West Shore Lutheran School

Preschool and Child Care Handbook

2024-2025



West Shore Lutheran School

3225 Roosevelt Rd.

Muskegon, MI 49441

Phone: 231-755-1048 or 231-759-3289

Fax: 231-755-6942

Website: www.westshorelutheran.com

School Email: westshorelutheran@gmail.com

Child Care Director Email: wsls\_childcare@hotmail.com

**Welcome**

Welcome to West Shore Lutheran Early Childhood Program. We hope this booklet will give you insight into our goals and procedures. We are looking forward to providing a positive learning experience for you and your child/children. If you have questions or concerns, please contact us at any time.

Principal, Brad Feenstra (231) 755-1048 ext. 105

Office Administrator, Tammy Ewalt (231) 755-1048 ext. 100

Preschool Teacher, Leanne Wiebenga (231) 755-1048 ext. 106

 (231) 571-7016 cell

Child Care Director, Lisa Serene (231) 755-1048 ext. 101 (231) 830-6517 cell

**About Us**

**Philosophy**

West Shore Lutheran Early Childhood program will provide a Christian environment and program to meet the changing needs of the growing and developing child. This will be accomplished by utilizing developmentally appropriate activities for all children. This includes the child’s physical, social, emotional, and intellectual development and helps them to achieve his or her fullest potential.

**Goals**

Our goal is to enable children to grow spiritually, academically, socially, and physically. We will help the children realize that all of us are children of God. Parents, teachers, and children will interact in an environment of mutual respect, cooperation, responsibility, and openness toward learning and growing together. Children are encouraged to become independent learners. Self-sufficiency is especially important toward the emotional wellbeing and self-esteem of the child and will be stressed in this program.

**Discipline**

Our children will be encouraged to respect the feelings and property of others. We will promote the development of self-control through positive guidelines and actions. Redirecting negative behavior will be done whenever possible. If a child’s behavior is aggressive (biting, hitting, kicking etc.) towards students or staff the child will be removed from the situation to allow the child to gain control over their actions/emotions. Under no circumstance will physical punishment, humiliation, embarrassment, judgmental words, nagging, scolding, withholding of food, excluding a child from rest, gross motor activities, or daily learning activities take place.

**Anti-Discrimination Statement**

West Shore Lutheran School admits students of any race, color, nationality, or ethnic origin. All students are entitled to the rights, privileges, programs, and activities made available to the students at the school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of its policies, admission policies, scholarship programs, athletics, and other school administered programs.

**Certification**

West Shore Lutheran Early Childhood Center is fully licensed by the State of Michigan. It is staffed by teachers specializing in Early Childhood Development and qualified teacher’s assistants.

**Hours of Operation**

**Preschool**

Preschool sessions run Monday through Friday from 8:15 a.m. to 11:00 a.m. and 12:15 p.m. to 3:00 p.m. Your child should arrive no earlier than 8:05 a.m. or 12:05 p.m. and must be picked up no later than 11:05 a.m. (for the morning classes) and 3:05 p.m. (for the afternoon classes). A charge of $1 per minute after 11:05 a.m. or 3:05 p.m. will be charged to your tuition bill for child care services. If your child is enrolled in more than one preschool program, between sessions, your child will be signed out of preschool and signed into child care, and you will be charged the published child care fee until the next preschool session starts.

**Child Care**

Child Care hours are from 7:00 a.m. to 5:30 p.m. Monday through Friday. If a child is not picked up by 5:30 p.m., from child care, a charge of $1 per each minute will be charged to your account. This charge will not be assessed if prior arrangements were made and approved by the child care director or principal.

**Admission**

**Preschool Admission**

Children entering West Shore Lutheran Preschool must have reached the age of 3 or 4 for the T-Th classes, 4 for the M-W-F morning classes, and 3 or 4 for the M-W-F afternoon class by September 1st of the school year that they enter. Children entering preschool must be toilet trained. This means that your child can and will take care of all basic toileting needs by themself. This needs to be completed before preschool starts. If after school starts, we discover that your child is not toilet trained, we reserve the right to withhold the child from preschool until potty training is completed at home. The preschool room is not set up for diapering or excessive “accident” cleanup.

