



WFM Preschool

1421 S Venoy Rd
Westland, MI 48186

734-728-3559

preschool@wfmpreschool.com

WELCOME TO WFM PRESCHOOL

Our mission is:

- to provide children with a pleasant environment, including Christian teaching and values
- to prepare children developmentally for the school program they will be entering with an emphasis on developmental skills rather than academic skills
- to provide a quality program of activities that will enable the development of the whole child.

AGE REQUIREMENTS

- A child must be three years old by September 1st and must be completely toilet trained prior to the start of Preschool to enroll in the program.
- Students who are three by September 1st will be placed in the 3-year-old class.
- Students who are four by September 1st will be placed in the 4-year-old class.

Any exceptions to this will be made by the Preschool Director.

PRESCHOOL SCHEDULE

School opens in September and closes for summer vacation at the end of May. The classes are for 3, 4 & 5-year-old children. Classes are held on Mondays, Wednesdays & Fridays. You may choose 2 or 3 mornings per week. All class times are 9:00 a.m-12:00 p.m.

The Preschool operates on the same schedule as the Wayne-Westland Public Schools as far as school breaks are concerned. We reserve the right to change this schedule should the need arise. You will be notified of any changes.

INCLEMENT WEATHER: All Preschool classes are cancelled when bad weather conditions close the Wayne-Westland Schools. School closings are announced on radio and TV after 6:00 am; look for the Wayne-Westland School listing. We will use the *Remind App* to notify families of any cancellations.

TUITION AND FEES

ENROLLMENT FEE

The enrollment fee of \$50.00 per child for preschool is payable at the time of registration. All enrollment fees are non refundable.

3 MORNINGS PER WEEK

- \$1800 per year
- Payable in 9 equal payments of \$200 per month

2 MORNINGS PER WEEK

- \$1350 per year
- Payable in 9 equal payments of \$150 per month.

Tuition can be paid either at Orientation Day or no later than your child's first day of Preschool. The payments are divided equally for your convenience and do not reflect the amount of class days in any given month.

DISCOUNTS

For each additional child from the same family there will be a 20% discount on the second child's tuition. If the yearly tuition is paid in full in September, a \$100 discount will be given.

RECOMMENDATIONS

If you recommend our Preschool to someone and it results in an enrollment, you will receive a one-time \$25.00 credit towards tuition.

LATE PICKUPS

Please call the Preschool and notify us if you will be arriving late to pick up your child. A late pick up fee of \$1.50 for each 15 minutes (or fraction thereof) will be added when a child is picked up past the designated class ending times.

REQUIREMENTS FOR ENROLLMENT

THE FOLLOWING FORMS MUST BE COMPLETELY FILLED OUT AND RETURNED TO THE PRESCHOOL OFFICE BY THE FIRST CLASS DAY IN ORDER FOR YOUR CHILD TO BEGIN PRESCHOOL:

1. Paid Enrollment Fee of \$50.00 (non-refundable).
2. Completely fill out Emergency Card.
3. Completely fill out Enrollment Form.
4. Completely fill out Child Information Sheet.
5. Completely fill out Parent Volunteer Sheet.
6. Completely fill out Photograph/Video Release.
7. Sign and return the Parent Pledge of Support Form
8. Sign and return the Tuition Agreement Form
9. Sign and return the Licensing Acknowledgement Form
10. Turn in a completed & Doctor signed Health Appraisal Form.

WITHDRAWAL FROM PRESCHOOL

The Preschool reserves the right to ask a child to be withdrawn if either the child does not have the required forms on file or shows signs of difficulty in adjusting to the Preschool program. The staff makes every effort to assist each child in adjusting to our Preschool setting but occasionally a child exhibits behavior and/or developmental concerns which require additional staff attention that our Preschool is unable to provide. In such cases, we will make every effort to assist the parent in searching for an alternative placement where these concerns may be addressed.

We require that you give the Preschool at least two weeks' notice if you plan to withdraw your child. If no notice is given, you will be charged two weeks tuition.

