

2025-2026
Lucky Lane
Parent Handbook



12546 Conway Road

(314)434-4462

GENERAL INFORMATION

WELCOME

Welcome to Lucky Lane Early Childhood. We are pleased that you have enrolled your child with us, and we look forward to becoming better acquainted. This handbook has been designed to provide you with important information about Lucky Lane.

PHILOSOPHY/GOALS

Lucky Lane is an independent preschool program which prepares children for a lifetime of learning in a positive, desirable setting for ages 2-5. Established in Creve Coeur in 1951, our teachers uphold time-tested approaches to play-based learning. We provide opportunities for socializing and discovery, which lead to learning receptiveness and self-confidence. Since we've started, we have intentionally cultivated a traditional approach. We believe in pure opportunities for development and employ cutting edge learning techniques through our hands-on connections with the children and their surroundings. We value the diversity of our students and have an active and close family community.

PROGRAMS

SCHOOL CLASSROOMS

Rainbow Door – Toddlers (must be at least 2 years old)

Blue Door – Preschool

Orange Door – Preschool

Yellow Door – Preschool

Red Door – Pre-Kindergarten

Green Door – Pre-Kindergarten

CAMP CLASSROOMS

Rainbow Fish

Starfish

Sea Turtles

Whales

Red Dolphins

Green Dolphins

*Classroom placement is determined by birthdate brackets.

PROGRAM CURRICULUM

Toddler Program (Rainbow) - Great developmental strides take place in the Toddler Program. From potty training, sharing, and of course exploration and discovery, the Toddler Program implements early learning skills through stories and songs that encourage language and social development.

Preschool Program (Blue/Orange/Yellow) - Preschoolers are introduced to cognitive and social skills, similarities and differences, and language development through storytelling and writing activities. Lucky Lane encourages self-confidence and progress at the child's individual level according to his or her needs and abilities.

Pre-Kindergarten (Green/Red) - Our Pre-Kindergarten program promotes Kindergarten readiness through language arts, math and science. Lucky Lane teachers provide opportunities for problem solving, exploration, and cooperative learning.

All Lucky Lane classes participate in scheduled specialty classes throughout the week, which include STEM, music, yoga, art, gross motor, and library.

GUIDANCE/BEHAVIOR

Praise and positive reinforcement are consistently used with all children as a method to build the child's self-esteem and encourage self-control. Recognizing that children are not emotionally mature enough to be in charge of themselves over long periods of time, caring teachers set limits and maintain a calm, consistent approach to guiding children's behavior. Our experienced teachers do their best to recognize the possibility of potential behavior problems before they occur, and therefore, they can redirect the child's behavior before it becomes unacceptable. However, knowing that not all conflicts can be avoided, the staff uses the following conflict resolution techniques:

- Talk to the children involved and find out everyone's view of the situation.
- Help give the children the words they need to express themselves.
- Ask the children what other actions they could have taken.
- Act as a mediator.
- Remove the child from the situation if needed.

BITING POLICY

Biting is unfortunately something that can occur in a child care setting and can be the most difficult behavior to manage. It can occur without warning, is difficult to defend against, and provokes strong emotional responses in the biter, the victim, the parents, and the caregivers involved. In these situations, we will be consistent in responding to each biting episode in developmentally appropriate ways. Teachers will make every effort in finding the reasons that have caused the biting and help the child find more appropriate ways to express him or herself.

Following a biting incident:

- An accident report will be written for both the biter and the child who was bitten.
- Both sets of parents/guardians will also be notified via phone call of the situation.
- If biting continues and is severe, a meeting with the students, teachers and school director will take place to discuss further actions and develop a plan.

Please be aware that the safety of the children and staff is always a top priority, and we will put forth every effort to help a biter resolve the issues causing the biting. If biting becomes frequent, intense or it is deemed in the best interest of the child, center, and other children, termination of the child's enrollment may occur.

HOURS OF OPERATION

Our hours of operation are 7:00 a.m. to 6:00 p.m. Monday through Friday. We have a variety of schedules to fit the needs of each and every family.

