



Parent Handbook

Empowering Kids for Life!

Parent Handbook

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Purpose and Philosophy

Word of Life Preschool is an outreach ministry of Word of Life Church. As such, it is in every way operated and directed as a part of our ministry through the leadership of the church.

We want to provide children with a balanced education taught from a Godly perspective. We strive to meet each child's individual needs for growth in spiritual, academic, emotional, and physical areas. We will provide a strong academic education in a loving, caring, and fun environment where children are excited to come learn and grow.

Ages of Children Accepted

Word of Life Academy accepts children ages 2 years and 9 months and potty trained through Kindergarten age.

Special Needs Services

Children are admitted to Word of Life Academy based on space availability. In compliance with The Americans with Disabilities Act, no child will be discriminated against based on race, handicap, national or ethnic origin. Each child will be evaluated to determine if Word of Life Academy can meet their individual needs in the classroom setting.

Hours of Operation

Word of Life Academy will be open from 7:30 a.m. – 5:30 p.m., Monday through Friday, year round. The school will observe the following holidays in which the center will be closed.

Martin Luther King's Day
President's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving (2 days)
Christmas (5 days)
New Year's Day

Policy Regarding Inclement and Excessively Hot Weather

In severe weather conditions, the Director will call an emergency closing. Word of Life Academy will follow the policies of Douglas County School District in the event of a closing. If the media reports that Douglas County School District, Highlands Ranch High School feeder district, is closed, then Word of Life Academy will be closed. We do not follow any delay policy. Unless closed, we will always open at our regularly scheduled time. In addition to media reports, the outgoing message on the school phone will be changed to indicate a closure (303-785-6115).

Word of Life Academy has an enclosed outdoor play area and an indoor play area available every day for the children. The children will not use the outdoor play areas in the following conditions:

- o The temperature is 25 degrees Fahrenheit or below.
- o There is visible precipitation.
- o There is snow covering 50% or more of the playground surface.
- o The temperature is 95 degrees Fahrenheit or above.

Admission and Registration Procedure

Admission is determined on a space available basis. Registration forms may be picked up at the Word of Life Academy registration desk or the church reception area. Priority will be given to families that already have children enrolled in the school. Enrollment will begin mid-January for Word of Life church members, and open enrollment will begin the beginning of March. All appropriate forms must be turned in prior to the child's first day of school. This includes their application, student profile, all medical, financial, and authorization forms.

Tuition Agreement

Tuition fees are due on the 1st day of each month. If unpaid by the 5th of the month, you will incur a \$10.00 late fee. If unpaid by the 10th of the month, services will be discontinued until account is current. If there is a special circumstance, speak to the director before tuition is due. Tuition will not be refunded for illness or vacations.

Late pick-up fees: There will be a \$1.00 late charge assessed per child, for each minute after scheduled pick-up. This will be paid directly to the staff member that stayed to watch your child. If you will be late, please call so that we may reassure your child and avoid any unnecessary panic.

Camp Days

Camp days will be offered during fall break (5 days), winter break (5 days), spring break (5 days), fall in-service (1 day), and spring in-service (1 day). **PROVIDED THAT AT LEAST 8 CHILDREN ARE SIGNED UP.**

Camp Days are from 8:45 a.m. – 3:00 p.m.. Before care and after care are also available on these days.

Camp Days will have a special theme for the day, around which, all activities will be structured. The day will be more loosely structured than a typical class day, but will have lessons, crafts, activities, and snacks that tie into the special theme for the day. Some possible examples are “Lost in the Jungle”, or “Blast off to Space”.

Major holidays that entire school will be closed – No School or Camp Days

New Year’s Day	Martin Luther King Day	President’s Day
Good Friday	Memorial Day	Independence Day
Labor Day	Thanksgiving (2 days)	Christmas (5 days)

Procedure for Identifying Where Children Are at All Times

Teachers will take head counts before and after every transition make sure that all of the students are accounted for. No child will be allowed to go anywhere in the building unattended by an adult. The entrance doors, classroom doors, and playground gates will all remain closed during school hours. There will be an attendance sheet in each classroom so that the teacher or staff member will have record of who is in attendance. An authorized adult will be required to fill out the sign in sheet every time they pick up or drop off a child.

Policy on Discipline: *Handling Discipline Situations*

At Word of Life Academy, we believe that each child should be treated with the love of Christ. Discipline enacted in a positive manner is an important part of instructing a child in regards to boundaries and acceptable behavior. Some methods of correction that can be used in the classroom are “time outs”, natural consequences, loss of a privilege or reward, or removal from group setting. Methods that will never be used as a means of disciplines are physical punishment, verbal abuse, isolation in closed or locked room, withholding food, or humiliation. If the child is endangering the safety of himself/herself or others, he will be immediately removed from the classroom and a parent will be required to pick up the child from school. An incident report will be filled out.

