

Learning Tree Christian Academy



Student & Parent Handbook

Summer 2024-Spring 2025

Dear Parents,

We are excited to welcome your family to Learning Tree for our 2024-2025 year. This handbook covers May 1, 2024 (when summer 2024 session begins) – May 23, 2025 (when spring 2025 session ends). If you are new to Learning Tree this year, we are so glad you chose to join us. If you have been a part of our Learning Tree family for a while, we hope this year is your best one yet!

Learning Tree Christian Academy will serve children in K-3 through Grade 3. The Academy is a member of MAIS, Midsouth Association of Independent Schools, and will operate in accordance to MAIS guidelines.

As Learning Tree administration, we understand the importance of having a quality teaching team to care for and teach your child. For Learning Tree Christian Academy, Maria Dorman serves as administrator and leads an organized teaching team who hold MAIS Teacher Certificates and work together to care for and teach our K-3 through Grade 3 students using Abeka curriculum, and following the Mississippi Early Learning Guidelines for Three-year-olds and the Mississippi Early Learning Guidelines for Four-year-olds, along with requirements for education set forth by MAIS. We also add activities to contribute to the whole child's cognitive, social, emotional, and physical development such as music, art, tech lab, science & robotics, Freedom Ranch visits, and community service opportunities.

At Learning Tree, we recognize and appreciate your position as your child's first and most important teacher. We are thankful for the opportunity to assist you in caring for and educating your child or children. We have developed this handbook to provide information and policies for Learning Tree Christian Academy. If you have any questions concerning the handbook or about Learning Tree, please let us know. We want to provide high quality services, and we welcome any suggestions you may offer. Please remember our door is always open to you, and we look forward to getting to know your family better throughout the year.

We are expecting a wonderful 2024-2025 year at Learning Tree!

Sincerely,

Larry and Maria Dorman, owners Learning Tree Christian Academy,
a subsidiary of Learning Tree Preschool, LLC

Larry Dorman, office manager

Maria Dorman, administrator

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Operating Information

Learning Tree Christian Academy, a subsidiary of Learning Tree Preschool, LLC
601-909-2672 (school phone) 601-467-9432 (Maria's Cell Phone)
4824 Old HWY 11
Purvis, MS 39475
Fax: 866-614-0156
Maria@learningtreechristianacademy.com

Operating Hours for Learning Tree Christian Academy:

Monday through Friday, we are open 6:30 AM – 5:30 PM.

Morning Option (K-3 through K-5) 6:30 AM – 12:00 PM

School Day Program (K-3 through Grade 3) 6:30 AM – 3:30 PM

Extended Day Option 3:30 – 5:30 PM

All programs include academics, art, music, outside play (weather permitting), & fun!

Scope of Service

Learning Tree Christian Academy provides classes for children K-3, K-4 (4 by 9-1-24), K-5 Kindergarten (5 by 9-1-24), First Grade, Second Grade, and Third Grade. The Academy offers these program options: Morning Program (through K-5), School Day, and Extended Day.

Arrival Time

For Learning Tree Christian Academy, K-3 and K-4 children must arrive by 9:00 AM to attend for the day. K-5 Kindergarten through Grade 3 students must arrive by 8:00 AM to be counted as attending for the day.

Holidays

Learning Tree will close on the following dates including:

Memorial Day (May 27, 2024), Independence Day (July 4-5, 2024), Labor Day (Sept. 2, 2024), Thanksgiving Holidays (Nov. 28-29, 2024), Christmas Holidays (Dec. 19, 2024 – January 2, 2025), Martin Luther King, Jr. Day (Jan. 20, 2025), Easter Holidays (April 18 and April 21, 2025), and Memorial Day (May 26, 2025). Learning Tree also reserves the right to close for up to 5 MAIS teacher work/student break days during the year; the school will give reasonable notice prior to any required closing for teacher work/student break days and will only close if deemed necessary by administration.

