



Preschool Family Handbook



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Educational Policies

Philosophy

Purpose: Water of Life Christian School is designed to nurture the spiritual, educational, social, and physical development of each child who is enrolled. Our aim is to provide an environment where your child will experience happy times, become involved in activities that will enhance the growth of both mind and body, be introduced to the joy and peace of God, and discover Him as a real and personal part of his/her young life.

Statement of Faith: We believe the Bible to be the Word of God and that it is to be used as the guide to Christian living. We believe there is one God, eternally existent in three persons, the Father, Son and Holy Spirit. We believe in His virgin birth, His sinless life, His miracles, His resurrection, and His ascension into heaven and personal, visible return to earth. We believe that the only means of salvation is through Christ as our personal Savior.

Perspective: We are a Christian school, non-denominational and Bible-centered in our approach. The Bible is the integrating factor around which our activities and subject matter are correlated. We teach God's love and promote a Christian atmosphere of respect and loving appreciation for each individual child and for the wonder of God's world.

Program: Your child's early years are his/her most important developmental years. We endeavor to make certain that the hours your child spends in preschool are not wasted, but productive toward the formation of his/her character and personality. We feel preschool should be more than a playtime experience. Therefore, a carefully supervised and balanced program is planned to assist your child in his/her learning process. Our qualified staff is fully competent to provide loving and understanding care for each child.

The Whole Child

We seek to provide a superior environment and program consistent with the highest standards which allow your child to develop to his/her maximum potential.

Our four primary goals of Water of Life Christian School are:

1. To surround each child with a loving, safe environment in which he or she can learn and grow.
2. To encourage children into an educational process that will help to develop their young lives to maximum potential.
3. To provide a nurturing preschool experience of lasting value by developing the total personality of each child spiritually, educationally, physically, and socially.
4. To support parents in the training and equipping of their children to fulfill God's purpose for their lives from a Christian perspective.



“Train up a child in the way He should go and when he is old he will not depart from it.” (Proverbs 22:6)



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Physical

“Do you not know that your body is a temple of the Holy Spirit within you, which you have from God? You are not your own; you were bought with a price. So glorify God in your body.”
(I Corinthians 6:19-20)

1. To protect the health and provide for the safety of the young child.
2. To help him/her develop physically.
3. To stimulate the development of the large and small muscles.
4. To provide a balanced academic and physically developmental environment.
5. To encourage hands-on experiences that are both teacher led and child-initiated.

Educational

“Train up a child in the way he should go and when he is old he will not depart from it.”
(Proverbs 22:6)

1. To stimulate the child's curiosity and imagination which contributes to his/her development of ideas and concepts.
2. To encourage the child to gain a deeper understanding and a greater awareness and appreciation of the world around him/her.
3. To encourage an enthusiasm for learning, exploring, and development of first-hand learning experiences.
4. To provide a center-based, individual-choice environment, along with teacher-led instruction.
5. To consistently expose the child to a basic educational program (science, social studies, upper and lower case letters, numbers, reading readiness, concept learning, music, art, and play) in ways that are developmentally appropriate for the age and level of each particular child.

Spiritual

“But Jesus said, ‘Let the children come to me, and do not hinder them; for to such belongs the kingdom of heaven.’”
(Matthew 19:14)

1. To help the child develop an awareness of the love of God
2. To help the child learn to love others
3. To teach the child that Jesus is God's Son who loves him/her personally
4. To develop a love of God's Word, the Bible
5. To encourage frequent times of songs including praise and worship

Social

“So faith, hope, and love abide, these three; but the greatest of these is love.”

(I Corinthians 13:13)

1. To provide special attention to new children and try to help them quickly gain a sense of belonging.
2. To help the individual child develop a sense of self-acceptance.
3. To provide an environment that will foster a sense of security in the child.
4. To help the child learn to feel accepted by his/her teachers and peers.
5. To encourage participation in group activities and getting along with others.

