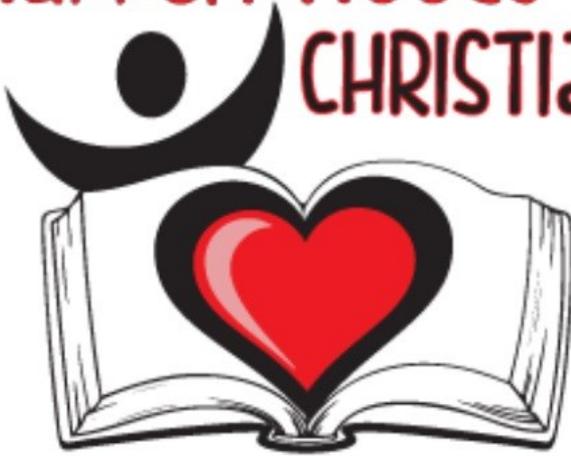


WARREN WOODS  
CHRISTIAN



childcare & preschool

# Parent Handbook

14000 E. 13 Mile Road

Warren, MI 48088

586.772.4527

Dear Parents,

Thank you for your interest in Warren Woods Christian Childcare and Preschool. We strive to provide children with a safe, fun place to learn and grow. We offer care for children 6 weeks through 5 years old. We also offer a wonderful before and after school care program for the children of Warren Woods Christian School and a Summer Camp for all children who have completed Kindergarten through 6th grade.

We are state licensed, have an optional hot lunch program, and offer flexible scheduling. We're open year round, except major holidays, to accommodate busy work schedules. We have two gymnasiums, an enclosed outdoor play area for our toddlers, and a separate playground for our preschoolers.

Our program is Christ-centered, weaving God into all we do: we pray, hear and interact with Bible stories, and memorize scripture. We have high academic standards and believe in challenging and supporting each individual child on their level. We won't push your child, but we believe in presenting opportunities that will help them learn and grow at their own pace.

We would love to have you join our family here at Warren Woods Christian Childcare and Preschool! Please let us know if you have any questions as you make this decision!

In His name,

*Warren Woods Christian Childcare & Preschool*

# GENERAL INFORMATION

## OUR GOAL

At Warren Woods Christian Childcare and Preschool, we are committed to high academic standards, quality care, and a curriculum that encourages spiritual development. We will work to prepare your child for their next step, throughout their journey at our center, celebrating each milestone with you. Our staff will provide the best possible environment for academic, spiritual, physical, and emotional development. We look forward to partnering with you to make your child's experience successful.

## OUR ORGANIZATION

-Warren Woods Christian Childcare and Preschool (WWCC&P) is a ministry of The Woods Church. The principles and teachings of WWCC&P are Christian without being denominational. The center is governed by the School Board of Warren Woods Christian School.

-WWCC&P is licensed by the state of Michigan Department of Human Services. Standards are constantly maintained to meet or exceed the requirements set by the licensing agency.

-In keeping with the State regulations, we will be periodically conducting unannounced fire drills, tornado drills, lockdown, and shelter in place drills.

# LICENSING

As a state licensed Childcare Center, we are in strict compliance with all rules and regulations that the State of Michigan Bureau of Children and Adult Licensing set before us. These can be found in the BCAL book located in each classroom as well as in the Director's office.

To comply with the new legislation, Warren Woods Christian childcare and Preschool are making you aware of the following:

- The center maintains a licensing notebook for all licensing inspection reports, special investigation reports and all related corrective action plans (CAPs) developed on and after May 27, 2010.
- The notebook will be available to parents for review during regular business hours.

# REQUIRED FORMS

Documents to be completed and returned before enrollment are:

- Child Enrollment Form
- Tuition agreement form
- Child Information Record
- Health Appraisal (must be updated annually)
- Policy Agreement
- A registration fee of \$75 per child or \$100 per family is due upon registration. This is a one-time, non-refundable charge. If a child is withdrawn then re-enrolls at a later date, a second enrollment fee will be expected.

# FINANCIAL POLICIES

Full day charges are billed every Friday for the following week's services. Payment is due by Monday of the week attending. If your account becomes past due, services will be suspended until the account is paid in full.

