



Parent Handbook 2023-2024

A Ministry of Wixom Christian School
and First Baptist Church of Wixom

248-624-4362
620 N. Wixom Road
Wixom, MI 48393

www.wixomchristianschool.org

Handbook updated January 2023

Foundations for Learning

Preschool

Aleah Vanaman, Preschool Director

aleah.vanaman@fbcwixom.org

248-624-4362

Open Monday through Friday

7:00 a.m. until 5:30 p.m.

18 month – 2 year old Toddler Program

Full and Half Day 3 Year Old Preschool

Full and Half Day 4 Year Old Pre-Kindergarten

Full and Half Day 5 Year Old Kindergarten

“Building Success on a Solid Foundation”

Using the “**A Beka**” Curriculums

Emphasizing Phonics & Reading Skills

A Ministry of

First Baptist Church and Wixom Christian School

620 North Wixom Road

Wixom, Michigan MI 48393

248-624-3823

www.fbcwixom.org

Our Mission

Foundations for Learning Preschool exists to provide a preschool experience in a safe and loving environment that is . . .

- † Bible-based
- † God-centered
- † Academically & Developmentally Sound

Our Motto

Building Success on a Solid Foundation

I Corinthians 3:10-11

We help build foundations in -

- ▣ Friendship – Building social skills
- ▣ Faith-Building right choices
- ▣ Fundamentals – Building academic success

Our Goals

Spiritually

At **Foundations for Learning Preschool**, your child will begin to understand the love of Jesus for others as we endeavor to demonstrate God's love to your child and as he/she interacts with teachers and other students.

We want the children to recognize that God is the Creator, Jesus is His Son, and that He loves every child as His special creation.

Cognitively-Intellectually

Your child will build skills in listening and language development and understand concepts related to size, shape, space, color and distance. Phonics and Math skills will be taught. Your child will be given the opportunity to reason, discover, remember, experiment and generalize.

Emotionally

Your child will develop a positive self-concept, learning to love and accept others as he or she is loved and accepted.

Socially

Your child will learn the privileges and limits of group life. Your child will begin to develop a caring attitude toward others.

Academics & Curriculum

Our Preschool program is an introductory experience designed to teach young children structure and interactive play, all within the nurturing environment of a Christian atmosphere.

Foundations for Learning Preschool uses the “A Beka” and Bob Jones curriculums. *These programs emphasize:*

Phonics & Reading skills

Counting & Math skills

- ❖ Self-Discipline
- ❖ Patriotism
- ❖ Respect for Authority
- ❖ Good Manners

- ❖ Bible
- ❖ History
- ❖ Music & Art
- ❖ Science
- ❖ Social Studies

Class Goals (not requirements):

1. Toddlers

- a. Children will enjoy Bible stories, songs, and games.
- b. Children will enjoy nursery rhymes, making arts and crafts, and playing with new friends.
- c. Children will be introduced to shapes and colors.
- d. Children will be introduced to numbers and the alphabet.
- e. Follow directions – “Share & Help” – “Lead & Follow”

2. Preschool (K-3)

- a. Know colors and basic shapes.
- b. Know the name and sound of each letter.
- c. Recognize and know the name of numbers 1-15.
- d. Color inside the lines.
- e. Cut on the lines.
- f. Adjust to group settings.
- g. Follow directions.

3. Pre-kindergarten (K4)

- a. Know all of the K3 material.
- b. Know the “blends” (ba, be, bi, bo, bu, etc.)
- c. Know the name, order, and value of numbers 1-20
- d. Print own name.
- e. Print all the letters and numbers 1-10.
- f. Read 3 & 4 letter, single syllable words.

Application Policies

Foundations for Learning Preschool will accept anyone that meets its requirements and agrees to abide by its policies regardless of race, religion, or creed.

A child may enter our Toddler program at 18 months of age. They do not need to be toilet trained to enroll in the Toddler program.

A child **must be 3 years old by October 1st and completely toilet trained** to enroll in the 3-year-old preschool program. If a child misses the cut-off date, he/she will wait until the next year to enroll in the 3 year-old program.

A child **must be 4 years old by October 1st and completely toilet trained** to enroll in the 4-year-old program, which is considered Pre-Kindergarten. If a child misses the cut-off date, he/she will wait until the next year to enroll in the 4-year-old program.

If the administration of Foundations for Learning determines that your child cannot adjust to our preschool program, you will be asked to withdraw your child. All new students are admitted on a four week probationary standing. Once the student demonstrates self-discipline and academic competence, the probationary standing will be dropped.