Overview

Our Preschool program activities include:

1. Physical fitness activities
2. Basic Bible concepts
3. Moral and manners training
4. Arts and crafts
5. Music and rhythm
6. Large & small muscle development
7. Colors and shapes
8. Letters and numbers
9. Phonics

Daily Schedule

A daily class schedule is posted in each classroom, with approximate times of each activity.

“Jesus said, ‘Let the little children come unto me and forbid them not, for the kingdom of heaven belongs to such as these,’ and He put His hands on them and blessed them.”

(Matthew 19:14 & 15)

6:30	Center Opens
6:30-8:30	Center Play-Opening Classrooms (Forest, Meadow & Arctic Rooms)
8:45	Children Meet in Children's Worship Center
8:45-9:00	Daily Worship, Music, Flag Salutes and Prayer
9:00-9:15	Chapel: Wednesday & Thursday 8:45-9:15
9:15	Morning Snack (In Classrooms)
9:30-10:30	Circle Time, Expanded Curriculum
10:00-10:25	Outside Play-Garden, Farm, Aviary Rooms
10:30-10:55	Outside Play-Forest, Arctic, Jungle Rooms
11:00-11:25	Outside Play-Ocean, Rainforest, Meadow Rooms
11:30	Lunch (In Classrooms)
12:30	Half-Day Pick-Up Time/Story time for Full Day Children
12:30-2:45	Naptime
3:00-3:30	Afternoon Snack (In Classrooms)
3:00-3:30	Classroom Center Play
3:30-4:30	Outside Play-All Remaining Classes
4:30-5:45	Center Play
6:00	Center Closes

Classroom Schedules

Class starts promptly at 8:30 am. To receive the most out of the instruction, children should be present at the beginning of class unless there is a special circumstance, such as doctor's appointment. Because of many incidentals that may need to be taken care of at arrival time, it is suggested that you plan to allow an extra ten minutes on your route. A calm, unrushed morning can make the day more enjoyable for you and your child. To avoid classroom distraction please have your child in class by 9:00 am.

Children will not be accepted into class after 10:30 am.

Centers

Readiness activities, Bible curriculum reinforcement projects, science activities, basic math skills, free choice activities, etc., will all be presented in classroom centers. Several choices will be presented weekly to provide a stimulating exciting hands-on learning experience.

Curriculum

As a Christian school, we place a strong emphasis on teaching and learning God's Word. All subjects are taught from a Christian perspective. Our Bible curriculum includes: Bible stories containing Christian Life attitudes, Bible songs and finger plays, and a Bible verse relating to the story, all presented in a weekly Bible circle time where we share God's Word with the children. Scripture memorization is also encouraged.

- Prayers- morning, mealtime, special needs.
- Stories- bible, animal, children, nursery rhymes, etc.
- Music- singing, rhythm instruments, marching, tapes, music, tapes, music interpretation.
- Pledges- American and Christian Flags, the Bible.
- Character Development- honesty, helpfulness, courtesy, obedience, kindness, neatness, responsibility.
- Reading Readiness- matching, recognizing differences and sequences, letters and their sounds, left and right activities, recognizing and printing their name.
- Large Muscle Skills- climbing, running, jumping, riding, skipping, balancing, throwing, group exercises.
- Small Muscle Skills- blocks, stringing beads, pegboards, puzzles, cutting, drawing.
- Art-Names of colors, finger and brushing painting, crayons, textures, shapes, gluing, collages.
- Health Facts- cleanliness, nutrition, rest, exercise, fresh air, teeth and hair care.
- Manners- respect for adults, preparing a thankful heart, preferring one another, please and thank you's, good eating habits, sharing and taking turns.
- Science- plants, seeds, fish, pets, insects, reptiles, birds, weather, seasons.
- Number Facts- calendar, clock, counting, shapes, and games.

Each child participates as he/she shows desire and readiness for an activity.