If a continued behavior that is dangerous or disruptive should continue, then the teacher and/or director will schedule a meeting with the parents to discuss the situation. The child may be temporarily removed from the school with the understanding that the parents are actively working with the teacher and Director to avert any further aggressive or dangerous behavior.

In the rare case that this discipline problem continues, the Director will discuss with the parents the option of withdrawal from the school. Although this is never our first choice, some children require a different setting than Word of Life Academy is able to provide.

In the event of severely disruptive or harmful behavior, the child will be immediately dismissed from Word of Life Academy. In this case, any pre-paid tuition for days that the child has not attended will be refunded to the family.

Notification of Parents or Guardians if Illness, Accident, or Injury

Please do not bring your child to school if they exhibit any of the following conditions. Please also understand that by medicating your child, you may cover up some of the symptoms, but you do not make them less contagious to others. Children will be removed from the classroom, and parents contacted for pick up under the following conditions.

- Temperature is 100.5 degrees or higher
- Diarrhea
- Vomiting
- Any symptom of illness that is interfering with learning
- Any contagious rash
- Discharge from the eyes or ears

The child will not be allowed to return to school until they have been free from the above conditions for a 24 hour period.

If your child has been diagnosed with or exposed to any contagious diseases such as strep, measles, or chicken pox, please notify your child's teacher immediately.

In the event of an injury, the child will first be tended to. An injury report will be filled out, and the parent will be notified.

In the event of illness, accident, or injury, we will first call the parent or guardian. If we are unable to make contact, we will call the person listed as the emergency contact. The child will remain isolated from the rest of the children until he/she is picked up. If necessary, we will contact paramedics.

Responding to emergencies

Lost Child – In the event that a child is unaccounted for, the facility manager will be notified immediately. The director and the facility manager will immediately search the premises, including common hiding areas such as the bathrooms and play areas. If the child is determined to be missing, the director will immediately call the police and the parent of the child. If the parent took the child without signing them out, the director will remind them of the seriousness of signing out with a teacher or director.

Tornado – The director will monitor weather updates and alerts at the registration desk. When there is a tornado watch or a tornado warning, the director will inform teachers so that they may prepare. In the event of a tornado warning, a whistle will be blown in the hallways. Teachers will then bring their classes to their assigned safe locations, according to the tornado safety map. Lights will be turned off, bathrooms checked, and all doors will be shut.

Fire - In the event of a fire, the teachers will immediately bring their classes to their assigned locations according to the evacuation map. Lights will be turned off, bathrooms checked, and all doors will be shut. The teacher will then take attendance to make sure that all the children are accounted for.

Transporting Children, Including Transportation Arrangements and Parental Permission for Excursions and Related Activities

Parents are expected to provide transportation to and from the school each day. The parent or authorized adult is required to sign the child in and out each day. This signature signifies the change of responsibility from the parent to the school and back again.

Each child that is going on the field trip will need to have a sign permission slip and a medical release form from the parent. The teacher or adult in charge will carry these forms on their person at all times. If the permission slip and the medical release form are not turned in, the child will need to stay back at the school with another class.

Field Trips, Television and Video Viewing and Special Activities, Including Staff's Responsibilities

Parents will always be notified one full week in advance of any field trip. The parent will always have the option of having their child stay back at the school. If the parent chooses this option, the child will join another class for the duration of the field trip.

Videos will rarely be used during preschool or extended care hours. The exception to this would be videos used for educational purposes. All videos must be authorized through the Director prior to use in the classroom. Videos during after care will be limited to ½ hour twice a week. Parents will be required to give written permission for their child to be allowed to view any videos.

Children's Vehicle Safety

According to Colorado State law, children four years old and weighing 40 pounds or less must be in a car seat. Children weighing more than 40 pounds or are at least four years old must use a booster seat. Children must ride in a booster seat until they are six years old or 55 inches tall. We will fully comply with the law and expect all parents driving children to and from school and on field trips will also comply with this law.

Releasing Children from the Center

At the beginning of the year when the child is first registered, the parent will complete an authorized pick up form. On this form will be listed the emergency contacts, and all adults that are authorized to pick up the child. If there is any change to the authorized persons list, the director must be notified immediately. When the child is picked up from school, the adult must sign the child out at the registration desk. No child will ever be released from the classroom without an authorized adult first signing them out at the registration desk.

