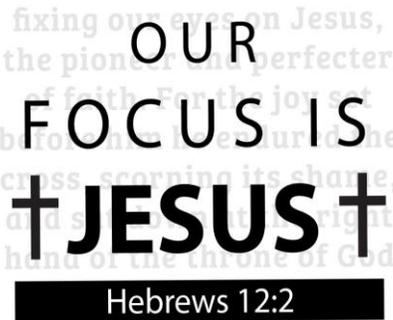


Immanuel Lutheran Church and School Early Childhood Handbook



Hebrews 12:1-2

“Therefore, since we are surrounded by so great a cloud of witnesses, let us also lay aside every weight, and sin which clings so closely, and let us run with endurance the race that is set before us, looking to Jesus, the founder and perfecter of our faith, who for the joy that was set before him endured the cross, despising the shame, and is seated at the right hand of the throne of God.”

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Mission Statement:
TO KNOW CHRIST IS TO SHARE HIS LOVE!

With Christ at our center and parents as our partners, our goal is to nurture the total child in a safe and caring environment, sharing the love of Jesus so every child may know and experience His Grace.

The preschool years of a child are a time of exciting growth and development. Carefully chosen plans by parents can give these early childhood years greater joy, meaning, and satisfaction. Here, at Immanuel Lutheran School, we strive to help you guide your children's future. We do this by offering a well-planned program that offers a variety of experiences that are meaningful to the growth of young minds and bodies.

THE OBJECTIVE of our program is to contribute effectively to the child's total growth and well-being.

Spiritually, we seek to teach children to know and respond to God's love through His Son, Jesus Christ.

Intellectually, we provide a curriculum of educational and learning skills that are developmentally appropriate for each age level.

Socially, we provide both communication and listening skills through play and group interaction.

Physically, we provide a program that caters to the developmental stages of growth that preschool children go through.

Emotionally, we emphasize that each child is a precious gift of God and is therefore someone special. We strive to help the children feel good about themselves and their progress.

Immanuel Lutheran Preschool Policies and Procedures:

HOURS OF OPERATION

Monday – Friday 8:00am - 4:00pm

Preschool Classes run September – May

LICENSING ▪ The Early Childhood Department is licensed by the State of Michigan's Department of Human Services. Therefore, we meet or exceed their regulations for early childhood centers. Our early childhood teachers are certified by the State of Michigan.

ACCREDITATION ▪ Immanuel Lutheran School is a state approved educational institution, operates within the framework of the Michigan School Law, and is under the jurisdiction of the State Superintendent of Public Instruction. All teaching personnel are approved by the State of Michigan through the Lutheran School office of the Lutheran Church - Michigan District.

NATIONAL LUTHERAN SCHOOL ACCREDITATION ▪ Immanuel Lutheran School is accredited through National Lutheran School Accreditation (NSLA) Lutheran Church Missouri Synod, and the Michigan Association of Non-Public Schools (MANS)

ABSENCES ▪ Please contact the Early Childhood Office, either by phone or e-mail, to report your child’s absence from school. If you leave a recorded message for an absence, please include: your name, your child’s name, the name of their teacher, and the reason for their absence. Phone Number (586) 286-1940.

For parents with children attending our K-8 school as well as our preschool - Please note:

- If you are calling to report both a K-8 school and a preschool absence, please call our K-8 School Office first to report their absence, and then ask to be transferred to the Early Childhood Office to report the absence to us. **DO NOT** leave the message with the K-8 School Secretary.
- It is also required by the state that we know about any communicable diseases contracted by any of our students. We are to keep this information on file and report any outbreaks if they occur. Please notify us immediately if your child is diagnosed with any communicable disease.

