

**WORD OF LIFE LUTHERAN PRESCHOOL  
GENERAL POLICY STATEMENT  
2018-2019**

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 \$85.00 non-refundable registration fee is required for enrollment.
- The first tuition payment is due August 15<sup>th</sup>, 2018 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 your child will be leaving the program for any reason. A withdraw form must be filled out completely. You will be responsible for the entire month's tuition whether your 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 1<sup>st</sup> of the previous month.
- A 5% discount is offered to those who pay full tuition by August 15<sup>th</sup>.
- 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 3<sup>rd</sup> of the month. Failure to pay the tuition by the 3<sup>rd</sup> 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.
- Your 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 with the exception of the Teddy Bears (2.5). Children in the 2 ½ year old classes are allowed to 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, as long as the deadline for each category hasn't passed. 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 1<sup>st</sup>.
- 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 your child will be absent from school please call or email the preschool office and let us know the reason for their absence.
- 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 please call and let us know that you will be late, however, this will not exempt you from your 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 you or your emergency contacts.
  - After an additional 60 minutes, if we are unable to contact you or your emergency contacts we are required to contact outside authorities as recommended by the police. This may include the Department of Children & Family Services.
  - Due to these guidelines, you must diligently inform us of any changes in your home, work, or cell phone numbers as well as any changes for emergency contact.
  - Teachers will keep your child safe and comfortable. A staff (preschool or church) member will stay with your child until he or she is picked up.

### 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](http://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 teacher will ask you to take your child home 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 come pick the child up. If the parent can not be reached, the next emergency contact will be called.
- If the child has a communicable disease, you must 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 your child's mucus is not clear or they are experiencing 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. You must have a prescription from a doctor and 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 your review and signature. You will then receive a copy for your records.
- If the injury is of a more serious nature, 911 will be called first and if necessary, the child will be taken to the nearest available hospital. You will be contacted as soon as possible.

### Involvement and Responsibilities

- We know that the best teacher your child has is you, the parent. We encourage you to be involved in your child's preschool activities and work with us to make this the best experience possible. Keep the lines of communication open with your child's teacher.
- We distribute a monthly classroom newsletter and WOL Preschool newsletter. This is the best way for us to keep families informed about classroom curriculum, events and other important school information.
- We encourage parents to become involved in their child's class. Watch for volunteer opportunities throughout the year. (i.e. Guest Reader, Cooking Day helper, etc.)
- Conferences are offered twice a year during the fall and the spring and parents are expected to attend.
- If you have any questions or concerns about your child our teachers are available to meet to discuss your concerns.
- If we note any delays in the development of your child, we will inform you of our concerns. We will work with you to seek the appropriate steps, which may include evaluation services for any delays noted.
- Please provide a complete seasonal change of clothing. These clothes should be placed in a zip-lock bag and labeled with your child's name.
- You will be notified of your snack day on the monthly snack calendar. The calendar will list the required snack. Juice for snack must be 100% fruit juice; milk must be at least 2%. If you are unable to provide snack on your designated day, please trade with another family. Please notify the teachers of the change.
- If you have a grievance with anyone at the school, please start with the person most directly involved first. If this cannot be resolved, please see the Director. If it still cannot be resolved, then the written complaint may be taken to the Pastor his review and recommendation.

### Other Information

- The 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. Only WOL staff has access to files. 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](http://wordoflife.net) or in the preschool office. Please review these both of these 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's behavior is uncontrollable
  - 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.

# Word of Life Lutheran Preschool

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## GUIDANCE AND DISCIPLINE POLICY

Guidance and discipline are positive ways to help a child develop self-control and confidence handling their needs in a socially acceptable way. At Word of Life Preschool we are here to teach and guide each child to learn the skills to manage their own behavior. This is an ongoing process that changes as a child develops.

### GUIDANCE AND DISCIPLINE USED BY OUR STAFF

- ✦ Outline school rules with the children the beginning of the school year.
- ✦ Set clear limits and be consistent.
- ✦ Redirect inappropriate behavior whenever possible.
- ✦ Include the children in the problem solving process.
- ✦ Model socially acceptable behavior and manners along with positive reinforcement and acknowledgement of good behavior.
- ✦ Removal of the child from the area. This is followed by a discussion of what the child did wrong, what a better choice would be next time, and allowing the child to return to the activity when he or she feels they can manage their behavior appropriately.
- ✦ Teaching the children about "Bucket Filling" which encourages children to treat others with respect and kindness.

### PROHIBITED DISCIPLINE TECHNIQUES

- ✦ Any form of corporal punishment.
- ✦ Yelling at a child.
- ✦ Ridiculing a child or the child's family.
- ✦ Blaming, teasing, insulting, name calling, or threatening the child with punishment.
- ✦ Withholding food, affection, or positive attention.

### PARENTS ROLE IN GUIDANCE PROCESS

- ✦ Keep teacher informed of any underlying issues the child may be experiencing
- ✦ Work as a team with the staff so we can provide the child with consistent expectation of acceptable behavior.
- ✦ Establish plan with teachers on how to deal with ongoing discipline issues. Follow-up to see how the discipline plan is working.

### DISCIPLINE PROBLEMS

If the teachers see a continuing pattern of misbehavior, the following steps will be initiated:

- ✦ Parents will receive a phone call from the teacher informing them of the concerns that have been observed.
- ✦ Implement a plan to correct behavior. These may include but are not limited to:  
A written behavioral modification plan, recommendation of an evaluation by the child's school district, observation of the child by the director and/or other qualified professional, parental observation of classroom behavior.
- ✦ A Conference with parents, teachers and director will be scheduled to discuss goals, implementation of goals, and progress.

