


# Crown of Life Preschool Handbook

## CROWN OF LIFE

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BULLDOGGS 

Crown of Life Lutheran School  
32725 Ryan Rd  
Warren, MI 48092  
586-264-2656

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Preschool Director, Kadie Westendorf  
[kwestendorf@crownoflifelutheran.org](mailto:kwestendorf@crownoflifelutheran.org)  
586-275-7912

## **Introduction**

Dear parents and guardians,

This handbook has been prepared to assist parents who would like to know more about the preschool program at Crown of Life Lutheran School.

It contains our goals and objectives, procedures, and policies. We ask that you read it carefully and keep it for future reference. Being fully informed can lead to less confusion.

Crown of Life's Preschool is operated by Crown of Life Lutheran Church and School in conjunction with the Wisconsin Evangelical Lutheran Synod (WELS). The program meets all of the State of Michigan Department of Human Services and the State of Michigan Department of Education requirements.

Because no handbook of this length can fully cover the complexities of our program, we welcome you to come to us with any and all questions you may have.

Serving you in Christ,

Kadie Westendorf - Director  
586-275-7912 (cell)  
kwestendorf@crownoflifelutheran.org

Rev. Dan Westendorf-Pastor  
586-933-6020 (cell)  
pastor.dan.westendorf@gmail.com

Steve King- Tuition Manager  
248-330-7667 (cell)  
sek1114@yahoo.com

## Goals and Objectives

Crown of Life Preschool takes seriously its obligation to teach and train children in accordance with the Savior's command: "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."(Matthew 19:14) Thus it is the goal of our preschool program to nurture and train God's lambs as followers of our Savior.

**"Crown of Life School exists to assist parents in nurturing and equipping their children as Christ's disciples for this life and for eternity."**

Although parents have been given the primary responsibility for the training of their children, the church is here to assist the parents in their God given tasks of training their children to know Jesus as their Lord and Savior. Therefore it is the objective of this preschool program to:

1. Assist parents in teaching their children the truths about God's wonderful plan of salvation for all people.
2. Help the child develop his/her mental and physical talents through new learning experiences.
3. Help the child develop emotionally.
4. Help the child become acquainted with the school environment in preparation for Kindergarten.

## Curriculum

We are a Christ-Centered Preschool where God's Word is taught through *Christ Light* (a curriculum of Bible lessons) and reinforced daily through our words and actions. In addition to *Christ Light* we use the *Scholastic Big Day for PreK Curriculum*. This is a comprehensive program that embraces children's natural curiosity and builds the foundation for success in school and life!

1. In *Big Day for PreK*, each day is organized around three Big Experiences—Whole-Group, Circle Time, and Story Time lessons—that provide an anchor for conversation, play, and learning. Carefully selected activities ground the entire class in a common Big Experience. Big Experiences provide integrated learning opportunities and introduce children to new vocabulary, concepts, and skills.
2. *Big Day for PreK* provides opportunities for children to hear language modeled and use language in rich and varied contexts. A wealth of materials and strategies

included in *Big Day for PreK* help teachers promote development of the most important language skills.

3. *Big Day for PreK* ensures that your youngest readers are surrounded by authentic literature and informational text that will foster a lifelong love of reading. Books are used throughout the program to introduce new vocabulary, springboard content-area learning, build reading enjoyment, and promote conversations.

## Staff

Our preschool is licensed by the state of Michigan and meets all the rigid requirements necessary. Our teachers are well qualified and trained to work with your child. Any staff members working with the children or directing the program will have passed through a police screening agency as required by the guidelines of the Michigan Department of Human Services.

## Policies

### Admission and Withdrawal

Crown of Life is licensed by the State of Michigan to accommodate 10 children. Preference will be given to Crown of Life members followed by sister WELS members at the time of the announced registration period. Following this announced registration, the remaining positions will be filled by non-members on a first come, first serve basis. Children may be enrolled up to March 1 of the current school year, if space is available.

The preschool program does not discriminate on the basis of race, color, nationality, or ethnic origin.

Children age three to five are welcome. To be eligible, the child must be fully potty trained and be 3 years old by September 1<sup>st</sup>. All students are required to wear appropriate underwear to school. The child will need a physical examination which will provide proof of the child's physical ability to participate in the program. A Health Appraisal Form must be completed and state required immunizations and/or waivers must be up to date **before** entry into the program.

A child may be dismissed for not being able to function adequately in the classroom. In that event the parent would be notified and the decision would be reached in a caring, Christian manner.

Parents must provide a written notification of withdrawal **two weeks** prior to the child leaving school. This will help us prepare your child for the departure, and also help in our scheduling. Because we have reserved a space for your child, and continue to have the same operating cost, there will be no refunds of tuition, unless the tuition was paid in advance of the month of withdrawal. If two weeks notice is not given, the full month's tuition is expected before withdrawal.