Discipline and Guidance

Teachers maintain clear, consistent, and fair limits which are age appropriate and related to the safety, general welfare, and protection of the rights of others. All children have the right to learn and be free of disturbance when carrying out an activity. Teachers help children become aware and responsible for their behavior. Our program encourages truth, honor, and respect-for God, others and for self. State regulations are strictly adhered to; only discipline that fosters encouragement, re-direction, and support of the child's rights is acceptable. Absolutely no corporal punishment is allowed.

Phase One-We will use positive reinforcement and re-direction for acceptable behavior and self-control. When disciplining a child, the object of the preschool will be to help develop the child's positive self image. The techniques we will utilize will include praise and encouragement for "making the right choices" and will include specific reinforcement for progress, especially in the behavioral areas of concern.

Phase Two-Should it become necessary to demonstrate the need for consequences, the loss of some privileges as well as the "time out" technique will be used when it is determined necessary for the child to re-gain control, followed by an individual discussion with the child by the teacher.

Phase Three-If disruptive behavior continues, a Discipline Report will be logged and a copy sent home, and the parent(s) may be contacted.

Phase Four-If a behavioral problem persists, the parent(s) will be requested to come to the preschool and a plan of parent/teacher cooperation will be implemented, which will need to be signed by parent(s) if school attendance is to continue.

Phase Five-No more than one, and at the most two, additional outbursts, to be determined at the sole discretion of the Director, will be tolerated, and, if disruptive behavior continues, because of the gravity of the situation, and with written notice given to the parents, the child will be sent home for a period of up to two weeks (tuition will not be charged for this time period).

Phase Six-If, after undertaking the five previous steps outlined above, our program still becomes unable to meet the needs of a child due to hurting him or herself, hurting others, damaging property, or otherwise inhibiting the growth and progress of other students, we could find ourselves in the regrettable position of having to ask you to permanently remove the child from our preschool. Therefore, any further demonstrations of negative or uncooperative attitude or rebellious spirit, constant disruptions that disturb the classroom atmosphere, or repeated disobedience or defiance of authority will result in the child being asked to leave our preschool program.

Staff

Our teachers and directive staff are all dedicated to your child's welfare and our deepest desire is to see your lives shaped into useful and fully functioning individuals. We mandate that our staff members demonstrate a walk consistent with a strong Christian faith, a life filled with the fruits of the Spirit, and an attitude that is positive, balanced, and eager to teach each child. All members of our staff have a personal

relationship with God through His son, Jesus Christ; are active in the church of like faith, and have dedicated their lives to the children under their care. They meet or exceed the approved standards for education and experience set forth by the State of California, and many are pursuing further professional growth through continuing education.

Admissions

Parents or Guardians: In each instance where the word “parents” is used it refers to whoever has custody of the child, whether grandparents or guardians. In the event that someone other than the biological parent has custody of the child, a copy of legal documentation must accompany enrollment forms.

Policies: Our preschool is equipped and staffed to give the best possible care for children whose parents are interested in an enriched program. We offer a quality program for children whose parents work and must be away from home for the day, and/or parents who have decided that they can better carry out their child-rearing responsibilities in partnership with a quality preschool offering an enhanced educational program for their child.

Ages and Grades: Children between the ages of 3 and 5 years are eligible for admission providing they have not attended kindergarten. Children must be 4 by October 1st to be eligible for Pre-Kindergarten.

Non-discrimination: Water of Life Christian School operates on a non-discriminatory basis, offering equal treatment and access of service without regard to race, color, sex, national origin, ancestry, or religion.

Oversight and Licensing: Water of Life Christian School is owned and operated by Water of Life Community Church and is governed by its Board of Elders. The school is also directed by a Board of Advisors who meet monthly to provide overall support and guidance for the school. We are licensed by the Dept. of Social Services (DPSS).