Emergency Weather Days – Learning Tree Christian Academy follows the closing policy for the Oak Grove School District for emergency weather days. Learning Tree may also close if weather conditions impact the school's operational requirements.

Emergency Health Days – Learning Tree Christian follows the closing policy for the Oak Grove School District in cases of health emergencies such as flu outbreak, etc.

Mission, Vision, Philosophy, and Goals for Children and Families

Mission and Vision: Learning Tree Christian Academy purposes to provide quality care and age-appropriate learning opportunities with a Christian worldview for the children of Oak Grove and the surrounding area.

Mission: At Learning Tree Christian Academy we purpose to provide a Christian school with a Biblical worldview that enhances spiritual growth for our students and their families, while maintaining a peaceful, safe environment for students, and continuously promoting academic excellence.

Vision: Recognizing that early experiences have profound effects on development and learning, Learning Tree sets as its vision a sincere effort to assist parents in providing a positive learning environment with opportunities for personal growth, helping their children build strong character traits that will serve them well in their youth as well as help them become responsible citizens as adults, contributing to the needs of our local diverse community, state of Mississippi, and extending nationally and internationally as these children grow to make a sincere impact in our world.

Philosophy

Learning Tree Christian Academy focuses on the overall development of the whole person including social, emotional, physical, spiritual, creative, cognitive, and language development through a combination of student-led and teacher-directed learning activities. We meet these needs through a loving, Christian, and home-type environment. Although Learning Tree is a Christian-based program, there is no particular denominational influence. Learning Tree prioritizes safety, cleanliness, and overall health. Developmentally-appropriate educational opportunities are provided daily, and we believe the children's enjoyment and learning success in early childhood and elementary education will enhance their desire to continuously learn in the future. Because we know that all children learn differently and at their own pace, Learning Tree strives to offer differentiated instruction to meet the student's individual learning needs. Since we believe young children learn through play and that play is an important vehicle for developing self-regulation and promoting language, cognition, and social competence, Learning Tree offers both indoor and outdoor fun opportunities that encourage "hands on" learning. Because we believe experience in the arts is an important part of a person's development, we offer art and music daily. We also work with local speech therapists to provide free evaluation of children and therapy for children at Learning Tree if parents choose to do so. Because we recognize the importance of parental involvement, we encourage our parents to meet with the administrator, directors and teachers regularly, volunteer in their child's classroom, and participate in any school-wide opportunities at Learning Tree.

Goals for our Children and Families

Goals for Children:

- ✓ We want our children at Learning Tree to thrive in a safe, healthy, loving environment.
- ✓ We want to encourage our children at Learning Tree to develop a passion for learning that will last a lifetime.
- ✓ We want to assist our children at Learning Tree to develop at age-appropriate rates in the areas of social and emotional, cognitive, physical, and language development, as determined through Ages and Stages Questionnaires (ASQ-3) and assessments.

Goals for Families and Family Engagement:

- ✓ We want our children's families to feel welcome and an important valued part of our Learning Tree family and plan to get to know them better through daily conversations, scheduled meetings, and planned family events.
- ✓ We want our Learning Tree parents to meet with our administrator, directors, and teachers regularly to help us better plan for and meet the individual needs of each student including any cultural needs, while assisting with executing and evaluating any assessments.
- ✓ We want to provide opportunities for parents to volunteer in their child's classroom and at school-wide events, knowing children benefit from involvement of their parents, their first and best teachers.

Health, Safety, and Nutrition

Health and Safety

Health and Immunization Certificates

As per Mississippi State Department of Health requirements, children must have a current 121 Form on file at Learning Tree in order to attend.

General Guidelines

We will follow the regulations established by the Mississippi Department of Health concerning who can attend Learning Tree. If your child is sick and does not meet the health requirements for attendance, please keep your child home until such time as their health returns to acceptable regulations. If you have questions concerning the policy, please refer to printed health information in the school entry room, the regulations online, or ask your owners, administrator, or directors.