Procedure for Late or Non-pickup of Child

Our school is open from 7:30 a.m. – 5:30 p.m. daily. The parent or guardian will be charged \$1.00 per minute after their scheduled pick up time. If a child has not been picked up by their scheduled time, a staff member will call the emergency contact. Should we call every single emergency contact provided and still fail to make contact, the director will be notified. At 6:45 p.m., the Director will contact the proper authorities to arrange to have the child picked up.

Procedure for Closing the Center

The staff member closing the center will be responsible for checking every room before leaving. As each room, bathroom and closet is checked, the lights will be turned out and the door will be locked.

The staff member will check the sign-in sheet to see that every child has been signed and will not leave the premises until every child has been accounted for. Any parent that has not signed out will be contacted.

Caring for Children who Arrive Late to the Center and their Class/Group is Away from the Center on a Field Trip or Excursion

When a child arrives to the school late on a day that there is a field trip, the child will stay behind at the center. The child will join another class for the duration of the field trip, and follow that class's schedule.

Storing and Administering Medicines

Word of Life will not be able to administer Tylenol or any over-the-counter medication, in accordance with "The Nurse Practice Act". If the child does require asthma medication or prescribed antibiotics, the following rules must be adhered to.

1. Medication must be kept in original container.
2. Parent must sign medication log each day, including dosage and time.
3. Administering staff member will document time.
4. Medication will be kept in locked container at administration desk, or in refrigerator when necessary.

Child's Personal Belongings and Money

Children are encouraged to leave personal possessions at home. Whenever any personal item is brought to school (i.e. coats, hats, gloves, blankets, stuffed animals) that item needs to be clearly labeled with a permanent marker. Each child will have a labeled basket in which they can store belongings. This basket needs to be emptied at weeks end, and the contents taken home.

Any money that is brought to school needs to be in an envelope and clearly labeled with the child's name. This envelope needs to be brought immediately to the administration desk for safekeeping.

Policy Concerning Meals and Snacks

Parents are responsible for sending a nutritional lunch to school with their child. If it is determined that the lunch does not meet all the daily nutritional requirements, a substitute meal will be provided for them. The parents or guardians will then be charged \$3.00 for the cost of the substitute lunch.

Due to the severity of certain allergies, Word of Life Academy is a peanut and tree nut-free environment. Please do not send anything with peanut butter, walnuts, almonds or other tree nut products to school with your child. In addition, children may not share snacks or lunch items due to potential allergies.

Morning and afternoon snacks will be provided by the school. Snacks that might commonly be provided are, but not limited to, animal crackers, vanilla wafers, Cheerios, graham crackers, apples, cheese sticks, carrots, and pretzels.

Policy Concerning Diapering and Toilet Training

Word of Life Academy does not have diaper changing facilities in our classrooms. Your child must be fully toilet trained to be admitted at the school. The following criteria will help you determine if the child is fully toilet trained.

- The child is able to use the toilet without assistance.
- The child is able to identify times that they need to use the toilet.
- The child is able to both urinate and have bowel movements in the toilet without adult assistance.

Accidents are common with young children that are learning to toilet train, and are expected by the staff. If the child is having more than one accident per day on a regular basis, this child is not considered fully toilet trained.

Visitors

Department of Human Services regulations require that each visitor signs in and signs out each time they visit. Time and purpose of visit must be documented. The visitor sign in sheet will be located at the registration desk.

We do encourage parents to feel welcome in their child's classroom. At the same time, we do want to control the number of adults in the classroom, as this will often affect the classroom environment. Please schedule any visits with the classroom teacher in advance so that we can keep the number of visitors in a classroom to two at a time.

Parent/Staff Conferences

Conferences are scheduled for late fall and early spring. If either the teacher or parent has any concerns or needs they would like to discuss regarding their child's behavior, progress or social and physical needs, a special conference may be scheduled. Our teachers give their undivided attention to the children during school hours and will be unable to have impromptu conferences during this time.

Filing a Complaint About Child Care

We care about each child and family at Word of Life Academy. Please feel free to inform the Director of any questions or concerns. You may file any complaints about this facility concerning suspected licensing violations with:

COLORADO DEPARTMENT OF HUMAN SERVICES
DIVISION OF CHILD CARE
1575 Sherman Street, 1st floor
Denver, Colorado 80203-1714
Phone: (303) 866-5958
Fax: (303) 866-4453

Reporting Child Abuse

Any caregiver or staff member in a child care facility who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonable result in abuse or neglect must immediately report or cause a report to be made of such fact to the county department of social services or local law enforcement agency. The suspected abuse or neglect must be reported in the county in which it occurred. The telephone number for Douglas County Department of Human Services is 303-688-4825.

