 122

## Re-Enrollment

Lighthouse Christian Preschool is a year round school (August - July) we do not close for the summer. If you choose to withdraw your child at any point during the enrollment year, your spot cannot be saved. To be re-admitted to the school you would need to go through the enrollment process again.

Each enrollment year the enrollment pack must be completed and a spot in the classroom cannot be secured until the enrollment pack is completed. Re-enrollment is \$100 and you do not have to fill out a new application.

Re-enrollment is in February each year and there is a two week period when all returning children can be re-enrolled before enrollment is open to the public.

# Tardiness

Lighthouse Christian Preschool is not a daycare, so we do not allow drop offs throughout the day unless the child had an appointment.

All children are to be in their classroom seats no later than 8:25 AM.





We begin each day with Bible and Worship time, this starts promptly at 8:30 AM and we do not allow entry into the building during that time. If you are late due to an appointment you are able enter after 9:00 AM.

# Medicine

If your child must be given medicine by the preschool staff, please sign the medicine chart at the front desk. The medicine must be clearly labeled with the child's name and with clear instructions as to the dosage. All medicine must be in original bottles. Medications must be prescribed by a doctor or we cannot give it to the child

# Absences & Illnesses

Reasons a child would be sent home from school:

-  A fever of 100 or above
-  Diarrhea
-  Vomiting
-  Communicable diseases such as chicken pox, mumps, measles, impetigo, strep, scabies, lice, ringworm, pink eye, or any questionable rash.

If you are called to pick up a sick child, the child needs to be picked up within one hour of the phone call.

Please understand we do not have a "sick" room to hold sick children. If your child is sick and does not feel well enough to be able to go outside, you will need to keep them at home until they are able to go to outdoor recess.

Any child sent home from school must be out a total of 24 hours after they are symptom-free.

If a child has had a contagious communicable disease, a Dr's note will be required upon their return.

If a child is out an entire week with a Dr's Note there can be a reduction in tuition.

## Meals & Snacks

Breakfast is from 7:45 to 8:15, Lunch is from 10:30 to 11:00 (PK2 & PK3) and 11:00 to 11:30 (PK4), Snack is from 2:30 to 3:00. All meals are included in tuition.

## Academics & Discipline

### Curriculum

The curriculum at LCP has been developed over decades of use by Pensacola Christian School. Pensacola has consistently produced above-average results with the Abeka Book series.

All subjects and activities are integrated with the basic Christian principles of the Bible to impart a God-centered view of life to the children.

### Progress Reports

Progress reports will be sent home two times a year in December and May. This is just an opportunity to let you know how your child is progressing on his/her level.

### Bible

The Bible is a focal point of our curriculum. Every child studies the Bible each day. We seek to learn the stories and the facts, the history and the literature, but we also highly value the personal faith and the application of Christian principles in our lives. It is essential for their spiritual understanding that all children be signed in by 8:20 AM to prepare for this time.

## Patriotism

Patriotism is the love and loyal support of a person for his country. This includes attachment to a country's land and people, admiration for its customs and traditions, and devotion to its well-being. The term "patriotism" implies a feeling of oneness and membership in the nation. Our school endeavors to develop patriotism in order to create an appreciation for the common memories, hopes, and traditions of our country.

## Discipline: How do we handle discipline?

The scripture teaches us that the heart is the center of life and behavior. In Matthew 12:34-35 Jesus said that all behavior and words have their origin in the heart. Proverbs 4:32 warns us that in the heart, the impressions of a young life are molded and that the issues of life flow from it. Proverbs 6:18 speaks of the heart's ability to devise wicked plans. Proverbs 22:15 tells us that foolishness is bound up in the heart of a child. There is something in a child's heart in which parents need to direct their attention.

The general goal of heart training, the portion that parents and caregivers can impact, is to help a child gain personal self-control. Self-control in turn helps the child with controlling his tongue (Proverbs 13:3; 15:2) and his actions (Proverbs 14:29), handling negative emotions (Proverbs 25:28), and making good choices (Proverbs 1:3). Biblical chastisement guides a child to an honest life (Proverbs 10:9), is non-offensive (Proverbs 16:7), and is filled with righteous deeds (Proverbs 1:3). Most importantly, the effects of biblical training bring about the peaceable fruit of righteousness (Hebrews 12:11).