Registration Requirements: All parents are encouraged to set an appointment to tour the facilities and observe first-hand the school program during class hours. An initial interview will be held with all first-time families-including the child and the parents-regarding the admission of their child by the Director.

Should the parents decide that the program offered will be beneficial to their child, and space is available the following steps will be followed.

1. Registration package to the parents.
2. Family Handbook and program information.
3. Admission Agreement signed.
4. A non-refundable registration fee paid (holds your child's place).

Waiting List: If space is not available, your child may be placed on our waiting list for a Non-Refundable fee of \$25.00. This fee will be applied to your registration fee when you enroll.

Emergency Contacts: It is of utmost importance that parents or a listed contact are able to be reached by phone at all times. Parents are responsible for keeping the school office informed as to changes in address, phone numbers, or any other emergency information. This is such an important consideration that if proper notification is not kept current, and if it becomes a continual problem to reach parents, discontinuation of enrollment may result. Parents may log on to RenWeb at any time to update their emergency contact information.

Daily Admission: Each child must be accompanied into the school by a responsible adult 18 years of age or older and taken to the staff person on duty. Please make eye/verbal contact with the staff member. After the child has been determined to be without obvious signs of illness (see Illness below) and has been accepted, the adult must then sign his or her **full legal name** (initials are not acceptable) on the Sign-In/Sign-Out sheet when dropping off or picking up his or her child. The same procedure is to be followed in reverse order when picking up the child. Please be sure a teacher knows that you are delivering or taking your child. Authorized sibling age 18 and over with a valid California Drivers License are permitted to drop off or pick up (Special circumstance requiring written permission).

No child will be permitted to leave with anyone other than his/her parent unless that person's name is on the child's identification and emergency information card in the office and they have picture identification. You may give a signed, written notice if someone who is not on your child's emergency list is to pick up your child. Please give this note to the office staff. Then the office staff on duty will ask the person for picture identification before your child is released to them.

Sign-in and sign-out should be taken seriously. This is for your child's protection and is a state-regulated mandatory procedure that must be followed. Your signature represents a transfer of authority and is a legal document. Any parent who consistently fails to follow this daily sign-in/sign-out procedure may be subject to a \$10.00 fine for each occurrence and discontinuation of enrollment may result.

Half Day: The children in the Half Day program are to be picked up before 12:30 pm. Lunch is included for half day children, as well as full day children. (There will be a Half to Full day charge for time incurred beyond the half-day, 12:30 pm designated time. This fee represents the difference between Half day and Full day fees).

Leaving Your Child at School: It is not unusual for new children to cry and cling when parents leave, or for adjusted children to experience occasional insecurity. Difficulties in adjustment seem to occur after an illness, holidays, changes in the home, or other breaks in the regular school schedule.

The staff is well-experienced and will use gentleness and understanding with your child. His or her needs will not be ignored and there are many ways to divert a child's

interest. It is suggested that you give your child a hug, hand your child to the teacher and say something reassuring like, "When I pick you up, you can tell me all about your day!" Sometimes parents feel better when they call back and learn that their child is doing fine.

Parents are asked not to linger in conversation with the teachers. **A teacher's first responsibility is for the safety of the children.** If you need more than a few moments to convey any concerns, please see the Director, who would set-up an appointment with you.

Jesus said, "Any of you who welcome a little child...Is welcoming me, and caring for me."
(Matthew 18:5 TLB)

Financial Policies

Registration Fee: The Non-Refundable Registration Fee covers the cost of processing the application and insurance. The registration fee is due and payable at the time of registration.

Tuition: It is our desire to maintain a high quality academic program and to keep our classrooms and playground equipment in good condition. We also intend to provide well-balanced and nutritious snacks and a hot lunch for your child, which is included in the price of tuition. Our staff is the finest, and we feel it is important to pay them a commensurate salary. All tuition fees are non-refundable and are due monthly. Tuition fees are payable one month in advance even if your child is not in attendance for reason of sickness, time off, etc.