Bathroom Hygiene Policy

All K3, K4 and K5 children must be fully toilet trained before they begin school. We consider a student to be toilet trained when he/she can handle all his/her bathroom needs independently:

- Knows they have to go and will tell their teacher
- Knows where the bathroom is, how to get there, and how to use it
- Will “hold it” until they reach the bathroom
- Knows how to clean up afterward – proper wiping, flushing, hand washing, etc.

The student is not considered to be completely toilet trained if he/she is experiencing accidents. Any child struggling with frequent potty or BM accidents, will be asked to stay home for one week to work on potty training. Several times during the day the classes take scheduled restroom breaks. A child is permitted to use the restroom whenever necessary. Please dress your child in clothing that does not restrict their personal hygiene.

Birthdays

Birthdays are a very special time for children. Please feel free to provide a special treat for their preschool class. Arrangements should be made in advance with the teacher as to the date. Check with the teacher to make sure there are no students with food allergies.

Calendar

The calendar is on our website www.wixomchristianschool.org under the calendar tab. Foundations for Learning classes will provide monthly communication to keep parents informed about upcoming field trips, special class activities, and themes.

Communication

Our center uses “Brightwheel” a free app that keeps you up to date on all activities your child is partaking in. You can use Brightwheel to communicate with your child’s teacher, see pictures, the class calendar, and all other important information for your child’s class. When you fill out your enrollment paperwork, you will get an email from Brightwheel with your child’s code and steps on how to download the app. Calling and/or

Brightwheel messages are our main forms of communication with you for any accidents, injuries, incidents, illnesses or emergencies.

Foundations for Learning Closings

Our center will be closed whenever WCS is closed during the school year. This includes the following

days: New Year's Day

A week long spring break in March

Good Friday

The entire week encompassing Memorial Day – for a building deep clean

The entire week encompassing the Independence Holiday

The entire week BEFORE Labor Day – for our Teacher In-Service & Training

Labor Day

The first Thursday and Friday of October for teacher training seminar

The entire week encompassing Thanksgiving Day

Two weeks at Christmas

Specific dates for spring break and Christmas break are listed on our calendar a year in advance.

Weather Related School Closings

A severe storm or other emergencies may require school to be closed. If it were necessary for Wixom Christian School to close due to inclement weather, the announcement would be announced on TV stations: FOX, NBC, and WXYZ, AM Radio Stations: WJR 760 and WWJ 950. The daycare and preschool will be closed when WCS is closed. **We will send a Brightwheel alert out as well as listed on the TV and radio.**

Discipline

Discipline Philosophy and Policies

In order to provide suitable educational opportunities for all students in the classroom and to enhance the effective moral training of the students, **Foundations for Learning** adheres to the following philosophies:

- The responsibility and authority to discipline comes from God to the parents (Ephesians 6:1-4). A teacher stands in the parent's stead and operates with their authority while the children are at school.
- Christian love should be at the heart of discipline. One side of love is correction and chastening. Firmness without love becomes harsh, whereas love without firmness is sentimentality (Prov. 3:11-12).

Our preschool seeks to instill the following characteristics in our students:

- Cheerful obedience to all in authority
- Responsibility in doing assigned or expected tasks
- Courtesy and respect of others and their property
- Truthfulness and honesty in work and life

The classroom teacher will handle offenses of a minor nature. However, there are occasions when a child creates a situation in the classroom, which inhibits learning. Since this is unfair to the other children, such behavior will not be tolerated:

- Disrespectful to Teachers/Staff
- Fighting, biting, hitting, scratching or kicking
- Discourteous speech and name calling

- Destructive acts against school property
- Continued disruption of class

Consequences

- When a behavior or action can be corrected by redirecting the child to another activity, this action will be taken first.
- If the child will not cooperate with the staff or is putting another child in danger, that child will be removed from the area and sat down with an explanation. We do not do “time out” where a child sits alone. If a break from the situation is needed, they will remain with the teacher or the director.
- No child will ever be spanked, slapped, yelled at, shaken or belittled.

If the offense is serious or the behavior chronic and the teacher has exhausted all other options, the student will be sent to the office. The following guidelines will be observed for children brought to the office within a three-week period.

1. On the first visit to the office, the student will meet with the Preschool Principal and a note will be sent home to the parents.
2. On the second visit to the office, the parents will be notified by phone.
3. On the third visit to the office, there will be a parent-teacher-preschool principal conference scheduled.
4. On the fourth visit to the office, the parents will pick up the child within one hour and keep him or her home for 1 day.