Our desire at LCP is to work with you to bring the child to a place of wanting to do right from the heart. It is easy to change behavior with bribes, threats, isolation, etc. but we want to see little hearts that desire to do right. We deal with bad choices such as selfishness, unkindness, being untruthful, etc. Our purpose is to bring it back to scripture. We teach repentance, forgiveness (II Corinthians 7:9-10, and restoration which God requires (I John 1:9). We leave it open for the child to confess and repent. Teachers are to re-affirm the potential and value of each child when a wrong choice is made.

It is our goal to lead our children to make right choices that reflect wisdom, honor, and respect for others. Rules are not arbitrarily set. They reflect needs for safety, orderliness, and consideration for individuals and group rights.

Therefore, it is important that children abide by such. Loss of privileges and time out will be used as consequences for wrong choices.

If patterns of wrong choices or a very serious violation of rules continues, we will contact the parents so we can work together to see improvements. Situations that require a parent called would be biting, physical harm to another child or teacher, and continually throwing tantrums. If a child is not able to conform to a teachable spirit or to a structured environment, we will need to dismiss the child.

The school does not use corporal punishment.

### Probationary Period

All new students will be on a six-weeks to six-months probationary period. Because of our structured environment, we do require that our students are potty trained (PK3 & PK4) and are able to follow instructions. If we see a child or the parent is struggling, we like to give the parent an opportunity to see our goals and vision. Some things we may use are videos, books, and you are also going home with a copy of the behavior chart to use at home.

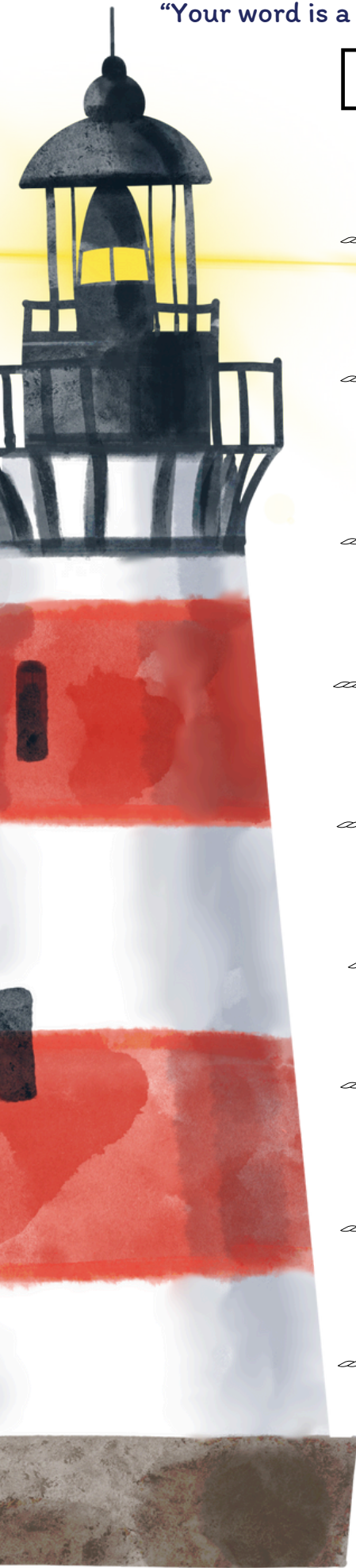
At that time, we will continue the probationary period. It is our goal that the parent and the school are working together to reinforce Godly values and set a Godly standard for our children. If patterns of wrong choices or ver serious violations of rules such as biting continue after time out and loss of privileges, a parent will be called to come. If this pattern continues and the child cannot conform to a teachable spirit, we will need to dismiss the child. Most of the time with the parents working with the child, we will see a change.

Below is a copy of our Behavior Chart in every classroom, used by every teacher...