The stability of our school and the quality of its programs is of the utmost importance. In order to maintain the regular receipt of tuition, all families are required to pay these fees by way of Electronic Funds Transfer (EFT). Tuition is paid over 10 months for the Fall Session and 2 months for the Summer Session. Tuition is due one month in advance.

All holidays and staff in-service days are calculated in the total cost of tuition, therefore there is no proration or refund for not attending these days.

Full/Half Day Sessions: Full day sessions are available between the hours of 6:30 am to 6:00 pm. Half -day programs are available from 6:30 am to 12:30 pm.

Days Per Week: We offer three different programs: a two (2) day program on Tue/Thur; a three (3) day program on M/W/F; and a five (5) day program Monday through Friday. We are not open during the weekend.

Withdrawing your Child from School: A minimum two week's notice must be given in writing if you are planning to withdraw your child from Water of Life Christian School. A Change Form can be picked up from the school office. Any tuition paid in advance will be pro-rated and refunded, if necessary. Tuition will be charged

through that period of time, even if your child leaves before the end of the two week period. Parents of children who have been withdrawn will have to pay a new registration fee upon re-enrollment.

Vacation and Holiday: One week of the year you are entitled to half tuition; i.e. reduce your weekly tuition payment by 50%. The week chosen is at the option of the parents. Two week's prior notice (or at the discretion of the director) is required to be given credit for the half tuition week. Your child may not attend school the week you pay half tuition. One week of half tuition is the maximum allowed for the first year; thereafter, one week free will be allowed. This benefit is available between the months of September through November and February through June only.

Tuition amount remains the same regardless of student attendance, or if school is not in session because of teacher in-service days, or school holidays. There is no credit given for absences due to illness, vacations or holidays.

Family Discounts: A family with more than one child enrolled on a full-time, five day per week basis, receives a 10% discount on the second child, and a 15% discount on the third child. If you have a sibling in our Elementary School, the discounts apply to the younger child(ren).

Late Fees: Late fees are assessed if your child's tuition is not paid on time. A \$25 NSF fees will be charged if an EFT fails from your account or if a check written to WOLCS does not clear. Specific information about these charges and your financial obligations are contained in the Financial Agreement.

Late Charges

Half Day-Children in the Half Day program are to be picked up before 12:30 pm. Any child left after this time will be considered a full day student. There will be a Half to Full day charge for time incurred beyond the Half-Day, 12:30 pm designated time.

Full Day: Children in the Full Day program are to be picked up before 6:00 p.m. sharp. Any child left after these closing times will be considered late. A late fee if \$1.00 per minute, will be assessed for children who remain after 6:00 pm. You will be required to pay the late fee at the time you pick up your child. After three late pick-ups, it is possible we will ask you to withdraw your child from our school.

If no contact has been made to alert us that you will be late, and no contact can be made with a responsible emergency contact, the police may be contacted 30 minutes after closing to make a report.

Delinquent Accounts: If your family should experience an unexpected financial crisis, please contact the school office as soon as possible. Emergency payment adjustments can be made, if necessary. We want to be understanding of any unique situation which may arise during the school year that would impact your ability to meet your tuition payments.

Hours of Operation: Our school is open from 6:30 am to 6:00 pm, Monday through Friday. The office hours are 6:30 am to 6:00 pm., Monday through Friday.

School Calendar: Water of Life Christian School (preschool program) operates on a 12 month basis, which is divided into 2 sessions. Fall Session runs from August to May and Summer Session which runs from June to July.

The Preschool is not in session on the following days:

Thanksgiving and the day after Thanksgiving; Veteran's Day; Christmas Eve (prior business day); Christmas Day; New Year's Eve (prior business day); New Year's Day; Martin Luther King's Birthday; President's Day; Good Friday; Memorial Day; Independence Day; Labor Day. One week prior to the first day of school in the fall, as well as several other days which are determined each year and are listed on the school calendar.