T-Th classes start on September 3, 2024

M-W-F classes start on September 4, 2024

**Preschool Admission - Continued**

![MC910220620[1]]()Registration for current West Shore families is during the month of December. Open registration for new families will start in January upon return from Christmas break. Registration will continue until the sessions are filled. As sessions fill a waiting list will be started.

**Child Care Admission**

Children must be 2 1/2 years of age for admission. If your child has a younger sibling under the age of 2 1/2 years old see the child care director for information about the infant/toddler programs.

Acceptance for preschool and child care will be dependent upon receipt of a completed class request form, child care hours request form, registration policy, and a non-refundable $75 registration fee for the preschool program, a non-refundable $50 registration fee for the child care program only, or a non-refundable $100 registration fee for both preschool and child care programs.

A health appraisal form including an official immunization record, the emergency information card, and the Preschool and Child Care handbook signature page, must be in our files by the first day of preschool or childcare, whichever comes first. If we do not have a Health Appraisal, signed by a doctor, in our files, your child will not be able to attend school or child care until a doctor completes the form. If you are not able to get your child a doctor appointment, we must have a note from your doctor’s office stating the date of your child’s appointment.

**Withdrawl Policy**

If a move deems it necessary to withdraw we request that you notify the Office Administrator or Child Care Director two weeks in advance. Parents will be charged for this period.

West Shore Lutheran School reserves the right to dismiss a child at any time from our programs.

If a child has three bathroom accidents, while in preschool, within the first thirty days of school, a meeting with the parents and preschool teacher is required.

**Drop Off and Pick Up**

All children must be picked up and dropped off to their classroom. No child will be released to a person not authorized by a parent to pick up the child. We must have written or verbal authorization for changes in this matter. A photo ID will be required to pick up a child if a person is not known to staff. West Shore staff does not provide curbside service for parents or school busses.

Custodial parent is responsible for providing the center with a copy of any court order prohibiting contact with non-custodial parent in order for the center to withhold a child from a parent.

**Preschool Tuition**

Three-day program is $1,575 or nine (9) payments of $175 for the 2024-25 school year. Five percent (5%) will be discounted if paid in full by August 15.

Two day program is $1,215 or nine (9) payments of $135 for the 2024-25 school year. Five percent (5%) will be discounted if paid in full by August 15.

Acceptable payments are cash, check, and credit/debit card. If you would like your tuition to be set up on a nine equal monthly installment plan please contact the office administrator. Auto payments are an available payment option. If for any reason your auto payment fails there will be a $50 failed transaction fee assessed to the account.

All tuition payments are due by the 15th of the previous month, example: invoice for September tuition will be emailed on or around August 1st and payments are due by August 15th. You will be billed monthly, and your last payment of the year will be emailed April 1st due by April 15th for May.

Payments received after the 15th will be assessed a $50 late charge. If payment is not received by the 30th of the month the child may be placed out of school. Re-enrollment in school will occur if the payment is received within two weeks from the day of the child’s removal from school. If payment is not received the student will lose their spot in the class.

No student may start the school year without the first payment made in full and all past due West Shore Lutheran School fees made current by August 15th.

Multiple children in school will receive a ten percent (10%) tuition break. This includes all children that are enrolled in more than one preschool program.

There will be no refunds made due to cancellations. However, refunds may be considered by the Board of Christian Education for:

* Family relocation outside of the area.
* Written physician’s recommendation to withdraw child from school.

