



Parent Handbook

Preschool Contact Information:

Website: www.crownoflifechurch.org

Email: preschool@crownoflifechurch.org

(248) 652-7720

Table of Contents:

Mission Statement & Philosophy	page 3
Licensing	page 3
Absences	page 3
Admission Policy	page 4
Arrival and Dismissal	page 4
Child Information Forms	page 5
Birthdays	page 5
Changes in Policies and Procedures	page 5
Discipline Policy	page 5
Divorce/Separation Policies	page 6
Dress Code	page 7
Emergency Procedures	page 7
Field Trips	page 7
Grievance Procedures	page 8
Health Requirements	page 8
Hours	page 11
Parent Teacher Conferences/Progress Reports	page 11
Pet Policy	page 11
Snacks	page 11
Snow Days	page 12
Spiritual Growth	page 12
Supplies	page 13
Suspected Child Abuse or Neglect	page 13
Tuition and Registration Fees	page 13
Volunteers	page 14
Withdrawal Policy	page 14
Typical Daily Routines	page 15

Crown of Life Lutheran Church and Preschool Mission Statement:

“To joyfully introduce people to Jesus Christ, the Lord of Life.”

Crown of Life Lutheran Preschool joyfully exists to provide young children the opportunity to grow in their knowledge of and love for Jesus in a loving and nurturing Christian environment. We partner with the parents to grow the individual child socially, emotionally, intellectually, physically, and spiritually.

Our Philosophy:

We believe that each child is a precious gift from God. We know that the first five years of a child's life are the most formative years, and we want to instill the word of God in the hearts and minds of the children. Our program here at Crown of Life is developmentally appropriate and Michigan State Standards based. We partner with the parents to provide the best early childhood education for the children to be successful in the elementary school years. We offer a well-planned program that provides meaningful experiences critical to the development of young minds, bodies, and spirits. Each child will have the freedom to learn and play at their own pace while gaining confidence, social skills, and academic success. Our objective is to contribute effectively and positively to the child's total growth and well-being.

Spiritually, we seek to teach children about God's love and their response within a relationship with His Son, Jesus Christ.

Intellectually, we provide a curriculum that is developmentally appropriate for the children and meets the needs of all children.

Socially, we encourage strong communication, cooperation, listening skills, problem solving, and a growing independence through play and group interaction.

Physically, we provide a program that caters to the growth of both fine motor and gross motor skills, recognizing that growth in physical areas is necessary to future success.

Emotionally, we emphasize that each child is a uniquely designed gift from God, and as such are an important part of our world. We strive to help the children celebrate their successes and their progress in order to develop a foundation for lifelong love of learning.

Licensing:

Crown of Life Lutheran Preschool is licensed by the State of Michigan's Department of Human Services. Therefore, we adhere to the standards outlined by the department.

Crown of Life Lutheran Preschool 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 a thorough fingerprinting vetting, as well as approved through the Lutheran School office of the Lutheran Church, Michigan District.

Absences:

Please contact the Preschool Office, either by phone or email, to report your child's absence from school. Please leave a detailed message that includes your name, your child's name, the reason for their absence, and estimated length of absence. It is also required by the State of Michigan

that we know about any communicable diseases contracted by any of our students. We are required to report any outbreaks as they occur. Please notify us immediately if your child is diagnosed with any communicable disease.

Admission Policy:

Annual enrollment begins each year in February. Early enrollment for returning students will begin in mid-January. Priority enrollment is given to the children of Crown of Life members first, and then to returning preschool families. A completed and signed application form, a copy of your child's birth certificate, and applicable registration fee are required to secure the consideration of enrollment. Once your child has been accepted into our program, additional paperwork is available to you via the website, crownoflifechurch.org, or in person through the preschool office. This paperwork, including a valid Health Appraisal, must be submitted prior to the first day of school, in order for your registration to be complete. Failure to submit the required documents and fees in a timely manner may result in your child being excluded from the program until paperwork is completed. Crown of Life Preschool is a non-profit organization, and complies with I.R.S. Revenue Procedure 75-50. We admit students of any race, color, or national origin.

Age requirements for children entering our programs are as follows:

- Preschool 3 students – child must be 3 by September 1st (unless approved by director)
- Preschool 4 students – child must be 4 by September 1st (unless approved by director)
- Young Fives students – child must be 5 by December (unless approved by director)

As allowed by the preschool's licensing, if your child will be entering a class prior to her reaching the age listed above, a signed form must be on file with the center indicating your permission for him/her to participate.