ENROLLMENT POLICY ▪ Immanuel Lutheran Church has made it their purpose to give a Christian education to as many children as possible. Therefore, we are eager to offer the educational program of our school to all parents who desire a Christ centered education for their children. However, staff and building capacity limit the number that can be enrolled. Therefore, applicants for admission to the school are considered in the following order:

- Immanuel Lutheran Church (ILC) members with children currently enrolled in Immanuel Lutheran School
- ILC members who have not yet had a child enrolled in Immanuel Lutheran School
- Those enrolled in ILC membership classes or are being transferred from another LCMS congregation
- Community members with children currently enrolled in Immanuel Lutheran School
- Families who hold active membership in another Lutheran church
- Families who hold active membership in our partner church(es).
- Community members who have not yet had a child enrolled in Immanuel Lutheran School

ENROLLMENT ▪ Annual enrollment begins each year in February. A completed and signed Registration Form, copy of your child’s birth certificate, and the applicable Registration Fee are required at that time for your enrollment application to be considered. Once your child has been accepted into our program, additional registration paperwork will be forwarded to you. This paperwork, including a valid Health Appraisal Form, must be submitted prior to the first day of school for your registration to be complete. If this required paperwork is not received in the Early Childhood Office in a timely manner, your child may be “excluded” until their paperwork is complete.

Immanuel Lutheran Preschool is a non-profit organization and complies with the issued I.R.S. Revenue Procedure 75-50. We admit students of any race, color, or national origin.

Requirements for children entering our programs are as follows:

Class:	Age Requirement:
Tiny Treasures	Must be 2 by first day of session.
Praise & Play	Must be three by March 1 st of that school year.
3 Year Old Preschool	Must be three by September 1 st of that school year. *Must be able to use the bathroom independently.
4 Year Old Preschool	Must be four by September 1 st of that school year. *Must be able to use the bathroom independently.

*If your child is not completely independent by the start of the school year, you may hold your child’s spot by continuing to pay tuition until they are ready to attend classes. Alternatively, you may choose to discontinue payments and have your child placed on the top of the waiting list. They will then be readmitted as soon as they are ready and if space becomes available.

ARRIVAL AND DISMISSAL ▪ Children are to arrive at school only 10 minutes before class time. Our K-8 students begin their day at 8:15 a.m. Please do not arrive prior to that time, to allow our K-8 families to complete their drop-off procedures. The entrance doors will open for preschoolers at **8:20 in the morning** and **12:05 in the afternoon**. Please note that we will be taking your temperature as well as your child's before going down to the classroom. Only one parent is allowed to escort their child(ren) to the classroom and every individual over the age of 3 must wear a mask.

***If you arrive late, you will need to enter through the Main School Entrance and check in at the Security Desk before walking your child to their classroom. It is important for your child to arrive promptly to school each day. This allows your child's teacher to maintain her daily schedule and avoids distractions for the children already in class.**

At the end of the school day, please wait outdoors to pick up your child. Your teacher will release your child directly to you or your representative. We will ask you to indicate on your **Child Information Record** to whom we are allowed to release your child. Children will not be released to anyone who is not on the list. Please inform us in writing if this list changes or if a one-time exception is to be made. A driver's license will be requested prior to releasing your child if our staff member is not familiar with that person. We reserve the right to not release a child if we feel they might be placed in an unsafe situation.

If a parent or authorized person does not arrive to pick up their child, the staff will:

- Try to contact one or both parents by phone.
- Try to contact one or more of the emergency contacts listed on their Child Information Record.
- A teacher or staff member will remain with your child until someone arrives to pick them up.
- **If your child is not picked up on time, a \$5.00 late fee may be charged for each 15 minute increment after the end of your scheduled class time.**

BIRTHDAYS ▪ We will be celebrating each child's birthday at school during the year, including those who have summer birthdays. If you would like to acknowledge your child's birthday, you may send in a pre-packaged item which will be sent home with their classmates. Please do not send any item that contains nuts as Immanuel is a peanut/tree nut free school.

If your child will be celebrating his/her birthday with a private party, please **do not** pass out invitations at school unless every child in their class is invited.