Illness Policy

If your child is at Learning Tree and becomes too ill to meet regulations or does not feel well enough to participate, we will contact you as the parents, or your emergency contacts if we cannot reach you, to pick up your child.

Exclusion of Sick Children

We will separate sick children from the rest of their classmates while they wait to be picked up by parents or authorized adult. They will need to be free from fever for 24 hours and meet any additional requirements listed in the Mississippi Department of Health regulations to return to Learning Tree.

Covid-19 Policy

We prioritize the health of our Learning Tree families. If students or staff of Learning Tree have been exposed to Covid-19, we will refer to the CDC guidelines concerning their need to quarantine and when they can safely return to Learning Tree. Please read the Covid-19 Precautionary Measures at Learning Tree poster in the school entry room.

Reporting Communicable Diseases

Communicable diseases should be reported to the Mississippi Department of Health.

Medication Policies and Procedures

We ask for parents to administer medications to their own children. If a parent wishes for Learning Tree personnel to administer medications to their child, they must completely fill out an entry in our medication log book giving permission for medication to be given. Complete dosage instructions must be included by the physician.

We will try to follow all of the parents' guidelines for contacting responsible persons in the order listed on the enrollment form should your child become ill at Learning Tree.

Cleaning and Sanitation

At Learning Tree, we follow cleaning and sanitation procedures as required by the Mississippi Department of Health.

Handwashing Practices

Employees follow appropriate handwashing practices and teach our children to do the same.

First Aid Kit and CPR/First Aid Training

We maintain stocked first aid kits at Learning Tree. In addition, we provide CPR/First Aid Training for our employees annually.

Fire Safety

We have fire drills monthly. In addition, we have our fire extinguishers inspected annually.

Medical Emergencies and Notification of Accidents or Incidents

In case of a medical crisis, the child will be taken care of as needed, depending on the nature of the medical crisis. If the need is too severe for the child to remain at Learning Tree, proper emergency agencies will be contacted. At that time, we will relate the symptoms to the emergency expert, and then follow the advice of the emergency personnel. An ambulance may be contacted to transport the child to the emergency room, an immediate care center, or a

doctor's office. Any expenses incurred will be the responsibility of the child's parents or guardians.

We will try to follow all of the parents' guidelines for contacting responsible persons in the order listed on the enrollment form. Please prioritize these contacts and provide all phone numbers for each. Please list physician and alternate physician information, as well as any hospital or immediate care center preferences.

Inclement Weather

Learning Tree Christian Academy follows the closing policy of Oak Grove Schools for inclement weather. If they announce that they will not be opening for school prior to the start time for school due to severe weather, we will not open. If inclement weather comes after the school day begins, we will follow the school closing schedule, but will try to add some additional travel time for parents to reach Learning Tree safely to pick up their children. Please check out Learning Tree Facebook page or contact Learning Tree in the event of inclement weather to learn school closing time and subsequent details concerning re-opening.

Protection from Hazards and Environmental Health and Child Protection Policies

Dangerous Situations

If administration determines a dangerous situation exists, emergency personnel (911) or other proper local authorities will be contacted. Children will be quickly removed from any dangerous situation.

Relocation and Parent Notification Procedures

If an emergency situation causes us to relocate, Learning Tree personnel will try to notify parents by telephone using the contact information provided by the parent and/or post an update on the Learning Tree Facebook page. Possible temporary relocation sites are:

- (1) Temple Baptist Church located at 5220 Old HWY 11 Hattiesburg, MS 39402 (by Oak Grove High School)
- (2) Main Street Baptist Church located at 11 Main Street Blvd. Hattiesburg, MS 39402 (Behind Krispy Kreme)

Bringing Pets to Learning Tree

Due to allergy and safety concerns, no pets are allowed inside Learning Tree. Pets inside vehicles must be restrained from leaving the vehicle while on the premises.