REGISTRATION FEES

A non-refundable registration fee of \$100.00 (\$50.00 for current families who do early registration) must accompany each application.

WHAT TO WEAR

Dress for Mess: Every effort is made to prevent soiling the children's clothes while they are painting or doing a messy art project.

Dress for Safety: It is very important for children to wear the proper shoes (non-skid soles and closed toes) and no full-length skirts because of climbing on the equipment and outside play.

Dress for Weather: We go outside every day, weather permitting. Please send hats and gloves/mittens every day during the winter and throughout the transitional seasons, dressing in layers is best. During warmer weather, please apply sunscreen prior to your child's arrival to school/camp.

Backpack/Tote: The children should bring a backpack/tote each day to help them keep their belongings organized. Please make sure the backpack/tote is large enough to fit a full-size folder.

Water Play (Camp Tuesdays): Please send your child to camp in their swim suit with clothes or a cover-up over the top and shoes that can get wet. Please also send in a dry set of clothes for your child to change into afterward (shirt, shorts, underwear, socks, dry shoes).

EXTRA CLOTHING

Every child must have two full sets of extra clothes at school in the event of spills or other accidents. By the end of the first week of school, please send these two sets of labeled clothes in a plastic bag and place your child's name on the outside of the bag in large letters. This is to avoid calling you to bring clothes up to school to change him/her.

TOYS FROM HOME

Each room is equipped with toys, games, and educational materials of special interest to young children. Personal toys should be left at home. It is difficult to be responsible for personal items that can be damaged, misplaced or lost at school. A favorite stuffed animal and/or blanket for rest time (labeled with name) is welcome.

MEALS, SNACKS, & DRINKS

SCHOOL:

Children will bring their own water bottle daily. You will receive a monthly snack calendar showing an assigned day or week for you to supply a snack for your child's room. Attached to the first month's calendar will be a list of suggested snacks. Please note all snacks must be store bought with an ingredient label, and in the original, sealed container. Lucky Lane will not serve any snacks that are prepared at

home. Your child's classroom teacher will notify you in the event that there are student allergies in the classroom. In this case, you may not be able to send certain foods. Lucky Lane will provide snacks for children who are enrolled in the aftercare program (3:00-6:00). A catered lunch will be served by Kelly's Catering. A monthly menu will be sent home with your child.

Birthdays– If you would like to send a special snack in honor of your child's birthday, you may do so, but the treat must be store bought and in the original sealed package. It is suggested that you provide a snack from the Lucky Lane suggested snack list. No open packaging or homemade items should be sent to school. Please coordinate with your child's teacher to decide a day for the treat to be sent to school, as well as a treat that every child in the class can enjoy.

Party invitations may be distributed at Lucky Lane if every child in the class is invited.

CAMP:

Children will bring their own water bottle daily. Morning snack, a catered lunch by Kelly's Catering, and afternoon snack will be provided.

WHEN PARENTS GO OUT OF TOWN

When you go out of town and your child will be attending school, it is essential that the school be notified. We need the following information:

1. The dates of your departure and return.
2. The name(s) of the adult responsible for your child, their phone number at home, at work, and cell phone.
3. An emergency telephone number for parents.

WHEN YOUR CHILD IS NOT COMING TO SCHOOL

When your child is not coming to school, please call or email the office and make sure to copy your child's classroom teachers.

PARTIES AT SCHOOL

You will receive information from the Classroom Room Parent, teachers, and director regarding details about the party including volunteering, donating and sending in items for the party, and additional details.

PARENT VOLUNTEERS

Parents are encouraged to be active in the school and volunteer as Room Parents, Board Members, and committee members. Other ways for you to become involved with your child's class are to share a hobby, profession, family tradition and special holidays.

ARRIVAL

- Morning Care Drop Off: 7:00 am-8:45 am

Parents of children participating in early drop-off can park along the playground fence and should take their child directly to the exterior door of their designated early drop classroom.

