



Lake Park Baptist School

Strong Roots ❖ New Growth



Lake Park Baptist School

Parent Student Handbook

Preschool-3 & PreK-4

2018-2019

625 Park Avenue, Lake Park, FL 33403

(561) 844-2747 ❖ Fax (561) 848-8310

www.lakeparkbaptist.org

Lake Park Baptist School, in accordance with "USC2000d", does not discriminate on the basis of race, color, or ethnicity.



Lake Park Baptist School

Strong Roots ❖ New Growth

Welcome to our Lake Park Baptist School Family

Dear Friends,

It is truly an honor for me to serve again as principal of a school that is dedicated to our Lord and Savior, Jesus Christ. This year we celebrate 50 years of “Strong Roots...New Growth.” It is awesome for me to be part of our wonderful OneFamily at Lake Park Baptist School.

We exist to glorify the name of Jesus Christ while offering quality Christian education and training for your precious children. We are honored that you have entrusted your children to us, and we are committed to excellence in their spiritual and academic development.

Our Parent-Student Handbook will acquaint you with our long history, mission and purpose, as well as our doctrinal statement of faith. It will also familiarize you with the LPBS policies and procedures. Please read it carefully and know that our desire is to do what God called us to do here at our church and school for “such a time as this!”

Thank you for giving us the opportunity to join your family as we partner together in the education of your children. We ask you to pray for us as we endeavor to remain true to God’s Word and His mission here in Lake Park. Please join us in praying for another wonderful, and amazing, God-blessed school year.

In His Name,

Mrs. Carol M. Hyatt
Principal

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ADMINISTRATION

History of the School

Lake Park Baptist School was established in September 1968 as an outreach ministry of the First Baptist Church of Lake Park. It expanded within a few years from a pre-school to include all elementary grade levels.

Mrs. Voni Mauney was Kindergarten director and teacher of the four-year old Pre-Kindergarten Class. The 1968/1969 year operated in the black and had an enrollment of twenty four-year-olds and sixteen five-year-olds.

In April 1970 it was voted in Church Conference that the First Baptist Church of Lake Park enter a Christian Elementary School Program to be coupled with the existing Kindergarten, depending upon demand, in September 1970. Mrs. Voni Mauney was principal. Reverend James Leonard was pastor.

School bus service became available in April 1971 and continued until 2006. A lunch program was begun in September 1971. Mrs. Pat Bigbie was employed as the lunchroom supervisor and Mrs. Pat Davison as her assistant. When Mrs. Bigbie resigned, Mrs. Davison became the Cafeteria Manager. She was employed at LPBS through the 2006-2007 school year.

After Mrs. Mauney resigned, Mr. Gary Wakefield became principal on February 1, 1973 and remained until December 1973. When Mr. Wakefield resigned, Mrs. Margaret Spencer served as principal from January 1974 until November 1974, when she and her family moved to Tennessee. During the time Mrs. Spencer was here, the Seventh Grade was added for the 1973-1974 school year. It was a good year curriculum-wise, but the Administration and School Committee decided against continuing with the Seventh Grade because of limited facilities for middle school age.

Reverend Gene Henson became pastor of the First Baptist Church of Lake Park in February 1974. When Mrs. Spencer resigned, the School Committee and Church voted for Mrs. Gene (Exie) Henson to serve as Interim Principal beginning in November 1974. After a few months, the Committee and Church requested Mrs. Henson to continue as principal. She remained in that position until June 1977. At that time Lake Park Baptist School had one Pre-Kindergarten, two Kindergartens; two First Grades, two Second Grades; two Third Grades; one Fourth Grade; one Fifth Grade and one Sixth Grade. There were seventeen teachers, including one full-time Physical Education teacher and one part-time Music teacher. The enrollment was 217.

During the time that Exie Henson was principal, Carol Hyatt was a half-day first grade teacher and a half-day assistant to the principal. Her tenure as principal began with the opening of the 1977-1978 school year. The FACCS Evaluation Committee returned that fall and granted accreditation status to Lake Park Baptist School.

On September 1, 1976, Dr. Thomas H. Graves became Interim Pastor, and after serving for one year as interim Pastor, he became Pastor of the First Baptist Church of Lake Park

Gardens Baptist Mission was started as a ministry of the First Baptist Church of Lake Park on March 1, 1978. A middle school program (Grades 6, 7, and 8) was established in the fall of 1978 as an extension of LPBS at this mission site. The Gardens Baptist Mission was constituted as a church on September 5, 1979, which was the last school year of affiliation with Lake Park Baptist School.

Dr. Graves resigned as Pastor of the First Baptist Church of Lake Park on November 4, 1979. Reverend Nash A. Odom assumed the pastorate on August 1, 1980, and continued until his resignation on August 31, 1986. During his ministry, groundbreaking service was held on Easter Sunday, April 22, 1984, for a new office and educational addition on the west side of the present facilities. It would contain new offices for the church and school and additional classrooms. It was made possible through a generous gift of \$325,000 by a friend of the school and church in order to establish a middle school program at LPBS.

Rev. Odom resigned as Pastor of the First Baptist Church of Lake Park on August 31, 1986. Dr. Don Berry served as Interim Pastor until Rev. Ron Lentine assumed the pastorate on July 4, 1987. Rev. Lentine served as Pastor for ten years and resigned in April of 1997. Rev. Bruce Hodge assumed the pastorate on March 6, 1998 and served until his retirement from the ministry on Feb. 27, 2005. Dr. Don MacKay assumed the pastorate on April 1, 2006. Under the leadership of Dr. MacKay, Lake Park Baptist School continued in growth and vision. One Ninth Grade class was added in 2006 and one Tenth and one Eleventh Grade class in 2007.