Surveillance Video

To ensure the safety and security of all children, staff, parents, and visitors, as well as the security of our facility, Learning Tree Christian Academy is equipped with a live-streaming surveillance system, and security cameras are installed in all classrooms, hallways, kitchen area, outdoor play area, and parking lot and may conduct video surveillance of any portion of its premises at any time, the only exception being private areas of restrooms. Video cameras will be positioned in appropriate places within and around our facility and used in order to help promote

the safety and security of people and property. Surveillance cameras will be used for protection only and viewed by owners, administrator, and directors.

Because we respect the privacy of all children, parents, and staff at Learning Tree, our video surveillance system/security cameras are for internal purposes only. Only the owners, administrator, and directors are allowed to view our security cameras/video footage either at the school's office at the site or live video footage may be viewed remotely from owner's other office at a different location.

Sun Safety

Outdoor spaces are designed to include adequate shady areas. Sun safe practices are used at all times, especially for activities scheduled between 10 AM and 2 PM during the period April 1 to September 15. Sunscreen lotion may be used, if provided by parents. Insect repellent may be used, if provided by parents.

Nutrition

Meals & Snacks

Learning Tree Christian Academy asks parents to send a healthy lunch in a lunch box and a water bottle, labeled with your student's name daily. These lunches cannot be heated or cooled.

Discipline Policy with Developmentally-Appropriate Actions

Our greatest priority is safety for all children; therefore, children will not be allowed to continue to hurt other children. We have high expectation for our children and expect all boys and girls to mind the first time. Since "not minding" can be life threatening, we encourage all parents to help out in this area. We believe consistency is a major key to discipline success.

Our discipline policy is based on positive reinforcement and the time-out theory. Children will be removed from the activity and placed in an isolated part of the room in view of the teacher for a period of one to five minutes, depending on their age and ability. Many types of rewards are used for good behavior.

Biting Policy for Learning Tree Christian Academy

At Learning Tree, we maintain the policy that we do not want children to harm other children. Because biting is common in young children, we are enacting the following biting policy.

Common Reasons Why Children Bite

There are a number of possible reasons why young children may bite:

- 1) Teething. When teeth are coming through, applying pressure to the gums is comforting, and infants will use anything available to bite.
- 2) Excitement and Over-stimulation. When some very young children are very excited, even happily so, they may behave in an out-of-control fashion.

- 3) Impulsiveness and lack of self-control. Young children sometimes bite because there is something there to bite. This biting is not intentional in any way, but just a way of exploring the world.
- 4) Making an impact. Young children like to make things happen, and the reaction when someone is bitten is usually pretty dramatic.
- 5) Frustration. Too many challenges, too many demands, too many wants, too little space, and too many obstacles may lead a child to bite, especially before they have the capability to express frustration through using language.

When a Child Bites

When a child bites, this is what we will do:

- 1) We will tell the child “No, we do not bite our friends.”
- 2) We will remove the biting child from the situation and give him something else to do that is satisfying.
- 3) We will focus on the victim.
- 4) We will notify the biter’s family.
- 5) We will notify the victim’s family.
- 6) We will document details of the incident.
- 7) We will work with the biting child on resolving conflict or frustration in a more appropriate manner, including using words if the child is capable.

When a child bites, this is what we will not do:

- 1) We will not tell the biter’s family who the victim/victim’s family is.
- 2) We will not tell the victim’s family who the biter/biter’s family is.
- 3) We will not show any video of the biting incident to anyone except for the proper authorities, the state department of health.

What can a parent do if their child begins to bite?

- 1) Parents can remove significant stresses on the child at home, such as a demanding schedule or difficult transitions, which will make it easier for a child to handle times of stress that do arise.
- 2) If the child bites other children in your presence, you can take the same steps suggested above immediately after the biting occurs and look for ways to adapt the environment to prevent biting in the future.
- 3) If the child is biting at Learning Tree, please keep in close communication with the center administration and child’s teachers.
- 4) Stay encouraged. Biting is a stage that generally passes.

What to do if your child is bitten?