Withdrawal of Enrollment from Center

If a parent or guardian wishes to withdraw their child from Word of Life Academy, we ask for a two week written notice. If such notice is not given, the parent or guardian will be responsible for all payments for that time period.

Under certain conditions, it may become necessary for Word of Life Academy to withdraw childcare service. In this case, any pre-paid tuition for days that the child has not attended will be refunded. The following conditions could lead to the immediate dismissal:

- Repeated aggression towards other children
- Nonpayment of tuition
- Repeated behavior that interferes with classroom learning

Unauthorized Pickup Attempt

No individual that has not been previously identified by the parent or guardian will be allowed to pick up a child. If an unauthorized adult does come to pick up a child, they will be required to have a note with a contact number to verify validity. If the adult does not have a note, the staff member will call the emergency contact number to get authorization over the phone. With a telephone authorization, the staff member must check a valid I.D.

Emergency Evacuation

Tornado – The director will monitor weather updates and alerts at the registration desk. When there is a tornado watch or a tornado warning, the director will inform teachers so that they may prepare. In the event of a tornado warning, a whistle will be blown in the hallways. Teachers will then bring their classes to their assigned safe locations, according to the tornado safety map. Lights will be turned off, bathrooms checked, and all doors will be shut.

Fire - In the event of a fire, the teachers will immediately bring their classes to their assigned locations according to the evacuation map. Lights will be turned off, bathrooms checked, and all doors will be shut. The teacher will then take attendance to make sure that all the children are accounted for.

Planned Written Activity Program

Although individual classroom schedules may slightly change from room to room, they will all follow this basic schedule.

8:45 a.m. - 9:10 a.m.	<i>Free Choice Activity Centers</i> 6 centers – science manipulatives, math manipulatives, art center, geography manipulatives, reading corner, and building materials.
9:10 a.m. - 9:30 a.m.	<i>Circle Time</i> This group time will include daily calendar, prayer, songs, sharing time, and other group activities. The teacher will also explain the schedule for the day.
9:30 a.m. - 9:50 a.m.	<i>Literacy Time</i> This will be a combination of large group instruction and individual activities. There will be letter and phonics instruction, reading and individual phonics activities.
9:50 a.m. – 10:10 a.m.	<i>Math Time</i> This block will include concepts such as counting, shapes, measurement, and number recognition.
10:10 a.m. - 10:30 a.m.	<i>Indoor or Outdoor Play Time</i>
10:30 a.m. - 10:45 a.m.	<i>Bathroom Break, Wash Hands and Snack</i>
10:45 a.m. - 11:05 a.m.	<i>Science/Social Studies Time</i> This block will alternate with experiments, outdoor crafts, and map work.
11:05 a.m. - 11:25 a.m.	<i>Bible Lesson Time</i> Each week we will study a different Bible story, memory verse and character trait. The Bible lesson will tie the literacy, math, science and social studies lessons into the weekly theme.
11:25 a.m. - 11:35 a.m.	<i>Preparing to Go</i> The student will be able to collect their take home projects, letters from the teacher, and any other materials going home, and put them in their basket.
11:35 a.m. - 11:45 a.m.	<i>Circle Time</i> The teacher will review the children what they learned that day, give any reminders about the next day, and say goodbye. Children will get their things and be released to parents.
12:15 p.m. - 3:15 p.m.	<i>Afternoon Session</i> (This session follow the same activity program as the morning session, but the times are adjusted accordingly).

Optional Program Schedules

Before Care

7:30 a.m. - 8:45 a.m.

7:30 a.m. - 8:00 a.m.

8:00 a.m. - 8:30 a.m.

8:30 a.m. - 8:45 a.m.

Children dropped off in Before Care Room

Class activities

Free choice activity centers

Bathroom break

Transfer belongings to classroom

Enrichment

11:40 a.m. - 12:10 p.m.

12:10 p.m. - 12:45 p.m.

12:45 p.m. - 2:00 p.m.

12:45 p.m. - 1:10 p.m.

1:10 p.m. - 2:45 p.m.

2:45 p.m. - 3:00 p.m.

Lunch

Outdoor or Indoor playtime

3 year olds rest period (quiet activity when awake)

4,5 and 6 year olds rest period

Children Around the World activities

Get ready to go

After Care

3:00 p.m. - 3:15 p.m.

3:15 p.m. - 3:30 p.m.

3:30 p.m. - 5:30 p.m.

Outdoor or Indoor playtime

Afternoon snack

Free choice activities or craft stations



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Lone Tree, CO 80124
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Fax (303) 798-7368
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