Mrs. Carol Hyatt became the Administrator in July, 2007. At that time Dr. Bonnie Arnone, a 22-year member of the faculty, was appointed principal on July 8, 2007. The tenth/eleventh grade classes were discontinued due to a lack of enough students in 2008.

Mrs. Carol Hyatt returned as principal of LPBS in April 2011 after the resignation of Dr. Bonnie Arnone that year. Rev. John Thompson assumed the pastorate on November 21, 2010. The Lord has truly continued to bless this school ministry, as we continue to seek His direction to guide our future and to serve continuously as a lighthouse in northern Palm Beach County for 50 years.

Currently, LPBS has one three-year-old class, two classes each for pre-kindergarten through first grades, and one class each for second through eighth grades.

There is one full-time Physical Education teacher and Athletic Director, one part-time music teacher, one part-time Spanish teacher (second semester), one part-time art teacher, one part-time computer education instructor, and two teacher aides for the preschool.

Statement of Faith

- We believe in the verbal inspiration and authority of the Scriptures. We believe the Bible reveals God, the fall of man, the way of salvation, and God's purpose in the ages.
- We believe in God the Father, God the Son, and God the Holy Spirit.

- We believe in the deity and virgin birth of Jesus Christ.
- We believe that salvation is completely by God's grace. The conditions of salvation are repentance and faith.
- We believe that men are justified by faith alone and are accounted righteous before God and only through the merit of our Lord and Savior, Jesus Christ.
- We believe in the visible, personal, and eminent return of Jesus Christ.
- We believe in the everlasting conscious punishment of the lost.

Statement of Philosophy/Purpose

Lake Park Baptist School stands firm in its belief that it is the responsibility of the school to promote the spiritual, intellectual, emotional, social, and physical development of each child. In order to achieve these goals, the school continuously seeks to provide a well-developed enriched curriculum of skills and knowledge in the fundamental educational process for its children.

We believe that each child is a gift from God with special abilities and talents. The staff endeavors to inspire each child to achieve self-esteem, respect for authority, and love and respect for our country. The school staff also endeavors to inspire youngsters to life-long commitments to Christ and Christian principles. The philosophy of Christian education begins with the view of all men as sinners in need of a Savior, according to the scriptures. Our Savior is Jesus Christ, the only begotten Son of God, who through repentance and faith frees man from the power of sin, death, and everlasting condemnation to a new life of abundance. Lake Park Baptist School seeks to teach individuals to receive Christ as their Savior and live according to His will through the enlightenment of the Holy Spirit. The Bible, God's Word, is the basic authority for all that is taught at Lake Park Baptist School and is used to instruct the children in preparation for everyday life and eternal life.

The purpose of Lake Park Baptist School is to give children the necessary dimension of the realization of God in all of life. God has created the universe, and it is He who holds it together. Therefore, our teaching of math, science, social studies and other subjects is based upon the truth that God himself established all physical, natural, and spiritual laws (Rev. 4:11 and John 1:1-3).

Racial and Non-Discrimination Policy

Lake Park Baptist School admits children of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to children at the school.

Lake Park Baptist School does not discriminate against members, applicants, children, and others on the basis of race, color, national or ethnic origin in the administration of its educational policies, assistance, athletic, and other school administered programs.

Affiliation and Accreditation

While over 75% of all private schools in the State of Florida are not accredited, Lake Park Baptist School enjoys full accreditation status and is a member in good standing with the Florida Association of Christian Colleges and Schools (FACCS). FACCS accreditation is nationally recognized by the National Council for Private School Accreditation (NCPSA), the Southern Baptist Association of Christian Schools (SBACS), the Florida Association of Academic Nonpublic Schools (FAANS), and our national affiliation, the American Association of Christian Schools (IAACS). FACCS accredited schools are recognized and accepted across the country.

Lake Park Baptist School is a charter member of the Southern Baptist Association of Christian School and a charter member of the Christian Schools of Palm Beach County. These organizations provide workshops and materials which are valuable for in-service training for both faculty and administrators. They keep Lake Park Baptist School abreast of what is happening in education circles around the country and provide up-to-date information on the decisions being made at the state and federal levels of government concerning private schools.

Lake Park Baptist School is accountable to the membership of the First Baptist Church of Lake Park. For this reason, our school maintains its accreditation status with only Christian associations of like-minded philosophies.

Resource Information

The school may be reached by telephone at 561-844-2747. The fax number is 561-848-8310. The school's website is www.lakeparkbaptist.org.

Relationship Between the Church and the School

Lake Park Baptist School is a ministry of the First Baptist Church of Lake Park, which provides the facilities for the school to operate. The principal and the School Committee all have administrative duties and work cooperatively to ensure the smooth operation of the school, its children and facilities. They are knowledgeable of any changes in personnel, hiring, dismissals, and the general operation. The principal, teachers, and other staff members of the school are, in reality, employees of the church.

The School Committee

The School Committee is composed of seven active members of First Baptist Church of Lake Park, elected to a three-year term on a rotating basis. Each year, two members rotate off the committee and are replaced by two other church members. The School Committee meets monthly with the pastor and principal; minutes are recorded; monthly financial statements are approved; new teachers are hired; and general discussions are held on the progress of the school year and the church/school needs. The committee also serves as an impartial body that oversees the general operating decisions, financial policies, hiring of personnel, and general functions of the school. It reserves the right to conduct closed School Committee meetings.

The School Administration

The administration of Lake Park Baptist School is responsible for the daily decisions that are made. The Pastor and School Committee are informed of any significant changes or decisions affecting the church or its members. The administration assumes full authority regarding discipline, scheduling, curriculum, personnel directives, meeting health and safety requirements, personnel recruitment, and financial decisions.