After accounts become 1 week overdue, there will be a \$10 late fee charged. Biweekly or monthly payments **must** be pre-approved with the office.

We are open 6:30am to 6:00pm. If your child is picked up after 6:00pm, your account will be billed **\$1.00** for every minute your child is here. Continual late pick ups will result in suspension from the program.

Check, credit card, or cash is accepted. Cash payments **MUST** be placed in a sealed envelope with your name and the amount enclosed written on it. Please make checks payable to Warren Woods Christian Childcare or WWCC. Please place payments in the payment box on the childcare office door. Returned checks will receive a \$25.00 NSF fee, after a second returned check, checks will no longer be accepted.

We also accept CDC payments through the State of Michigan.

Parents who are receiving DHS child care assistance must pay the full regular tuition rate until the authorizing paperwork is delivered to us for DHS billing. Upon our receipt of DHS payment, your account will be credited towards the following month. You are responsible to directly pay us your DHS co-pay each month. Rate may vary according to DHS disbursement. If DHS billing lapses it is your responsibility to pay the full tuition

amount until DHS notifies us otherwise.

When the center is closed due to a holiday or unplanned events, you will not be charged for those days.

A non-refundable \$75.00 registration fee for one child or \$100.00 per family is due upon registration.

**We are closed the following days:**

- New Year's Eve
- New Year's Day
- Good Friday
- Memorial Day
- 4th of July
- The Friday **before** Labor Day (staff in-service)
- Labor Day
- Thanksgiving and the day after Thanksgiving
- Christmas Eve
- Christmas Day

We reserve the right to close when enrollment is low due to holidays.

# PERSONAL PROPERTY

WWCC&P is a fun-filled and extremely active environment. We ask that you send your child dressed for their very busy day.

Our staff will take the utmost care to protect your child's clothing. However, in the event that your child's clothing should become compromised, our center will not be held liable.

We ask that all personal toys be left at home with the exception of show and tell days. All personal belongings must be clearly marked with your child's name in permanent marker.

# COMMUNICATION

We recognize that good communication between center staff and parents is essential. We appreciate you sharing any insights into your child's life that could influence his/her progress at the center. We welcome your questions and comments.

Teachers will communicate with you on a daily basis, whether through daily reports, face to face communication, or through email and other technological means. In our younger classrooms, daily reports will be sent home to inform you of your child's activities, meal times and eating habits, diaper changes and potty training, sleeping patterns, and any change in behavior. You may contact us in the following ways:

1. You can always **email** the lead teacher at the email addresses listed in this handbook. You can also email management. This is the best way to communicate non-emergency information to management or the lead teacher during the

school day.

2. You will also find the classroom extensions in this handbook. You are always welcome to **call** any of our classrooms, but please understand that classes are not always in their rooms (recess, etc.) and classrooms can get very busy.
3. **Remind** is a service that allows are teachers to text important information to you. Please follow the instructions received from your teacher to sign up for both the center’s remind and the remind for your child’s classroom.

Lastly, once you have registered your child, you will receive an email inviting you to sign up for the **parent portal**. From the parent portal, you can pay your bill online, request vacation days, or send messages to management.

## ILLNESS

You are the best judge of your child's health and we trust you will not bring a sick child to the center. However, if while in our care your child becomes ill, displays an unknown rash, or acts out-of-character your child's teacher will consult management and you may be called to come take your child home. When called, you (or an alternate emergency person) are expected to come immediately. This is to protect the health of your child and his/her classmates. Your cooperation is greatly appreciated. You will receive a “sick notice” when you pick up your child indicating when your child may return to the center. The following criteria will be considered in determining if your child must go home:

- Unknown rash.
- Fever of 100.5° or higher. For a mild fever, muscle aches, toothache, or headache Tylenol (supplied from home) may be administered. \*See Medicine below.
- Highly contagious condition such as head lice, chicken pox, strep throat, pin worms, mumps, impetigo, conjunctivitis (pink eye), etc.
- Diarrhea or vomiting (more than two loose, watery stools). Consideration will be taken if your child is allergic to certain food/drink products or on medication.
- Persistent cough for an extended period of time (cough suppressants and/or allergy medications are not recommended unless prescribed by a doctor)

***If your child is too ill to play outside with his or her class, or participate in regular classroom activities, then your child is too ill to attend the center.***

**Your child may return to the center after:**

- Obtaining written verification from a doctor.
- Fever-free for 24 hours without the aid of Tylenol, or other fever reducing medications.
- In the case of chicken pox, when all the lesions are scabbed over.
- In the case of head lice, following treatment with appropriate shampoo (such as Kwell or RID) so that all nits (eggs) are gone.
- In the case of a contagious illness, your child should take an antibiotic for 24 hours before returning.