Most working people are paid for these days and we feel that our staff should be also. The tuition will be the same for each month regardless of the number of holidays, staff in-service training days, or work days in that particular month.

Meals: Water of Life has been blessed with superb physical facilities, which includes a full service commercial kitchen. We are pleased to offer nutritious lunches and snacks made fresh on our premises each day. Snack(s) are provided at no extra charge. Lunch is provided to half and full day students. This serves a number of purposes in addition to providing refreshment and sustenance for the day's activities. It also serves as a learning experience. We introduce the children to a variety of sensory experiences, including different tastes, textures and colors. The children actually enjoy some foods that they might not eat elsewhere. In addition, the experience of learning to eat together in a group provides important opportunities for training in manners and social conduct.

Snacks: Snacks are served at approximately 9:30 am in the morning and at 3:00 pm in the afternoon. Lunch is served at 11:30 am for all children. Nutritious and varied snacks are the aim, with an assortment of juices being served, as well as milk. At times the children will be taking part in preparing their own snacks, such as peanut butter play dough, pudding, or vegetables. Every snack time begins with prayer and is an opportunity for the children to practice good table manners. In the event your child has an allergy to a menu item of the day please send a substitute lunch for your child.

On special party days you will see a notice asking parents to bring treats (Valentine's, Easter and Christmas).

Menus: Menus are printed monthly and you will find them posted on the parent board located in the main lobby.

Program Policies

Chapel and Prayer: Prayer is an integral part of your child's spiritual upbringing and each day will begin with prayer in the classroom. Chapel will be held each week (Wed. & Thurs.), during this time a Bible story with an object lesson will be given. Fun songs are learned and children will pray a prayer to begin the week.

Communication: Each month a School Newsletter will be sent home and placed in your child's folder. This will keep you informed of all special dates, policy changes, , dates for parties, school events, etc.

Accidents and Insurance: Our staff members are certified for CPR and First Aid and are trained to handle minor incidents. You will receive an "Ouch Report," detailing the incident and the measures taken. Parents may or may not be contacted by phone, depending upon the severity of the incident. In the case of a serious accident, paramedics will be notified first then parents will be contacted.

Birthday Parties: All children love having a birthday and we make it special for them. Parents are welcome to provide cookies or cupcakes for your child's class, etc. We ask that preparations are simple, with no visits from clowns, balloon or flower bouquets, or excessive party favors. The birthday child will have special privileges for the day (line leaders, wearing the birthday crown, etc.). We will keep the focus on the child, not on "things." Please make arrangements with your child's teacher at least one week in advance so that the party can be placed on the teacher's lesson plan.

D.V.D'S and Videos: All Videos will need to be cleared by the Director and will only be viewed as a special activity. Only video's which correlate with either the Biblical or Academic themes being taught for that week will be accepted. DVD's and Videos are closely monitored for content.

Toys: We ask that your child's toys remain at home. The school will provide ample toys for the children to play with while they are here. During circle times there is an opportunity that allows for each child to share an item brought from home that directly pertains to our theme for that week (a book about the letter we are learning, a toy about the color we are learning, etc.). On the day the teacher has designated as sharing day, the item is to be placed in your child's cubby. The school will not be responsible for any item that is brought from home to school. Please put your child's full name on all items brought.

Toys as guns or weapons or weapon-shapes, or war toys, as well as all super-hero type action figures, witches, demons or monsters will not be allowed on lunch boxes, backpacks, etc. at school.

Money/Candy and Gum: Please do not allow your child to bring money, candy or gum to school. Make-up of any kind including lip gloss and chap-stick is not allowed.

Lost and Found: When an item is found it is placed on the Lost and Found Rack. After two weeks the item will be labeled Water of Life Preschool or be donated to the needy.

Photography and Videos: On occasion our students may be photographed or videotaped. The photos may be used for advertising or other class projects. Please refer to the Video Consent form in the enrollment packet.