Faculty and Staff

Our faculty and staff are comprised of fully qualified, dedicated, Spirit-filled Christians who are eager to provide a wholesome and happy learning environment

All teachers in grades kindergarten through eight have University or College degrees and hold current State of Florida teaching certificates and/or current FACCS teaching certificates. Teachers in the preschool-3 and prek-4 have also met accreditation standards and have attended the required Christian workshops and meet all rules and regulations required and recommended by the Department of Children and Family Services (DCFS) and The Early Learning Coalition (ELC) for VPK.

Every staff member at Lake Park Baptist School meets all DCFS rules, regulations and ELC guidelines. Each staff member has background checks through the State of Florida, fingerprinting, OSHA certification, and training in recognizing the signs and resulting symptoms of child abuse, as well as training in the current State of Florida child abuse reporting laws. All staff members also have CPR, first aid, and AED certification. The Lake Park Baptist School campus is reviewed regularly by the Palm Beach County Health Department, the DCFS, meets all regulations, and is in full compliance with their standards and guidelines.

Lake Park Baptist School is also certified annually by the local Fire Marshall and meets the highest operating standards.

MISSION STATEMENT

It is our primary Christian school mission, our attitude, our purpose, and our reason for existence to gently guide the children to receive Christ as their personal Savior, to live according to His will through the enlightenment of the Holy Spirit, and to train them to be soldiers of the cross so they can go out and fulfill the Great Commission. (Acts 1:8 and Matthew 28:19-20)

OBJECTIVES

The following are brief statements of the objectives for Lake Park Baptist School. Please note that, while they are presented in four categories for discussion, all are spiritual because God cares about the whole child.

Spiritual

1. To teach children the plan of salvation through Jesus Christ. John 1:2; 3:16
2. To inspire each child to make a life commitment to Christ. John 15:5
3. To teach the child how to talk to God through prayer. Philippians 4:6
4. To guide the child's spiritual growth. Deuteronomy 6:6-7
5. To teach the child to rely on God's word, the Bible, for the answers to the problems of life. II Timothy 3:15-17
6. To teach the child to make decisions according to God's standards. Psalm 86:11
7. To teach the child to respect God and those in authority. I Timothy 2:1-2
8. To teach the child that all aspects of life and all truth have meaning only as they are properly related to God and His will. John 1:1-14 and Revelation 4:11

Social

1. To teach each child how to work and play with others.
2. To teach each child to adapt to new situations.
3. To teach self-discipline.
4. To teach faithfulness in duties at home, school, and in the community.
5. To learn that all people are individuals and learn at different speeds. Some are better in one subject, while others succeed in another field.

Academic

1. To use all his/her potential to the best of his/her ability.
2. To feel academically adequate and not a failure.
3. To enjoy learning.
4. To be creative.
5. To learn responsibility.
6. To make decisions independently.

Physical

1. To help each individual understand his unique body structure, accept its limitations and strength, and to learn to use it with confidence.
2. To teach each child to develop a feeling of satisfaction in movement, of happiness and well-being.
3. To help each child define and plan how to solve many kinds of group problems, such as leisure-time problems, skill problems, activity problems, and others.
4. To teach each child to have a “we” feeling as they plan and work together.
5. To teach group members to share in responsibility for selecting, organizing, and evaluating their own activities.
6. To teach each group to be willing to accept all members courteously and kindly.

ADMISSION POLICIES

Registration Information

It is our desire and our pleasure to instruct the children in Godly wisdom for “Happy is the man that findeth wisdom.” (Proverbs 3:13) and “Better is it to get wisdom than old gold.” (Proverbs 16:16)

Your child’s registration will be accepted on a first-come, first-served basis with the following exceptions:

1. Children currently enrolled at Lake Park Baptist School will also be given priority for re-admission before the acceptance of other applicants, providing their registration forms and current fees are paid in full.
2. Children currently enrolled at Lake Park Baptist School are not guaranteed re-admission. Each application for re-admission will be reviewed by the admissions committee. Re-admission decisions will be based upon the previous year’s academic achievement; i.e., report card grades, classroom conduct, and cooperative spirit.
3. Children of **active** First Baptist Church of Lake Park members will be given the opportunity to register with current school families during in-house registration week.

The admissions committee will review applications for admission, testing results when applicable, and registration forms for all applicants. This committee consists of the principal and the testing coordinator for the grade level the child will be entering. Lake Park Baptist School reserves the right to accept or deny children on an individual basis, depending upon testing results, current grade averages, disciplinary records, and/or the attitude and intention of those seeking admission. No family has a right to re-enroll if the admissions committee feels the child has not met the academic requirements or the standards of conduct and cooperation set forth by Lake Park Baptist School. Applications for re-enrollment will be approved at the sole discretion of the admissions committee.

Admission Procedures

All children registering for preschool-3 through prek-4 must be age appropriate on or before September 1, per the Palm Beach County and State of Florida requirement.

No exceptions will be made.

The following registration forms must be signed, notarized where indicated, and submitted to the admissions personnel:

1. Child Enrollment Form, which must be read and signed on the back by one or both parents/guardians for each child.
2. Authorization to Consent to Treatment Form, which needs to be signed and notarized (new applicants only).
3. Medical Information Form with information on allergies, physical limitations, and other health issues or concerns (all children).
4. Permission/Consent Form for class field trips and/or physical education activities.
5. Before and After School Program Registration Form, as applicable (all children).

The following Palm Beach County Health Records are required before the first day of school. (Make an appointment with your physician now.) No excuses will be accepted in accordance with the regulations set forth by the Department of Children and Family Services. Your child will not be able to attend classes at Lake Park Baptist School without these records!

1. Proof of immunization as required by the State of Florida before your child may attend the first day of school. (Blue Immunization Form)
2. Copy of child's official birth certificate.
3. Copy of Social Security card and number.
4. Physical Examination Form completed by your child's physician for the current year. (Required for preschool 3, prek-4, kindergarten children and children new to the State of Florida.)
5. A written statement from your dentist advising that your child's teeth have been examined.