Students who are not enrolled in the before care program are not permitted to be dropped off before 8:45 without office approval.

- Morning Carpool Drop Off: 8:45-9:00

Please display your carpool name tag in your passenger side window once you have entered the parking lot. The carpool line should follow the perimeter of the parking lot. For safety of all, please do not leave your spot in the carpool line after your child exits the vehicle, unless signaled to do so by a staff member. Adults dropping off should remain in their vehicle during the duration of carpool. This will help keep the carpool line moving as smoothly and quickly as possible. Please be sure your child remains buckled and in their seat. Staff members will be assisting with getting your child and their belongings out of the vehicle and ensure they make it safely to their classroom. Then follow the carpool line to exit the parking lot.

-If you arrive late and carpool has ended, please park your vehicle and walk your child to the front door where a staff member will take them to their classroom. **To avoid interrupting classroom activities, please do not drop off your child at their classroom door after 9:00 am.**

DISMISSAL

- Afternoon Carpool Pick-Up: 12:45-1:00 and 2:45-3:00

When you arrive to pick up your child, enter the carpool line with your child's name card displayed in the passenger side window and remain in your vehicle while in line. A Lucky Lane staff member will bring your child to the car, help them into their seat, and place their belongings in your vehicle. **Teachers are not permitted to buckle in children.** Once your child is in your vehicle, you may slowly pull forward along the treeline into the "Buckle Zone" where you may park and exit your vehicle to buckle your child into their seat.

Thank you for being on time. Please know carpool ends promptly at the times listed above so teachers can return to their classrooms.

- Aftercare Pick-Up: 3:00-6:00

Parents of children participating in aftercare can park along the playground fence and ring the doorbell at the front door to pick up their child.

Parents who arrive late must pick up their child from the school office and will need to sign their child out for the day.

*As noted in the section below and the Tuition Contract, a late fee will be assessed.

**Children will only be released to those who are identified as authorized pick up people in your SmartCare account. A call or a note from you is required when your child is to leave school with someone who is not listed on the authorized section of the application or in SmartCare.

LATE PICK UP

A \$30 charge will be assessed five (5) minutes after your child's scheduled pick up time and a \$1 charge per minute to follow. This 5 minutes is meant as an occasional grace period. After 5 tardies per semester, parents will be notified and fees will double. Fees are applied per child. If your child attends 9-1, pick up is between 12:45-1:00; 9-3, pick up is between 2:45-3:00, aftercare students must be picked up by 6:00.

SCHEDULE CHANGES

In the event that a family needs to adjust or change a student's schedule for summer camp and/or school, a 30 day written notice will be required prior to the date of the change. Therefore, tuition will be adjusted accordingly. If a family fails to provide a written request 30 days prior to the desired schedule change, the original tuition will be charged in SmartCare and the new tuition will be adjusted in the following month's billing cycle. Schedule changes are subject to availability.

DROP-INS

Lucky Lane can occasionally accommodate students as a drop-in on days and times outside of their regular contracted schedule. Drop-in requests must be made in writing to the Director at least 48 hours prior to the requested time. There is no guarantee of availability, therefore, office approval is required. An additional \$10 an hour charge will be added to your SmartCare account. Students may be asked to bring a lunch if daily totals have already been submitted for catering. If a family reserves a drop-in spot and does not give a 48 hour notice of their inability to attend, then the family will still be charged an amount equal to their registered drop in time frame for that day.

SEVERE WEATHER CLOSING

In the event of a severe weather closing, official announcements will be emailed, posted to Facebook, and broadcast on KSDK Channel 5. Since we are a private school and attendance is not mandated by the State of Missouri, we do not make up any weather days or refund tuition due to lost days. Due to the number of school districts that we accommodate, we do not go by any specific district's Snow Day decision. We will determine whether school is to be canceled based upon the conditions of the roads and/or our parking lot.

