



**Child Care Center, 1 Church Lane, Locust Grove, Virginia 22508**  
**540-972-2349, email: [christine@lowchurch.org](mailto:christine@lowchurch.org)**

The Lake of the Woods Church Child Care Center is an outreach ministry of The Lake of the Woods Church. The Child Care Center provides a safe, nurturing, healthy, child-centered environment for preschoolers and school-aged children. School year programs and Summer Camps are offered. Enrollment is open to children 3 years – 5<sup>th</sup> grade. The Lake of the Woods Church is committed to maintaining a program which seeks to promote the spiritual, mental, and physical welfare of those who attend.

Our curriculum is based on developmental guidelines. Activities are developmentally appropriate to encourage each child's academic growth, social development, creative imagination, and physical skills. No two children will demonstrate behaviors and academic progress the same way at the same time. Activities are planned to encourage social interaction, respect for the individual person, and the acceptance of responsibility. Our curriculum includes bible stories and songs, seasonal/thematic units, and learning centers. We welcome your child at his or her present developmental stage and together with your help will gently provide guidance toward positive growth and development!

## **PRESCHOOL PROGRAMS**

### **LITTLE SPROUTS**

**Monday – Friday, 9 am – 12 noon OR 9 am – 3 pm**  
**(3-years-old by October 1, 2023)**

Recognizing this is a time of emerging independence, exploration and discovery, many of the activities and discussions focus on the use of the five senses. Throughout the year, the activities are geared to provide a greater understanding of themselves, their families, friends, and the school environment.

### **LITTLE RANGERS**

**Monday – Friday, 9 am – 12 noon OR 9 am – 3 pm**  
**(3 ½ -4 years old by October 1)**

Recognizing this is a time of ever-expanding command over the English language, this curriculum is literature based with themed weeks. Through the use of selected titles, concepts in language arts, mathematics, science, social studies and socialization are integrated. Developing social/emotional and fine/large muscle control are reinforced through daily activities.

### **PRE-K EXPLORERS**

**Monday – Friday, 9 am – 12 noon OR 9 am – 3 pm**  
**(4 1/2-5 years old by October 1)**

Recognizing the increasing language arts ability of pre-kindergartners, the curriculum for this age child is alphabet based. Each week a letter of the alphabet is introduced, explored and reviewed through a variety of learning styles. Mathematics, science and social studies are integrated through a variety of activities. Fine and large muscle activities are reinforced daily as well as expanding socialization skills.

## **SCHOOL AGE WRAP AROUND**

**Monday – Friday**

**7 am – Bus Pick up and Bus Drop off – 6 pm**

Provides a Before/After School option for school age students in Kindergarten – Grade 5 at Locust Grove Primary/Elementary schools. Bus transportation is provided by Orange County public schools at parent's request to OCPS. The CCC provides supervision before the bus pick up time and after the bus drops off in the afternoon. The CCC calendar aligns with OSPS for school breaks, holidays, and weather delays/closings.

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## **PRESCHOOL EXTENDED DAY OPTIONS**

**Customize your Child's Daily Schedule**

### **EARLY RISERS, 7 am – 9 am daily**

Provides children and parents with an early morning drop off option and activities to ease the morning transition from home to school. At 8:45 am, children are escorted to their classrooms to join their morning class.

### **LUNCH BUNCH, 12:00 pm – 12:45 pm**

Pack your child's lunch and provide them with the opportunity to practice "lunchroom etiquette" at school and give parents some extra time before picking up your child.

### **EXTENDED DAY, 12 pm – 3 pm or 6 pm**

Extend your child's school day including Lunch Bunch, nap/quiet time, and afternoon activities. Available for Little Sprouts, Little Rangers, and Pre-K Explorer students.



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## REGISTRATION INFORMATION

Registrations are accepted on a “first-come, first-served basis”. Placement preference is given to current CCC and LOW church members. Register your child by submitting a registration form along with a \$100 non-refundable registration fee (includes basic accident insurance) to the LOWC Child Care Center.

Enrollment packets, including a detailed Parent Handbook outlining school policies and forms, are distributed in late spring. All forms must be completed annually and returned to the Child Care Center office by July 1 to complete the registration process.

Payments are accepted by cash, check, or credit card. Checks are made payable to “The Lake of the Woods Church Child Care Center” (LOWC Child Care Center for short!). Credit card payments are accepted through Tuition Express.

All tuition payments are due on the first of each month in advance beginning August 1. School Year tuition is calculated on a 10-month basis and then divided into 10 monthly installments. Summer camp tuition is calculated on a weekly basis. Tuition payments are the same regardless of absence, illness, or vacations. All financial policies are detailed in the Parent Handbook.

