

WFM PARENT HANDBOOK

Updated August 14, 2023

OUR MISSION

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

AGE REQUIREMENTS

- licensed for 3, 4 and 5-year-olds.
- 3-year-olds must be 3 by September 1 for the 3-year-old class.
- 4-year-olds must be 4 by September 1 for the 4-year-old class unless an exception is made by the Director.
- students must be potty trained including independence with clothing and wiping.

PRESCHOOL SCHEDULE

- starts the Monday after Labor Day and ends in May before Memorial Day.
- classes are Monday, Wednesday & Friday mornings from 9AM to 12PM.
- optional 2 or 3 mornings per week.
- operates on the Wayne-Westland Public Schools calendar for breaks or snow days.
- Preschool reserves the right to change this schedule as needed and will notify parents/guardians of any changes.

TUITION AND FEES ENROLLMENT FEES

- a non-refundable enrollment fee of \$50.00 per child for preschool is payable at the time of registration to hold a spot in the program.
- 3 MORNINGS PER WEEK is \$2115 per year payable in 9 equal payments of \$235 per month.
- 2 MORNINGS PER WEEK is \$1620 per year payable in 9 equal payments of \$180 per month.
- The first month's tuition can be paid either at Open House or by the child's first day of preschool.
- tuition is for the **YEAR**; the payments are divided equally for convenience and **DO NOT** reflect the number of class days in any given month.
- monthly tuition is due by the first Monday of each month and is considered late after one week.
- tuition can be paid electronically through Venmo or by check or cash placed in an envelope with child's name and either put in the tuition payment box or given to admin in office if available.
- each additional child from the same family will receive a 20% discount on the second child's tuition.
- a \$100 discount will be given if the yearly tuition is paid in full by the last day in September.
- there will be NO accepting of cash that is not in an envelope and clearly marked with name and what the payment is for!

- a recommendation of preschool by a parent/guardian to someone with a result in an enrollment, will receive a one-time \$25 credit.
- Late tuition will result in one reminder and, if payment is NOT made by the end of that month, the child will not be able to be at preschool until tuition is paid in full.

LATE ARRIVALS OR EARLY OR LATE PICKUPS:

- use the GroupMe App to notify a late arrival.
- continued late pickups will result in a late pick-up fee of \$1.50 for each additional 15 minutes.

ENROLLMENT FORMS

- must be filled out with any required signatures.
- forms include an Emergency Card, Enrollment Form, Child Information Sheet, Parent Volunteer Sheet, Photograph/Video Release, Parent Pledge of Support, Tuition Agreement Licensing Acknowledgement, Health Appraisal Form filled out and signed by doctor and Acknowledgement of receiving a Parent/Guardian Handbook.

WITHDRAWAL FROM PRESCHOOL

- when a child does not have the required forms on file.
- when a child shows signs of difficulty in adjusting to the preschool program even after every effort has been made to help with adjustment.
- when a child exhibits behavior and/or developmental concerns which require additional staff attention beyond what can be provided and will make every effort to assist in searching for an alternative placement.
- a 2-week notice must be given for withdrawing a child, otherwise a two-week tuition cost will be charged.

COMMUNICATION/PARTICIPATION

- GroupMe app is used for immediate communication between school and parents/caregivers.
- At least **1 parent** if both parents are living together, **both parents** if they are not living together and any **caregivers** who help with transportation **MUST** download the GroupMe App on their phone.
- Snow days are also announced on TV, radio, Facebook as well as the GroupMe app.
- parent/guardian participation is encouraged as much as is possible which includes ongoing communication with preschool staff.
- any concerns need to be shared with either head teachers or director **privately**.
- Updates such as death, illness, travel and separation/divorce that may cause changes in the behavior of the child must be given to the director and/or head teachers.
- keep emergency contact information current and immediately inform the Director of any updates or changes.
- Immediate communication such as reporting an absence, an emergency, school closing or reminders will be done through the GroupMe app.
- Questions or concerns that do not require immediate attention can be asked through the preschool email.
- Information regarding preschool can be found on the Facebook page or the website.

ABSENCES

- any absence **must be reported EACH DAY of absence** to the Director by the GroupMe app.
- in the case of an absence due to illness is reported, you **MUST** give symptoms and/or any diagnosis of the illness.
- no reduction in tuition fees will be given to breaks, vacations, sicknesses or inclement weather.

ACCIDENTS

- preschool staff are certified by the Red Cross in CPR, first aid and bloodborne pathogens.
- If an accident has occurred, first aid will be administered including antiseptics and wound cleaning unless otherwise advised by a parent or guardian.
- parents will be notified at the time of pickup of any accidents or immediately by phone for serious emergencies.

ALLERGIES

- the Director must be notified the of any allergies the child has or any changes that may occur during the school year.
- a child who requires an Epi-pen or inhaler must have current information and the prescription medication locked in the director's office.
- when planning snacks, the staff will avoid any food that contains any ingredients that a child may be allergic to.

BACKPACKS

- a backpack must be brought every day to preschool.
- the backpack should contain an extra set of clothing, including socks, underwear, pants and shirt as well as a gallon sized Ziploc bag for wet items in in case of bathroom accidents or spills from snacks or water play.