DISCIPLINE POLICY ▪ Good communication between teacher, child, and parent helps to make the total area of discipline a positive, beneficial experience. Our program is paced so that activities throughout the day will hold the child's interest and enthusiasm. If it is necessary to discipline, however, it will be handled in a positive, Christian manner, and will also encourage self-control, re-direction, and self-esteem in a firm, consistent manner. We will use the following methods:

- Give positive directions (explain to child what they should do).
- Redirect the child to an appropriate activity.
- Talk to the child, and help the child express any feelings he/she is having.
- Give opportunity for the child(ren) to problem solve under our direction, and give suggestions for solutions when necessary.
- Allow child a calm down time (appropriate time out) before we talk about any mistaken behavior. Children are encouraged to use be-by-myself areas.
- Give choices whenever possible.
- Give age appropriate logical consequences for continued misbehavior.

Example: Preschooler continues to throw sand on floor from sand/water table = child given small broom and dust pan to clean up sand.

* No corporal punishment will ever used.

Any discipline problems that continue will be brought to parents' attention so that we can work on a positive plan of action to help the child be successful at school. A conference will be held between parents, teacher and director to develop this plan.

FAMILIES THAT ARE DIVORCED / SEPARATED ▪ The following information must be provided prior to the first day of school:

- Designation of custodial parent.
- Emergency contact names and phone numbers as well as the order of whom to contact and when.
- If a parent has no custodial rights, a court order specifying this must be provided. Please note that without a court order on file we would be required to release a child to either one of their parents.
- Any legal document limiting grandparents or other relatives from picking up the child from school.
- In the case of shared custody, a schedule of who will be dropping off/picking up the child should be provided to your child's teacher.

All tuition payments are the responsibility of the custodial parent. If the non-custodial parent is paying the tuition and fails to pay in a timely manner, the custodial parent will be required to bring the tuition account up to date when they become aware of the delinquency.

Most preschool news and notifications are sent home via email. Please inform who should be receiving this information. A second email address may be added to your child's record if both parents should be receiving this information.

DRESS CODE ▪ Although our preschool students are not required to follow the Land's End dress code that is expected of our K-8 school students, we do ask that our students are dressed appropriately each day. Please keep the following in mind when sending your child to school each day:

- Clothes should be washable, clean, and comfortable for classroom activities.
- Clothing should fit appropriately and not be revealing or immodest.
- Children must be able to remove clothing by themselves when using the bathroom. Elastic waist pants are a good choice.
- Character apparel which promotes aggressive or non-Christian behavior is inappropriate and should not be worn to school.
- Jeans are acceptable but should be free of holes, patches, fraying, or extremely worn spots.
- Shorts may be worn, weather permitting.
- Shoes must be suitable for both inside and outside activities. Sandals may not offer enough support or protection during playtime. "Dressy" shoes are often slippery, especially during gym time.
- Socks must be worn with all footwear, even sandals and crocs.

EMERGENCY PROCEDURES ▪ Immanuel Preschool teachers and assistants receive CPR and First Aid training. If an accident, injury, or allergic reaction occurs during school hours, a staff member will complete an incident report. A copy of this report will be given to the parent when the child is released for the day. A copy will also be placed in the student's file in the Early Childhood Office.

A Fire Emergency Plan is posted in each classroom, which explains action to be taken and staff responsibilities in case of a fire emergency. This plan also has a diagram showing evacuation routes. Students and staff will take part in fire drills throughout the school year.

A Weather Alert Plan is also posted in each classroom, which explains action to be taken and staff responsibilities in case of severe weather alerts. This plan also has a diagram showing evacuation routes. Students and staff will take part in one tornado drill in the fall and one in early spring. In the case of an actual tornado or severe weather alert, no one will be allowed to leave the premises until the "All Clear" siren has sounded. Please note that for obvious safety reasons, we will not be able to release your child to you during this time.

Immanuel Lutheran School will participate in Lockdown/Shelter In Place Drills. During these drills, the teachers will gather students into a designated area in the classroom and turn out the lights. They will encourage the children to be quiet. The teachers make this seem like a hiding game, so the children will not become frightened. Once the drill is complete, the lights will come back on and the children will resume normal activity.

