

WORD OF LIFE LUTHERAN PRESCHOOL
POLICY STATEMENT
2021-2022

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 for preschool children to develop socially, emotionally, cognitively, physically, and spiritually. These goals are accomplished in a warm and loving Christian environment which focuses on the whole child. 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

- A \$95.00 non-refundable registration fee is required for enrollment.
- A one month tuition deposit is due by August 16, 2021.
- Please make all checks payable to **Word of Life Preschool**. Please put your child's name in the memo column.
- If registering your child after August 16, 2021, a one month tuition deposit is required at the time of registration.
- 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.
- Extended leave of absence from the program requires payment of monthly tuition. Failure to submit monthly tuition will result in a loss of your tuition deposit. Re-registration fee will be required to re-enter the program.
- The annual tuition is divided into 9 monthly payments with the first payment due August 16, 2021.
- The next payment is due September 15, continuing with the 15th of each month after that.
- A 5% discount is offered to those who pay full tuition on or before August 16, 2021
- \$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 annual tuition will be pro-rated for any children who begin classes during the school year.
- We reserve the right to cancel any class or have one teacher where minimum class requirements are not met.
- If payment problems arise, please contact the Director immediately to make financial arrangements.
- The school calendar including holidays and school closings are available on our website and at the Parent Orientation. Reminders are placed on the monthly snack calendar.

- Your tuition may be placed in the tuition box on the sign-in table or turned into the preschool office or put in the drop box to the right of the church entrance doors.

Enrollment

- Children must be potty trained to attend any of our preschool classes except for the Teddy Bear Class (2.5 years). Children in the 2 ½ year old class can wear pull-ups. Children in all other classes are not allowed to wear diapers or pull-ups to school.
- 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, national and ethnic origin and entitles them to all the rights, privileges, programs, and activities available to students at the school. It does not discriminate on the basis of race, color, nationality, religion and ethnic origin in the administration of its educational policies, scholarships, 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 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 in this order 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.
- 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 for any reason, please call the preschool office and let us know.
- Children are to be brought to the classroom no sooner than five minutes before the start of the 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.
- **Late Pick Up** - Children must be picked up promptly. An assessment of \$5.00 per 10 minutes will be charged for any child not picked up on time beginning after the first 10 minute grace period. Please call and let us know that you will be late if possible, 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 once and leave a message if we do not get the person. After 30 minutes DCFS requires us to initiate the following procedures:
 - After 30 minutes we will call for police assistance in finding you or your emergency contacts.
 - If you or your emergency contacts cannot be found within one hour of the time the police are contacted, we will be forced to contact outside authorities as recommended by the police (this may include the Department of Children & Family Services).
 - Due to these guidelines, you must be diligent in letting us know of any changes in your home, work, or cell phone numbers immediately as well as any changes for emergency contacts.
 - 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.
- Only a parent or authorized person may pick up your child except when we must call outside authorities. We recommend coordinating with other parents in your child's class so they may pick up your child in emergency situations. You may add additional names to the pick-up list at any time. Please inform the teacher if anyone new is picking up your child. Individuals picking up your child are required to show the teachers a photo ID.

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. If a child injures another, the child will be asked to remain with the injured child until the injured child is able to return to the activities. The teacher will talk with the child and ask what better choice should be made next time. We stress using words whenever there is a dispute and help children with the language when necessary. Please review our Guidance and Discipline policy at parent orientation. Parents are required to submit a signed copy for your child's file.

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. Please keep all contact information up-to-date.
- 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
- All children must 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 encourage you to read the weekly newsletter from your child's teacher and the monthly WOL Preschool newsletter. This is the best way to keep informed of what is going on in your child's classroom and at our school.
- Parents are invited to visit in the classroom during the year. Many parents choose their child's birthday as one of the classroom visits.
- Sign up to become a Guest Reader. Come read to your child's class during the first 30 minutes of school.
- Conferences are held twice a year during the fall and the spring. These are optional however we hope that you will take advantage of them to learn more about your child.
- Teachers are available to schedule a conference at any time when you have questions or concerns.
- If teachers note any delays in the development of your child, we will inform you of our concerns. We work with you to seek appropriate steps which may include evaluation services.
- Please provide a complete seasonal change of clothing in a zip-lock bag labeled with your child's name to be kept in your child's classroom.
- Children will take turns providing snacks for the class. This is a fun day for your child where they have special responsibilities such as assisting the teacher at group time and being the line leader. 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, then the Pastor. If it still cannot be resolved, then the written complaint may be taken to the Preschool Board for their review and recommendation.

Other Information

- We routinely take photographs of the children. In addition, we may want to submit them to the newspapers or our web site for publicity purposes. If you object to your child’s picture being used for publicity or on our social media you must notify the school in writing upon enrollment.
- Each child’s name, address, telephone number and birth date are listed on a class list distributed ONLY 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 staff have access to files. We occasionally have student observers who will be given only limited information. Staff includes classroom teachers, volunteers, Director, Pastor, and Preschool Board members.
- No information will be released without your permission.
- Copies of our Emergency Risk Management Plan and Pest Management Policy are given out in the parent orientation packet. Please make sure to review these thoroughly.
- 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 childcare 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.

Please sign and return one copy. Keep a copy for your records. I/We have read, understand, and agree to comply with all of the policies set forth by Word of Life Lutheran Preschool.

Date ____/____/____ Signed _____