All children entering one of our preschool classes must be completely toilet trained and able to use the bathroom independently. No pull-ups or diapers allowed. If your child is not completely independent at the beginning of the school year, you may hold your child's spot by continuing to pay the tuition until he/she is ready to attend the class. Alternatively, you may choose to discontinue payments and have your child placed on a waiting list. He/she will then be admitted when ready, provided space is available.

Arrival and Dismissal:

Arrival: Please come to the designated preschool doors, at the lower level, west side door, no earlier than 10 minutes prior to the school start time. Sign your child in daily. Your child will need to hang up his/her coat and backpack, as well as turn in his/her folder in the classroom basket. Encourage your child to do this independently. We will be working on teaching the children to become self-sufficient as these are important future skills! It is important for your child to arrive promptly each day. Prompt arrival allows us to maintain the daily routine and avoids distractions. Dismissal: Please understand that dismissal serves as an ideal class routine to teach self-help skills, and we ask that the doorbell not be rung. Every effort will be made to be punctual at

dismissal on our end. Please wait for the outside door to be unlocked. For safety's sake, parents and caregivers are asked to sign students out. If someone else will pick up your child, please notify us beforehand if possible. Anyone picking up your child must be listed on the Child Information Form and have an approved picture ID. It is important for parents to arrive in a timely manner. We have observed that it can be a very traumatic experience for the child if his/her parent is late.

If a parent or authorized person does not arrive to pick up the 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 the Child Information Form
- A teacher or staff member will remain with your child until someone arrives
- The second occurrence of a late arrival will result in a late fee assessment. For the first fifteen minutes after dismissal, the fee is \$5.00 plus an addition \$1.00 for every minute thereafter.

Child Information Forms:

List everyone who might pick up your child from school, even other parents from the class. If somebody comes to pick up your child, and they are not listed on the information card, we cannot release the child. Also, we will request identification from anyone we have not met, even if they are listed on the information form. We reserve the right to verify all changes to the information provided, and we will not release a child if we feel he/she may be placed in an unsafe situation. Your child's safety will always be our number one priority.

Birthday Celebrations:

We will celebrate your child's birthday at school. The child may bring an approved treat for the class. Classroom celebrations are to be kept simple. No full-size cakes or ice cream. Cupcakes and individual cupped ice cream is more practical. If you would like to further acknowledge your child's birthday beyond providing a food treat, you may send in a pre-packaged item which will be sent home with his/her classmates. Limit to one small, inexpensive item that can easily be placed into backpacks. If your child will be celebrating his/her birthday with a private party outside of school, do not pass out invitations at school unless all children in his/her class are invited.

Changes in Policies and Procedures:

This handbook is provided to inform parents of policies and procedures of Crown of Life 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 Crown of Life Lutheran Church and Preschool and any other party.

Discipline Policy:

Our program is paced so activities throughout the class time will hold the child's interest and enthusiasm. For this reason, there are few incidences of improper behavior. If it is necessary to

discipline, however, it will be handled in a positive, Christian manner to encourage self-control, re-direction, self-esteem and cooperation. Basic rules of the preschool will be discussed early in the school year and again as the need arises. When verbal discipline is used, it will be done in discrete manner, taking the child aside to discuss the situation. Discipline will be designed to help teach and nurture a child to make positive choices; this may include allowing a child a personal space to cool down and then rejoin the class. When the teacher/assistant deems it necessary, a parent may be called in as a last resort. No corporal punishment is ever used. Any serious unacceptable behavior will be brought to the parent's attention and the following procedures will be followed.

Unacceptable behavior is that behavior which is:

- Dangerous to the child or others
- Destructive to property
- Harmful to others
- Non-compliant

The following are the procedures that will be used if the child continues to participate in the above mentioned behavior:

- The teacher/assistant will speak with the child, discussing the problem and the consequences if the behavior continues.
- The teacher will separate the child from the group for an appropriate amount of time.
- The teacher will inform the parent of the unacceptable behavior and the steps taken in order to correct behavior.
- The teacher will inform the director in charge.
- The director and parent will discuss possible suspension from the program. Crown of Life reserves the right to determine what is best for the child and the preschool.

