West Shore Lutheran School

Preschool

2025-2026

West Shore Lutheran School

3225 Roosevelt Rd.

Muskegon, MI  49441

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Preschool Teacher: WSLS\_Childcare@hotmail.com

Child Care Director Email: AnnaCurtiswsls@gmail.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, Lisa Serene (231) 755-1048 ext. 106

 (231) 830-6517 cell

Child Care Director, Anna Curtis (231) 755-1048 ext. 101 (231) 343-7502 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**

In the event of inappropriate behavior, the child is redirected to make a better decision on their own. We emphasize self-control, self-direction, self-esteem and cooperation with other children and staff. If the behavior continues, the child will be redirected to an alternative activity. For children aged 3 and higher, continuous inappropriate behavior will result in a “time out” in a designated area of the room, (1 minute per year of age). More positive solutions will be discussed, and the child will return to the group. Inappropriate behavior that becomes a problem will result in a meeting with parents, and a behavior strategy will be determined. If safety becomes a concern for the child, the child may be removed from the center. Appropriate behavior is always praised, acknowledged and appreciated.

**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 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.

**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 2, 2025

M-W-F classes start on September 3, 2025

![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.

**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.

**Tuition**

The three day program is $1,625 or nine (9) payments of $180.56 for the 2025-26 school year. Five percent (5%) will be discounted if paid in full by August 15.

The two day program is $1,250 or nine (9) payments of $138.89 for the 2025-26 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.

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.

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**Morning Preschool Daily Schedule**

8:05-8:15 Children arrive /table time/question of the day

8:15-8:45 Circle time

This time is used for learning letters, numbers, shapes, and colors, as well as storytime, the star of the day, weather, the calendar, and our daily schedule of planned events.

8:45-9:00 Handwashing and bathroom break

9:00-9:15 Prayer and snack

9:15-10:15 Exploration

 Play and social time for the children

 Small group, learning concepts, and readiness skills

 Art activity, 4 to 6 children at a time in small groups

10:15-10:30 Religion, letter review, stories, bathroom break

10:30-10:40 Transition for outside/gym time

10:40-11:00 Outside/gym time

11:00 Children depart

**Afternoon Preschool Daily Schedule**

12:05-12:15 Children arrive /table time/question of the day

12:15-12:45 Circle time

This time is used for learning letters, numbers, shapes, and colors, as well as storytime, the star of the day, weather, the calendar, and our daily schedule of planned events.

12:45-1:00 Handwashing and bathroom break

1:00-1:15 Prayer and snack

1:15-2:15 Exploration

 Play and social time for the children

 Small group, learning concepts, and readiness skills

 Art activity, 4 to 6 children at a time in small groups

2:15-2:30 Religion, letter review, stories, bathroom break

2:30-2:40 Transition for outside/gym time

2:40-3:00 Outside/gym time

3:00 Children depart

**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. Children need to be picked up within one hour from pickup notification.

![MC900071308[1]]()

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.

**Health Procedures - Continued**

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 occurrence of injury or illness parents will be notified via brightwheel or phone.

Examples are;

* skinned knees or other minor injuries
* a head injury
* fever, diarrhea, vomiting, or an unrecognizable rash
* if the child is not him/herself and is complaining about discomfort or is just cranky and crying more than usual for that child

**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 people 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.

**Medication - Continued**

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.

**Snacks**

****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.

**Open House**

An Open House will be held in the preschool classroom approximately one week before the school year begins. This will help your child become familiar with the program’s 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.

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**Closings**

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. Tuition remains the same, and is not altered, when preschool is closed for holidays, breaks, or closed due to weather.

**![MC900040459[1]]()Health Care Plan**

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

**![MC900371340[1]]()**Upon arrival, prior to the care of children, prior to giving medication, after toileting, after assisting children in toileting, 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, before eating, and after eating.

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.

**![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 Appraisal (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.
* Small glue sticks (2)
* One bottle of Elmer’s school glue
* Regular sized backpack, labeled with the child's name, that will fit snow pants and folder.
* One folder, labeled with your child’s name. This will be used as a way to communicate between home and school.
* One large box of Kleenex
* One water bottle to be used between home and school. Please label with first and last name.
* $10 per family monthly curriculum fee is billed to your account on the 1st of each month. This will go directly to the childcare fund to support your child’s classroom needs.
* For snack helpers, please sign up via Sign Up Genius, link to be shared via Brightwheel

**Brightwheel App**

After enrolling your child, the child care 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 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 program. 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 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_