- In the case of persistent cough, 24 hours without the aid of cough suppressants, or allergy medication.

**\*If questions arise to the appropriateness of a child's return to the center, the final decision will be that of management.**

## MEDICINE

Non-prescription medication (Tylenol, nose drops, etc.) as well as prescription medication will only be administered after a parent signs, and dates a form entitled, *Medication Permission*. The parent must provide all medications.

**Prescription medication *must* be in the original container and labeled with the child's name. A parent or guardian must administer the first dosage under their supervision; never the center staff. We will not administer cold medications to any child. Staff cannot administer medication (prescription or over the counter) without the proper dosage for that child listed on the container. If the container reads, "Consult/see Doctor" then a note from the doctor with the child's weight, and the dosage recommended, must be provided.**

A Non-Prescription Release form for other applications such as diaper wipes, sun block, soap, etc. can be signed upon enrollment.

# INJURIES AND ACCIDENTS

Every consideration will be taken to ensure the safety of your child while in our care. Should an injury occur, an Incident Report would be completed by the closest adult and signed by management. A copy of this report will be sent home. A parent or guardian will be notified regarding any injury that occurs while your child is in our care. In the event of a major medical emergency or accident, the center teacher or director will call 911 first. The child will be transported to the hospital noted on the Child Information Record (or the closest hospital). The lead teacher will accompany the child until the parent/guardian arrives.

# HEALTH CARE PLAN

## Hand Washing

Hand washing is the single most proven way to combat spreading illnesses. Staff need to wash their hands (necessary, but not limited to) before they start their shift and when they end, before and after serving food, after changing a diaper (or helping in the bathroom), wiping a nose, after playing outside, and coming into contact with any bodily fluids. Children need to wash their hands before and after eating, after having their diaper changed or using the bathroom, and anytime they are in contact with bodily fluids.

## Diapering Procedures

All diapering is done in a designated area, on a diaper changing table. After a diaper is changed, the area is sanitized using the three step process, the diaper is thrown out in a garbage specifically used for diapers, and the staff will wash their hands as well as the children's hands.

## Sleeping Equipment

Each child is given a specific cot that is labeled for them or sanitized after every use. All bedding is stored in each child's individual cubby or bedding bag. Please bring children ages 1 and up a blanket, and a small pillow for nap time. All bedding is sent home on Friday to be cleaned by parents. The cots are sanitized at that time.

## Allergies

In recent years, we have seen an increase in allergies in the children in our center. In order to keep our children safe, we ask that you help us in keeping our center PEANUT AND TREE NUT FREE. We can not keep our center free of all allergens, but if you child has an airborne allergy, please let us know and we will do our best to accommodate your child's needs.

## Pest Management

We do employ a both pest management company and a landscaping company. If either of these companies feel it is necessary to spray to control the management of pests on our premises, you will be notified in advance. We will notify you via email and you will receive written notice in your child's classroom. No pesticides will be sprayed unless the area can remain unoccupied for at least four hours.

## Cleaning and Sanitizing

All surfaces are cleaned after each use. The correct process for cleaning is: wash the surface with soapy water, rinse with clean water, spray bleach water on the surface and let it air dry.

Bleach water consists of one tablespoon per gallon of water.

All toys are cleaned and sanitized on a regular basis. Each room has a schedule detailing when specific toys are done. All toys are sprayed with bleach water to disinfect on a daily basis.

## SECURITY AND CHILD SAFETY

Children must be signed in and out daily on the iPads located in each classroom.

All adults must be listed on the "Child Information Card" and must carry photo ID.

For the safety and security of our children, the school doors are kept locked throughout the day. To the left of the main doors is an entry buzzer. Ring the buzzer, if we do not recognize you on camera, you will be asked to identify yourself and the child you are picking up.