In case of an actual evacuation, preschool children will be escorted by adult staff, on foot, to one of the following locations depending on the emergency: **Immanuel Men's Club** (east side of property), **Immanuel Chapel** (on south corner), or **Mohawk Elementary School** (48101 Romeo Plank Rd.). Parents will be notified by email, phone and /or **Remind.com** notification.

FIELD TRIPS ▪ A variety of fun and educational field trips will be planned for the children during the school year. These field trips may require a nominal fee for your child to attend. A Field Trip Form will be sent home prior to each trip. This form, along with the required fee, must be completed, signed, and returned to your teacher by the deadline indicated for your child to accompany their classmates on the trip.

Immanuel Lutheran School (Preschool – Grade 8) policy states that siblings are not allowed on field trips. By signing our field trip form, you acknowledge your understanding of our sibling policy. **THIS POLICY WILL BE ENFORCED.**

***No smoking/vaping is allowed at any time on class field trips or on Immanuel Lutheran Church and School campus.**

TRANSPORTATION SAFETY POLICY - (Off Campus Field Trips)

- A person trained in first aid shall be available on each field trip or special outing
- A first aid kit shall be available on the trip
- The Child Information Record will be taken on all outings
- Written permission is needed from the parents for each child, including the child's name, destination, signature of parent, and date of the field trip
- Each parent is responsible for transporting their own child on field trips and must meet and maintain the child restraint system requirements according to Michigan Law

GRIEVANCE PROCEDURES AND GUIDELINES ▪ Complaints or disagreements with Immanuel Lutheran Early Childhood Department policies or staff will be handled in the following manner:

Step 1: Parents should voice their complaint or concern immediately and directly to the teacher and/or assistant. Be prompt when a concern arises. Do not wait for several weeks or months to "see if things change or get better." Our staff is committed to resolving immediate concerns.

Step 2: If the concern is not resolved through Step 1, then the parents should seek out the director with their concerns or complaints. This may be done either verbally or in writing. The director will then attempt to resolve any concerns

in a reasonable time and manner. Either party may request the presence and opinions of the Pastor, or other second party, in dealing with the concern.

HEALTH REQUIREMENTS ▪ A physical examination, indicating that your child is healthy enough to attend preschool, must be completed before a child is enrolled at Immanuel. A **Health Appraisal Form** will be provided to you at the time of your acceptance into our preschool. This form must be completed and signed by both a parent and your child's pediatrician and submitted to the Early Childhood Office prior to the start of the school year. This form is valid for two years from the date of the physician's signature.

Children must be properly immunized to attend school at Immanuel. Adherence to this policy is required by the State of Michigan and is enforced by the Macomb County Health Department. If you have a personal objection or medical contraindication to one or more of these required immunizations, an appointment must be made with the Macomb County Health Department. After receiving the Waiver Form, it must be completed and signed by the parent and/or pediatrician. This waiver should then be submitted to our Early Childhood office. Only the waiver form provided by the Macomb County Health Department will be accepted. Children who have not complied with the required immunization policies will be excluded until requirements are met.

MEDICATION ▪ If your child has a known allergy or may need to receive a prescribed medication during the school day, an Action Plan must be completed and signed by the child's parent and/or pediatrician. This form will include dosing instructions as well as indications of when to administer said medication. Prescription medications must be in their original container and have the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of medication. Over the counter medication must be in the original container with directions for the age child it is to be given to. Written permission and instructions must be provided on the **Permission for Dispensing Medication** form. If this prescribed medication will expire during the school year, it is the parent's responsibility to replace such medication prior to the expiration date.

ILLNESS OR COMMUNICABLE DISEASE ▪ Please keep your child home if he/she is vomiting, has repeated diarrhea, is running a fever (100° or higher), has an unidentified rash, or is known to have a contagious condition. If a child shows signs or symptoms of any communicable illness during the school day, the parent or emergency contact will be notified immediately and asked to pick the child up from school. For the well-being of the child and their classmates, he will then be placed in a separate area until the parent arrives. At no time will any child be left alone or unsupervised.