Naps: Naptime is approximately 12:30 p.m. to 2:45 p.m., and all children will be required to be quiet and still during this time so those who want to sleep may do so. Each full day child will need to bring from home a labeled small blanket and crib size sheet for napping. Nap items should be brought in clean on Monday and taken home to be washed each Friday.

Biting: If your child bites another child and breaks the skin, you will be called and asked to pick up your child immediately. Your child will not be allowed back at school for a minimum 3 days. If this behavior continues to occur, your child will be asked to leave the program.

Clothing: Please dress your child in comfortable, sturdy, washable clothing which he/she is able to remove by him/herself. Pants with elastic waistbands are preferred. Overalls, jumpsuits, belts with buckles, body suits and snap fasteners are inappropriate unless the child can manage them alone.

No thong-type shoes or open-toed sandals, or cowboy boots will be permitted. Do not send your child to school wearing any "super hero" type clothing, or shirts with inappropriate pictures, caricatures, or phrases. No clothing items with words or pictures of any kind that are against Christian philosophy may be worn.

No advertisements for movies, TV, or other products are to be on the clothing. Only stud earrings may be worn (for safety reasons).

Please keep hair neat, trimmed and away from the child's face.

Children should be dressed warmly enough to play outside when the weather permits. All jackets, sweaters, gloves, and hats worn to school should be marked with your child's name in permanent ink. The school will not be responsible for any lost clothing. Any clothing that is not marked and becomes lost will become the property of the school. This also applies to any unmarked books, tapes, etc., that a child brings and leaves at school.

It is the parent's responsibility to provide, in a labeled Ziploc bag, a complete set of clothes and two large zip-loc bags for sending home wet clothing. The child's name should be written in permanent ink. These will be kept in the classroom and used in case of an accident or spill. Please replace clothes sent home the next day.

Bathroom/Potty Training: It is the child's responsibility to learn to care for their bodies and have proper hygiene. The school can assist in directional help and reinforcement of proper behavior begun in the home. Very young children may need some assistance, but we will encourage each child to take responsibility for the care and hygiene of their own bodies. All children in our program must be completely Potty Trained.

Cubbies/File Folder: Each child will be assigned a “cubbie,” in his or her classroom. This location is where any of their personal belongings will be kept for the week. We encourage you to check your child’s cubby on a daily basis. Please check each Friday for the items that need to be taken home.

Parent Teacher Fellowship: Parent Teacher Fellowship is an organized committee compiled from Parents, Teachers and Administrator’s of Water of Life Christian School. The Parent Teacher Fellowship group meets monthly. All parents are invited to attend. Some discussion items include-Trunk or Treat, School Fundraising, and Staff Appreciation events.

Special events for the family are planned throughout the year. Open House, Christmas programs, etc., are wonderful opportunities for parents to meet each other and enjoy their children’s accomplishments. Fund-raisers are also occasionally held, with the participation of the parents. All the proceeds go to benefit the children of our school.

Open Door Policy: We have an open door policy. We want you to know you are welcome to visit, come play, or help in your child’s class at the school. Please sign in at the office and receive a parent volunteer badge. Routine is an important part of a young child’s day. Please observe these guidelines when visiting class:

1. Check in with Office Personnel.
2. Try not to distract the children during class activities.
3. Save questions for the teacher until after group activities.

Parents As Volunteers: Many parents become our best volunteers and we encourage their involvement. We can always use the help and the children love new faces. If a parent’s participation becomes frequent and consistent, he or she will need to meet the requirements of all other regular volunteers insofar as TB tests, fingerprints, etc.

Parent/Teacher Relationships: Knowing that parents are the primary educators, we are privileged to be partners with you in the education of your child. We encourage you to give us a call if you have a question or are at all apprehensive about how your child is doing. If you need to talk to your child’s teacher, please call the school at your convenience. The teacher may be unable to talk with you right away, but he/she will return your call at the next available moment.

