

**WORD OF LIFE LUTHERAN PRESCHOOL
GENERAL POLICY STATEMENT
2019-2020**

Mission Statement

God's people at Word of Life Preschool are committed to sharing the Good News of Jesus' love with families in our church and community. Our staff provides a loving, caring, Christian environment where children can develop cognitively, emotionally, socially, physically, and spiritually.

Purpose

Word of Life Lutheran Preschool was established in 1989 as a licensed, non-profit preschool; a self-supporting ministry of Word Of Life Lutheran Church.

In addition, our purpose is:

1. To share the good news of Jesus to children between the ages of 30 months and six years.
2. To offer a developmentally appropriate program that meets the needs of the whole child.
3. To provide a literacy rich environment to facilitate emerging literacy skills.
4. To extend Christian love and fellowship to all.
5. To support the needs of the family unit in the Word of Life family and surrounding community.
6. To instill in the child a life-long love of learning.

Philosophy

Word of Life Preschool, under the guidance of the Illinois Early Learning Standards, provides a program which allows each child to gain experience in social, emotional, and cognitive skills, physical endurance and the foundation for strong values. These daily activities are accomplished in a warm and loving Christian environment which focuses on the whole child. Children are provided with a carefully planned environment which is both stimulating and exciting. The classroom provides materials and experiences which allow them to immerse themselves in their learning. The planned curriculum ministers to the needs of each child and allows each child to grow and learn at his/her own developmental level. The curriculum is based on units of study including a theme and bible story. Learning centers in the classroom provide a variety of activities, including literacy and writing, math and science, art and music, sensory activities and dramatic play. There is a balance between large and small group time as well as individual time to learn and explore.

Fees and Billing

- An \$185.00 non-refundable registration fee is required for enrollment. \$100 of that fee is credited to July tuition payment.
- The first tuition payment is due July 17, 2019 or upon registration thereafter. See tuition agreement for details.
- There is a 3 day grace period for tuition payments.
- Tuition is not refunded unless a 30 day notice is given.
- Operating expenses require that parents maintain tuition payments. Tuition is based on the number of days in the school year, not the number of days per month.
- Tuition may be paid on an annual or monthly basis.
- No refunds or tuition allowances will be made for vacation days, sick days, or school holidays—including emergency closings.
- One month notice is required if the student will be leaving the program for any reason. A withdraw form must be filled out completely. Parents will be responsible for the entire month's tuition whether the child is in attendance or not. Security deposit will not be reimbursed but can be applied towards your last month if 30 day notice is given in advance.
- Extended leave of absence from the program requires payment of monthly tuition. Failure to pay will result in disenrollment. Re-registration fee will be required to re-enter the program.
- The annual tuition is divided into 9 monthly payments for September through May. Each payment is due by the 15th of the previous month. See fee schedule for details.
- A 5% discount is offered to those who pay full tuition by July 17th.
- A 10% discount per child is offered to WOL Church members.
- A \$10.00 late fee charge is applied for any payments received after the 15th of the month. Failure to pay the tuition by the 15th of the month may result in removing the child from the program.
- Any check returned NSF is subject to a \$30.00 fee.

- Families with multiple children enrolled in the preschool will receive a 10% tuition discount on tuition on all additional children (Discount taken on lesser tuition).
- The tuition will be pro-rated for any children who begin classes during the school year.
- Please make all checks payable to **Word of Life Preschool**. Please put your child's name in the memo column.
- If payment problems arise, please contact the Director immediately to make financial arrangements.
- The school calendar including holidays and school closings is available on our website and at the Parent Orientation. Reminders are placed on the monthly snack calendar.
- Tuition may be placed in a tuition box (located outside the classrooms and Director's office), turned into the preschool office, or placed in the mail box attached to the front of our building.