COMMUNICATIONS ABOUT YOUR CHILD

The Director is available via email: director@luckylane.org

Assistant Director is available via email: office@luckylane.org

Each classroom has their own email address as well:

School Classroom Emails:

Rainbow - rainbowdoor@luckylane.org
 Blue - bluedoor@luckylane.org
 Orange - orangedoor@luckylane.org
 Yellow - yellowdoor@luckylane.org
 Green - greendoor@luckylane.org
 Red - reddoor@luckylane.org

Camp Classroom Emails:

Rainbow-rainbowfish@luckylane.org
 Blue-starfish@luckylane.org
 Orange-seaturtles@luckylane.org
 Yellow-whales@luckylane.org
 Green-greendolphins@luckylane.org
 Red-reddolphins@luckylane.org

CONFERENCE/PROGRESS REPORTS

Rainbow, Blue, Orange, and Yellow Door classes will have scheduled conference times in the spring. Green and Red Door classes (PreK) will have scheduled conferences in both the fall and spring. Progress reports are sent home prior to the conference describing your child's growth and development since the beginning of the school year.

SCHOOL/STAFF AND FAMILY DIFFERENCE POLICY

If a situation arises between parents and staff, the parents and staff should try to resolve it at that level. If either party does not feel the situation was resolved, the Director should be consulted. Parents and staff may ask for private consultations with the Director. A discussion with all parties might be needed to resolve the situation. The ultimate decision regarding the situation will be made by the Director. It is hoped that all parties involved recognize that each one separately has the welfare of the child as the primary focus even though there may be differences in philosophy and approach. The goal of the meeting of all parties will be to create a working relationship which will prove beneficial for the child's progress and well-being in school.

HEALTH AND SAFETY POLICIES

CHILD ABUSE AND NEGLECT POLICY

Lucky Lane Early Childhood is licensed by the Missouri Department of Health. All employees are registered with the Department and have undergone background checks. A copy of these screenings and a copy of the state licensing rules and regulations are available for parents to review at any time.

All staff members are mandated reporters, and therefore staff members may report any situations of child abuse or neglect to the Child Abuse & Neglect Hotline after the Director is notified of the suspected problem and affirms the need for the call. If there is some uncertainty regarding whether the hotline should be called, either the Director or the staff member will call the hotline and get further guidelines regarding the situation and see if the call will be accepted or if the situation should be monitored and documented. The Director shall keep all hotline calls confidential and shall keep a journal as to what information was supplied to the hotline.

If a staff member is accused or suspected of child abuse or neglect, he/she will be immediately placed on leave, by authorization of the Director and President of the Board of Directors, until the charges have been investigated and allegations are found to be false or unwarranted. The Director and President of the Board of Directors will be in constant dialogue regarding this situation, and if termination is justified, the employee can be given the opportunity to resign. If he/she refuses the entire Board of Directors will be called to take official action.

IMMUNIZATIONS AND PHYSICAL EXAMS FOR CHILDREN

The Missouri Department of Health requires that before entering school, every family provides a record of their child's immunizations and a current physical examination, which has been within 12 months of the first day of school. THIS IS MANDATORY. Immunizations must be updated annually. If your child's State Medical Form expires during the school year, it is your responsibility to send in an updated form in order for your child to continue to attend school.

ADULT HEALTH REQUIREMENTS

All adults who work with children will be required to fully comply with the Missouri Department of Health Regulations and all other applicable Federal, State and Local Health Regulations. A physical is required upon initial employment.

WHEN YOUR CHILD GETS SICK AT SCHOOL

The following symptoms could indicate a contagious disease. If these symptoms develop at school, the parents will be called to pick up their child. In addition, children will not be allowed to return to school until the guidelines below are applicable.

Fever (over 100°F)	Red/swelling throat	Vomiting/diarrhea	Extreme fatigue
Skin eruptions/rash	Red, weeping eyes	Productive cough	Nits/Lice

If you receive a call that your child is ill while at Lucky Lane, you or another authorized pick-up person must pick up the sick child within 45 minutes after being notified. Children may return to school after being 24 hours free of fever (without medication), vomiting or diarrhea. Any skin eruption/rash must be scabbed over or have a note from the doctor.