Policy Concerning Families that are Divorced or 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 who to contact and when
- If a parent is listed on the birth certificate, contact information for that parent must be provided.
- 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 are legally required to release a child to either parent.
- Any legal document preventing 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.

Dress Code:

Although our preschool students are not required to follow a specific dress code, we do ask that they are dressed appropriately each day. Keep the following in mind.

- A spare set of clothing must be kept in student cubby.
- 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. Belts and snaps on pants are often difficult for a young child to manage, so keep that in mind when dressing them.
- Character apparel promoting aggressive or non-Christian behavior is not allowed
- Jeans are acceptable
- Shorts may be worn as weather permits.
- Mittens/gloves are needed in the winter. Boots and snow pants are recommended.
- Shoes should be sturdy for running and playing on the playground, as well as indoor play. Socks must be worn at all times, even with sandals. Flip-flops are not allowed.
- Label all outerwear with your child's name.

Emergency Procedures:

Crown of Life Preschool teachers and assistants receive CPR and First Aid training every other year. If an accident, injury, or allergic reaction occurs during school hours, a staff member will complete an incident report. The parent will receive a copy of this report at the end of the child's school day. A copy will also be placed in the student's file in the preschool office.

A Fire Emergency Plan is posted in the classroom explaining action to be taken and staff responsibilities in case of a fire emergency, as well as a diagram showing evacuation routes. Students and staff will take part in a minimum of three 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 a minimum of one tornado drill in the fall and another one in the 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 safety reasons, we will not be able to release your child to you during this time.

Field Trips:

A variety of educational field trips may be planned for the children throughout the school year. These scheduled field trips may require a nominal fee for your child to attend. A form will be sent home prior to each trip. The form, along with the required fee, must be completed, signed, and returned to your teacher by the deadline indicated in order for your child to participate.

Off-Site Learning and Transportation Safety Policy:

- A person trained in first aid shall be available on each field trip.
- A first aid kit shall be available on the trip.
- Teachers will take the Child Information Forms on all outings.
- Written permission is needed from the parents for each child, including the child's name, destination, name of adult accompanying the child, signature of parent, and date of the field trip.
- Each parent is responsible for transporting his/her own child on field trips and must meet and maintain the child restraint system requirements according to Michigan Law.
- Each child must be accompanied by a parent or other caregiver.
- Since field trips are a special time for one-on-one learning experience with your child, younger siblings are not allowed to attend.
- There is no smoking by any adult on any field trip or on Crown of Life property.
- By signing our field trip form, you acknowledge your understanding of our policies.

Grievance Procedures and Guidelines:

Complaints or disagreements with Crown of Life Preschool policies or staff will be handled in the following manner:

Step 1: Parents should voice their complaint or concern to the teacher immediately. Be prompt when a concern arises; do not wait several weeks or months to see if things change. Our staff is committed to resolving concerns immediately.

Step 2: If the concern is not resolved through Step 1, then the parent should seek out the director with their concerns. This may be done 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 of the Pastor or Church Council Liaison in dealing with the concern.

In addition, the State of Michigan, Department of Human Services, requires that parents with children enrolled or considering enrollment into a licensed program must have access to a notebook containing all the licensing inspection reports, special investigations, and corrective action plans (effective May 28, 2010). Crown of Life Preschool maintains such a notebook and parents are welcome to review this notebook at any time during regular business hours. Licensing and special investigation reports from the last two year are available on the child care licensing website at www.michigan.gov/michildcare.

Health Requirements:

A physical examination indicating that your child is healthy enough to attend preschool must be completed before he/she will be enrolled at Crown of Life Preschool. A health appraisal form will be provided to you at the time of enrollment. This form must be completed and signed by both a parent and the child's pediatrician. It must be submitted to the director prior to your child starting school. A copy of the child's immunization records must accompany the form.

Children must be properly immunized in order to attend school at Crown of Life. Adherence to this policy is required by the State of Michigan and is enforced by the Oakland County Health

Department. Children who have not complied with the required immunization policies will be excluded from enrollment in Crown of Life Preschool programs until the requirements are met. If you have a personal objection or medical contraindication to one or more of these required immunizations, please note that the laws governing this have changed effective January 1, 2015. This is a portion of the official statement from the State of Michigan:

Any parent/guardian who wants to claim a nonmedical waiver will need to receive education regarding the benefits of vaccination and the risks of disease from a county health department before obtaining the certified nonmedical waiver form through the local health department. The new rule requires the use of the State of Michigan nonmedical waiver form dated January 1, 2015.