Enrollment

- Children must be potty trained to attend all preschool classes, except for the Teddy Bear Classes (2.5 years). Children in the 2 ½ year old classes can wear pull-ups. Children in all other classes are not allowed to wear diapers or pull-ups to school. See the Parent Handbook for our complete potty-training policy.
- All forms provided by the school must be completed and on file before your child may attend class.
- Each child must have a medical exam dated no more than six (6) months prior to enrollment and every two years thereafter. All immunizations must be up to date and listed on the state approved medical form. Diabetes, TB, lead screening and varicella (chicken pox) vaccine are now required and must be indicated on the form.
- The Preschool cannot be responsible for anything that may occur as a result of false or omitted information provided by the parents.
- Word of Life Preschool admits students of any race, color, nationality and ethnic origin and entitles them to all the rights, privileges, programs and activities available to students at the school including access to financial scholarship and other school administered programs.
- Children enrolled at Word of Life Preschool will be involved in religious activities.
- Word of Life Lutheran Preschool is distinctively Christian from the Lutheran perspective based on God's Word and the Lutheran Confessions. The Lutheran Church believes that the entire Bible is the Word of God, given by inspiration of the Holy Spirit. The Bible is the only source of its teachings and norm for its practice.
- Church members, teachers, and returning preschool families will have advance notice and opportunity to register for the upcoming school year. Alumni families will be next before accepting applications from the community, prior to the deadline for each category. Once the official date for open registration begins, all applications will be processed on a first-come, first-served basis.
- We make every attempt to keep classrooms balanced to benefit the children in the class (male/female ratios, ELL/English speaking students, etc.) This may mean that we need to bypass those at the top of the waiting list to keep the balance.
- Waitlisted children who register for an alternative class will not be able to switch classes after November 1st.
- Word of Life Preschool reserves the right to change class choices as necessary if the class enrollment does not reach the enrollment requirements, which may include closing a class or only having one teacher.

Attendance

- If the student will be absent from school, please call or email the preschool office.
- The classrooms open five minutes before the start of each session. Please sign the child in with your initials upon arrival and sign your complete name at departure.
- All children must wash their hands before entering the classroom.
- Children will only be dismissed to individuals designated on the Health/Accident form. Photo IDs are required when an unfamiliar adult is picking up a student. Parents may add additional authorized individuals to their pick-up list throughout the year.

- **Late Pick Up** - Children must be picked up promptly. After a 10 minute grace period, parents will be assessed \$10.00 for every 10 minutes they are late. If possible, it is best to call when running late. However, calling ahead does not exempt the late fee. After ten minutes, we will attempt to call each parent or guardian and then each emergency contact. After 30 minutes, if we have been unable to contact anyone on the child's accident/health form, then DCFS requires us to initiate the following procedures:
 - After 30 minutes the police will be called to assist in finding parents or emergency contacts.
 - After an additional 60 minutes, if we are unable to contact parents or emergency contacts, outside authorities will be called as recommended by the police and required by the preschools state license. Outside authorities may include the Department of Children & Family Services.
 - Due to these guidelines, please diligently inform us of any changes in home, work, or cell phone numbers as well as any changes for emergency contact.

Discipline and Guidance

The Bible teaches us that God disciplines us out of love. Through the example of God's love and forgiveness, children can learn to forgive each other and themselves, to learn from their mistakes, and to make better choices in the future. This is an on-going process. An atmosphere of unconditional love is maintained even when teachers need to discipline a child. We talk, re-direct, and help the child develop positive self-esteem, and gain self-control of their own actions. There are times when a child must be separated from the class to gain self-control. This is done under the close supervision of a staff member. We encourage children to use their words to handle disputes and help children with the language when necessary. We teach the children the concept of "bucket filing" which encourages children to treat others with respect and kindness. Our Guidance and Discipline policy is part of the registration packet and parents are required to submit a sign copy for their child's file. A copy of the policy is available on website at wordoflife.net or in the preschool office.