ACCIDENT/INJURY

Minor incidents such as scratches, scrapes, bumps, and bruises are reported through the use of an accident report form. Following treatment, the report is completed by the teacher and a copy is sent home to the parents.

Accidents such as a fall from a climber, a deep cut, insect sting, or a bump to the head are reported to the parent by telephone and through the accident report form. If a major injury occurs, the staff will immediately call for professional help (911). Parents or designated emergency contacts will be called.

MEDICATION

Medicine will not be dispensed by anyone at the school without written instruction and prescription from the child's Pediatrician.

If you would like an ointment or cream applied to your child, a permission form is required to be on file prior to applying such to your child. All ointments/creams must be provided by the family.

HEAD LICE

Unfortunately, head lice can be a recurring problem at most schools. When a case occurs, you will be required to pick up your child and treat the condition. Your child must be NIT FREE and documentation from a healthcare provider must be submitted before returning to school.

COVID

Lucky Lane follows CDC guidelines/recommendations for COVID exposure and positive testing.

It will be up to you, as parents (or guardians) to determine your personal comfort level regarding your child's participation at school.

POTTY-TRAINING

Our teachers and staff are more than happy to help with your potty-training efforts while your kids are at school. We will not initiate the training but will happily comply with the schedule that works for your family at home to the best of our ability IF/WHEN your child is consistently staying dry at home. Once your child has two accidents at school, we will use pull-ups/diapers for the remainder of the day. Please make sure that your child has ample amounts of labeled extra clothing including underwear, socks, and shoes. Pre-K students are required to be independent in the restroom prior to the start of the school year.

FIRE AND TORNADO SAFETY

Fire and tornado drills are conducted on a regular basis.

MEDIA PERMISSION

All students will have a Media Permission Form on file. Parents have the right to change their media preference at any point in their child's enrollment at Lucky Lane Early Childhood. A written request sent to the school office is needed prior to any changes being made to the student's file.

INSURANCE CLAIMS

If an insurance claim is necessary as a result of an injury sustained by a child at school, it is the parent's responsibility to complete and file all forms with the school's insurance company. Forms are provided by the Director.

WHEN SCHOOL IS CLOSED

Apart from August, monthly school tuition stays the same each month regardless of the number of days in the month, schedule breaks, days off, or illnesses/exposures.

BILLING POLICIES

TUITION PAYMENTS

Lucky Lane uses the SmartCare program for all school and camp billing. Tuition payments are due on the first business day of each month. In the event your child does not attend school/camp, you are still responsible for the monthly tuition charges. If you are a part time student and you miss one of your designated days, there are no make-up days.

Families receive an invoice mid-month the month before tuition is due and your account will be auto debited on the first of the next month. For example, October statements will go out mid-September and are paid by October 1st.

Auto-pay must be on at all times. If auto-pay is turned off and tuition has not been paid by the 8th of the month, then Lucky Lane has the right to charge the owed balance to the payment method on file in SmartCare.

A \$35 late fee will be assessed if payment has not been received by the 8th day of the month.

SmartCare charges an additional convenience fee when payments are made by credit card. If non-sufficient funds are noted when payment is made, SmartCare will charge an additional fee, which is the responsibility of the family.

Parent Agreement Form

Agreements:

- a) The provider and I have agreed on a plan for continuing communication regarding my child's development, behavior, etc.
- b) When my child is ill, it is understood and agreed that he/she may not be accepted for care.
- c) I have received a copy of this facility's policies pertaining to the admission, care and discharge of children.
- d) I have been informed that a copy of the Licensing Rules for Family Child Care Home/Licensing Rules for Group Child Care Homes and Child Care Centers in Missouri is available at this facility for review.
- e) I have been notified that I may request at initial enrollment or any time thereafter whether there are children currently enrolled in or attending the facility for whom an immunization exemption has been filed.
- f) I have received and read through the Parent Handbook in its entirety.

Child(ren)'s Name(s)

(1) Guardian Signature

Date

(2) Guardian Signature

Date