Do not send your child to school if he/she exhibits signs of a communicable disease. Once the symptoms of the illness have disappeared, the child will be accepted back in school. The director reserves the right to request a physician's note for re-admittance. Notification, usually in the form of an email, will be sent home to communicate if your child may have been exposed to a communicable disease other than routine colds or flu. Please notify the school at once if your child has a communicable disease.

Children must be excluded from preschool until they are no longer contagious depending on the particular illness. Children are required to be fever free without medication for at least 24 hours before returning to school. If your child's doctor prescribes an antibiotic, your child may return after 24 hours of the first dose. Staff and volunteers follow this illness policy as well.

INJURY ▪ While we strive to provide a safe environment, there are times when children fall or bump heads, etc. Should your child incur an injury during the school day, teachers will attend to him/her immediately and administer the proper first aid. In the case of injury to the head, face or neck, parents will be contacted immediately and offered the

opportunity to come check on their child. In cases of severe injury, 911 will be contacted first and parents will be the next call.

HEALTH CARE PLAN ▪ STAFF AND CHILD HAND WASHING - Staff will wash hands prior to the start of the workday and care of children, before giving medication, after toileting, after assisting children in toileting, after handling animals or pets and cleaning cages, after handling garbage, after handling bodily fluids, before eating, before serving food or drink, and when soiled. Staff will follow universal precautions when handling body fluids and have been trained in handling Bloodborne Pathogens.

Children will be instructed to wash hands after toileting, before eating or food prep experiences, after blowing their nose, after handling animals or pets, and when soiled.

- **EQUIPMENT SANITATION AND ROOM CLEANING** - Equipment, toys, and other surfaces are cleaned and sanitized per use or as needed following the State of Michigan, Department of Human Services – Bureau of Adult and Child licensing rule R400.5114 (1) (g) guidelines. Floors and carpets are mopped or vacuumed daily and bathrooms are sanitized daily. We are on a regular rotation for carpet cleaning and floor waxing.

- **PEST MANAGEMENT PLAN** - The following is our policy/procedure for controlling pests (ants, bees, wasps, spiders and/or mice). We will use products that are listed as having the lowest effective toxicity level possible. We will inform you by written note handed to you at pick up and/or by email, and with a written notice in the center at least 48 hours in advance of any treatment. If your child is absent, we will inform you by phone or email.

We will tell you the product used, its active ingredients, how the product will be applied and to what location within the center. Whenever possible the treatment will be applied on a Friday after school dismissal. Please contact the National Pesticide hotline at 1-800-858-7378 or go to www.npic.orst.edu for more information on specific pesticides.

LICENSING NOTEBOOK ▪ The State of Michigan, Department of Human Services, requires that parents/guardians with children enrolled or considering enrollment into a licensed program have access to a notebook containing all licensing inspection reports, all licensing renewal inspection reports, special investigations, and corrective action plans beginning May 27, 2010. Immanuel Lutheran Early Childhood Department maintains such a notebook. Parents are welcome to review this notebook in the Early Childhood Office during regular business hours.

PARENT/TEACHER CONFERENCES ▪ Preschool classes will have formal Parent/Teacher Conferences in the spring. No formal conferences will be scheduled in the fall. However, if at any time you would like to schedule a formal conference with your child's teacher, please see the teacher after class, call, or email to set up an appointment. It is our desire to maintain open communication with parents and encourage you to give us feedback on our program and other planned activities.

PETS ▪ No pets or any type of animal should enter the school without foreknowledge and approval by both the teacher and director. If permission is granted, the animal must be in a cage and under the supervision of an adult at all times. Pets should also not wait with parents at the entrance of the school building at the end of class as children are released from the building. Pets should also not be brought on Immanuel property for any social or athletic events.

SNACKS ▪ Each parent must provide a pre-packaged snack that is peanut/tree nut free and also manufactured in a facility that is peanut/tree nut free. A safe snack list will be distributed to all parents prior to the beginning of the school year. Please refrain from sending any type of chips, cookies or candy as we aim to give your child a nutritious snack at school. The exception to the pre-package rule is fruits or veggies. Water bottles are currently not allowed, but children will be given cups of water upon request throughout the day and at snack.