Kindergarten Readiness Testing: Each Spring, all of our Pre-Kindergarten students are assessed in all areas that are relevant to Kindergarten readiness. This is not something that your child can study for. We are looking for academic progress; fine motor development, social and emotional maturity as well as physical dexterity. In the event your child’s developmental stage is questioned a conference time will be set for you and our Preschool Director to discuss your child’s assessment results.

Three Pledges

American Flag-“I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.”

Christian Flag-“I pledge allegiance to the Christian Flag and to the Savior for whose kingdom it stands. One Savior, crucified, risen and coming again, with life and liberty to all who believe.”

Bible-“I pledge allegiance to the Bible, God’s Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.”

“I have no greater joy than to hear that my children are walking in the truth.”

III John 1:4

Health Policies

Allergies: If your child has any allergies, please be sure to notify the school by bringing a doctor’s note that we may keep on file. If food allergies are involved, parents will also need to be vigilant to see that snack and lunch menus do not contain items to which your child may be allergic so that a substitution can be made. If so, parents must provide an alternate snack or lunch. If your child does have confirmed allergies, or hay fever, please make a note of condition on Allergies/Chronic diseases form.

Illness: Good health habits of cleanliness, rest, exercise, and good nutrition will be a part of our daily program. Parents should have a practical and realistic way of providing for the care of their child when ill. In the event of sudden illness during school hours, you will be notified immediately and expected to have your child picked up within 30 minutes. The school will contact either the parent or the person indicated on the registration and emergency card. It will be mandatory that the child be picked up immediately.

No child will be admitted with a cold, fever, or other communicable illness. Please examine your child each day before bringing him/her to school. If your child has been ill during the night, you will save time and stress by keeping him/her home. If your child is not well enough to go outside he/she is not well enough to be at school. We have no one to stay inside with them.

Parents are urged to keep children at home if they seem unusually fatigued or show signs of a cold or upset stomach. When a child is ill with a communicable disease, the parent should notify the office immediately, and the child may not return to school without a doctor’s clearance slip.

It is a Health Department mandate that any child who has had a fever of 100 degrees or higher, vomiting or diarrhea may not return to school until they have been symptom free for 24 hours.

If your child exhibits any of the following symptoms, your child **will not be admitted**:

Acute cold	Fever
Swollen glands	Diarrhea
Headache	Skin eruptions/rashes
Listlessness, drowsiness	Runny nose (other than clear or confirmed allergies with a Dr.'s note)
Nausea or vomiting	Sneezing or coughing (other than confirmed allergies with a Dr.'s note)
Sore throat	
Chills	
Earache	
Flushed Skin	

Medication: Only prescription medication in its original container with the printed directions will be given. This includes Tylenol, Motrin and all cold products. Hand the medication to the Director or Office Staff and fill out the Medication Release Form.

Immunizations/Physicians Report: No shots—No School” is now in effect statewide. Children must be up-to-day on their shots. Upon admission, proof must be verified by presentation of any immunization record signed by a physician. A copy of this record will be kept in the students file. The Public Health Department annually audits each student’s health record to see if immunizations are up to date.

Water of Life Preschool Parent Agreement

We agree to accept all rules and regulations of Water of Life Christian School. We understand the school does not tolerate profanity, obscenity in word and/or action, or disrespect to the personnel of the school.

We agree to encourage our child to comply with school regulations. We realize that the school reserves the right to dismiss any student who does not respect its spiritual standards or cooperate in the educational program.

We understand that damage to property by our child will be directly charged to us.

We give permission for our child to take part in all school activities including P.E., and absolve the school from liability of any injury to our child at school or during any school activity.

We agree to pay the tuition and any other fees that have been stated in this Family Handbook and/or the Admission Agreement and Contract for Care.

We agree to pay all financial obligations to Water of Life Christian School on the date due.

We have read all of the Family Handbook, understand it, and agree to it.

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date

Child's Full Name _____