The guidelines set forth by the Department of Children and Family Services and the Palm Beach County Health Department are subject to change, and you will be notified accordingly.

Withdrawal Policies

1. Notice of Withdrawal

Lake Park Baptist School permits the withdrawal of any child for any reason upon provision of a one-week notice (7 days). Likewise, Lake Park Baptist School reserves the right to withdraw any child for any reason deemed appropriate by the administration and staff of the school with the provision of an immediate notice to parents. This provision is separate and apart from probation under the school's discipline and standard of conduct policies.

2. Withdrawal Process

To withdraw, all financial matters must be cleared through the school office. When a child is withdrawn LPBS sends records only to the receiving school (when requested by the school), not to the parent. No records will be transferred and report cards will not be released if there is an outstanding balance due on your child's account. Please note that records will not be released until the withdrawal process has been completed.

3. Tuition Refund

If a child is transferred, dismissed, or withdrawn from school for any reason, you will be charged the full month's tuition even if your child has attended only one day or part of the week/month. **All registration fees are non-refundable.**

FINANCIAL POLICIES

Tuition

Lake Park Baptist School has been a ministry of the First Baptist Church of Lake Park since the fall of 1968, and the church has provided facilities for the school to operate. The school is supported solely by tuition payments.

Lake Park Baptist School children participate in fundraising efforts in order to minimize your tuition fees and are dependent upon full parent and child participation in these efforts. However, in lieu of participating in scheduled fundraising activities, parents may choose to offer a donation.

Tuition is due on the first day of each month, August through May. If payments are not received before the 20th of each month, a late fee of \$30 will be charged to your account. Tuition payments made by check, automatic debit (ACH transfer), or credit/debit card in ACS Headmaster.

Fees

In addition to tuition, each child and his family is responsible for the complete payment of the following fees:

1. A **non-refundable** yearly registration fee to cover the purchase of workbooks, some classroom supplies, and child accident insurance. It is required of each child on a yearly basis.
2. Yearly Morning Care or Aftercare fees are divided into 10 monthly payments due at the same time tuition is paid but are not included in basic tuition charges. Occasional morning and aftercare attendance will be billed at the end of each month for the previous month attended.
3. Daily hot and cold lunch items may be purchased a la carte' at an additional cost for each child. Healthy choices are available every day.
4. Children registered for aftercare or morning care services require an additional registration fee.

GENERAL POLICIES AND PROCEDURES

The following is a list of general policies that Lake Park Baptist School enforces and asks it's parents and children to adhere to them.

Church Attendance

The staff and administration at Lake Park Baptist School encourage the families of all children enrolled to attend and participate in church services and activities, although there is no church attendance requirement for enrolled children. Families of children enrolled at Lake Park Baptist School are encouraged to participate in the activities and services of First Baptist Church of Lake Park if they do not have a church family.

Office Hours: The office is open from 8:00 a.m. to 3:30 p.m. each school day.

Before Care:	7:00 a.m. - 8:15 a.m.
School Hours:	8:30 a.m. - 3:00 p.m.
Half-Day (PS-3)	8:30 a.m. - Noon
VPK:	8:30 a.m. - 11:30 a.m.
VPK Extended Day:	11:30 p.m. - 3:00 p.m.
Aftercare:	3:00 p.m. - 6:00 p.m.
Full Day/Full Year (PS-3)	7:00 a.m. - 6:00 p.m.

Attendance

The law requires child school attendance 180 days per year to be considered for promotion to the next grade. Regular attendance is vital to your child's progress. A written excuse must be sent to your child's teacher upon return to school from any absence in order to receive make-up work. Excessive absences due to sickness or unexcused absences interrupt your child's learning progress and are an inconvenience to the teacher and the total school program. Vacations should be scheduled when school is not in session, as absences due to vacations are unexcused. Please refer to your school calendar.

If your child is absent for three consecutive school days due to illness, a doctor's written excuse must accompany the parent's note of explanation. If you foresee extended absences, please make arrangements through the school office and with your child's teacher. Please keep in mind that it is difficult to give assignments in advance.

Following an absence, each child is required to bring a note of explanation on the day he/she returns to school in order to receive make-up work. The note must be signed by a parent or guardian.

Tardiness

If your child is tardy, you must come to the office for an admission slip. Tardiness causes the child to miss valuable instruction time that cannot be regained; therefore, please cooperate by being on time and helping your child learn the importance of punctuality.

Contacting Children in Class

Parents may contact children via telephone in emergency situations through the school office only. Parents are not permitted to enter the classrooms under any circumstances without advance notice and consent from the school office.

Requests for Early Dismissal

Parents are urged to leave their children in school all day. Doctor or other appointments should be scheduled after school hours or on school holidays whenever possible. If your child needs to be dismissed early, please put this request in writing and send it to the teacher. Please come to the office to pick up your child and sign the dismissal sheet. Any changes in your afternoon schedule should be reported to the school office by 2:00 p.m. Requests made after this time are difficult to honor. Anyone wishing to pick up your child other than you must have identification and be on the approved pick-up list.

Health Services and First Aid

1. Illness or injury at school - If your child is injured or becomes ill at school, our office staff will try to contact the parent. If you are unavailable or unable to pick up your child, please be certain to notify the school office of the person you have designated to pick up your child. **All children who are injured or become ill must come to the school office to be signed out before leaving.**

Remember that it is necessary for us to know where to reach you at all times; at home or at work. Upon change of home address, phone number (home, cell or work), or emergency contact person, please notify the school office.

2. Medication - Only designated Lake Park Baptist School staff may issue medication to any child. If the parent anticipates that a child will need medication, a letter of permission with instructions should be sent along with the medication clearly labeled with the child's name and dosage to the school office. Parents should personally bring any medication directly to the school office. Medication refills should not be sent with your child.