## **Tuition Policy**

The following fee schedule is in effect:

- \$150 Registration Fee (non-refundable) per child is due to reserve student spot
- \$2700 yearly (Half Day M-F 8:30a-12:00p)
- \$4500 yearly (Full Day M-F 8:30a-3:30p)

Crown of Life School offers two payment options

- Parents enroll in Vanco, an online automatic withdrawal system.

***Any payments not received will be discussed by our Board of Education to determine your child's enrollment in our program.***

When there are siblings attending the preschool at the same time, tuition for a second or third sibling will receive a 10% discount.

## **Arrival and Departure**

Crown of Life Preschool will be in session on:

Monday-Friday from 8:00am-3:30pm.

Preschool begins the Tuesday after Labor Day and ends the Thursday before Memorial Day. It coincides with the school year calendar of Crown of Life Lutheran School.

Only authorized persons on the Emergency Child Information Card may pick-up the child from school unless verbal authorization from the parent has taken place. Please review your list carefully and keep it updated when necessary. Persons signing in and out must be at least 18 years of age. Any person other than a parent/legal guardian must show proper identification (i.e driver's license, state identification, ect.) before student is signed out and released.

## **Tardiness**

We do have a tardiness policy at Crown of Life: Children are expected to be in the classroom with their shoes changed and proper items put away by 8:30am. Those children who are not will be considered tardy for that day. Tardies will be recorded and reported to our Board of Education. A child is not to exceed eight (8) tardies within each of the four quarters of the school year. After the eighth tardy, a notice will be sent home with the child notifying the parents of the problem. The notice will need to be signed and sent home the next day. This matter will then be brought before the Board of Education to determine the enrollment status of the child.

## **Brightwheel**

Crown of Life is enrolled in an online app which allows for parents to stay connected with their child's daily progress. This app allows for parents to communicate easily with classroom teachers, excuse their child from school, sign up for events, and receive school reminders. This app is also used to sign in/ sign out your child on a daily basis using a personalized 4 digit code. Your child's profile on brightwheel is confidential and will be viewed only by parents.

## **Latchkey**

Crown of Life offers a Latchkey (after school) Program that runs from 3:30-5:00pm daily Monday-Friday with the exception of half days and days leading to an extended break. Any student not picked up by 3:30pm will be signed into our Latchkey program. At pick up parents/guardians or designated persons are responsible for retrieving the student from the designated area. Students cannot be released until they are properly signed out.

Our Latchkey program runs at a cost of \$2 every half hour and \$1 every minute after 5:00pm. Payment is due and expected at pick up. If payment is not received, an invoice will be sent home at the end of the week. If payment is not received by the following Tuesday, your balance will be doubled. If payment is not received by the following Tuesday, students will be removed from the Latchkey program. For any student removed from the Latchkey program that is not picked up after dismissal, the local police department will be notified and asked to escort your child to the police department and will be available for pick up there.

## **Snacks and Lunch**

The parents will be responsible for providing snacks and lunch for their child. Snacks must be healthy - no cookies, candy, sweets, fruit snacks, etc. Fruits, vegetables, cheese, crackers, and yogurt are good examples. Lunches should also be nutritious. The State of Michigan requires first and last names to be clearly displayed on the inside or outside of all lunchboxes.

## **Discipline Policy**

It is our goal at Crown of Life Preschool to maintain an open, respectful, consistent approach to discipline. The children are always approached in a kind yet firm manner in the following way:

- Identify the inappropriate behavior.
- Give the child time to respond, guiding the child to Christian behavior.
- Provide an opportunity for the child to change their behavior.
- If the undesirable behavior continues the child will be asked to leave the group for a short time to get themselves under control. This is not a punishment rather it is a consequence of their behavior.
- When a child's behavior is harmful to others, such as biting or hitting, the teacher will remove the child from the group and discuss the problem. Parents will be notified if the behavior continues. Overly aggressive behavior could result in temporary dismissal from school.
- At no time is corporal punishment used.

## **Field Trips**

Throughout the school year Crown of Life Preschool will attend various educational field trips. This is a wonderful opportunity for our students and teachers to learn outside the walls of our classroom and school. Crown of Life does not have a school bussing system, therefore as stated by the State of Michigan; parents/guardians, or another family member or friend is required to transport their child to and from the field trip. All field trips start and end at school, unless otherwise noted by the classroom teacher.

## **Recess**

Preschool students participate in recess everyday, weather permitting. Proper outdoor clothing should be brought to school. Students are expected to have the following:

- Spring/Summer/Fall: light jacket or heavy sweatshirt, hat and gloves, close toed shoes.
- Winter: Coat, waterproof gloves, snow boots, snow pants, and a hat.

All students are expected to attend recess, unless a doctor's note states otherwise. In rain and temperatures below 10 with windchill students will remain inside.

## **Clothing Policy**

Crown of Life requires students to be dressed in appropriate clothing that coincides with the current weather for the day. Shorts are permitted from the start of the school year, to after Teacher's Conferences. Students can begin wearing shorts again on May 1. Indoor shoes are to be worn indoors only, and close toed shoes are to be worn outdoors.