**Child Care Rates**

Currently Child Care rates are $5.95 per hour for the youngest child and $4.95 per hour for the oldest child/children for the current school year. Rates are subject to change. Different rates apply for the infant and toddler rooms. If child/children is/are enrolled in preschool you are only charged for time child/children is/are in child care classroom. You have the flexibility of choosing your weekly hours, however, without communication your minimum payment will be for the hours you have indicated on your hours request form. If your child/children will not be in child care please email the child care director at wsls\_childcare@hotmail.com or call the school office (231-755-1048) or communicate using the brightwheel app.

All schedule changes need to be communicated to the child care director prior to the time indicated on the hours request form. If a change is not communicated your billing will start at the time indicated on the hours request form, at the regular hourly rate, even if your child is dropped off to child care later than your indicated scheduled time. If you know that your child will not be attending child care on a day specified call 231-755-1048 ext. 101 or email wsls\_childcare@hotmail.com or use the brightwheel app to cancel by 9 a.m. to avoid being charged for the time indicated on the hours request form. Do not communicate a cancellation to the classroom staff.

Child Care is a prepaid program. Payment will be made a minimum of one week in advance with a one week grace period. Services may stop when the balance is at zero. Prepayment is expected by the Friday of the previous week.

As with our preschool payment policy, any unpaid balances on the account after the 15th of each month are subject to a $50 late fee. Auto payments are an available payment option. If for any reason your auto payment fails there will be a $50 failed transaction fee assessed to the account.

**Child Care Rooms**

During the months of September through May children ages 2 ½ - 5 are separated into 2 different classrooms. Child Care 1 is designated for children 2 ½ - 3 years old and do not have to be potty trained. Children will not advance to the Child Care 2 classroom until they are fully potty trained regardless of age. Child Care 2 is designated for children 3 – 5 years old and completely potty trained.

During the months of June, July, and August children ages 2 ½ - 4 will be assigned to the Child Care 1 classroom. Children who will be entering Kindergarten and older will be assigned to the Child Care 2 classroom.

**Child Care Daily Schedule**

Arrival-8:30 Free exploration

8:45-9:00 Cleanup & wash hands

9:00-9:30 Morning snack

9:30-10:00 Arts & crafts

10:00-10:30 Circle time

10:30-11:25 Outside/gym time

11:25-11:30 Cleanup & wash hands

11:30-12:00 Lunch

12:00-12:30 Cleanup, change diapers, children play

12:30-12:50 Movie time

12:50-3:00 Rest time

If your child does not rest, quiet activities will be offered at 2:00 pm.

3:00-3:30 Children wake up/exploration time

3:30-4:00 Snack

4:00-5:30 Outside/gym time

Potty breaks and diaper checks are conducted at least every 2 hours while the child is awakened

as needed throughout the day.

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**Morning Preschool Daily Schedule**

8:05-8:15 Children arrive

8:15-8:30 Circle time

This time is used for our letter of the week, bible story, job chart, weather, calendar, Pledge of Allegiance, and our daily schedule of planned events.

8:30-8:40 Hand washing and singing

8:40-9:00 Prayer and snack

9:00-10:00 Exploration

 Play and social time for the children

Small group, learning concepts, and readiness skills

Art activity, 4 to 6 children at a time, cutting, tracing, and pasting

10:00-10:05 Cleanup

10:05-10:10 Transition for outside/gym time

10:10-10:30 Outside/gym time

10:30-10:45 Story time

10:45-10:55 Recap bible story and prayer

11:00 Children picked up

**Afternoon Preschool Daily Schedule**



12:05-12:15 Children arrive

12:15-12:30 Circle time

This time is used for our letter of the week, bible story, job chart, weather, calendar, Pledge of Allegiance, and our daily schedule of planned events.

12:30-1:30 Exploration

 Play and social time for the children

Small group, learning concepts, and readiness skills

Art activity, 4 to 6 children at a time, cutting, tracing, and pasting

1:30-1:35 Cleanup

1:35-1:50 Story time

1:50-2:00 Hand washing and singing

2:00-2:20 Prayer and snack

2:20-2:30 Recap bible story and prayer

2:30-2:35 Transition for outside/gym time

2:35-2:55 Outside/gym time

3:00 Children picked up

**Health Procedures**

Keep your child home:

* If he/she has a fever of 100 degrees or higher

 or has had one during the previous 24-hour period.