### DISCHARGE

If discipline problems continue and the child demonstrates an inability to benefit from the type of care offered by our school, or whose presence is detrimental to the group, the child shall be discharged from the school.

# Word of Life Lutheran Preschool

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## PEST MANAGEMENT POLICY

Word of Life Lutheran Preschool has an Integrated Pest Management Policy in place which provides procedures for the control of structural and landscape pests. This plan is coordinated by the Word of Life Church Properties Manager and the Word of Life Preschool Director.

### PREVENTION

To prevent the infestation of pest in school the following steps will be implemented.

#### ✚ INSPECTION

- ✚ The building and surrounding property is inspected on a monthly basis.
- ✚ The kitchen, storeroom, and classroom closets are inspected on a weekly basis.
- ✚ Classrooms and areas where children are present are inspected on a daily basis.

#### ✚ MOISTURE CONTROL – Remove moisture that attracts pest. Check for:

- ✚ Repair leaky roofs, faucets, pipes and appliances.
- ✚ Clean gutters and downspouts.
- ✚ Eliminate standing water and water in outdoor containers.

#### ✚ EXCLUSION – Sealing spaces keeps the pests out. Check to ensure:

- ✚ Foundation cracks and gaps where utility lines enter are sealed.
- ✚ Doors, windows and vents screened and well sealed.
- ✚ Keep exterior wood painted, stained or sealed.
- ✚ Before bringing in new items, inspect them for pests.

#### ✚ SANITATION – Cleaning removes a food source and hiding place for pests. Sanitation should include:

- ✚ Keeping foods in sealed containers.
- ✚ Emptying trash containers daily.
- ✚ Following all health department and DCFS cleaning standards.
- ✚ Removing clutter and junk, indoors and out.

### IDENTIFICATION

All staff members are responsible to inspect classrooms and areas where children are present on a daily basis. Staff members will bring pest identification to the attention of the Preschool Director or Building Manager immediately. The Preschool Director or Building Manager will determine the appropriate response with an emphasis on safety, effectiveness, and environmental effects.

### NOTIFICATION

Word of Life Preschool will notify students' parents or guardians and the school and church staff of upcoming pesticide treatments. Notices will be posted by the classrooms, on the parent information board, and/or notices will be sent home with students. Any pesticide treatment required will be applied when children are not present in the building and whenever possible applied when children will not return to the building for 24 hours or more.

**WORD OF LIFE LUTHERAN PRESCHOOL  
TUITION AGREEMENT  
2018-2019 SCHOOL YEAR**

To register your child, please sign and return the bottom portion of this agreement along with the registration fee. Subsequent tuition fees and deadlines are listed below. Contact us at any time if you have any questions regarding your tuition schedule.

**REGISTRATION:**

- An \$85.00 non-refundable registration fee is required for enrollment.
- The first tuition payment for September 2018 is due by Aug. 15, 2018 or upon enrollment.

**TUITION:**

- Tuition can be paid by check, cash or through electronic withdraw. We do not accept credit cards at this time.
- 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 written notice is required if your child will be leaving the program for any reason. You will be responsible for the entire month's tuition whether your child is in attendance or not. There are no tuition reimbursements but amounts can be pro-rated if a 30 day notice is obtained.
- Extended leave of absence from the program requires payment of monthly tuition. Re-registration fee will be required to re-enter the program.

**PAYMENTS**

- The annual tuition is divided into 9 monthly payments with the first payment due August 15, 2018.
- The next payment is due the first week of school, the week of September 5<sup>th</sup>, 2018.
- The following payments are due by the 1<sup>st</sup> of the month. Exceptions are made around the holidays but please try to pay in advance if the 1<sup>st</sup> is on a weekend or a day you do not attend.
- If you enroll after September you will owe a pro-rated amount for the month you enroll along with the full amount for the following month.
- There is a 3 day grace period for tuition to account for illness, holidays and weekends. If you need an extension contact the Director or a late fee will be enforced.
- A 5% discount is offered to those who pay full tuition on or before August 2018.
- \$10.00 late fee charge is applied for any payments received after the 3<sup>rd</sup> of the month. Failure to pay the tuition by the 3<sup>rd</sup> 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% sibling discount on tuition on all additional children (Discount taken on lesser tuition).
- Families who are members of WOL Church receive a 10% tuition discount per child.
- Please make all checks payable to **Word of Life Preschool**. Please put your child's name in the memo column.
- Cash payments should be placed in an envelope, labeled with child's name and class, and handed directly to a teacher or to the Director.
- We reserve the right to cancel any class or have one teacher where minimum class requirements are not met.
- Should payment problems arise, please contact the Director immediately to discuss tuition options.

**MONTHLY TUITION**

**2 DAYS**  
\$193

**3 DAYS**  
\$245

**4 DAYS**  
\$293

**5 DAYS**  
\$ 335

**Enrichment**  
\$70 students

## Withdrawal Policy

2018-2019

- All families must fill out a withdrawal form if your child will be permanently withdrawing from WOL Preschool or you plan to take an extended leave of absence where you will not be paying tuition to hold your spot.
- If a student is expected to return a family is expected to pay tuition if they wish to hold the spot.
- If tuition is not paid the family will have to pay another \$85 fee to re-register upon their return and the spot is not guaranteed to be available.
- Monthly tuition will not be reimbursed under any circumstance; however, the month can be prorated in advance if the 30 day notice is given before the payment is made.
- The only exception to the tuition reimbursement policy is if the tuition was made in one annual payment. The reimbursement, however, will not include the 5% discount originally figured in the annual rate.
- Registration fees are always non-refundable.
- Please note that withdrawals cause a lot of disruption to the classroom and many challenges for the teachers and the office. We understand that many of the situations are unavoidable but please re-consider enrollment if you are not able to attend for the majority of the school year.