Parents/Guardians must follow these steps when requesting a nonmedical waiver:

- *Contact your county health department for an appointment to speak with a health educator.*
- *During the visit there will be an opportunity to have a discussion about immunizations with the county health department staff.*
- *If at the end of the visit, you request a nonmedical waiver for your child, you will receive a copy of the current, certified (stamped and signed) State of Michigan Nonmedical Waiver Form.*
- *Schools/childcare centers will only accept the current, official State of Michigan form.*
- *Forms cannot be altered in any way.*
- *Take completed, certified waiver form to your child's school or childcare center.*
- *If your child has a medical reason (a true contraindication or precaution) for not receiving a vaccine, a physician must sign the State of Michigan Medical Contraindication form; this form is available at your doctor's office not the county health department.*
- *Based on the public health code, a child without either an up-to-date immunization record, a certified nonmedical waiver form, or a physician signed medical waiver form can be excluded from school/childcare.*
- *For more information, please visit www.michigan.gov/immunize. Click on Local Health Departments, then click on Immunization Waiver Information. There is a list of all the county health departments on the website, along with their addresses and phone numbers.*

Medication:

If your child has a known allergy or other condition, and he/she may need to receive a prescribed medication during the school day, we must have written instructions from your physician, as well as an Authorization to Administer Prescription Medication Form signed and dated by a parent. In the case of allergies, an allergy action plan must be completed and signed by both the child's parent and the physician. All prescription medication must be in the original container and have the pharmacy label indicating the physician's name, child's name, instructions, and name and

strength of the medication. If the prescribed medication will expire during the school year, it is the parent's responsibility to replace such medication prior to the expiration date as needed. Please note, we will not administer non-prescription medications, sunblock, or any other creams, lotions, etc. without written instructions from your child's physician. All medications kept at school will be secured in a cabinet or refrigerated out of the children's reach.

Communicable Disease Policy states that you must keep your child home for any of the following reasons:

- Heavy nasal discharge
- Fever over 100 degrees within the past 24 hours
- Open cold sore
- Rash of any kind
- Consistent or productive cough
- Experiencing side effects from medication
- Digestive upset (diarrhea, nausea, vomiting)
- Generally not feeling well, seems unusually tired/lethargic, cranky or not him/herself

In the event of a serious illness, accident, injury, or other incident which would prevent the child from completing the school day, his/her parents or emergency contacts will be notified immediately and asked to pick the child up from school as soon as possible. For the well-being of the child, as well as that of the other students, he/she may be separated from the class until the parent arrives. At no time will any child be left alone or unsupervised. Once the symptoms of the communicable disease have disappeared, the child will be accepted back in school. The director reserves the right to request a physician's note for re-admittance. A note will be sent home to notify you when your child may have been exposed to a communicable disease other than the routine cold or flu. Please notify the school if your child is diagnosed with a communicable disease. Teachers, assistants, and others who have contact with the children will not come to work with any communicable disease and are bound by the policies listed above.

Health Care Plan:

Staff and Child Hand Washing:

All staff members will wash their hands prior to the start of the workday and contact with the children, before administering medication, after toileting, after assisting children in toileting, after handling animals and pets or 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 blood borne pathogens. Children will be instructed to wash hands with soap and water after toileting, before eating or food prep experiences, after blowing their noses, after handling animals or pets, and when soiled.

Equipment Sanitation and Room Cleaning:

Equipment, toys, and other surfaces are cleaned and sanitized daily 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. The preschool is on a regular rotation for carpet and floor deep cleaning.

Pest Management Plan:

The following is our policy for controlling pests (ants, bees, wasps, spiders, 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 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 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. Contact the National Pesticide hotline at 1-800-858-7378 or go to www.npic.orst.edu for more information on pesticides.

Preschool Hours:

PreK 3 – Three year old class meets Tuesday and Thursday from 9:00 a.m. to 11:45 a.m.

PreK 4 – Four year old class meets Monday, Wednesday, and Friday from 9:00 a.m. to 11:45 a.m.

PreK 4 extended day – Four year old class extended day option from 11:45a.m. to 2:00 p.m.