BEHAVIOR MANAGEMENT POLICY

- a positive approach to discipline is used which provides an environment where children feel safe, loved and respected.
- the child's choices (behavior) are addressed. The children are encouraged to make good choices.
- The following is a general framework for discipline when a child has made a bad choice:
 1. Separation of the child from the behavior.
 2. Positive language is used and a warning to not continue behavior.
 3. If an unacceptable behavior continues after several reminders, the child will sit in a time out chair. After three or four minutes, a teacher will ask the child what behavior they did and help them decide what good choice they could have made.
 4. Arguing about non-negotiable issues will not be tolerated.
 5. Attempts will be made to identify a possible deeper problem that is affecting the child's behavior.
 6. If the unacceptable behavior continues, the Director will discuss with parent or guardian suggestions to change the behavior.
 7. If a child exhibits behavior which might result in harm to themselves, others or school property; a parent may be called to pick up the child.

8. If the behavior problem continues without change, the Director may ask for the child to be withdrawn from school.

BIRTHDAY POLICY

- birthdays are celebrated once a month.
- children who have a birthday in that month will receive a birthday crown, a candle will be lit and the class will sing "Happy Birthday".
- a planned snack will be given that day.
- a non-edible treat to pass out in the classmate's cubbies such as bubbles, sidewalk chalk, Play-Doh, stickers or crayons may be brought in but are not required.

CHILD ABUSE AND NEGLECT

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

CLOTHING

- tennis shoes need to be worn every day for safely playing on the playground or in the gym.
- children must be able to dress themselves after bathroom breaks without teacher assistance as licensing does not permit staff to wipe, zip up pants or snap onesies.
- if children wear snow boots or shoes during the winter months, it is the parent/care givers responsibility to change the child into tennis shoes after entering the building.

DAILY ACTIVITIES

- the daily schedule is planned to offer balance of academic, play, small muscle and large muscle activities.
- the schedule consists of reading, group time with stories and songs, activity time, bathroom break, snack and large muscle.
- The daily routine is displayed in the classroom.

EMERGENCY PROCEDURES

- fire drills are done quarterly with the children.
- tornado drills are done once in the fall and once in the spring fall with the children.
- lockdown situations are in place and the staff is prepared to handle these but drills with children are not done with the children. Lockdown is very similar to tornado drills.
- all evacuation routes are posted in the classrooms and gym.

FIELD TRIPS

- are an important way to spark a child's imagination by immersing in an experience that cannot be duplicated in the classroom.
- are geared to preschool development.
- required a parent or guardian to transport and stay with the child.
- take the place of regularly scheduled class times.
- are included in the year and monthly calendars so that parents or guardians can plan to attend.
- take the place of regularly scheduled class times.
- fees for field trips will be announced and due prior to the field trip.

CHRISTMAS AND GRADUATION/PROMOTION PROGRAM

- the Christmas program is scheduled for the Sunday before the last week of December at 3PM.
- the Graduation/Promotion Program is scheduled for the Sunday of the last week of preschool at 3PM.
- graduation is for the children going on to kindergarten and will wear a cap with tassel and will receive a diploma.
- promotion is for the children that will be coming back next year and will receive a certificate.
- extended family and friends are welcome to come.

OTHER PROGRAMS DURING PRESCHOOL:

- there are several program or activities during the year that parents and caregivers are invited to come and enjoy. These include a circus, an Easter program with egg hunt and Game Day. Times for these events happen during the preschool morning.
- a schedule will be given so that parents can make arrangements.

HEALTH POLICIES & IMMUNIZATIONS

- the Michigan Department of Health and Lara require adherence to specific policies: which include reporting any communicable diseases immediately to the Director.
- Health Appraisal forms need to be filled out, signed by the child's physician and returned before October 1.
- Health Appraisal forms, immunization records and waivers will be held in a locked file in the preschool office per Hipaa regulations.
- children **cannot** attend preschool if they have a fever of 100°F or higher, diarrhea, rash, sore throat with fever, eye discharge, thick mucus or pus drainage from the eye **within the previous 24 hours**.
- children **cannot** attend preschool if they have a severe and persistent coughing or sneezing, thick or discolored discharge/drainage from the nose, headache or earache.
- if a child has been prescribed antibiotics, they may return to preschool **24 hours after the first dosage**.
- if a child has lice, they must be louse and nit free before returning to school and a staff member will need to examine the hair prior to entering the classroom.
- if a child becomes ill while at preschool, they will be taken to the preschool office and the parent or caregiver will be contacted to take the child home.
- When the preschool is unable to contact the parents, the people listed on the child's Emergency Card will be contacted.
- in the case of an emergency, the Director may take such measures as deemed necessary.

ITEMS FROM HOME

- any personal toys or items from home are not to be brought to preschool unless previously approved by the Director.

PRESCHOOL LICENSE & TRAININGS

- all preschools in Michigan are required by law to be licensed by LARA.
- all staff members are required to have background checks and fingerprinted through the state of Michigan.

- staff members undergo certification in CPR, First Aid, and Bloodborne Pathogen training.
- staff members must participate in additional training as required by the state of Michigan licensing.

SNACK TIME

- there is a snack time for the children every day.
- to keep tuition costs down, it is requested 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.
- a “try it” bite is required of all children unless they are allergic to an ingredient, we do not provide an alternative snack to those who “don’t like” the snack.
- if a particular snack item is not donated, the preschool reserves the right to substitute an alternative snack on that day.

VOLUNTEERS

- there will be opportunities during the school year for parent volunteers.
- a file is kept of parents or guardians who have filled out a volunteer form.
- for safety reasons, volunteers may not be alone, without teacher supervision, with any children.