* If he/she has diarrhea during the previous 24

hour period

* If he/she is vomiting during the previous 24

hour period

* If he/she has an undiagnosed/unrecognizable rash
* If he/she has symptoms of possible communicable disease, (these are vomiting/diarrhea, pink eye, strep throat, head lice, hand, foot & mouth disease, and flu-like illness including fever). Please notify the school if your child/children does/do have a communicable disease.
* If he/she has started an antibiotic medication the child must stay home for the first 24 hours while on the medication.

Parents will be notified when a change in the child’s health occurs, or the child has a temperature of 100 degrees or higher. Depending on the severity of the child’s illness, parents will be contacted by written report, phone, email, or text message from a staff member.

![MC900071308[1]]()**Health Procedures - Continued**

Temperature will be measured using a digital thermometer. Temperatures will be taken either on the child’s forehead or under the child’s arm. When the temperature is taken under the arm, one degree is added to the reading. Temperatures will not be taken orally or rectally.

If a child becomes ill at school, the child will be kept separate from other children if possible. Parents will be contacted by phone to pick up their child. All items used by an ill child will be washed, rinsed, and sanitized before being offered to the other children. If a staff member becomes ill they will be sent home and a substitute teacher will be called. Items used by the ill staff member will be washed, rinsed, and sanitized.

If a child, staff, or volunteer has been diagnosed with a communicable disease the center will notify parents of the name and symptoms of the communicable disease.

In the case of:

* skinned knees or other minor injuries, parents will receive a written injury report or an email.
* a head injury, the parents will be phoned immediately.
* fever, diarrhea, vomiting, or an unrecognizable rash, parents will be phoned to pick up their child.
* if the child is not him/herself and is complaining about discomfort or is just cranky and crying more than usual for that child, the parent will be contacted via telephone.

**Emergency Procedures**

In case of serious accident or injury:

* Basic first aid will be applied.
* Parents will be notified. If parents cannot be contacted, the emergency contact on the child’s information card will be notified.

If the above persons cannot be contacted, and the child needs medical attention due to a life-threatening situation, the child will be transported via ambulance to the hospital of choice as indicated on the child’s information card. Staff will accompany the child until a parent arrives.

West Shore Lutheran practices emergency situation procedures for such events as fire, severe weather, and other emergencies throughout the school year. In case of an actual evacuation, we would walk the children to Roosevelt Park Community Center.

If WSLS goes into a lockdown situation, parents will not be able to pick up their child/children until the lockdown is lifted.

**Medication**

All medication shall be in the original container, stored according to instructions, and clearly labeled for a named child, including all nonprescription topical medications.

Topical nonprescription medications, including, but not limited to diapering cream, triple antibiotic, sunscreen, and insect repellant, require written parent authorization annually.

All medications require written permission from the parent before West Shore Lutheran can administer the medication. One form per medication is required. The appropriate permission form can be found at this link: <https://www.michigan.gov/documents/lara/BCAL-1243_8_15_fillable_2_498629_7.pdf>.

If a nonprescription medication indicates that a physician should be consulted for the dosage, written instructions must be obtained from the physician before administering the medication.

Medications cannot be mixed in with your child’s beverage unless indicated on the original medication container or prescription label.

**Meals and Snacks**

**Preschool**

A snack is offered daily. Parents will take turns bringing snacks for a week at a time. A list of snack dates will be sent home noting birthdays. Snacks must follow USDA Food Pyramid Guidelines. A special treat may be brought to celebrate a birthday.

Please notify the classroom teacher (in writing) of any dietary restrictions.

Snacks will be recorded and posted outside the classroom on the preschool bulletin board.