Young Fives – Five year old class meets Monday – Friday 8:30 a.m. to 12:30 p.m.

Parent Teacher Conferences:

You will receive two progress reports throughout the year, one in November and one in March. Formal parent teacher conferences will be held at the same time. If at any time, you would like to schedule a formal conference with your child's teacher, please see the teacher after class dismissal, call, or email to set up an appointment. We desire to maintain open communications with parents and we encourage you to give us feedback on our program and other planned activities.

Pet Policy:

No pets or any type of animal should enter the classroom without foreknowledge and approval by the 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 preschool building as children are entering or leaving.

Snacks:

Parents are responsible for providing a healthy snack for their child each day as well as water. We encourage good nutrition, and we ask that you do the same by avoiding sugary/processed foods. Good choices include fresh fruit or vegetables, whole grain crackers, pretzels, yogurt, cheese, hummus, pita bread, salsa, and so forth. We do have a refrigerator in each classroom to accommodate perishable foods.

Foods and beverages that do not meet these guidelines will not be served. We will replace them with a healthy alternative which will be kept at school. The sugary food will be sent back home. Parents are invited to donate to the preschool a healthy snack supply. Due to allergies children

will not be permitted to share their snacks with classmates with the exception of birthday celebrations. Children may bring a small treat for the class, but no full size cakes or ice cream.

Notify us immediately of any food allergies or sensitivities.

Snow Days:

When Rochester Community Schools are closed due to weather conditions, Crown of Life Preschool will also cancel classes. Television, radio stations, and the internet will have this information typically by 7:00 a.m. Other situations may arise which would warrant Crown of Life Preschool to close despite Rochester Community Schools remaining open. Preschool families should download the Remind app to their cell phone or computer so they can receive the information directly and immediately.

Parents may be phoned during the day and asked to pick their child up if conditions are hazardous enough to warrant early closing of the program. We will make every effort to notify you of such a mid-day closing as soon as we become aware of the need. A staff member will remain at the school until the last child has been picked up by an authorized person. Parent cooperation in picking up children as soon as possible is expected and appreciated.

Spiritual Growth:

Worship: The children and families are encouraged to attend weekly church services either at Crown of Life or at their own church home. As a Christian school, it is our main objective to help both the child and the family to grow spiritually in the love of Jesus Christ and to be engaged in a loving church community. If you do not have a church home, we encourage and welcome you to worship here at Crown of Life. Worship service is currently held at 9:00 a.m. on Sunday followed by Adult Bible study and Sunday School.

Bible Time: It is our goal that every child enrolled in our preschool will come to know Jesus in a real, personal, and meaningful way. We strive to make Him relatable to them and have them understand His presence in their lives. Each child we have a dedicated Bible Time in our classroom during which we will learn about God's love for us, various Bible events, and about Jesus's life, sacrifice, and resurrection. The time may include picture books, Bible readings, songs, finger plays, and other activities. Bible Time has served as a delightful time to learn character development and as an example for good citizenship. Four year old and five year old classes will attend a Chapel service once a month led by the Pastor of the church.

Singing in Worship Service: The preschool children will be asked to sing during a Sunday morning worship service from time to time. It is our hope that you will encourage your child to explore self-confidence, memorization skills, and to share their love of Jesus through song on these dates. When children are singing in church, please remember that it is not a show. It is a normal weekly worship service where families in our community gather to worship. The respect for this time by preschool families has become a treasured tradition.

Supplies:

Backpacks: Your child will need a backpack for preschool. Do not choose a backpack with handles or wheels as they will not fit in the cubbies. They should be a standard size, not the smaller versions. Home folders should fit into the backpack. Your child will receive a sturdy plastic folder for communication between school and home. It should remain in your child's backpack at all times. Check their backpacks and folders on a daily basis.

Change of Clothes: Please provide an entire change of clothes for your child at the beginning of the school year. Place shirt, pants, underwear and socks in a Ziploc bag with your child's name. These items will be kept at school for use in case of illness, bathroom accidents, art messes, etc. If these items are used, they will be sent home in the Ziploc bag. Please launder and return them in a timely manner.

Miscellaneous Supplies: Periodically throughout the year, you may receive a note requesting supplies for the classroom. These may include napkins, facial tissues, cups, soap, plastic silverware, or other basic supplies.