The Palm Beach County Form PBSB 0257, "Physician's Authorization of Medication/Treatment for a Child at School" must be on file in order to dispense medication.

3. Communicable Disease Policy - Lake Park Baptist School seeks to maintain a healthy school environment by instituting controls designed to prevent the spread of diseases. The term "communicable diseases" means an illness that arises as a result of a specific infectious agent that may be transmitted either directly or indirectly by a susceptible host, infected person, or animal to other persons.

If your child has the symptoms of a communicable disease, please keep him or her at home and report it to the school as soon as possible. If symptoms of illness arise at school, we will contact the parent or emergency number for transportation home. Designated office staff will administer first aid for a minor injury.

A teacher or administrator who reasonably suspects that a child or employee has a communicable disease shall immediately notify the school principal. The reportable diseases include the following - Acquired Immune Deficiency Syndrome (AIDS), Aids Related Complex (ARC), Amebiasis, animal bite of humans by a potentially rabid animal, Anthrax, Botulism, Brucellosis, Campylobacteriosis, Chancroid, Dengue, Diphtheria, Encephalitis, Giardiasis (acute), Gonorrhea, Granuloma, Inguinale, Hansen's Disease (Leprosy), Hemorrhagic Fevers, Hepatitis, Histoplasmosis, Human Immunodeficiency Virus (HIV), Legionnaire's Disease, Leptospirosis, Lymphogranuloma Venereum, Malaria, Measles (rubeola), Meningitis, Meningococcal Disease, Mumps, Paralytic Shellfish Poisoning, Pertussis, Pesticide Poisoning, Plague, Poliomyelitis, Psittacosis, Rabies, Relapsing Fever, Rocky Mountain Spotted Fever, Rickettsia, Rubella including congenital, Salmonellosis, Schistosomiasis, Shigellosis, Smallpox, Syphilis, Tetanus, Toxoplasmosis acute, Trichinosis, Tuberculosis, Tularemia, Typhoid Fever, Typhus, Vibrio Cholera, Vibrio Infections, Yellow Fever.

Any child or employee with a communicable disease for which immunization is available and required by law shall be temporarily excluded from school while ill and during recognized periods of communicability. Children and employees with a communicable disease for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, our school may require an independent physician's examination of the child or employee to verify the diagnosis of the communicable disease.

LPBS reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take necessary action to control the spread of a communicable disease.

Any child who is suspected of having a communicable disease or who exhibits signs and symptoms which include any of the following, shall be placed in an isolation area, and the condition shall be reported to the parent or guardian or other person authorized by the parent. The child shall then be required to be removed from the facility as soon as possible. Such children can return to school when the following signs and symptoms are no longer present:

- severe coughing, causing the child to become red or blue in the face or to make a whooping sound,
- difficult or rapid breathing,
- stiff neck,
- diarrhea (more than one abnormally loose stool within a 24-hour period),
- temperature of one hundred degrees Fahrenheit or higher taken by the axillary method when in conjunction with any other sign of illness,
- conjunctivitis (Pink Eye),
- untreated infectious skin patch(es),
- unusually dark urine and/or gray or white stool and yellowish skin or eyes,
- vomiting,
- pediculosis (head lice), or
- any other unusual sign or symptom of illness.

Pets on Campus

Per Article A-X-4 of the Palm Beach County Health Department NO PETS ARE PERMITTED ON CAMPUS.

Aftercare

Aftercare is available to all children in pre-school through eighth grade. Care is provided from 3:00 to 6:00 p.m. each school day. The annual Aftercare charges include the 180 days that school is in session. Occasional Aftercare attendance will be billed at the end of each month for the previous month attended. Aftercare rates are listed on the Fee Sheet distributed with the registration packets.

Child Accident Insurance

The school carries an accident insurance policy that covers all accidents at school and during school sponsored events. Claims must first be submitted to the parents' primary insurance policy, after which our supplemental LPBS policy takes effect. The school; however, is not responsible for medical payments for children as a result of any accident or other incident during school or at a school sponsored activity.

The cost of this program is included in the required registration fee for each child. Additional 24-hour insurance is available for those wishing to purchase more coverage.

Visitors

All visitors must check in at the school office and receive a visitor's badge when arriving on campus. Any unauthorized visitor on campus will be asked to leave. Visitors are required to log in and out through the school office, as well as to state the purpose and intended length of their visit. Parents may make arrangements to visit the classroom through the school office. Parents also must come to the office before going to a classroom for any reason while school is in session. **No one will be admitted to any other part of our facility other than the school office without a visitor's badge.**

Deliveries

Deliveries made to children on campus should be kept to a minimum in order to prevent disruption to our children and classrooms. This policy also allows the school office to keep abreast of who is to be expected on campus.

School Closings

A calendar of school holidays and events is provided in registration materials and on our school website, www.lakeparkbaptist.org during the first week of school. Additional copies are always available in the school office.

During times of emergencies such as hurricanes or disasters, LPBS will observe the same program as the public schools in relation to class attendance **in most cases**. For instance, LPBS may be able to re-open before public schools since our school does not use our facilities as an emergency shelter. We would not need to close due to PBCPS transportation and flooding issues. Refer to your local radio or TV stations for announcements from the Office of the Superintendent of Public School Instruction.

If Lake Park Baptist School has any schedule different from that of the public schools, you will be notified via the LPBS phone tree, parent communication and/or local television stations.

In case of emergency during school hours your child will be safe in the school building until regular dismissal or until you arrive to pick up and sign out your child.

Personal Property/Articles Prohibited at School

Children should not bring materials to school that are not directly related to academic projects, classroom activities, or active learning. Any personal object determined to be unnecessary, distracting, or dangerous will be taken by the teacher and kept in the school office until the parent or guardian claims the object.

