

Life Academy  
795 Memorial Blvd. Suite H  
Picayune, MS 39466  
601-798-4511 ext. 418

Dear Parents,

Welcome to the 2010-11 school year at Life Academy! Thank you for choosing to enroll your child(ren) with us. We know other opportunities were available to you; we are privileged to have your child(ren) here.

It is our goal to prepare each child for the life-long educational process, and to make the beginning of this process as exciting as possible. We want to help each child reach his/her potential.

As teachers and parents we are partners with one another and with God. Your child's well being and happiness are always our top priority. We thank God for each of these special children, and we appreciate you trusting us to be a part of their lives.

Please feel free to come to me with any comments or questions that you may have. If we can help you in any way, please feel free to call on us. My home number is 601-916-7443 and the church/school office number is 601-798-4511. You can also reach me at [missy@rlministry.org](mailto:missy@rlministry.org)

Serving In His Will,

*Missy Lee*

Missy Lee  
Life Academy Director



Registration For Enrollment

A registration form must be completed and returned to the Director. A registration fee must be paid when the completed form is submitted. Along with completed form and fee, immunization records (MSDH Form 121) must be submitted. Your child will not be enrolled in a class until all records are complete and registration fees are paid. The registration fee will hold your child's place until the 1<sup>st</sup> month's tuition is paid, or until the 10<sup>th</sup> school day of the 1<sup>st</sup> month of enrollment. The fee is non-refundable.

### Mississippi State Department of Health Form 121

Your child must be up-to-date on all of his/her immunizations. A MSDH Form 121, proving immunization, is required for enrollment. This must be submitted with the completed registration form and registration fee. Immunization shots, and MSDH Form 121, can be obtained through your family physician or Mississippi Health Department Clinic.

### Class Hours

All students 2 years old through 4 years old will attend Monday –Thursday 8:00am-12:00pm

**All students from 3 year olds to 4 years old must be fully potty trained.**

### Arrival and Dismissal

Your child should not be brought to school before 7:45am. They should be picked up at noon. It is very important that your child be on time. Tardiness is disruptive and unfair, not only to the class, but also to your child. Your child is to be delivered to the classroom each morning and picked up in the car line or in the lobby each afternoon. It is best for the parent to leave child with the teacher on the first few days of school. Need for adjustment is not unusual on this age level. When the parent remains in the classroom, it makes this period of adjustment more difficult for the child. Toys are provided for the children and should not be brought from home except for Show and Tell. Your child will not be sent out alone. This is for the safety of your child. A teacher CANNOT leave a classroom of children unattended. If your child is to be picked up by someone other than yourself or an authorized individual, permission must be in writing with your signature, permission over the telephone will not be granted. We cannot allow your

child to leave with anyone whose name is not listed as an authorized individual in your child's file. Your cooperation concerning this is appreciated.

Should something arise to prevent you from picking up your child on time, please call the office and let the teacher know. A staff member will stay with your child until you arrive. Your assistance in this matter is essential. There will be a late charge for students picked up after 12:15pm if you have not called the school office.

We have a car line. The car lines starts at 12:00. **Please stay in your car. We will put your child in their seat.** If you need to visit, please do so in the parking lot. Do not pull out of the car lines behind someone. Your child's safety is very important to us. You may pick your child up in the lobby at 11:55 through the side door.

### Fees

Registration fee: \$60.00 due at the time of registration is non-refundable and non-transferable. This registration fee, along with completed registration form and required records, secures a position for your child in a class. If there is no opening, your child will be placed on our waiting list and you will be notified as soon as an opening becomes available. Should you withdraw your child, or your child not be present on the first assigned day of school with out contacting the director, the position will be given to the first name on our waiting list.

Late Tuition Fee: The \$10 late tuition fee will be charged to you if tuition fee is not paid by the 10<sup>th</sup> school day of the month. Tuition is due on the 1<sup>st</sup> school day of the month, and considered late if not paid by the 10<sup>th</sup> school day of the month. If tuition is not paid by the 15<sup>th</sup> of each month and you have not made arrangements with the director, you will be asked to not return until tuition is paid.

### Tuition and Tuition Policies

The tuition for the school year has been divided into 9 equal payments. Each payment covers one ninth of the total number of school days. Tuition rates are as follows:

**All students 2 years old through 4 years old will have a monthly tuition of \$135.00.**

Tuition will remain the same regardless of holidays that may occur during a given month or any days your child is absent.