COMMUNICATION

It is very important to maintain parent/guardian communication with staff. Parents and guardians are encouraged to participate in activities whenever possible. We encourage parents and guardians to regularly share daily concerns about your child with the head teachers and director. Please remember to update the director and head teachers of any family issues (death, illness, travel, and separation/divorce) that may cause changes in the behavior of your child. Children can be extremely sensitive to the changing environment. It helps our staff to know which child needs the extra love, patience, prayers, and attention.

Emergency Contacts: Please make sure we have current contact information should your child have an emergency arise at Preschool. If your home or cell phone number is changed, please let the preschool office know so that we can update your emergency card.

You may call the Preschool office at 734-728-3559. The Preschool office is open during the school year Monday thru Friday 9:00 a.m. – 12:00 p.m. The answering machine may occasionally take your call during these hours if the office staff is in the classroom with your children. You may leave a message on the answering machine and your calls will be returned as soon as possible. You may also contact the Preschool via email preschool@wfmpreschool.com or look for us on [Facebook](#). Search for Westland Free Methodist Preschool and become a fan and you will see updates and reminders about upcoming events.

OTHER GENERAL PRACTICES

ABSENCES

There will be no reduction in tuition fees due to family vacations, sicknesses, absences or inclement weather.

ACCIDENTS

The staff at WFM Preschool work diligently to prevent accidents in the class. However, accidents do happen. Our staff is trained and Red Cross Certified in CPR, First Aid and Bloodborne Pathogens. We will administer first aid, including antiseptics and wound cleaning unless otherwise advised by parents.

We will notify parents by phone for serious emergencies.

ALLERGIES

Parents must notify the director of any allergies the child has and of any changes that may occur during the school year. Students who require an Epi-pen or Inhaler must have current information and the prescription medication in the Director's office. When planning snacks, the staff will do their best to avoid planning any food that contains ingredients that a student may be allergic to. Please review the monthly snacks and notify the director if a change or substitution needs to be completed.

BACKPACKS

Please bring a backpack containing an extra set of clothing, including socks, underwear, pants and shirt on each class day. It may be helpful to include a gallon sized Ziploc to put any wet items in. Not only do bathroom accidents happen at preschool, but clothes get wet or soiled from spills at snack time or during water table play.

BEHAVIOR MANAGEMENT POLICY

WFM Preschool believes in and seeks to promote positive behavior in children. We want to lead and teach our children to make better choices. Our positive approach to discipline provides an environment where children feel safe and comfortable. Staff will model positive and acceptable behavior and students will then be encouraged to practice those skills to resolve conflict and have their needs met. The following is a general framework for discipline:

- Separate the child from the behavior. The staff member shall stay present with the child. This may include a 'take a break' chair.
- Redirect the child's behavior by providing acceptable choices.
- Always use positive language
- Refrain from arguing on non-negotiable issues
- Attempt to identify if a deeper problem is affecting the child's behavior.

If the unacceptable behavior continues, the director or head teacher will contact the parent for suggestions to change the behavior.

If a child exhibits behavior which might result in harm to him or herself, others, or school property; a parent may be called to pick the child up from Preschool. If these types of behavior problems continue without change the Preschool may ask for the child to be withdrawn.

BIRTHDAY POLICY

Birthdays are celebrated once a month in the preschool classroom. Children who have a birthday in that month will receive a birthday crown. The class will also sing "Happy Birthday". We will have a regular snack on that day. You may bring in a non-edible treat to pass out in the classmate's cubby if you wish. Please do not send in cupcakes, cookies, etc. Examples to bring: bubbles, sidewalk chalk, play-doh, stickers, crayons

CHILD ABUSE AND NEGLECT

We are required by law to report any suspected neglect or abuse to the Michigan Department of Human Resources.

CLOTHING

It is important to send students to preschool with tennis shoes every day. Tennis shoes are the safest option for the playground and for running in the gym. Students should also be able to dress themselves after bathroom breaks without teacher assistance; this includes buttons.

DAILY ACTIVITIES

A consistent daily schedule is planned to offer balance to the child's day. Most days our schedule consists of: Reading Time, Group Time, Activity Time, Story time and Songs, Bathroom Break, Snack Time, and Gym/Playground Time. We display our daily routine in the classroom each day.