Lunch Program

The lunch program is available for those children who do not choose to bring a lunch from home. The lunch program will consist of a variety of healthy choices, sandwiches, salad, hamburgers, or spaghetti, etc., with dessert items, fruit, milk, or water. The success and continuation of the lunch program will depend greatly upon the majority of our children participating. Those who prefer to bring lunch from home may purchase milk, water, or snacks at school.

A minimum balance of \$50 must be maintained in your child's account at all times. Children with an unpaid balance will only be allowed to purchase one entrée and one drink. Accounts will receive that amount in credit on their lunch account for the next school year or a refund, if requested.

Children are **NOT** permitted to buy or bring soft drinks to school. Children also should not bring food that needs to be heated or stored in a refrigerator. In fairness to all children, parents are asked **NOT** to bring in restaurant food.

Parents and visitors may have lunch with their child(ren) in the cafeteria during lunch time with approval from the school office and the teacher. Everyone must check in at the school office for a visitor's badge.

Parents are asked to provide a spill-proof water bottle, fruit and/or vegetable items from home to be eaten during the daily snack time.

School Sales

The administration of LPBS must approve of any sales on campus. Dates and times must be cleared through the school office and placed on the principal's school calendar to be official.

Fire, Disaster, and Tornado Drills

Fire drills are held monthly as required by law. Tornado and disaster drills are conducted annually in conjunction with the county public school system. We consider these drills an important safety precaution.

School Library and Media Center

Our church/school has a well-equipped library/media center. Parents are welcome to check-out books, DVD's, and magazines for you and your children to enjoy.

School Pictures

In the fall and spring a photographer takes individual and group pictures that may be purchased by the parents. If for any reason you do not wish for your child to be pictured in the yearbook or other school publications, please notify the school office.

School Programs

Preschool children will perform in various programs throughout the year. These dates will be announced, as your child's attendance is a requirement.

School Parties

Preschool children have an annual Fall Festival Parade. The theme for the parade centers on Biblical characters, historical people and costumes that are native to other countries of the world. There will also be Christmas parties, Valentine parties, and an end-of-the-year activity. Parents are welcome to send only cupcakes, donut holes or cookies to celebrate their child's birthday; however, the teacher should be contacted in advance. **All food brought in to share with other children needs to be store bought, not homemade, as per the Department of Health guidelines. Also, many children are allergic to peanut products and chocolate. Please consider this when bringing in the above items.**

Children may not give or receive birthday gifts at school. Invitations to home parties cannot be distributed at school unless the entire class is invited.

Activities/Chaperones

Preschool teachers may plan activities throughout the school year to get acquainted with community resources and to provide educational experiences that will enhance classroom learning. Parents may be asked to help with parties occasionally and must dress modestly, refrain from smoking, check in with the school office, and wear a visitor's badge.

HOME/SCHOOL COMMUNICATION

Teacher Visitation and Orientation

Prior to the opening of school each year an Open House meeting will be held. These meetings are important to help you get acquainted and to answer any questions you may have at that time. Please be sure to attend!

Parent-Teacher Conferences

Only by close contact and cooperation can a parent and teacher work together to help the child achieve his/her best potential. Appointments for conferences with teachers may be made by calling the school office or by writing a note to the teacher requesting an appointment.

Our school policy cannot allow parent conferences, either in the room or on the phone during school hours. Teachers are on duty until 3:30 in the afternoon and will welcome you by appointment Monday through Thursday. Tuesday morning is reserved for Bible study and a faculty meeting. **Please do not go to the classroom before or after school to talk with a teacher unless you have an appointment.** The teachers have much work to do after school to prepare for the next day.

Parental Involvement and Parent Organizations

Lake Park Baptist School encourages parents to actively participate in the education of their child(ren) with the understanding that the instructors and other school officials serve as the educational guides. The school seeks to work cooperatively with parents to aid in your child's academic and religious education. However, education is a community effort with both family and school working together. Therefore, Lake Park Baptist School encourages parents to support the school and the school's philosophy in all areas.

Lake Park Baptist School has an active Parent Volunteer Program on campus. If you are interested in volunteering in any capacity, please call the school office for more information. All volunteers must be fingerprinted and have background screening completed and on file.

Volunteers are a valuable asset at Lake Park Baptist School. Each year the teachers ask for volunteers to help with parties, field trips, etc. In no way can the value of the volunteers be overestimated. A head room parent from the class will be selected, in some cases, to work with other room parents from that class.

In addition, Lake Park Baptist School has an active Parent Teacher Fellowship. The Parent Teacher Fellowship (P.T.F.) is organized to promote mutual understanding between the home and our school. It also affords the parents and teachers an opportunity to know one another better.

Problem Resolution

The faculty and administration of Lake Park Baptist School desire open communication with parents. Therefore, if a problem arises we desire to deal with the problem biblically within the proper channels of authority and school leadership, as taught in principle in Matthew 18:16-19. Parents should feel free to first address any concern directly with the teacher in order to keep the lines of communication open. If this step is taken and the concern is still not resolved, parents are asked to take their concerns to the school principal who will work with both parents and teachers to reach agreement.

If a resolution to the concern is not reached with the principal's intervention, the parent is asked to take the concern to the School Committee by writing a letter explaining the concern and the steps already taken to address it. The School Committee will address the concern and respond in writing. The decision of the School Committee is final.

TRANSPORTATION – ARRIVAL AND DISMISSAL

Arrival Time

Children who arrive at school before 8:00 a.m. **must** be registered in the Morning Care Program or be a registered full day/full year child and report to the designated Morning Care area upon arrival on campus. Parents of preschool children who are not registered in the Morning Care Program are asked to accompany their child(ren) to the classroom between 8:15 a.m. and 8:30 a.m. We ask that you do not linger, however, in order to make the transition easier.