We strive to have a "PEANUT/NUT SAFE" environment within our building. Please refrain from sending any snacks made from peanut or tree nut products. Please check food labels closely as we cannot accept items which were "made in a facility that also processes products containing peanuts or other tree nuts."

SCHOOL CLOSURE ▪ If Chippewa Valley schools are closed due to weather conditions, Immanuel School and Preschool will cancel classes. Television, radio stations, and the internet will have this information, usually by 7:00 a.m. Also, a school-wide notice will be sent via e-mail to all families from the building principal. Parents may be phoned during the day and asked to pick up their child if conditions are hazardous enough to warrant early closing of the program. In this case, afternoon classes may be cancelled even though morning classes were held. We will make every effort to notify you of such a mid-day closing as soon as we become aware of it. A staff member will remain at the school until the last child has been picked up by an authorized person. Parents' cooperation in picking up children as soon as possible is expected.

SPIRITUAL GROWTH ▪ WORSHIP - The children and their families are highly encouraged to attend weekly church services, either at Immanuel or at their own church home. As a Christian school, one of our main objectives is to help both the child and the family grow spiritually in the love of Jesus Christ. Early childhood is a wonderful time to establish lifelong worship habits. If you do not have a church home, you are always welcome and encouraged to worship here at Immanuel.

CHAPEL - Once a week, the four year old preschoolers will go to the Worship Center to have a special worship service. This simple and brief service will be used to expose them to the proper attitude of worship. This will be a shared time with our Kindergarten class. Parents are always welcome to attend.

GIFTS FOR JESUS - Each week, the children are encouraged to bring in their "Gifts for Jesus." All the money collected will be given to the ministry of the Lord and special mission projects that the entire church and school are involved in throughout the school year.

SINGING IN WORSHIP SERVICE - The children in our 4 year old classes will be asked to sing during a Sunday morning worship service. It is our hope that you will encourage your child to share their love of Jesus through song on these dates. When the children are singing in church, please keep in mind that this is not a program or show. They will sing from the choir area and will serve as the choir for that particular service. It is a normal weekly worship service and should be respected as one. PLEASE ... NO PICTURE TAKING OR VIDEO RECORDINGS.

SUPPLIES ▪ Your child will need a backpack for preschool. When choosing a backpack for your child, please keep the following in mind:

- Do not choose a backpack that has a handle and wheels. These will not fit in the cubbies that the children will be using.
- Backpacks should be standard school sized, not too small. Teachers will often be sending folders, notes or books which will need to fit into backpacks. Backpacks should also be large enough to hold an extra set of clothing that a child may use in case of accidents or spills.
- Please be sure to write your child's name somewhere on the outside of the backpack. This will avoid confusion if other children have the same style of backpack.

Parents should check their child's backpack each school day, as their teacher will be sending information and other items home in the backpack throughout the school year. Please be certain the bag isn't filled with "TREASURES" from home that would fill the space needed for notes and projects. All other school supplies will be provided unless otherwise indicated by your child's teacher.

SUSPECTED CHILD ABUSE OR NEGLECT ▪ Michigan Public Act #238 of 1975: Any school employee who has reasonable cause to suspect child abuse or neglect shall immediately make an oral report to the Protective Services Department, Macomb County. Within 72 hours the school employee shall notify the director of his finding and an oral report has been made to Protective Services. The school employee must file a written report regarding the suspected child abuse or neglect with Protective Services and provide a copy to the director. Immanuel Lutheran Preschool maintains its role as an advocate for every child in its care.

REGISTRATION FEES ▪ - A registration fee is paid when the child is accepted for enrollment into the preschool. Registration fees for the 2019-20 school year are as follows: \$75 for Praise and Play, \$150 for three and four year old preschool (3 day) and \$225 for 5-day four year old preschool. This fee is non-refundable. Items covered by these fees include: curriculum expenses, crafts, parties, teacher appreciation gifts, and other general supplies and equipment needed throughout the school year. As part of this fee, your child will also receive a Preschool Yearbook. A detailed breakdown of these expenses is available upon request.

