

L.Y.C. Preschool



Mission Statement

The mission at Lakeland Youth Center Preschool is to help prepare your child for kindergarten and life.

Our goal is to develop your child socially, emotionally, and academically. Through our instruction and nurturing environment, we hope to develop their independence and talents, increase their physical abilities, and give them a good start as respectful, outstanding citizens.

Lakeland Youth Center

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Syracuse, IN 46567

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Welcome to L.Y.C. Prep Preschool

We are pleased that you have chosen L.Y.C. Preschool as your child's first adventure in learning! Please feel free to offer us any suggestions. We want to make the most of your child's preschool experience.

L.Y.C. Preschool provides a program in which the child is viewed as a unique and special individual. Each child is encouraged to creatively express his/her feelings through a curriculum that is designed to enrich his/her creative, social, physical, and mental development. We align the Indiana Academic Standards to our program.

Modes of Learning

1. By hearing stories and learning finger plays, we are beginning to grow.
2. By playing with others, we are learning social development.
3. By listening and exploring creative expression, we are learning art and music.
4. By running, skipping, hopping, and playing games together, we are developing our gross motor skills and working with others.
5. By using puzzles, coloring, cutting, and printing, we are developing our fine motor skills.
6. By exposure to the alphabet, we are moving into reading readiness.
7. By introducing early math and science concepts like counting, shapes, colors, measurements, and classification, we are learning about comparison and correlation.

Assessment Procedures

It is important to assess all children in a number of areas to obtain a full evaluation of complete learning. At L.Y.C. the assessment includes:

- Academics
- Writing
- Large and Small Motor Skills
- Social Skills
- Independency
- Maturity

L.Y.C. will share this information in the months of November, February, and May. If any parents desire an additional meeting regarding their child's progress, please contact us at any time

School Year Schedule

The 2017-2018 school year will start on Tuesday, September 5, 2017. You will receive a reminder notice in August regarding this start date. The 4 & 5 year old Pre-K class will attend on Tuesday, Wednesday, and Thursday afternoons starting at 11:45am each day and concluding at 2:15pm. The 3 & 4 year old class will attend on Tuesday and Thursday mornings starting at 9am each day and concluding at 11:15am.

Please be sure to call us if your child will not be attending school for any reason.

The L.Y.C. Preschool adheres to the Wawasee Community School Corporation yearly class schedule and will observe all the same holidays and breaks. When the Wawasee Schools are cancelled due to inclement weather, L.Y.C. Preschool will also be closed. However, if there is a two hour weather related delay, L.Y.C. Preschool will operate on the following schedule: the 3&4 year old class will attend school starting at 10:00am and conclude at 12 noon, while the 4&5 year old class will attend from 12:30pm to 2:30pm. You will be able to check for all weather cancellations and delays on TV station WNDU Channel 16 and radio stations WRSW 107.3 and Willie 103.5.

L.Y.C. would like to thank you for your support and look forward to seeing you and your child in September.

- First day of School – September 5th
- Fall Break – October 20th-23rd
- Thanksgiving Vacation – November 22nd-24th
- Holiday Break – December 22nd – January 5th
- Spring Break – April 2nd- 6th
- Last day of School – May 24th

Attendance

Attendance is very important to the success of our program. We ask that you call or email and let us know if your child is going to be absent. Absenteeism without communication for longer than two weeks will excuse your child from our program without a refund for the remaining months paid tuition. This will open a spot for a child on our wait list and we cannot guarantee your child a spot when/if they return.

Tuition/Payment Schedule

All tuition payments are due by the 1st of each month.

Failure to pay by the 10th of each month will result in an additional \$10.00 late fee added to your tuition cost.

If payment is not received in full by the end of the month, you will be considered in arrears. If you neglect to pay the sum in arrears and the following month's tuition by the 10th of the following month your child will be dismissed from school until payment is made.

If your child will be traveling for the winter months or you need to take a month off of preschool you will still have to pay for the month(s) missing class. This insures we hold a spot for your child in class.

You are also required to pay a non-refundable \$50.00 registration fee due by April 13, 2017 to ensure registration into the L.Y.C. Preschool Program.