If a child is continually having discipline issues, that child may be asked to leave Foundations for Learning.

Positive Reinforcement

The teacher will make every effort to correct behavior with positive reinforcement and incentives such as verbal praise, stickers, stamps, extra privileges, etc. We seek to encourage self-control, self-direction and self-esteem.

Dress Guidelines

K3 -K5 Boys and Girls

All clothing should be easy to put on and take off to encourage your child's growth in independence and responsibility. This is especially true of shoes, boots, and jackets. Your child will be active both indoors and outdoors. It is important for them to be dressed in comfortable, washable play clothes that will adapt to spills, paint and outdoor play. Please label all removable clothing.

1. Clothing is to be free of images that promote violence, or crude behaviors.
2. Shoes appropriate for outdoor play are necessary. Please no flip flops.
3. Please save pajamas for our special pajama days and not for daily wear
4. K5 please **no shorts** during the school year
5. All children are required to have **two** extra changes of clothes and one pair of shoes in bag with their name on it to be kept at school in the event of illness or a potty accident.

Drop Off/Pick-Up Policies

- In order for a child to attend Foundations for Learning Preschool, he/she MUST be able to walk into his/her room unattended and in control of himself/herself. We will not routinely pull children away from their parents and take them kicking and screaming into class. The child must be able to walk away from them and off to class. We understand that some children will need “encouragement” to stay at preschool, and that there may be some tears and separation anxiety issues at the beginning.
- Only the parents or people listed on the information card are authorized to pick up your child. We will not release your child to anyone that is not listed on their white card. Parents should inform anyone on their list that they would be asked to show a picture ID when picking up your child.

Preschool car line dismissal will be done out the east glass doors on the playground side of our building. You will pull your vehicle up next to the building, forming two lines. At the 12:00 p.m. or the 3:00 p.m. dismissal, your child will be dismissed and your vehicle will be released after all children are safely in their vehicles. We try to make dismissal as efficient as possible, but safety is our number one concern.

Late Pick-Up Policies

- Students not picked up at their regular time of 12:00 p.m. or 3:00 p.m. will be charged a late fee. If you know ahead of time that you will be late, you must contact us. We do offer a small buffer window of 15 minutes during these pick-up times. However, without prior notification, you will be charged **\$2.00 per minute** after 12:15pm. or 3:15 p.m.
- Students not picked up by 5:30 p.m. from After Care will be charged **\$2.00 per minute** until they are picked up.

Enrollment Procedure

1. Registration

Registration reserves a child's place at Foundations for Learning Preschool from the effective date until the second Monday in September. If the child has not been in attendance by that Monday or if there has been no communication from the parents as to when the child will begin school, the child's reservation will be canceled.

All necessary paperwork and required fees must be received before enrollment is approved, including the following:

- Enrollment Application
- Statement of Cooperation
- Health Appraisal/Immunization Records
- State of MI Child Placement Card
- Copy of Birth Certificate
- Registration Fee

2. Reenrollment

Re-enrollment is done on our website beginning March 1st each year.

Open enrollment begins March 15th.

Enrollment within the first two weeks will ensure a place in the next year's class.

Withdrawal Policy

Parents may withdraw their child from Foundations for Learning Preschool by providing written notice to the director at least ten (10) working days prior to the desired date of withdrawal. Immediate withdrawal without notification will result in a two-week charge applied to the bill. Failure to keep an account current may result in immediate termination of a child's enrollment in Foundations for Learning.

Foundations for Learning may determine it necessary to end its services for a child. Termination of services will be effective upon the preschool's notification of the parents. All accounts are due and payable at the time of withdrawal. All student accounts must be paid in full before student records are released or students can reenroll for the next school year.

Field Trips

Our classes will have a variety of field trips during the school year. Special speakers and activities may be held at school as well as field trips off the school campus. Specific details of each field trip as well as a permission slip will be sent home. Parents are encouraged to schedule involvement in field trips, classroom parties, and other special activities held throughout the school year.

Fire Drills & Emergency Evacuation Procedures

The school has well-defined plans for fire drills, tornados, disasters and safety threats. These drills are held periodically throughout the year and monitored by the local fire department. Students will be trained to exit the building and go to a safe location in an orderly fashion following the evacuation guidelines of the school.

Fundraising

Fundraisers and donations are an excellent way for everyone to keep the tuition costs down and provide updated equipment for our children. Each child is required to raise at least \$50 in profits from fundraising each year. Families that choose not to participate in fundraising will be billed an annual \$50 fundraising fee per child. Children whose families have paid/raised the \$50 funds may choose to participate in any given fundraiser throughout the year to earn prizes.