EMERGENCY PROCEDURES

In case of fire, tornado, or lockdown the WFM Preschool staff are prepared to handle the situation. Fire drills are done quarterly and tornado drills are done in the spring and fall. The drills familiarize the students with the sounds, locations and directions in case of emergency. All evacuation routes are posted in the classroom.

FIELD TRIPS

Field trips are important way to spark a child's imagination by immersing in an experience that is geared to their development. You will be notified, in advance, of any field trips the Preschool is planning. Field trips take the place of regularly scheduled class times. The child's parent, guardian or caregiver are required to provide transportation to the field trip location and are required to stay with the child during the field trip. Fees for field trips will be announced and due prior to the field trip.

GRADUATION & PROMOTION CELEBRATION

At the end of our school year we will celebrate all the hard work the students have accomplished throughout the year. We will have a program for all students enrolled in our preschool. The students who are in our 3 year old classroom will be promoted for the next school year and will receive a certificate of completion. The students in our 4 year old classroom will receive a diploma and graduate from the preschool. All the students will sing song to their family and friends in attendance. You will receive notification of the day and time of our celebration.

HEALTH POLICIES & IMMUNIZATIONS

Please be careful and alert that your child is in good health when they are brought to Preschool. Always notify the Preschool if your child is going to be absent, stating the reason for the absence. In order to help prevent the spread of disease or infection, the *Michigan Department of Health and WFM Preschool* require adherence to specific policies:

- Parents must report any communicable diseases immediately to the director.
- Health appraisal forms must be completely filled out and signed by the child's physician and on file in the preschool office.
- Immunization record or waiver from the health department must be up to date and on file in the preschool office.
- The following exclusions are NOT optional. Children can not attend preschool with any of the following:
 - Fever: defined as 100°F or higher (within the previous 24 hours)
 - Diarrhea (within the previous 24 hours)
 - Rash
 - Sore throat with fever
 - Eye discharge: thick mucus or pus draining from eye
 - Vomiting or nausea (within the previous 24 hours)
 - Severe and persistent coughing or sneezing
 - Thick or discolored discharge/drainage from the nose
 - Headache or earache

If your child has been prescribed antibiotics, they may return to Preschool 24 hours after the first dosage.

Head Lice: The child must be louse and nit free before returning to school. A staff member will need to examine the hair prior to entering the classroom upon arrival.

If a child becomes ill while at Preschool, they will be taken to the Preschool office. The parents will be contacted and asked to come take the child home. When the Preschool is unable to contact the parents, we will then attempt to contact the people listed on your child's Emergency Card.

In the case of an emergency the Preschool may take such measures as deemed necessary.

ITEMS FROM HOME

Please do not bring any toys or items to preschool. We can not guarantee they will not be broken or misplaced. Please only bring items when asked by the teacher or director. We appreciate your cooperation with not allowing your child to bring toys or items from home.

PRESCHOOL LICENSE & TRAININGS

The Preschool has been in existence for 40+ years and is licensed with the state of Michigan. All staff members have gone through background checks and have been fingerprinted through the state of Michigan. The staff members undergo CPR, First Aid, and Bloodborne Pathogen training. Each staff member participates in additional training as required by our license with the state of Michigan.

REMIND NOTIFICATIONS

WFM Preschool will use the free REMIND app. Our class code is 3k4fg8. All parents and guardian need to sign up for an account to receive important updates, reminders, and notifications.

SNACK TIME

There will be a snack time for the children every day. We request that each family donates one or two items a month by signing up on the snack list and bringing the items in on the day indicated. In order to control tuition costs, volunteer snack donations are necessary. If a particular snack item is not donated, the Preschool reserves the right to substitute an alternative snack on that day.

SUPPLY DONATIONS

We will have a donation drive in the fall. This is monetary donation that allows the director to purchase items for classroom activities and office supplies. Other items that will be listed on the snack list each month may include:

- Antibacterial cleaning wipes, baby wipes or Wet Ones hand wipes
- Hand sanitizer
- Dish soap
- Kleenex

VOLUNTEERS

There will be opportunities during the school year for parent volunteers. You must of a volunteer form signed and on file in the preschool office. For safety reasons, volunteers may not be alone, without teacher supervision, with children.