Parents of preschool children must park in the **west** parking lot and take your child(ren) to the classroom and be signed in. **For safety reasons, please do not walk between cars in the car line.**

Dismissal Time

Parents of preschool children must pick up from the front door on Greenbriar Drive and sign your child(ren) out in the classroom. Please remember that drop-off and pick-up times are not the time for parent/teacher conferences, as the children need to be supervised at all times. It is also **very important** to let your child's teacher know (other than the parent) who is picking up your child from school each day.

ACADEMIC POLICIES

Curriculum

Our three-year old curriculum is built around academic and school readiness skills and includes Spanish, music, physical education, computer, and art activities. The children will learn to work and play in small groups, how to listen, and how to use their small muscles for close eye and hand work. They will be introduced to numbers, colors, and shapes. The foundation for phonics begins as children learn the letters of the alphabet and their sounds. Children learn Bible verses, stories, how to pray, and how to worship God reverently. Perception, music, and coordination skills are introduced.

Our four-year old curriculum is built around academic and school readiness skills. All activities are planned to help prepare the children for formal group learning. The children learn how to work and play in groups, how to listen and how to use their small muscles for close eye and hand work. They are introduced to the numbers 0-100 and asked to recognize and write them in their daily routine. The letters and sounds of the alphabet are presented, and the children learn to recognize and write them. Colors, shapes, perception, music, physical education, art activities, Spanish, and computer instruction are all incorporated into the morning pre-kindergarten schedule. Children will begin to sound out words and read simple stories. Children learn Bible verses, stories, how to pray, and how to worship God reverently.

Our Extended Session provides various activities for the children in preschool-3 and prek-4. Each day they enjoy lunch, outdoor play, and a short rest period. Special programs of arts and crafts, games, and story hour add to the afternoon fun. We are pleased to provide a happy and relaxed atmosphere for the afternoon child.

Music Curriculum

Music is an important part of each child's education at Lake Park Baptist School. In preschool the children enjoy learning and singing traditional, Christian, folk, and patriotic songs, etc. They learn to play, sing games, enjoy musical stories, and nursery rhymes. They learn to listen and identify changes in pitch, volume, and tempo in musical selections. They also enjoy aerobic exercise and playing rhythm instruments. Music is a character-building program, which helps the child to become well-rounded in all areas.

Physical Education

Our preschool P.E. program emphasizes stretching, jumping, running and other large motor skills. Parents should inform the P.E. teacher if their child has any medical problem that would inhibit his or her performance. Good hygiene and proper nutrition are emphasized daily.

Report Cards

Report cards will be issued in January and at the end of the school year for all preschool children. The purpose of these reports is to inform parents of progress made in academic readiness and social maturity.

Workbooks

Consumable materials will be furnished by the school as part of the Registration Fee.

Chapel

Chapel is held on Thursday morning in the sanctuary from 9:00 – 9:45 a.m. Preschoolers are introduced to chapel services during the school year that will be determined by preschool teachers based on the child's readiness. These services vary weekly. Sometimes the children see a Christian film or hear a special guest speaker through which they learn about God and how to worship in church. There is no chapel uniform requirement for preschool children. Parents are always welcome and encouraged to attend these services.

These chapel services should not be used as a substitute for attending church with your family. You are always welcome to attend the First Baptist Church of Lake Park if you have no other church home.

STANDARDS OF CONDUCT

Lake Park Baptist School is based upon the Biblical command of Proverbs 22:6 to “Train up a child in the way he should go; and when he is old, he will not depart from it.” We believe this responsibility is directed to parents, but upon enrollment at Lake Park Baptist School, we join partnership with parents in providing this training.

DISCIPLINE

Our school cares about discipline because God cares about discipline (Hebrews 12:6, 7). We believe that each child is a gift from God with special abilities, and these abilities and talents are best realized as the child develops self-esteem and respect for others. With that aim in mind, teachers train preschool children to follow five basic rules:

Use your inside voice while indoors; always use your listening ears; have gentle hands always; share your toys with everyone; and clean up after playing.

Good behavior and following the rules will earn verbal praise, stickers, and sometimes an extra special surprise.

Discipline will be handled according to God’s Word. Teachers will first use positive re-enforcement of good behavior to deal with classroom disruptions. Parents will be informed of discipline problems and, if necessary, a parent/teacher meeting will be scheduled.

No administrative personnel, faculty, or staff member at Lake Park Baptist School will administer corporal discipline to any child.

DRESS CODE

The Bible does not say precisely what kind of clothes a Christian child should wear, but it does state that Christian young people should be “an example of believers” (I Timothy 1:12) and that the Christian girl should dress modestly (I Timothy 2:9). Our Lake Park Baptist School uniforms provide the appropriate dress for our children with a flexibility of colors and styles from which to choose. All of our uniform pieces are labeled and, therefore, must be purchased through our approved vendors.

The following regulations apply to the regular school uniform:

- Preschool children are not required to wear a school uniform, but they may choose to do so.
- All clothing should be labeled with your child’s name.
- Preschool children should not wear belts, as fastening and unfastening the belt may hinder successful restroom breaks for preschool children.
- For health and safety reasons, no hats or hooded drawstring sweatshirts/jackets are permitted.

The administration has the right to require children not to wear certain items of clothing or certain styles of clothing. It is also important for parents to dress appropriately on campus or when attending school functions. No smoking is permitted on school or church property.

MISCELLANEOUS

Lost and Found

Please label your child's clothing and lunch boxes before sending them to school. Every year we accumulate an overflow of sweaters, coats, caps, and raincoats. These are on display at all P.T.F. meetings. Parents are encouraged to make periodic checks of their child's items. At the close of each semester we give the unclaimed items to charity.