- 1) Please know that it is natural as a parent to be upset when your child is bitten.
- 2) Try to keep in mind that it is a consequence of the group situation and try not to cast blame on the child, the family, or the program.
- 3) Please communicate with Learning Tree administration and child's teachers concerning the incident.
- 4) Please know that we cannot release the biter's identity.
- 5) We love each student and will do our best to have a positive environment in all situations.

When will a child be removed from Learning Tree for biting?

- 1) We will notify the child's parent each time a child bites.
- 2) We will ask the parent to work with us to discourage the child from biting.
- 3) We reserve the right to remove a child from Learning Tree at any time if the behavior continues to harm other children.

Enrollment, Attendance, Tuition, Fees, and Insurance

Enrollment - Admission and Registration

We prefer that all applications for enrollment be made by appointment only. Before enrollment approval, the following information, forms, and fees are required:

- ✓ Completely-filled out Child Enrollment Form with appropriate signatures
- ✓ Immunization Compliance Record Form 121
- ✓ Birth Certificate
- ✓ Registration/Curriculum Fee (We are charging an annual registration/curriculum/supply fee for all Learning Tree Christian Academy students through K-5 Kindergarten of \$150. This fee is due by May 1, 2024 or upon enrollment. The annual registration/curriculum/supply fee for Grade 1 through Grade 3 students is \$350.
- ✓ Autowithdrawal Payment Authorization Form for Tuition Payments

NOTE: Parents are required to keep the Immunization Record Form 121 current. Also, parents are expected to keep account balances up-to-date. Failure to comply with either may result in enrollment termination (see section on Termination Policy and Notice of Withdrawal).

K-5 Kindergarten – Grade 3 Attendance Requirements:

- ✓ As per MAIS requirements, kindergarten students may be promoted after satisfactory completion of the requirements of the current grade and the recommendation of the appropriate school official considering the chronological age and mental, social, and physical development of the student.”
- ✓ In addition, MAIS member schools “must set a maximum number of days absent during the school year (not to exceed 20 days) after which a kindergarten student may not be

promoted.” Learning Tree Christian Academy selects the maximum number of days absent during the school year as 20 days.

Tuition, Fees, and Payment Procedures

Annual Registration/Curriculum/Supply Fee

\$150 for all students through K -5; Due May 1, 2024 or upon enrollment.

\$350 for all students in Grade 1 – Grade 3; Due May 1, 2024 or upon enrollment.

Learning Tree Christian Academy (K-3, K-4, K-5, Grades 1-3)

*Autowithdrawal Payments Only

Learning Tree Christian Academy Morning Program (K-3 through K-5 only):

6:30 AM – 12:00 PM; LOW \$79/week or \$319/month.

Learning Tree Christian Academy School Day Program (K-3 through Grade 3):

6:30 AM – 3:30 PM; BEST VALUE \$99/week or \$399/month.

Learning Tree Christian Academy Extended Day (K-3 through Grade 3): 3:30 - 5:30 PM (Music, Art, Tech, Tutoring Time, and Physical Education Opportunities); Monthly Tuition: \$200/Month...in addition to School Day Program Tuition for total of \$599/month.

Late Payment Fee/Late Pickup Fee \$35.00

Returned Check/Payment Fee \$35.00

When Payment is Due

Tuition payments are due the first of each month. Payments are late after the 3rd of the month, and a late fee of \$35 will be added. Payments must be received by the 10th of the month for enrollment to continue.

Notification of Payment Due

Parents agree that invoices and/or Past-due payment notices (verbal or written), including amounts owed, may be given to any person authorized by the parent to drop-off or pick-up their child.

Refusal to Provide Service

Learning Tree Christian Academy may refuse to provide services until Past-Due amounts are paid in full, including late fees.

Late Pickup Policy

Pickup Times and Late Pickup Fee

Learning Tree has a \$35 Late Pickup fee for all programs. Children must be picked up at the ending time for their selected program. Additionally, if a child remains at Learning Tree past 6:00 PM, the local sheriff's department will be contacted.