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**Child Care**

**Milk & Food Agreement**

The family understands that they are responsible for providing lunch with a beverage for their child daily. If the family forgets to provide lunch, the child will not be deprived of the meal or snack. Staff will contact the family to notify them of the missing meal. If no contact can be made the staff will find options for the child to eat from the snack pantry.

**Milk & Food Agreement-Continued**

The family understands that they are responsible for ensuring that a cold lunch brought from home is adequately cooled using an insulated lunch box and ice pack. Lunch box must be labeled with your child’s first and last name on the outside of the container.

The family understands that if they desire milk for their child, they are responsible for providing the milk.

The family understands that an a.m. snack will be served at approximately 9:00 a.m. The a.m. snack will contain at least two different food groups and will be served with a beverage. The a.m. snack is provided by West Shore Lutheran School and is also supplemented by parent snack donations.

The family understands that a p.m. snack will be served at approximately 3:30 p.m. The p.m. snack will contain at least two different food groups and will be served with a beverage. The p.m. snack is provided by West Shore Lutheran School and is also supplemented by parent snack donations.

The a.m. and p.m. snack menus are placed outside the classroom door and are logged in the brightwheel app.

The family understands that they will be asked to contribute to the classroom’s snack pantry once every 8-12 weeks. A list of snack helpers will be issued. Please contact the director if you are not interested in donating.

Please notify West Shore Lutheran School (in writing) of any dietary restrictions.

**Child Care Rest Period**

Children in child care have a scheduled daily rest period. Children are invited to bring bedding (small pillow and blanket) to use at this time. Bedding may be left in the child care room but must be taken home weekly for washing.

**Open House**

An Open House will be held in the preschool and child care classrooms approximately one week before the school year begins. This will help your child become familiar with the programs staff and facility before school actually starts. You will be notified through Facebook or by your child’s teacher of the day and time of the Open House. If the day and time does not work for your family, we would be happy to meet with you at a more convenient day and time.

**Closings**

**Preschool**

Preschool closes for all scheduled holidays, breaks, and school closings due to weather. A school calendar will be sent to your home in August with these closings. If we close due to inclement weather, it will be posted on local TV stations and West Shore Lutheran School’s Facebook page. Preschool tuition remains the same, and is not altered, when preschool is closed for holidays, breaks, or closed due to weather.

**Child Care**

In the event of closing due to inclement weather, please stay tuned to local TV stations and West Shore Lutheran School’s Facebook page. If the school is closed, child care will be open for children regularly scheduled for that day unless conditions are extremely severe and pose a hazard to our staff and families to travel. Children enrolled in school will need to seek other accommodations.

**Child Care is closed for the following holidays:**

New Year’s Eve Labor Day

New Year’s Day Thanksgiving

Memorial Day Friday after Thanksgiving

Fourth of July Christmas Eve

Friday before Labor Day Christmas Day

There may be other days of the year that child care may be closed that will be decided by the school board. The family will not be billed for any days that the child care center is not open for business.

**![MC900040459[1]]()**

**Health Care Plan**

Staff and volunteers will wash hands as necessary and at the following times:

Upon arrival, prior to the care of children, prior to giving medication, after toileting, after assisting children in toileting, after diapering, after handling animals and pets and cleaning cages, before eating, and before serving food or drink. Children will be instructed to wash their hands after toileting, diaper changes, before eating, and after eating.

**![MC900371340[1]]()**

**Health Care Plan - Continued**

Staff will follow universal precautions when handling body fluids. The surface will be washed with warm water and detergent. The surface will be rinsed with clean water and then sprayed with a sanitizing solution. The surface will air dry.

Equipment, toys, and other surfaces are cleaned and sanitized using the three step method-soap, water, and then bleach water. Tables are washed after each use using the three step method.

Floors and carpets are mopped or vacuumed daily, and bathrooms are sanitized daily. We are on a regular rotation for carpet cleaning and floor waxing.