TUITION ▪ Payment Options:

Pay in Full - You may pay your tuition in full on or before September 1st by cash, check or credit card. Payments made in cash or by check will incur no additional fees. Payments made via credit card will incur the following fees: Discover, 2.2%; MasterCard, 3.3%; VISA, 2.2%. No other type of credit cards will be accepted. If credit card payment is rejected for any reason, a \$25 non-payment fee will be added to your account. If check is returned to us by the bank for any reason, a \$25 returned item fee will be added to your account.

Pay Monthly – You may pay your tuition over 9 monthly or periodic payments using Smart Tuition. Smart Tuition offers parents flexible monthly payment options (online payments, auto debit, auto credit, etc.). A one-time administration fee of \$45 per family will be added to your first payment. Information about Smart Tuition can be found at www.enrollwithsmart.com *Please note: there will be an additional fee of 2.85% assessed for credit card payments. Also, please familiarize yourself with Smart Tuition's Late Payment and Failed Payment policies. We strongly advise parents using Smart Tuition to use their Automatic Debit option to avoid late and missed payments, resulting in fees.

Please note, there will be no refunds due to illness or vacation, or for any cancelled days due to weather conditions.

If your tuition account becomes past due by more than 30 days, your child may be suspended from school (not allowed to attend classes, activities, or events) until your account is brought up to date or a Tuition Modification Agreement is put in place. Please contact the Early Childhood Office before your account becomes past due. We are here to work with you and find a payment plan that meets your ability to pay.

VOLUNTEERS ▪ Parent involvement is always welcome and you are encouraged to serve as a volunteer: to help in the classroom on a rotating basis, to offer your talent or profession as a learning experience for the children, to help with special events, or to help plan various parties throughout the year. All volunteers will be screened and must complete a required **RISK** Management Authorization (**MSP I-Chat**) on our website, as well as be cleared through **PSOR** (Public Sex Offender Registry) before entering the classroom or being with children.

It is the policy of our Early Childhood Department that siblings are **NOT TO ACCOMPANY** you at the time of your scheduled volunteering. Please arrange to have them cared for during this time.

Written Plan of Supervision for volunteer parents (In compliance with R 400.510a)

Immanuel Early Childhood Program adheres to the ruling of 104a when involving parents in a volunteer setting. A volunteer parent will not be left unattended with any number of children. While they are volunteering, they will always be working with either the assistant or the teacher, who have been cleared by the **CCBC** (Child Care Background Check) program as required by the State of Michigan. Substitute teachers have also been cleared through the **CCBC** process.

WITHDRAWAL POLICY ▪ When your child is enrolled in our Early Childhood Program, it is anticipated that he/she will remain with us for the entire school year. However, if it should become necessary for you to withdraw your child, we ask that you notify the director in writing at least two weeks prior to withdrawal. Tuition will be charged for the full month in which the withdrawal occurs; it will not be prorated. Tuition that has been paid in full for the year will be refunded for remaining months only.

If we (the Immanuel Early Childhood staff) feel that your child should be withdrawn from our program, the following steps will be taken:

- The teacher and parents will decide on an action that would most benefit your child.
- The teacher who works with the child and the Director will meet with the parents and discuss the reasons they feel the child should be withdrawn.

Reasons for withdrawal may include (but are not limited to):

- Failure to keep up with monthly tuition payments
- Evidence of not being completely toilet trained
- Not keeping current with the immunizations policies and/or not providing proper waivers
- Child's behavior that presents danger or is detrimental to other children
- Failure to comply with any of the other admission policies
- Failure on the part of parents to support the Early Childhood staff

CHANGES IN POLICIES AND PROCEDURES ▪ This handbook is provided to inform parents of policies and procedures of Immanuel Lutheran Preschool. These policies and procedures are subject to change and interpretation as necessary. The content of this handbook is for informational purposes only and does not constitute a contract between Immanuel Lutheran Early Childhood Department and any other party.

***** Please sign the following page and return to your child's teacher.
This form will be kept on file in the Early Childhood Office.