Records and Receipts

Account statements, payment summaries for income tax purposes, and receipts for payments are available.

Insurance

Parents or guardians are responsible for medical cost in the unfortunate event of an injury. Learning Tree Preschool LLC, dba Learning Tree Christian Academy does provide liability coverage for students. This covers children both here and on field trips. Parents agree that they will not seek remuneration beyond the limits of that coverage, and document that agreement by signature on the enrollment application.

Learning Tree Christian Academy Curriculum and Daily Activities

Programs and special activities are regularly being developed to meet the learning needs of our K-3, K-4, K-5, and Grades 1 - 3 children at Learning Tree. The K-3 and K-4 classrooms follow the Mississippi Early Learning Guidelines for Three-year-olds and the Mississippi Early Learning Guidelines for Four-year-olds, in addition to any MAIS requirements. Our K-5, First Grade, Second Grade, and Third Grade classes follow the guidelines set forth by MAIS.

Fun Day Fridays: In addition to our regular daily activities, we will have special activities periodically throughout the month, especially on Fridays. Please look on flyers and our Facebook page for information about special events.

Community Involvement: At Learning Tree, we will afford our children opportunities to reach out to the local community through ways such as preparing cards for nursing home residents and collecting needed items for the community shelter. Parents are welcome and encouraged to inform us of outreach opportunities and help us provide these activities for our Learning Tree children. Parents, thank you for helping us give to our community, fulfilling our mission!

The classrooms are set up with organized learning centers. In addition to the student-led learning centers, each class also enjoys teacher-directed group teaching time. Group time includes child-centered, participative and fun activities in order to make learning positive and encourage the children to develop a love for lifelong learning.

At Learning Tree, we use Abeka curriculum, and quality books play an integral role in the teaching program. Classes also focus on a letter of the alphabet and a specific number each week. Other learning activities include colors, shapes, seasonal themes, etc. General music and art are included in daily activities. Hands-on math opportunities and science experiments are offered on a regular basis.

Free evaluations are offered by a local speech therapist; the speech therapist can provide treatment at Learning Tree per parent arrangements with therapist.

The outdoor playground is an extension of indoor learning. The equipment includes foot-powered cars, trucks, and wagons for motor skills. Balls, parachutes, etc. are available for active play. Children will also enjoy playhouses for dramatic play, as well as outdoor chalk centers for creative play and development of hand-eye coordination skills. Outside activities will be provided daily, weather permitting.

Of course, rest time is also important for young students. During daily rest period, the children nap or quietly read books.

Extended Day: Our students may stay 3:30 PM – 5:30 PM Extended Day with Afternoon STEAM program for music, art, science, tech, tutoring time, and physical education opportunities. Only \$200/month in addition to their regular school day tuition (Total \$599/month).

If a Parent Has Questions about or Disputes Concerning School Curriculum: Please contact your school administrator.

Arrival and Departure Procedures

Arrival

The parent or authorized person arriving with a child is required to sign in each day by entering the following on the Sign-in/Sign-out Sheet: the signature of the parent or authorized person who is leaving the child, and the time of arrival.

- ✓ To drop off K-3 and K-4 child/children, parents are asked to drop off no later than the deadline of 9 AM.
- ✓ To drop off their K-5 and Grade 1 – Grade 3 child/children, parents are asked to drop off no later than the deadline of 8 AM to meet the MAIS requirements for classroom instruction time.

Departure

The parent or authorized person leaving with a child is required to sign out each day by entering the following on the Sign-in/Sign-out Sheet: the signature of the parent or authorized person who is taking the child, and the time of departure.

Children will enter and leave our facility through the designated front entrance. The parent or authorized person is responsible for the safety of a child during the time of arrival or departure.

Children will only be released to authorized responsible persons as indicated on the enrollment form. Identification may be required for the protection of children. Written authorization must be provided for all other arrangements. Telephone arrangements must be made directly with Maria Dorman or Katie Wagner and only in extreme emergencies.