# Little Light For My Path

Lacey Hysell - Principal - Rebekah Brady - Director  
2024-2025

"Your word is a lamp to guide my feet and a light for my path" Psalm 119:105



Behavior	Scripture (Light)	Heart Question
Complaining/Arguing	"Do everything without complaining or arguing so that you may become blameless & pure children of God" Philippians 2:14	<ol style="list-style-type: none"> <li>1. Is your attitude showing thankfulness?</li> <li>2. What are you grateful for?</li> <li>3. How can we live peacefully with our friends?</li> </ol>
Hitting & Bitting	"Do to others as you would have them do to you" Matthew 7:12	<ol style="list-style-type: none"> <li>1. How would you feel if someone hit/bit you?</li> <li>2. What are ways we can show love and peace with our hands, feet, and mouth?</li> </ol>
Selfishness "Me First"	<p>"Honor one another above yourself" Romans 12:10</p> <p>"God loves a cheerful giver" 2 Corinthians 9:7</p>	<ol style="list-style-type: none"> <li>1. Are you putting your friend ahead of yourself?</li> <li>2. Jesus said the first shall be last and the last shall be first (Matt 20:16) What would Jesus do?</li> </ol>
Worry	<p>"Do not worry about tomorrow for tomorrow will worry about itself" Matt 6:25</p> <p>"When I am afraid I will trust in you" Psalm 56:34</p>	<ol style="list-style-type: none"> <li>1. Do you know who created all things and who makes us safe?</li> <li>2. How does God care for the animals and earth? (Matt 6:26)</li> </ol>
Lying	"Keep your tongue from evil, and your lips from speaking lies" Psalm 34:13	<ol style="list-style-type: none"> <li>1. Do you know who the father of lies is?</li> <li>2. The Bible says the "eyes of the Lord are in every place" what did God see?</li> <li>3. Can I trust you if you are not truthful?</li> </ol>
Teasing	"Do not let any unwholesome talk come out of your mouth, but only what is helpful in building others up." Eph. 4:29	<ol style="list-style-type: none"> <li>1. Are your words building others up or tearing others down?</li> <li>2. What can you say to build others up?</li> </ol>
Disobeying	"Children, obey your parents (teachers) because you belong to the Lord, that things will go well with you" Eph. 6:1-3	<ol style="list-style-type: none"> <li>1. Are you obeying?</li> <li>2. How did you disobey?</li> <li>3. How does God want you to obey?</li> </ol>
Disruptiveness	"Like a city whose walls are broken through is a person who lacks self-control" Proverbs 25:28	<ol style="list-style-type: none"> <li>1. Are you promoting peace with your actions, or are you stirring up trouble?</li> <li>2. How can you show peace/self-control in the classroom?</li> </ol>
Tantrums	"A joyful heart is good medicine, but a broken spirit dries up your bones" Proverbs 17:22	<ol style="list-style-type: none"> <li>1. Are you communicating with a self-controlled voice?</li> <li>2. Did you know that not choosing joy can affect your body and health?</li> </ol>
Tattling	<p>"Whoever gloats over disaster will not go unpunished" Proverbs 17:5b</p> <p>"Spur one another on toward love and good deeds." Heb. 10:24</p>	<ol style="list-style-type: none"> <li>1. Are you delighting in getting your friend in trouble?</li> <li>2. Rather than tattling, how can you spur your friend on toward doing the right thing?</li> </ol>

# Communication Procedures

The purpose of our preschool is to serve the parents and children of our community. Quality childcare is a community need our school provides you, the parents.

To better serve you and your family, this preschool has an open-door policy. If you have any questions or concerns about the operational procedures of this school, please let your concerns be known. If you need to discuss a problem or matter with your child's teacher or the preschool administration please feel free to do so. The administration and staff want to answer your questions, hear your ideas, and allow you an opportunity to express your concerns.

## Procedures for Expressing Concerns and Asking Questions:

1. Talk with your child's teacher.  
If further clarification is needed,
2. Talk with the Preschool Administration.  
If further clarification is needed,
3. Talk with the Head of Schools  
If further clarification is needed,
4. Contact Dr. Charles Walker  
Tennessee Association of Christian Schools  
2000 Vance Ave  
Chattanooga TN 37404  
Phone: 615-622-7310 Fax: 615-622-7461
5. Once you have contacted Dr. Walker, he will instruct you to contact:  
DHS 1-800-462-8261

Please honor the ministry by following the procedures. A violation of this policy will result in dismissal of your child (A public notice prepared by the Tennessee Association of Christian Schools).