Health Policies & Services

All staff members and children will wash their hands before snacks and meals and also after toileting and diapering, when soiled and after handling animals and class pets.

The staff in each classroom is responsible to make sure toys are washed and disinfected. Cots will be washed each Friday. All toys are on a weekly cleaning schedule.

Immunizations and Physical Examinations

Each child is required to present proof of a current physical examination prior to enrollment. All new students must present complete and current health information and a copy of his/her birth certificate to the school office. Necessary forms must be on file in the school office for your child to begin in our program.

Administering Medication

Any medication, whether prescription or over-the-counter, which has to be administered during the school day, must be accompanied by written parental authorization to dispense by the school secretary, or the Director. The child must have been on prescription medication for at least 24 hours.

All medications must be brought to the office in the original pharmacy labeled container (name of child, name of medicine, directions of administration – time and dosage) by a parent or responsible adult. No medication should be brought to school via the child.

All medication needed will be administered through the office during office hours and will be recorded as to type, time and amount given. If a child needs the prescribed medicine during non-office hours, a designated

childcare worker will keep the same records.

Parents must sign the Medication Administration Form before medicine may be given.

Communicable Diseases

FLPD desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” means any illness which arises as a result of a specific infectious agent that may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. Parents should report all cases of communicable diseases to the school office. We will notify the parents when we become aware of a student or staff member contracting a communicable disease. Students with a communicable disease including, but not limited to, the following conditions are excluded from school and directed to see their family physician immediately:

Conjunctivitis (Pink Eye), bronchitis, strep throat, hand, foot & mouth, whooping cough, lice, chicken pox, impetigo, norovirus, influenza, or Covid-19.

Students may return to school only with a written physician’s statement that they are free of the condition or are receiving treatment for it and are no longer contagious.

- Children must be fever free for 24 hours in order to return to school
- Children may not return to school until they are vomit and/or diarrhea free for a minimum of 24 hours.
- Should a child be sent home from school due to a fever, vomiting, or diarrhea, they may not return to school the following day, and again must be free of the condition for 24 hours before returning to school.
- Children should be on antibiotics for 24 hours before returning to school.

If the child is positive for Covid-19 they must follow the current suggestions from the CDC on time out of school.

Foundations for Learning Preschool reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take any actions necessary to control the spread of diseases within the school.

- Sick children who are not picked up within one (1) hour of the facility’s contact of the parent will be charged \$2.00 per minute until they are picked up.

Illness, Incidents and Accidents

If your child is ill, we ask that they remain at home until they are 24 free from any illness. Including but not limited to;

- A fever over 100 degrees, Conjunctivitis (pink eye), bronchitis, strep throat, hand, foot & mouth, whooping cough, lice, chicken pox, (must stay home until the blisters become crusted (about 4-6 days after rash appears), or no new lesions appear within a 24-hours period.) impetigo, or Influenza.
- Rashes that cannot be identified, are contagious, or have not been checked by a doctor

- Diarrhea and/or vomiting
- Severe congestion or cold, constant cough, or unclear discharge from nose, eyes, or ears • Is on medication for a contagious illness. Your child cannot attend until he/she has been on such medication for at least 24 fever free hours.
- Obviously sick, pale, pasty, irritable, or listless.

Children may not return to school until they have been symptom free for 24 hours.

If a child becomes ill or seriously injured at school, parents are notified immediately and are expected to provide immediate transportation. Children who become injured at school will be brought to the school office. First aid treatment will be administered to stop bleeding, restore breathing or prevent shock or infection. If a parent cannot be reached, the school will call the individual listed on your Emergency Form and/or physician or emergency personnel. If your child is in much discomfort, you will be called and asked to come and take your child home. Please arrange to pick up your child as soon as possible in such circumstances. Children who are sent home from school due to illness may not return to school the next day and must be symptom free for 24 hours before returning to school.

In the case of small, superficial cuts and abrasions, the injury will be gently cleansed and bandaged. Bumps caused by blunt instruments, equipment or by another student will be treated with an ice pack. Parents/guardians will be called if the bump is of a serious nature. Signing the medical form gives authorization for Foundations for Learning to act on your behalf in an emergency.

Allergies

Allergies are common among young children. Please alert the school to your child's allergies especially food related allergies, so that we may take appropriate precautions to protect your child's health.

Child Protection Policy

If there is any known or suspected abuse or neglect of a child attending FLPD, the teacher, daycare director or school administrator has the duty to report such knowledge or suspicion to the appropriate state agency. This is the case whether the suspected abuse or neglect occurs on or off the school premises.