**What to Bring to Child Care?**

On or before the first day of child care please bring:

* A copy of the child’s immunization record, Health Apprasial (signed and dated by a doctor), the emergency information card, and the handbook signature page.
* ![MC900022298[1]]()![MC900100806[1]]()Blanket for rest time
* Small pillow for rest time
* Spare clothes to be left at child care in a labeled zip bag.

Please include pants, shirt, socks, and underwear



* 2 packages of 5 oz. paper or plastic cups
* 2 boxes of tissues
* 1 box plastic spoons
* 1 box plastic forks
* Diapers and wipes if needed
* Lunch box with child’s first and last name boldly marked on the outside of the lunch box

Two snacks will be provided in child care by West Shore Lutheran School. The first snack will be at approximately 9:00 a.m. and the second snack will be at approximately 3:30 p.m. Our lunch time will be at 11:30 a.m. provided by the parent.

**![MC900311286[1]]()![MC900439428[1]]()Items Needed for Preschool**

On or before the first day of school please bring:

* A copy of the child’s immunization record, Health Apprasial (signed and dated by a doctor), the emergency information card, and the handbook signature page.
* A complete set of clothing in a gallon zip bag. This set should include pants, shirt, socks, and underwear. Please label the bag with your child’s name. If your child is in preschool and child care we only need one set of clothing.
* 2 packages of 5 oz. paper cups
* 1 box of tissues
* 2 rolls of paper towel
* Backpack or bag and a folder to send home projects and information. Please put your child’s name on the backpack and folder.
* A picture of your child to place on our birthday wall. (This will not be returned)
* $10 donation for daily snack (if paying by check please make it out to WSLS and in the memo line put “snack donation”). Please pay with cash or separate check from tuition, so payment can be noted.

**Brightwheel App**

After enrolling your child, the childcare director will invite you to sign up for the brightwheel app. Brightwheel is a communication app that enables you to view a report of your child’s activities throughout their day. You are also able to message your child’s teachers.

**Special Needs**

Parents of children with special needs may request a written daily record that includes:

* Food intake; time, type of food, and amount eaten
* Sleeping patterns, when and how long child slept
* Elimination patterns; including bowel movements, consistency, and frequency
* Developmental milestones
* Changes in the child’s usual behaviors

**Field Trips**

Parent’s written permission will be obtained annually for routine transportation.

Parent’s written permission for any transportation not considered routine will be obtained before each trip.

**Parent Notification of the Licensing Notebook**

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports, and all related Corrective Action Plans (CAP). The notebook must include all reports issued and CAPs developed for the last 5 years until the license is closed.

* This center maintains a licensing notebook of all licensing inspection reports, special investigation reports, and all related Corrective Action Plans.
* The notebook will be available to parents for review during regular business hours.
* Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Children and Adult Licensing website at**:** [**www.michigan.gov/michildcare**](http://www.michigan.gov/michildcare)**.**

**Parent Permission Photo Release**

By signing the Annual West Shore Lutheran Preschool and Child Care Handbook signature page, consent is given to use pictures of your child as described below. If you do not want your child’s picture used in this manner please notify us in writing.

Pictures may be used on school bulletin boards, in the school newsletter, school brochures, school Facebook page, Power Point presentations, and on the school website. When pictures of students are placed on the website there will be no personal identification of any student by name.

**Family Involvement**

Parents are welcome to visit our classrooms during regular sessions, and we kindly request that they schedule these visits with the child care director or preschool director in advance. To ensure an optimal learning environment for our students, we ask that parents refrain from bringing siblings or additional children when observing the classroom. Additionally, we have a standard requirement for parents to complete a background screening before their visit.

We encourage parents to actively participate in the special events organized by the school throughout the year, with the specific nature of these events varying from one year to another. The preschool teacher or the child care director will communicate advance notice regarding scheduled special events.

Furthermore, preschool students attend a monthly chapel service, and we extend a warm invitation to parents to join their children in experiencing these services together.