Only the individuals listed on the Child Information Record, or on a written permission note from the parent, will be allowed to leave with a child. The staff is expected to request a picture I.D. from any unfamiliar person (including grandparents). ***If there is any concern, the staff of WWCC reserves the right to deny a person's request to pick-up a child.***

Until custody of a child has been established by a court action, one parent cannot limit the other from picking up the child from

our center. In order to restrict a parent from picking up a child, we must have copy of the court order on file.

## Staff and Volunteer Screening

All of our staff must pass both a criminal history check and a background check through the State of Michigan. Any volunteers, including parents, who are in our classrooms more than twelve hours are required to pass the same checks. All volunteers, including those who have passed the checks above, will not be left alone in any classroom without the appropriate number of staff members present to maintain ratio.

## Mandatory Reporting

As a childcare center, we are mandatory reporters of suspected child abuse and neglect. If we feel that a child in our care is being abused or neglected by their parents or guardians, it is our responsibility to call Child Protective Services.

# DISCIPLINE & GUIDANCE POLICY

We believe that children thrive in a structured environment, where they are given clear expectations (Galatians 5:13 – 15, Ephesians 5:8). So, we have established rules, guidelines, and boundaries in each of our classrooms that are developmentally appropriate and scripturally based (II Timothy 3:14 – 17). However, we understand that as children grow, they will push boundaries and we will see behavior that will need correction. We believe that this correction should happen in a spirit of gentleness. These corrections, or consequences, will be immediate and appropriate (Galatians 6:1. I Thessalonians 5:19 – 14).

Whenever possible, natural or logical consequences will be our first choice. Natural or logical consequences are those that happen as a direct result of a child's choice. For example, if a child dumps a bin of toys out, it will be his or her responsibility to clean the toys up. But, because we are also seeking to build character and produce spiritual fruit, the teacher will also talk to the child about his choice. However, occasionally, natural consequences will not be possible. And, even though some behaviors may be developmentally appropriate, they may still be hurtful.

We will make every effort to work with the parent or guardian to ensure a cooperative approach for children having difficulties with behavior. We are here to serve and protect all of our children! A parent may be called at work or home at anytime the child exhibits uncontrollable behavior that cannot be modified by the center's staff. The parent may be asked to take the child home immediately. The following steps may be taken regarding children who display chronic disruptive behavior, upsetting to the emotional or physical well being of another child or an adult.

*Initial Consultation:* Management may request that the parent or guardian meet for a conference. The problem will be defined on paper. Intervention strategies will be discussed. The best solution toward solving the problem will be agreed upon by management, teacher, and parent or guardian.

*Second Consultation:* If the initial plan for helping the child fails, the parent will again be asked to meet with management and teaching staff involved. Another attempt will be made to identify the problem, and establish a new, or revised, approach for solving the problem.

*Disenrolled:* When the previous attempts have been followed and no progress has been made toward solving the problem, the child may be disenrolled from the center at the discretion of management and the Board of Directors.

*Biting* can often occur in younger classrooms and is sometimes developmentally appropriate. However, biting can hurt and we may feel the need to take additional measures. Every biting incident will be considered based on the circumstances and consequences will be given on a case by case basis. If we feel that an individual case has reached a point where additional action should occur, we will take the following steps:

- Every bite, regardless of the surrounding circumstances, will be documented.
- The child will be shadowed by a staff member (watched very closely) and that staff member will chart behavior, including, but not limited to biting alone, to see if there is a trigger or a pattern to the behavior.
- Management will schedule a meeting with parents and the lead teacher to discuss any charting and observations made in the classroom. Together, parents and staff will discuss strategies and opportunities for improvement in the classroom and at home.

- After the meeting, these strategies and opportunities for improvement will be implemented in the classroom and at home. Shadowing, charting, and documentation will continue.
- If the biting continues after these strategies have been implemented, then parents will be called to pick up the child each time they bite. The child must be picked up by an authorized adult within one hour from the call.
- If the child is sent home three times for biting, and the director feels that the safety of the classroom has been compromised, disenrollment will occur.

NOTE: Corporal punishment will not be allowed. This is defined as the use of negative physical touching (spanking, slapping, pinching, etc.), exclusion from large motor or outdoor activities, or exclusion from any learning activity. No unusual punishment will be allowed such as humiliation, ridicule, threat, or coercion.