School Technology Acceptable Usage Agreement

The Internet

Lake Park Baptist School uses Internet filtering technology and makes every effort to ensure that students are safe while browsing the Internet. Still, due to the inherent difficulty in ensuring that all available websites are safe, students using the Lake Park Baptist School computer network and Internet must be supervised by a teacher or librarian.

- a) In PreK-4 through Second Grade, teachers will actively supervise student computer, peripheral and/or Internet access. Students will only have access to Internet resources that the teacher has previously explored and selected. Teachers will make every effort to ensure that students are directed to sites with only age-and topic-appropriate material and resources.

- b) In grades three through five, teachers will supervise and model appropriate use of computers, peripherals, and the Internet. Students will continue to have Internet access under direct teacher supervision; however, students will also experience guided practice leading towards gaining skills to become an independent, responsible user of the Internet. Teachers will model skills needed to search for information within an area of study, to filter information for credibility and worth and to recognize inappropriate information sources. Teachers will explore Internet sites before directing students to those sites. Teachers will make every effort to ensure that students are directed only to sites with age-and topic-appropriate material and resources.

- c) In grades six through eight, teachers will provide guided practice and model appropriate use of computers, peripherals, other electronic technology, and the Internet. Teachers will supervise student initiated information search activities and provide support for students as they begin to assume responsibility for becoming independent users of the Internet. Teachers will make every effort to ensure that students explore only sites with age-and topic-appropriate material and resources.

Lake Park Baptist School reserves the right to access any information stored in any user directory, on any computer hard drive, school issued disk, flash memory, electronic mail or network.

Users are advised not to place confidential or personal documents on the computer network. The School Committee Chair, the Principal, and Information Technology Director have access to the Internet browsing history of each user and/or computer.

Lake Park Baptist School reserves the right to determine whether specific uses of the network are consistent with acceptable usage practices.

Early Learning Coalition Rules and Guidelines that we all must follow.

1. Every parent or guardian must clearly print your child's name on the Sign-In and Sign-Out Sheet for your child's class roster.
2. If someone other than yourself drops off or picks up your child, please be sure he/she signs the class roster.
3. Speaking of Signing In...**Be on time!** VPK requires three hours of teaching time every day so come at 8:15 a.m. in order for teaching to begin on time. Please park in the West parking lot and go to the school office after 8:30 a.m. for a late slip.
4. There is a VPK PARENTAL CERTIFICATION Sign in Sheet. Only parents may sign this sheet at the end of every month.
5. SCHOOL ATTENDANCE MATTERS! If your child is absent for three (3) consecutive days, you must bring in a doctor's note. Family Central requires good attendance in order for your child to learn effectively. Please avoid excessive absences!
6. VPK Attendance Policy: To determine eligibility for the monthly credit, children's attendance will be recorded and submitted to Family Central each month. Children should be in class during instructional hours from 8:30 a.m. to 11:30 a.m. To realize the entire monthly credit, a child must attend at least 80% of the instructional hours each month. **If a child is absent more than 20% of the instructional hours in a month, the credit for that month will be adjusted by the Early Learning Coalition. To minimize the number of absences, it is suggested that families plan vacations during Thanksgiving, Christmas, and Spring Breaks. If this becomes a reoccurring issue, LPBS will charge you for the time not paid by the Early Learning Coalition of Palm Beach County.**

WHAT'S A PARENT TO DO?

1. Show interest in the work your child brings home. Never belittle it. Let your child tell you about it.
2. Make the pleasure of being a parent obvious.
3. Listen with interest, but do not coax your child to tell what he does not want to share with you.
4. Your child is an individual. Let him join in conversation at the table.
5. Make suggestions more often than commands.
6. Children respond when given a choice. This makes home life smoother and develops power in thinking for himself.
7. Sometimes a child needs reasons for your requiring certain things.
8. Let him know what you require of him. If he understands, he will try.
9. Search constantly for opportunities to praise. Criticism discourages.
10. Follow through if you have asked for a response, but never hesitate to admit you were wrong or hasty.
11. Know the teacher and let your confidence in him/her be felt strongly.
12. Do not compare other children in front of your child.
13. Do not threaten your child with school or the teacher. School should be anticipated as a pleasurable experience.
14. Never discuss the church, school, or the teacher unfavorably in the presence of children. Contact the school or church about any problem.
15. Please refer to the teachers by name, not "your teacher."
16. Remember children are an opportunity. Let's enjoy them.

This handbook is a condensed version of the policies and procedures of Lake Park Baptist School. The material included is selected as being most pertinent to the families on a daily basis. This is NOT intended to be an all-inclusive list of the daily operational procedures of Lake Park Baptist School.

Lake Park Baptist School reserves the right to add, amend, or delete any rule or policy that it deems is in the best interest of the school and its goals.

There is absolutely no smoking on school or church property.



Lake Park Baptist School
Strong Roots ♦ New Growth

Handbook Agreement Preschool-3 & PreK-4

Dear Lake Park Baptist Students and Parents,

The revised LPBS Handbook is attached for your review. It contains the latest information regarding our school's philosophy and guidelines. In addition, the handbook contains important documents for your review: Code of Conduct, Academic/Behavioral Contract, and the Computer Usage Agreement.

Please read the Handbook carefully, sign, and return it to your student's teacher on the first day of school. In accordance with our FACCS accrediting agency, we must have a completed form for every student.

As always, we appreciate your promptness, cooperation, and support.

PARENT AND STUDENT AGREEMENT

I have read, initialed, and understand the philosophy, guidelines, and information set forth by Lake Park Baptist School, and agree that my child will abide by them at school and all school-sponsored functions. As the parent/guardian I will fully support the school and its policies as stated in the LPBS Handbook.

Date _____

Student's Name _____

Teacher's Name _____

Parent's Signature _____

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