Tuition

- Non-Refundable Registration Fee: \$50.00

- 3 & 4 Year Old Preschool (Tue. & Thur. 9am-11:15am) \$70.00

- 4 & 5 Year Old Pre-K (Tue., Wed., Thur. 11:45am-2:15pm) \$90.00

Checks can be made payable to L.Y.C.

Tuition Discount

- 3 & 4 Year old Preschool (**5% Discount, \$31.50 savings**)
 - Semester 1: \$332.50; Due September 2017
 - Semester 2: \$266.00; Due January 2018

- 4 & 5 Year Old Pre-K (**5% Discount, \$40.50 savings**)
 - Semester 1: \$427.50; Due September 2017
 - Semester 2: \$342.00; Due January 2018

Disciplinary Procedure Policy

The staff at the L.Y.C. Preschool feels the appropriate use of discipline can be effective for teaching children socially acceptable ways of behaving. Children in our program will not receive physical punishment. Those who have conflicts or problems with others while at school will be encouraged to verbalize their angers and concerns. As their teachers, we will guide them to positive problem solving and will provide solutions and logical consequences. Below are the discipline procedures we will follow.

1. Discuss problem with child and reinforce what is acceptable behavior.
2. Warning
3. Time-Out
4. Phone Parent(s)
5. Conference with Parent(s)

Transportation Policy

L.Y.C. has adopted a policy that requires any and all people that will be providing transportation to and from school for your child be put on your "Who may pick up my child" list. This will help ensure that no unwanted persons are picking up your child. L.Y.C. will also NOT allow your child to leave with someone who is not on the list.

Vaccinations

L.Y.C. requests that all children age three and up be current on all vaccinations before starting school. This helps prevent sickness for all the children in the school. L.Y.C. does offer free vaccinations by the Kosciusko County Health Department on the second Thursday of every month at 2:00-3:30pm.

Snack and Drink Policy

Every month you will receive a newsletter with important information and a current calendar. On this calendar you will find information regarding snacks and drinks. These are also available on our website! If you are responsible for snack, please send along something healthy. We are trying to teach the children good eating habits and would like to avoid excessive sugar. However, on your child's birthday, a special snack is always welcome. Cookies or ice cream cups are a nice treat. Please do not bring cupcakes as the majority of students do not eat them.

Suggested snack items:

- Fruit
- Vegetables
- Cheese and Crackers
- Goldfish
- Pretzels
- Graham Crackers
- Popcorn
- Fruit Snacks

If you would like to bring trail mix, Chex mix, or any other type of mix, it is more convenient if it is placed in a Ziploc bag.

Please provide the same snack for everyone.
Thank you!

Lakeland Youth Center Preschool

Enrollment Information

Student Name _____

Date of Birth _____ Home Phone # _____

Address _____ City/State _____

Father/Guardian's Name _____ Cell Phone # _____

Work Phone# _____

Mother/Guardian's Name _____ Cell Phone # _____

Work Phone # _____

E-Mail Address _____

Emergency Contact _____

Phone # _____ Relationship _____

Family Doctor _____ Phone # _____

Allergy/Medical Conditions _____

Medications _____

Any additional information:



I, the parent/guardian of _____, hereby release, waive, acquit, and forever discharge the Lakeland Youth Center, their representatives, successors, insurers, assigns or any other person or entity associated with such organizations such as staff, directors, or volunteers, from all liability, claims, demands, or causes of action for any and all loss, damage, injury, or death and any claim of damages resulting from participation in the even identified above either at or away from the Lakeland Youth Center facilities including transportation provided by the Lakeland Youth Center.

I give my permission to the Lakeland Youth Center to seek emergency medical treatment for my minor child if I cannot be reached. I will be responsible for any all costs of medical attention and treatment.

Parent/Guardian Signature _____ Date _____

We know there are circumstances beyond your control that might cause you the inability to pick-up or drop-off your children from preschool. Please list below the people that may pick-up or drop-off your child in the event you are unable to do so.

Name	Phone #	Relationship

Thank you for allowing us to help guide your child through the formative years of their education!

Sincerely,

Miss Kellie Newcomer, Miss Nika Prather, Miss Crystal Malone