We believe that partnering with parents will achieve the most effective discipline. God has charged parents with the discipline of their children first, and we believe it is our responsibility to discipline children only as an extension of that charge. We will effectively communicate any behavioral concerns we may have, so that we can partner with you in discouraging the behavior. If you have any questions or concerns about your child's behavior, do not hesitate to talk with the lead teacher, the staff in your child's room, or management.

# FOOD & BEVERAGES

***WWCC&P is a peanut and tree nut free facility.***

**EFFECTIVE SEPTEMBER 1, 2018-SNACK WILL NO LONGER BE PROVIDED. CHILDREN WILL NEED TO HAVE A MORNING AND AFTERNOON SNACK PROVIDED BY THE PARENT.**

We will provide a morning and afternoon snack for each child in attendance, ages 1 and up. Snack schedules are posted in all classrooms. We will provide whole milk for ages 2 and under and 1/2% for ages three and up or water with all snacks. If your child requires an allergen free snack, you will need to provide an appropriate snack. Allergen free beverages need to be pre-filled, as well.

If your child arrives before 7:45, you may send them with a prepared breakfast. It is the responsibility of the parent to provide a nutritious lunch for their child. We do ask that you provide a breakfast and lunch that is protein rich and contains little processed sugar. We find that children who have a diet rich in protein and low in processed sugar are able to do their best work throughout the day.

Lunches need to be in an insulated lunch box with a freezer pack. We can heat up lunches, but food must be pre-cooked and not take longer than two minutes to heat up. All lunch boxes need to be labeled with permanent marker with the child's first and last name.

Hot lunch is available during the school year for an additional charge. All ordering is done online on a monthly basis. Daily emergency orders can be made through the front office for an additional charge, no later than 9 am.

According to State Licensing, there are certain foods that would be considered choking hazards for children under the age of 3. These foods include, but are not limited to: popcorn, uncut round foods, such as grapes or hot dogs, hard pretzels, marshmallows, and large chunks of meat or cheese.

***Chewing gum and hard candies are not allowed.***

## ATTENDANCE

Billing is set up by the number of days your child is enrolled. For example, if your child is signed up for 5 days a week, you will be charged for five days.

Each child receives an amount of sick days in accordance with the number of days enrolled. The schedule of days given is as follows:

5 days registered-10 sick days

4 days registered-8 sick days

3 days registered-5 sick days

These days will be available January 1 through December 31 of each year and cannot be carried over to the next year. If using a sick day, please call the office or your child's teacher to inform them your child will not be in that day.

If your child will not be attending due to a scheduled vacation, please notify the office in writing at least 2 weeks in advance. *If* notice is given, you will not be charged for these days.

**Any changes to your child's schedule must be cleared through the office.**

During any holiday season (Christmas, Fourth of July, etc.), you will be asked to inform us of your child's schedule or to sign up for the specific days your child will be here. If you fail to inform us of any schedule changes, we will assume that your child will be here their regular scheduled days. We will refer to these days as holidays, and not vacation days. If your child does not attend during your scheduled holiday time, you will still be charged for the day. To avoid being charged for time that your child is not here, you must inform the office of your holiday schedule.

Management reserves the right to cancel the enrollment of a child at his/her discretion, or for the following possible reasons:

- Non-payment or excessive late payments of tuition and fees.
- Not observing the rules of the center as outlined in the parent agreement.
- Child has special needs that we cannot adequately meet with our current staffing patterns.
- Physical and/or verbal abuse of staff or children by parent or child.
- Expired or non-immunizations and/or physical.

## WITHDRAWAL & DISMISSAL POLICY

**A two-week notice is required before withdrawing a child from our center. Account must be paid in full before withdrawing—including your child's tuition for that two-week period. Any account past due at time of disenrollment will be sent to collections.**

# PARENT CODE OF CONDUCT

Warren Woods Christian Childcare & Preschool requires the parents of enrolled children behave in a manner consistent with decency, courtesy, and respect at all times. One of the goals is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees, but is the responsibility of each and every parent or adult who enters our center. Parents who violate the Parent Code of Conduct will not be permitted on school property thereafter. The following will not be tolerated:

- Swearing/Cursing
- Threatening of employees, children, other parents, or adults on the premises.
- Physical/Verbal punishment of your child or other children in the center.
- Smoking on school premises
- Confrontational interactions with employees or other parents.