Illness, Medicine, and Accidents

- The teachers will conduct an informal health check at the time of arrival. If symptoms of illness are present, the school may contact parents to pick up the student to prevent the spread of illness to other children.
- A child who becomes ill at school will be separated from the group and a parent will be called to pick up the child from school. If the parent can not be reached, the next emergency contact will be called.
- If the child has a communicable disease please notify the school. The school is responsible for notifying the state health department for certain illnesses.
- Please keep your child home if they show signs of the following:
 - Fever of 100 degrees or more within the past 24 hours without fever reducing medication
 - Diarrhea or vomiting within the past 24 hours
 - A cold or virus where child's mucus is not clear, or the child has a severe cough
 - Sore throat, earache, stomachache
 - Undiagnosed rash
 - Head lice
 - Any communicable disease
- Children are required to be able to participate in the entire program, which includes playing outside, before they return to school after an illness.
- No medication will be administered at school unless absolutely necessary. The prescription must be from a doctor and parents are required to complete the medical authorization form. The medication must be in its original pharmacy labeled container.
- In case of an accident, the classroom teacher or other staff member will administer basic first aid. The teacher will complete an accident form for parents review and signature. Parents will receive a copy of the report.
- If the injury is more serious, 911 will be called first and if necessary, the child will be taken to the nearest available hospital. Parents will be contacted
- as soon as possible.

Involvement and Responsibilities

- Parents are encouraged to be involved in their child's preschool activities and work together with the preschool teachers and director to make each school year a positive experience.
- Teachers distribute weekly classroom newsletters and the school submits a monthly newsletter to keep families informed about classroom curriculum, events and other important school information.
- Parents are encouraged to volunteer opportunities throughout the year. There are a variety of volunteer activities such as being a guest reader, cooking day helper, or getting involved with one of our big school events.
- Conferences are held twice a year during the fall and the spring, parents are requested to attend if possible.
- If you have any questions or concerns, please reach out to the teachers and/or the director. It is best to set up an appointment or send an email, so the staff have time to fully address your concerns.
- If teachers have concerns regarding a student, parents will be informed and suggestions will be made to deal with any issues at hand.
- Please provide a complete change of clothing, appropriate for the current season. This should include socks, underwear, and shirt/pants to be placed in a zip-lock bag and labeled with your child's name.
- Parents bring snack on a rotating basis. Students names will be placed on the monthly calendar along with the required snack. Juice for snack must be 100% fruit juice and snacks must not have any traces of peanuts. If you are unable to provide snack on your designated day, please notify teachers.

Other Information

- The Advanced Pre-K class is the only class which leaves the school campus for field trips. To participate in a field trip parents are asked to complete and sign a permission slip. Children less than 8 years old must be in an age-appropriate car seat provided by the parent. Parent volunteers are asked to drive. A complete Driver Information form is required before driving on any field trip.
- We routinely take photographs of the children which are provided to parents at the end of the school year. In addition, we may use them around the school, publish them in newspapers for publicity purposes, post them on our website or other social media sites. If you object to your child's picture being used for publicity or on our social media pages you must notify the school in writing upon enrollment.
- Each child's name and telephone number are listed on a class list distributed to school staff and families. If you want any of these items deleted from the list, you must notify the school in writing upon enrollment.
- All family records are confidential and can only be accessed by WOL Preschool and church staff. We occasionally have student observers who will be given only limited information. Staff includes classroom teachers, Director, Pastor, and Preschool and Church Board members. No information will be released without your permission.
- Copies of our Emergency Risk Management plan are given out in the parent orientation packet at the beginning of the year. In case of evacuation of the school, our alternate meeting site is St. Thomas the Apostle Catholic Church, 1500 Brookdale Road, Naperville, IL 60563. Our Pest Management Plan is part of the registration documentation required for each child's file. Copies of this plan are available on our website at wordoflife.net or in the preschool office. Please review these both plans carefully.
- Word of Life Preschool reserves the right to discontinue services for, but not limited to, the following reasons:
 - A child endangers himself, teachers, or others
 - The needs of the child cannot be met
 - The child has behavior issues that teachers are unable to manage in the classroom
 - Tuition is not paid in accordance with the written policies
 - A conflict of interest occurs
 - Unresolved parental disputes
 - Parents do not follow the recommendations made by the school for evaluation and intervention services.
- The state of Illinois requires all staff working in a child care facility to report all suspected cases of child abuse to the Department of Children and Family Services. We are all, by law, mandated reporters.
- The school reserves the right to close the school when District 204 schools close, or when the facility is not safe due to weather or other unforeseen circumstances. Closures do not reduce tuition unless otherwise notified.