For families enrolling with more than one child, the CCC offers 10 % discount off the second child’s lowest tuition. In addition, if you pay your child’s 2023/24 tuition in full (by check or cash only), you will receive a 5% discount.

To a limited extent and in cases of definite financial need, partial scholarships are available. See the Child Care Director for information.

## GENERAL INFORMATION

The CCC is open Monday – Friday, 7 am – 6 pm. The CCC school year calendar runs from early August – late May. Our center’s calendar is aligned with the Orange County Public Schools for major recesses/holidays. The CCC also follows OCPS announcements for emergency closures and delayed openings. A summer camp program is offered during June and July.

Students must be toilet trained. Parents provide an extra change of clothes, stored in their child’s cubby, for “accidents.” Class bathroom times are scheduled throughout the day. In between, children may also use the bathroom as needed.

Behavioral guidance at the Child Care Center will be constructive in nature, age, and stage appropriate and intended to redirect children to appropriate behavior and resolve conflicts.

The Commonwealth of Virginia requires a completed School Entrance Health form and immunization record annually, signed by your child’s doctor prior to attendance. For those children with severe allergies or chronic health conditions, additional medical forms are required.

The CCC has a staff-pupil ratio of 1:10. CCC staff members are fully qualified according to the Standards for Licensed Child Day Centers, Department of Education, Commonwealth of Virginia. All staff receive annual professional development and first aid training.

The CCC operates a video security system that monitors the classrooms and the church’s building and grounds. Keypad doors are at the CCC entrance and hallways that connect to other areas in the church. During school hours, CCC staff greets any visitor at the door.



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### 2023 – 2024 REGISTRATION

#### STUDENT INFORMATION

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_

Toilet Trained? \_\_\_\_\_

Any allergies or Special Medical Needs? \_\_\_\_\_

Will your child require possible medications/treatments (Epipen, Nebulizer etc) during the school day? \_\_\_\_\_

If yes, we will provide you with applicable medical forms in your Enrollment Envelope.

Is there a custody agreement or court order in effect regarding your child? \_\_\_\_\_

If yes, a current copy must be provided to LOWC Child Care Center when you return your Enrollment forms.

Is your family a current CCC Family or Lake of the Woods Church family? \_\_\_\_\_

#### CONTACT INFORMATION

Primary Contact: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Address: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### PRESCHOOL (Please circle requested class/schedule)

#### Little Sprouts Little Rangers Pre-K Explorers

7 am – 12 noon      7 am – 12:45 pm (includes Lunch Bunch)      7 am – 3 pm      7 am – 6 pm

9 am – 12 noon      9 am – 12:45 pm (includes Lunch Bunch)      9 am – 3 pm      9 am – 6 pm

#### SCHOOL AGE WRAP AROUND (Please circle requested schedule)

7 am – Bus Pick up ONLY      Bus Drop off – 6 pm ONLY      BOTH Morning & Afternoon

TUITION PER 2023/2024 RATE SHEET \$ \_\_\_\_\_ Per Month

Please return this completed form along with a \$100 non-refundable registration fee to the CCC office.

Thank you for choosing The Lake of the Woods Church Child Care Center!

We look forward to working with your family in the best interest of your child!



**THE LAKE OF THE WOODS CHURCH CHILD CARE CENTER  
2023-2024 TUITION RATE SHEET**

**Non-refundable, annual 2023-2024 Registration Fee.....\$100**

**Preschool Tuition per Month**

7 am – 12 noon.....\$500  
7 am – 12:45 pm (Includes Lunch Bunch) .....\$550  
7 am – 3 pm.....\$600  
7 am – 6 pm.....\$750  
9 am – 12 noon.....\$400  
9 am – 12:45 pm (Includes Lunch Bunch) .....\$450  
9 am – 3 pm.....\$500  
9 am – 6 pm.....\$650  
Drop In Lunch Bunch (must be paid at drop off) .....\$15 per day  
Additional Preschool Extra Time.....\$12 per hour

**School Age Tuition per Month**

Early Risers 7 am – bus pick up.....\$200  
Extended Day Bus drop off – 6 pm.....\$200  
Both Early Risers and Extended Day.....\$400

**Finance Charges**

Returned Check Fee.....\$30  
Late Fee for Tuition Payments received after the 10<sup>th</sup> of the month.....10% of monthly tuition  
Late Fee for Pick up beyond scheduled pick up time...\$15 per each 15 minutes

**Discounts**

Second Child.....10% off lowest tuition  
Check or Cash 2023/2024 Tuition Payment in full by September 1, 2023.....5% off child's full tuition