Suspected Child Abuse or Neglect:

Crown of Life Preschool will comply by 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, Oakland County. Within 72 hours the school employee shall notify the director of his finding and that 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.

Tuition and Registration Fees:

A registration fee is due when the child is accepted for enrollment into any of Crown of Life's preschool programs. This fee is non-refundable and non-transferable. Current families that re-enroll by March 1 will receive a discounted registration fee.

Annual Tuition Rates:

PreK 3 - \$1,600

PreK 4 - \$2,200

PreK 4 extended day - \$3,200

Young 5 - \$3,700

Tuition may be paid in one payment in August for the full amount for the entire school year. Or in ten equal payments paid the first of the month beginning on August 1 and ending May 1.

There are no refunds due to illness or vacation or for any cancelled days due to weather conditions or other unforeseen conditions requiring closure.

Tuition is due the first of the month from August through May. Payments not received by the 10th of the month will be considered past due and will accrue a \$20 late fee. If your account becomes past due by more than 30 days, your child will be suspended from school until your account is brought up to date or payment arrangements have been approved. Contact the director before your account becomes past due. We are here to work with you to find a payment plan that meets your ability to pay. If your check is returned to us by the bank for any reason, a \$35 returned item fee will be added to your account.

Volunteers:

Parent involvement is always welcome. You are encouraged to serve as a volunteer to help in the classroom, to offer your talent or profession as a learning experience, to help with special events, or to help plan parties. All classroom volunteers and visitors must complete a required Risk Management Authorization prior to contact with the children. It is the policy of Crown of Life Preschool that siblings are not permitted in the classroom during your scheduled volunteering.

Crown of Life Preschool adheres to the State of Michigan law when involving parents in a volunteer setting. All volunteers will also be verified to not be on the Michigan Public Sex Offender Registry. Crown of Life will also run a criminal history check via Ichat on all volunteers.

All Crown of Life teachers and assistants have been cleared through the State of Michigan through the fingerprinting process. Substitute teachers have also been cleared through the State of Michigan process. All paid staff have been also verified to not be on the Michigan Public Sex Offender Registry.

Withdrawal Policy:

When your child is enrolled in one of Crown of Life's Preschool programs, 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 us in writing two weeks or more prior to the withdrawal. This will give us time to enroll a child from the waiting list, enabling them to start when your child leaves.

If the Crown of Life Preschool staff feel that your child should be withdrawn from our program, the following steps will be taken:

1. The teacher and parents will decide on an action that would most benefit your child.
2. The teacher who works with the child and the director will meet with the parents to discuss the reasons for dismissal.

Reasons for withdrawal may include, but are not limited to:

- (a) Failure to keep up with monthly tuition payments
- (b) Evidence of child not being adequately toilet trained
- (c) Not keeping current with the immunization policies
- (d) Child's behavior that presents danger or is detrimental to the other children
- (e) Failure to comply with any of the other admission policies

Typical Daily Schedule:

9:00 – 9:15	Arrival, Morning Routine, Table Activities
9:15 – 9:30	Morning Meeting
9:30 – 10:30	Centers
10:30 – 10:50	Bathroom Break, Handwashing, Snack Time
10:50 – 11:10	Outside time/Gross Motor Activity
11:10 – 11:40	Story Time, Music, Theme Activity
11:40 – 11:45	Pack up and Dismissal

COVID POLICY ADDENDUM:

As our country continues to adapt and revise policies and procedures for COVID-19, Crown of Life Preschool will also adapt and revise to meet the current standards from the Oakland County Health Department and the CDC.

Our biggest defense against COVID-19 is for students to stay home if they are sick or if anyone in the home has symptoms or is waiting for results of their COVID-19 test. Please act responsibly in order for the preschool to not have to quarantine and/or shut down for two weeks.

At the beginning of the school year, Crown of Life Preschool will notify parents in writing of any current requirements for mask wearing, screening, and isolation/quarantine rules.

Crown of Life Preschool remains committed to provide a healthy and safe classroom environment for the students and parents. We will continue to promote handwashing, staying home if sick, as well as the cleaning and disinfecting of the toys, supplies, and surfaces. We will continue to use our Sterilizer, UV light, after class is dismissed to act as another preventative to kill off any viruses that are in the classroom.

If you have any questions not addressed here, or in the current written policy, please contact the Preschool Director for assistance.