# QUESTIONS/CONCERNS

Any questions or concerns that have not been handled by your child's teacher can be directed to management. If after meeting with teachers and management, your concerns have not been rectified, you may contact the board of directors at [wwcsboard@gmail.com](mailto:wwcsboard@gmail.com).

# CLASSROOM INFORMATION

## INFANTS (6 WEEKS AND UP)

Our infant room offers care for infants six weeks and up. In these classes our caregivers interact with your infant by talking, singing, rocking, finger plays, music, reading, and sensory. We want to be sure that each child's need for affection and safety are met by fostering trust and enhancing the positive emotional and social development of each child.

If your child is enrolled in the infant room, the caregivers ask that you provide the following:

- Bottles (prepared) and must be labeled as follows:
  - \*Formula-Child's name, date, and contents.
  - \*Breast Milk-Child's name, date expressed, date being served, and contents.
- Baby food-Cereal must be prepared
- Diapers and wipes
- Sippy cup (when needed)
- 2 Complete change of clothes
- Diaper rash cream/sunscreen (optional)

Please be sure to label all items, including bottles, wipes, etc.

According to state licensing, the ratio in this classroom is 1 teacher to every 4 children (1:4). However, whenever possible, we will maintain a ratio of 1 teacher to every 3 children (1:3).

# TODDLERS

## (AGES 12 MONTHS AND UP)

Our toddler room offers care for children that are at least 12 months old and walking. In this class our teachers listen, interact, and talk with each child to determine their individual needs. Armed with the knowledge that children learn through playing and exploring, our staff provides the children with a wide a range of activities each day. Some of the skills that are developed during this period are language and self-help skills.

If your child is enrolled in this class, the teachers ask that you provide the following:

- Diapers
- Wipes
- Diaper rash cream/sunscreen (optional)
- Blanket, small pillow, and fitted crib sheet
- 3 sippy cups-these are sent home daily
- 2 complete changes of clothes

If your child will need diaper rash cream, teething medicine, or Tylenol we have a medication form that will need to be filled out by a parent.

We ask that all personal toys be left at home with the exception of show and tell days. All personal belongings must be clearly marked with your child's name in permanent marker.

According to state licensing regulations, the ratio in this classroom is 1 teacher to every 4 children (1:4).

# EXPLORERS

While in this room, children will develop many social skills, experience cooperative play and learning, and will work on their bathroom skills. The teachers in these rooms focus on helping children learn that “they can do it”!

If your child is enrolled in this class, the teachers ask that you provide the following:

- Diapers or pull –ups
- Wipes
- Diaper rash cream/Sunscreen (optional)
- Blanket, small pillow, and fitted sheet
- 2 complete changes of clothes

If your child will need diaper rash cream, teething medicine, or Tylenol we have a medication form that will need to be filled out by a parent.

We ask that all personal toys be left at home with the exception of show and tell days. All personal belongings must be clearly marked with your child’s name in permanent marker.

According to state licensing regulations, the ratio in this classroom is 1 teacher to every 4 children (1:4).

# YOUNG PRESCHOOL

## (AGES 30 MONTHS AND UP)

While in this class, children will be introduced to a preschool curriculum and schedule. Children will continue to work on their potty training while learning through many hands on activities.

If your child is enrolled in this class, the teachers ask that you provide the following:

- Depending on your child's stage of potty training, please bring what your child will need (pull ups, training pants, underwear, etc.)
- Wipes
- Sunscreen (optional)
- Blanket, small pillow, and sheet for cot
- 2 complete changes of clothes

We ask that all personal toys be left at home with the exception of show and tell days. All personal belongings must be clearly marked with your child's name in permanent marker.

According to state licensing, the ratio in this classroom is 1 teacher to every 8 children (1:8). However, whenever possible, we maintain a ratio of 1 teacher to every 6 children (1:6).