If any custody issues arise, it is the responsibility of the child's parent/guardian to notify Maria Dorman or Katie Wagner. Special arrangements must be made with Maria Dorman or Katie Wagner for children being picked up after closing hours. If children are not picked up within 15

minutes of closing, Maria or Katie will try to phone other authorized persons on the contact list. If no one can be reached, the child will remain at the facility.

The Lamar County Sheriff's Department will be notified if a child remains 30 minutes after closing.

Additional Information for Parents

Personal Belongings & Safety

Each child's personal belongings will be housed in a cubby labeled with his or her name. Please place your child's name on all of his or her items.

- ✓ Please...No coins, gum, hard candy, necklaces, bracelets, rings, small jewelry including watches, or other small items which present a choking hazard will be allowed in the facility.
- ✓ Small backpacks only, labeled with name, please—Storage space in your child's cubby is limited.
- ✓ No toys from outside the facility.
- ✓ **WE ARE NOT RESPONSIBLE FOR ANY PERSONAL ITEMS THAT MAY BE DAMAGED OR LOST DURING YOUR CHILD'S STAY.**

What Parents Must Furnish

- ✓ Full Change of Clothing - Used for bathroom, nap time, and playground accidents. Please furnish two changes in spring and autumn to adjust for hot and cold temperatures during the day. Parents will be called to bring any missing clothing, if necessary.
- ✓ Learning Tree Christian Academy furnishes cots for naptime. Please bring either a soft blanket or roll-up cloth mat for your child's comfort, labeled with his/her name. Please pick these up on Fridays to launder and return on Monday.

Dress Code

- ✓ All Learning Tree Christian Academy students must wear official Learning Tree short-sleeve or long-sleeve t-shirts or sweatshirts purchased from Learning Tree Christian Academy administration.
- ✓ Please dress your child in soft, comfortable clothing. Jeans are often uncomfortable for the children and difficult to manage during bathroom visits.
- ✓ For their safety, please send your child in closed-toe, comfortable tennis shoes with socks for running and playing outside. Please do not send your child in hard shoes, boots, cowboy boots, or flip-flops. **If children would like to wear any other shoes, they need to keep a pair of tennis shoes in their cubby for outside use.** Thank you.
- ✓ No overalls, please, because the straps can fall in the toilet.
- ✓ Shorts must be worn underneath dresses.
- ✓ Children must wear underwear.

Termination Policy and Notice of Withdrawal

The owners, directors, and administrator of Learning Tree Christian Academy reserve the right to terminate enrollment of a child without notice at any time.

The owners, directors, and administrator reserve the right to terminate enrollment of a child if Immunization Record Form 121 is not kept current.

The owners, directors, and administrator reserve the right to terminate enrollment of a child if behavior problems occur which affect the well-being and safety of any child in the facility. Prior to terminating enrollment for behavior problems, the owners, directors, or administrator will attempt to meet with parents to discuss the behavior problem and resolve the problem. If after several conferences the behavior problem continues, the owners, directors, and administrator may choose to permanently terminate enrollment of a child.

The owners, director, and administrator reserve the right to terminate enrollment of a child for failure of the parent to pay tuition fees on time as described in the section on Tuition, Fees, and Payment Procedures.

Parents are requested to provide a two-week written notice of withdrawal. Accounts will be assessed the usual two week tuition fee if withdrawal is made without notice.

Legal Requirements and Ethical Obligations

Reporting Child Abuse

As required by Mississippi law, it is our responsibility to report any suspected child abuse to the proper authorities.

Transportation Policy and Procedures

At this time, children will only be transported in case of emergency. All children will be transported in accordance with the law. Only licensed drivers will be asked to drive our children.

Photography Policy

Photographs of children will be taken with parental consent. The opportunity for permission will be given on the enrollment form. Photographs may be used in print for advertisement, thank you notes, etc. and posted on social media such as Facebook.