Licensing and Staff

Foundations for Learning Preschool is licensed by the state of Michigan. Foundations for Learning abides by the licensing rules provided by the state of Michigan and our staff members meet both state and local requirements. Each one of our staff members has completed extensive screening before being hired. This includes the acquisition of references, physical health exams, sex offender registry and criminal background checks, as well as fingerprinting before being hired. All staff members are certified in infant/child CPR and First Aid and complete 16 annual hours of additional training in the child care and safety field.

Toy Policy

Children are requested to leave their toys at home unless instructed by their teacher for a special event. If toys are brought to school, FLPD is not responsible for any lost or broken items. We reserve the right to take any object sent in from home that could be potentially harmful to a child. The state requires that no toys that resemble a weapon may be brought in.

Payment and Tuition Policies

1. FACTS, our billing company, will issue a weekly bill on Mondays.
2. No credit or reimbursements will be issued for days missed – including vacation, illnesses, etc. if the center is closed for a week, you will not be charged. *There will be charges for snow days.*
3. Regular weekly tuition is due for school weeks in which your child is absent.

Vacation/Credit Weeks

Children who are full-time year-round (12 months of the year, and are paying the full weekly rate) may have 2 credit weeks. These weeks can be used however the parent chooses and no payment is required for those weeks missed. Requests to use vacation weeks must be received one week prior to the scheduled week of absence. Vacation weeks do not need to be used during weeks the center is closed. Children in the program less than 12 months a year are not eligible for the vacation weeks.

Recess and Playground Rules

No child will be allowed to remain inside during a regular recess period, except in the case of chronic asthma. A written request for exception must accompany the child to school. As a general rule, if your child is too ill to go outside, he/she is too ill to attend school.

If the temperature and wind chill combined is below 35 degrees, all children will be kept indoors. Please note that the temperature may be fine, but the conditions may still prohibit outdoor recess time – such as rain or blowing snow. All children must come prepared for the season (i.e. winter time – coats, hats, snow pants, mittens and boots).

1. All conduct on the playground is expected to be orderly, courteous and safe for all.
2. No student is allowed to stand in swings, double swing or jump out of swings.
3. Children are not to climb up the front of the slides.
4. Children are not to climb trees, throw dirt, sand, wood chips, rocks, sticks or snow.
5. Children are not to leave the designated playground area without permission.
6. No running on sidewalks or around the building.

Pricing

Toddlers and Young 3's Registration Fee - \$100.00

Number of Days	Half Day Program 8:00a.m.-12:00p.m.	Full Day Program 8:00a.m.-3:15p.m.	All Day Care 7:00a.m.-5:30p.m.
3 Days	\$115/week	\$140/week	\$215/week
5 Days	\$150/week	\$200/week	\$270/week

Preschool (K3) Registration Fee - \$100

Pre-Kindergarten (K4) Registration Fee - \$100

Kindergarten (K5) Registration Fee - \$100

Note:

Registration for re-enrollment (bill must be current) is \$75 per child if received by March 31st.

Number of Days	Half Day Program 8:00am-12:00pm	Full Day Program 8:00am-3:15pm	All Day Care 7:00am-5:30pm
3 Days	\$100/week	\$120/week	\$210/week
5 Days	\$130/week	\$170/week	\$250/week

K5 must attend five days per week.

K3 & K4 must attend at least three days per week.

Latch Key is \$12.00 per hour

Summer Program - children ages 5 through 4th grade

\$45.00 per day for care 8:00am -3:00 pm \$55.00 per day for care 7:00am - 5:30pm

Place-Holding Fee (for current students only) good for 1 month at a time - \$50

Supplies Provided by Parents

- Parents are to provide a cot size blanket and pillow (a fitted crib size sheet fits great) for daily naptime for children staying for the afternoon. The bedding will be sent home each weekend to be washed and returned the following week.
- Parents must provide TWO changes of clothing and one pair of extra shoes for their child that are clearly labeled and placed in a clear plastic bag with the child's name on it.
- All parents need to send a healthy fruit snack for mid-morning, and those with children staying for lunch need to send lunch with their child. We provide an afternoon snack for those staying for our aftercare program after 3:15pm.
- Toddler Parents are to provide extra clothing, as well as diapers, wipes, and any powder or ointment their child requires.
- All parents are to bring in the items on the school supply list in September for their child's class. Parents must provide updated information whenever there is a change in name, addresses, phone numbers, email, etc.