# PRESCHOOL

## (MUST BE 3 BY SEPTEMBER 1ST)

As in all of our classrooms, in Preschool, we have created a curriculum that is academically challenging, teaches Biblical character development, and presents multiple opportunities for learning on a daily basis. The teachers in the classroom will be introducing language and math concepts on a daily basis, constantly assessing each child to insure that they are both challenged and supported.

If your child is enrolled in the full day preschool class, the teachers ask that you provide the following:

- Sunscreen (optional)
- Blanket, small pillow, sheet for cot
- 2 complete changes of clothes

We ask that all personal toys be left at home with the exception of show and tell days. All personal belongings must be clearly marked with your child's name in permanent marker.

According to state licensing, the ratio in this classroom is 1 teacher to every 10 students (1:10). Because of the higher ratio in this classroom, students must be potty trained before enrolling in this classroom.

# PRE-KINDERGARTEN

## (MUST BE 4 BY SEPTEMBER 1ST)

As in all of our classrooms, in PreKindergarten, we have created a curriculum that is academically challenging, teaches Biblical character development, and presents multiple opportunities for learning on a daily basis. Academics, critical thinking, social skills, and independence are stressed as we are focused on fully preparing your child for kindergarten. We will continue to introduce new math and language concepts, including early reading. We will be constantly assessing your child to insure that they are both challenged and supported as they prepare for Kindergarten.

If your child is enrolled in the full day PreKindergarten class, the teachers ask that you provide the following:

- Sunscreen (optional)
- Blanket, small pillow, sheet for cot
- 2 complete changes of clothes

We ask that all personal toys be left at home with the exception of show and tell days. All personal belongings must be clearly marked with your child's name in permanent marker.

According to state licensing, the ratio in this classroom is 1 teacher to every 12 students (1:12). Because of the higher ratio in this classroom, students must be potty trained before enrolling in this classroom.

# HALF DAY INFORMATION

Children enrolled in these classes will follow the Holiday and Break schedule that Warren Woods Christian School follows. If Warren Woods Christian School is closed due to inclement weather, the half day Preschool and half day PreKindergarten classes will be closed as well.

Children need to be potty trained before enrolling in our half day classes.

## PRESCHOOL

(MUST BE 3 BY SEPTEMBER 1ST)

Our preschool is held on Tuesday, Wednesday, and Thursday mornings from 9 am to 12pm.

## PRE-KINDERGARTEN

(MUST BE 4 BY SEPTEMBER 1ST)

Our pre-kindergarten class is held on Monday, Tuesday, Wednesday, and Thursday mornings from 9 am to 12 pm.

## HALF DAY FINANCIAL POLICIES

The cost of preschool and prekindergarten is broken down into monthly payments. The payment for each month is due on the 1st of that billed month. The full amount is due each month regardless of sick days, Holidays, or closures. Payments not received on the first will receive a \$10 late fee and the student will not be allowed to attend until payment is received.

Check, cash or credit cards are accepted. Cash payments **MUST** be placed in a sealed envelope with your name and the amount enclosed written on it. For your convenience, there is a payment drop box located on the childcare office door. To make a credit card payment, please use the parent portal. . Returned checks will receive a \$25.00 NSF fee, after a second returned check, checks will no longer be accepted.

Any extended care services that are used will be billed on a monthly basis.

## POLICY UPDATES

The fees, procedures, and policies stated in this handbook are subject to be changed at the discretion of the center director or board of directors. This Parent Handbook Revised: April 2018.

If you have any questions or just want to see how your child's day is going, please feel free to call or email us. The direct line is 586.772.4527 with the following extensions.

**Director** **135**

childcare@wwchristianschool.org

**Assistant** **107**

**Infants** **108**

Infants.wwcc@gmail.com

**Toddlers** **109**

Toddlers.wwcc@gmail.com

**Explorers** **110**

Explorers.wwcc@gmail.com

**Young Preschool** **119**

Youngpreschool.wwcc@gmail.com

**Full Day Preschool** **120**

Fulldaypreschool.wwcc@gmail.com

**Full Day Pre-Kindergarten** **121**

Fulldayprek.wwcc@gmail.com

**Half Day Preschool** **111**

Halfdaypreschool.wwcc@gmail.com

**Half Day Pre-Kindergarten** **122**

Halfdayprek.wwcc@gmail.com