Parents that have more than one child attending Life Academy will receive a discount of 10% on the younger child.

If you send tuition by your child, please put it in an envelope marked with his/her name. To prevent loss, and to insure proper credit to your account, please do not send loose money with your child. Receipts for cash payments will be sent home with your child's work during that week.

All tuition for the first semester must be paid in full before we break for Christmas. All tuition for the year must be paid in full before April 10, 2010. If you see a financial problem developing and are unable to pay on time, at any time during the year, please let the director know, so arrangements can be made.

#### Address or Telephone Number Changes

Any time any address or telephone number changes (home or work), please notify the office or your child's teacher.

#### Field Trips

Field trips are scheduled for all classes during the year. Because of insurance company regulations, state regulations, and child restraint laws, our church vans are no longer available for our use; therefore, everyone will have to have their own transportation. Parents, or an authorized adult, are required to accompany students on these trips. We will meet at the school and travel together, or we will meet at the destination.

## Illness

For the welfare of your child and others, all children who are sick must be kept at home. If your child becomes ill at school, you will be notified and expected to pick him/her up as soon as possible.

If your child has a contagious disease, please let the teacher know immediately so the other parents can be notified. Your cooperation in this matter will be greatly appreciated.

If your child requires medication that must be administered during school hours, he/she must be kept home, or arrangements can be made for you to administer the medication at school. Teachers and other staff members will not be responsible for administering medications.

The following conditions are examples of when your child is required to stay home or when he/she will need to leave school:

- Fever: 100 degrees or higher (orally)
- Diarrhea: 3 or more episodes in a 24- hour period
- Vomiting: 2 or more episodes in a 24- hour period
- Rash: Body rash with a fever
- Sore throat: Sore throat with fever and/or swollen glands
- Severe coughing: Red or blue in the face or makes high-pitched whooping sound after coughing
- Eye discharge: Thick mucus or pus draining from eye(s)
- Jaundice: Yellow eyes and skin
- Irritability: Continuous irritability or crying

Your child must be free of these symptoms for a 24-hour period before returning to school

### Dress

There are no regulations concerning uniform clothing. We suggest comfortable, washable clothing for class play. Shoes are required at all times, thong or strapless sandals are not recommended. Please, no flip flops (children will not keep these on and I hate for your child to run around bare footed). Due to our NEW PLAYGROUND! we ask that you send your child in tennis shoes because of the wood fiber fill.

Mark all removable clothing (sweater, coats, etc.) with your child's name to avoid confusion and loss.

**Please provide an extra set of clothes in case of an accident. Provide these in a plastic bag with your child's name on the bag.**

### Items From Home

Your child should not bring any items from home, including toys, videos, etc. Occasionally teachers will schedule "Show and Tell"; you will be notified ahead of time.

### School Closings

From time to time due to reasons beyond our control, it may be necessary to cancel school. At these times we will notify each parent of the cancellation. You may also listen to the radio (WRJW), or watch TV Channel 13 for school cancellation announcements. Normally, if Picayune or Pearl River Central schools cancel classes, we do too.

### Discipline

In order to maintain the best learning environment, we expect students to conduct themselves appropriately. Certain behavior is not acceptable and will not be tolerated.

We expect full cooperation from both student and parent in the education of your child. Parent/Teacher conferences and time-out are the typical corrective measures at Life Academy.

### Parent/Teacher Conferences

Any time you feel a need for a conference with your child's teacher or director, feel free to request an appointment. Please do not expect to discuss conference matters at drop-off and/or pick-up times, or other times that your child's teacher is responsible for children. Due to afternoon appointments and second jobs, your child's teacher must be allowed time to arrange for a conference. Always feel free to call the Academy director if she can help in any way.

### Pre-Registration

During the month of February, you will be given the opportunity to register for the next school year.

### Withdrawals

All withdrawals from school must go through the school office. There may be other children on the waiting list for an available spot.

## Life Academy Staff

Mrs. Missy Lee	Director 798-4511 ext 418
Mrs. Jessanna Guzman	Teacher
Mrs. Sherri Hutchison	Teacher
Ms. Kayla Lee	Teacher
Mrs. Natalie Taylor	Teacher
Mrs. Gail Jackson	Teacher Assistant
Mrs. Jill Lee	Life Academy Secretary
Pastor Allen Hickman	Senior Pastor RLM

If you need to speak to any member of our staff, please feel free to ask them for an appointment after school. We are here for you!