**Cultural Awareness**

At West Shore Lutheran School, we take great pride in celebrating diversity and fostering cultural competence within our preschool and child care programs. Our commitment to these values is reflected in the very heart of our classrooms. We believe in providing a rich and inclusive learning environment for our children. To that end, you will find a diverse array of toys, books, and posters that represent a wide spectrum of cultural backgrounds and traditions. These materials are carefully selected to promote an appreciation for the world's various cultures and to encourage curiosity and understanding. Our approach is rooted in Christian values, which guide us in upholding kindness, respect, and inclusivity towards all. We are dedicated to nurturing young minds in a harmonious setting where they can learn, grow, and thrive while embracing the multicultural tapestry that surrounds us.

**Children, Families, and Staff with Disabilities**

West Shore Lutheran can make reasonable accommodations for children, staff, and families with disabilities to provide services.  If parents have concerns about a child’s development, West Shore Lutheran can make a referral to local services such as Early On, Health West, and your local school district. Furthermore, if the teachers at West Shore Lutheran have developmental concerns, a meeting will be scheduled with the child’s parents to discuss the concerns and offer guidance.

**Muskegon County Services Directory**

Parents can view a list of services available in Muskegon County on the Parent Information Board located on the parent bulletin board in the child care hallway.  It includes Family Support; Child & Family Health; Parenting Support and Social-Emotional Support.  If you need a printed copy you can ask the office or find it here: [https://www.muskegonisd.org/earlychildhood/parentville/](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.muskegonisd.org%2Fearlychildhood%2Fparentville%2F&data=05%7C01%7C%7C9fbc2a6fa6d04b6b516108dbbab022d0%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C638309040069890854%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=91Yo3fu9jkkJ%2FMnYVvAa%2FdofzcEZvHE1R9zhRk3v8w8%3D&reserved=0)

**Children Learn What They Live**



By Dorothy Law Nolte, Ph.D.

If children live with criticism, they learn to condemn.

If children live with hostility, they learn to fight.

If children live with fear, they learn to be apprehensive.

If children live with pity, they learn to feel sorry for themselves.

If children live with ridicule, they learn to feel shy.

If children live with jealousy, they learn to feel envy.

If children live with shame, they learn to feel guilty.

If children live with encouragement, they learn confidence.

If children live with tolerance they learn patience.

If children live with praise, they learn appreciation.

If children live with acceptance, they learn to love.

If children live with approval, they learn to like themselves.

If children live with recognition, they learn it is good to have a goal.

If children live with sharing, they learn generosity.

If children live with honesty, they learn truthfulness.

If children live with fairness, they learn justice.

If children live with kindness and consideration, they learn respect.

If children live with security, they learn to have faith in themselves and in those about them.



**Annual West Shore Lutheran Preschool and Child Care Handbook**

Our preschool and child care handbook can be found at [www.westshorelutheran.com](http://www.westshorelutheran.com) under the tab labeled “Registration Forms.” Please read the handbook and sign the statement below. If you would prefer a paper copy, please contact the school office.

A written information packet has been provided at the time of enrollment. The online handbook includes all of the following information:

* Criteria for admission and withdrawal.
* Schedule of operation, denoting hours, days, and holidays during which the center is open, and services are provided.
* Fee policy.
* Discipline policy.
* Food service program.
* Medication policy.
* Program philosophy.
* Typical daily routine.
* Photo consent.
* Parent notification plan for accidents, injuries, incidents, and illnesses.
* Exclusion policy for child illnesses.
* Notice of the availability of center’s licensing notebook.
* The licensing notebook contains all the licensing inspection, special investigation reports, and related corrective action plans for the last five years.
* The licensing notebook is available to parents during regular business hours.
* Licensing inspection and special investigation reports from at least the past two years are available on the child care licensing website at [**www.michigan.gov/michildcare**](http://www.michigan.gov/michildcare)**.**

Parent Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child/Children’s Names\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_