Occasionally accidents (spills, bathroom, falls, etc.) happen at school please have an extra set of clothes (shirt, pants, socks, underwear) placed in a ziplock bag and labeled to be stored in the classroom.

## **School Closing**

It is the policy of the preschool to close the school for inclement weather when Crown of Life School closes. The school will use an Instant Alert service to contact you. You will also be contacted via brightwheel. Please check the news and/or our Facebook page if you did not receive an alert.

## **Fire and Tornado Drills**

The children will be instructed about proper procedures to follow in the event of a fire or tornado. They will be taught where to go dependent upon where they are when such an event occurs.

## **Pest Management Plan**

As a school/preschool we are obligated to notify the parents of any pesticide and fertilizer applications that will be made. Advance notification to parents will be done by putting a sign on the door and through a letter or email to the parent.

## **Volunteers**

Volunteers are encouraged and welcomed. Any person interested in volunteering must submit and pass the Central Registry Clearance Request. Once cleared by the state of Michigan, please arrange volunteer times with the classroom teacher.

## **Health Policies**

### **Sick Child Policy**

If a child becomes sick while at school, the staff will:

1. Isolate the child with a staff member.
2. Call the parent and give specific information over the phone.
3. If necessary, agree on an immediate course of action with the parent.
4. Care for the child until the parent or a parent designated person arrives to take the child home.



### Emergency Medical Care

If a child becomes ill or injured at school during the hours of the program, every effort will be made to contact the parents or their representatives as given on the Health Information Sheet. Should the occasion arise that there is an injury or extreme illness at school, it is our policy to notify the parents immediately. In the event medical attention is required and the parents cannot be reached, emergency personnel will be contacted and the child transported to the nearest hospital.

### Common Illnesses

If children show any of the following symptoms they must remain at home: FEVER, DIARRHEA, VOMITING, UNDIAGNOSED RASH, INFLAMED EYES, EARACHES, OR DISCHARGE FROM EYES, NOSE OR EARS. Your child is welcome back to school after being fever free, medication free and vomit free for at least 24 hours. Also add if your child is going to be absent please call or text your child's teacher or the school.

### Communicable Diseases

A communicable disease such as chicken pox, measles, pink eye, lice, etc must be reported to the school. The child may return to the program upon the consent of the doctor or local health agency. We will attempt to notify you if your child is exposed to diseases at school.

### Hand Washing Procedures

The following procedures will be used for hand washing:

- Have a single service towel available.
- Turn on the water to a comfortable temperature between 60 degrees and 120 degrees.
- Moisten hands with water and apply soap.
- Rub hands together vigorously until a soapy lather appears and continue for at least 10 seconds.
- Rub areas between finger, around nail beds, under fingernails, and jewelry, and back of hand.
- Rinse hands under running water until free of soap and dirt. Leave water running while drying hands.
- Dry hands with a clean, disposable paper towel. Turn off tap with disposable paper towel.

*The following are not approved substitutes for soap and running water:*

- *Hand sanitizers*
- *Water basins*
- *Pre-moistened cleansing wipes.*

### **Handling Bodily Fluids**

The center will use precautions when handling bodily fluids as instructed in the bloodborne pathogen training. Steps used will include:

- Staff will put on gloves.
- Clean up bodily fluid.
- Wash area with soap and water, rinse, and sanitize area.
- Wash hands of child.
- Take off gloves and wash hands.

### **Cleaning and Sanitizing**

The following steps are to be followed for cleaning and sanitizing:

#### **Sanitizing Solution**

- Water and unscented chlorine bleach solution with a concentrate of 1 tablespoon of bleach to one gallon of water.
- Commercial sanitizers specified on the label to be safe for food contact surface and used according to the manufacturer's directions.

#### **Controlling Infections**

- See universal precautions above.
- Toys that are mouthed will be removed and washed, rinsed, and sanitized. Other toys and equipment will be washed immediately if dirty, or on a daily basis or when dirty.
- Bedding will be stored so that it does not come into contact with other children's bedding. Cots/mats will be washed daily if used by different children or weekly if used by one child.
- Children who have any type of communicable disease/condition will be removed from care and may return to care only with a doctor's note.
- Children who become ill will be moved away from the children until they are picked up.

## Parent Agreement

As the parent/guardian, I have read the Crown of Life Lutheran Preschool Handbook. I understand that Crown of Life has taken reasonable precautions to protect my child. I understand that the teachers and staff will provide reasonable supervision for my child. I agree that my child will abide by the rules laid out in the handbook. I will work together with my child's teacher and preschool director to help my child succeed as best as possible, and to use the skills and abilities he/she has been blessed with to give all glory to God.

*"Train up a child in the way he should go, and when he is old he will not depart from it."  
Proverbs 22:6*

X \_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date