



Foundations for Learning Preschool

Family Handbook 2026-2027

Building Success on a Solid Foundation

1 Corinthians 3:10-11

Licensed by the State of Michigan

620 North Wixom Road

Wixom MI 48393

248-624-4362

www.wixomchristianschool.org

Welcome to Foundations for Learning

We are so glad your family has chosen Foundations for Learning Preschool. Our program is built on the belief that the early years are the most important years — a time when children develop the spiritual, emotional, social, and academic foundations they will carry for a lifetime.

Our Mission

Foundations for Learning Preschool exists to provide a safe and loving preschool experience that is:

- Bible-based
- God-centered
- Academically and Developmentally Sound

Our Motto

“Building Success on a Solid Foundation” — 1 Corinthians 3:10–11

Three Pillars of Our Program

- Friendship — Building strong social skills and caring relationships
- Faith — Encouraging right choices rooted in Christian values
- Fundamentals — Building the academic skills children need for lifelong success

Program Goals

Spiritual Development

Children will begin to understand the love of Jesus for others as our staff demonstrates God’s love in every interaction. We want every child to recognize that God is the Creator, that Jesus is His Son, and that He loves each child as His own special creation.

Cognitive & Intellectual Development

Children will build listening and language skills and develop an understanding of concepts related to size, shape, space, color, and distance. Phonics and math skills are introduced at developmentally appropriate levels. Children are given opportunities to reason, discover, remember, experiment, and generalize.

Emotional Development

Children will develop a positive self-concept and learn to love and accept others as they themselves are loved and accepted. We foster an environment where every child feels valued and secure.

Social Development

Children will learn the privileges and responsibilities of group life. They will begin to develop a caring attitude toward others and practice the social skills that create healthy friendships.

Academics & Curriculum

Our preschool program is designed to introduce young children to structure and interactive learning within the nurturing context of a Christian environment. We use the A-Beka and Bob Jones curricula, which are proven, comprehensive programs emphasizing:

- Phonics and Reading Skills
- Counting and Math Skills
- Self-Discipline and Respect for Authority
- Patriotism and Good Manners
- Bible, History, and Social Studies
- Music, Art, and Science

Class Goals by Age Group

The following are goals — not requirements — for each level of our program.

Toddlers (18 months and up)

- Enjoy Bible stories, songs, and games
- Explore nursery rhymes, arts and crafts, and play with new friends
- Introduction to shapes and colors
- Introduction to numbers and the alphabet
- Practice following simple directions: sharing, helping, leading, and following

Preschool — K3 (3-year-olds)

- Enjoy Bible stories, songs, and games
- Know colors and basic shapes
- Know the name and sound of each letter
- Recognize and name numbers 1–15
- Color inside the lines
- Cut on the lines
- Adjust to group settings and follow directions

Pre-Kindergarten — K4 (4-year-olds)

- Enjoy Bible stories, songs, and games
- Master all K3 material
- Know consonant blends (ba, be, bi, bo, bu, etc.)
- Know the name, order, and value of numbers 1–20

- Print own name and all letters
- Print numbers 1–10
- Read 3- and 4-letter single-syllable words
-

Enrollment & Application

Our Acceptance Policy

Foundations for Learning Preschool welcomes all children who meet program requirements and whose families agree to abide by our policies, regardless of race, religion, or creed.

Age & Eligibility Requirements

Toddler Program	Children may enroll beginning at 18 months of age. Toilet training is not required for this program.
K3 Preschool	Child must be 3 years old by October 1st and be fully toilet trained. Children who miss the cutoff date will enroll the following year.
K4 Pre-K	Child must be 4 years old by October 1st and be fully toilet trained. Children who miss the cutoff date will enroll the following year.

Enrollment Procedure

The following documents and fees must be received before enrollment is approved:

- Completed Enrollment Application online
- Signed Statement of Cooperation
- Health Appraisal and current Immunization Records
- State of Michigan Child Placement Card
- Copy of Birth Certificate
- Registration Fee

Note: Registration reserves your child’s place from the effective date until the second Monday in September. If the child has not begun attending by that date and no communication has been received, the reservation will be canceled.

Yearly registration fees are non-refundable.

Tuition & Fees

Registration Fees

Toddlers & Young 3s	\$100.00
Preschool (K3)	\$125.00
Pre-Kindergarten (K4)	\$125.00
Kindergarten (K5)	\$125.00
Re-enrollment (by March 31)	\$100.00 per child (account must be current)

Toddler & Young 3's Weekly Tuition

Schedule	Half Day (8am-12pm)	Full Day (8am-3pm)	All Day Care (7am-4:30pm)
3 Days/Week	\$125/week	\$160/week	\$215/week
5 Days/Week	\$160/week	\$215/week	\$260/week

K3, K4 & K5 Weekly Tuition

Schedule	Half Day (8am-12pm)	Full Day (8am-3pm)	All Day Care (7am-4:30pm)
3 Days/Week	\$110/week	\$135/week	\$205/week
5 Days/Week	\$145/week	\$185/week	\$245/week

Important Attendance Notes:

- K5 students must attend five days per week.
- K3 and K4 students must attend at least three days per week.

Fees & Policies

- Latch Key: \$10.00 per hour
- Summer Program (ages 5 through 4th grade) Drop-In: \$50.00 per day
- Place-Holding Fee (current students only, valid one month): \$150.00
- Late Pick-Up: \$2.00 per minute after 12:10 pm or 3:15 pm without prior notification
- After Care Late Pick-Up (after 4:30 pm): \$2.00 per minute
- Sick Child Not Picked Up Within 1 Hour: \$2.00 per minute

Billing

Our billing partner, FACTS, will issue weekly bills each Monday. No credits or reimbursements are issued for days missed due to illness, vacation, or other absences. Regular tuition is due even during weeks your child is absent. If the center is closed for a full week, no tuition will be charged. Normal charges apply for snow days and partial weeks.

Vacation Weeks

Families enrolled full-time year-round (12 months) are eligible for 2 credit weeks per year. These weeks may be used at the parent's discretion; no tuition is charged for those weeks. Requests must be submitted at least one week in advance. Children enrolled less than 12 months are not eligible for vacation weeks.

Fundraising

Each family is required to raise a minimum of \$50.00 through annual fundraising activities. Families who choose not to participate will be billed an annual \$50.00 fundraising fee per child. Fundraisers provide updated equipment for our children.

Withdrawal Policy

Parents may withdraw their child by providing written notice to the director at least ten (10) working days prior to the desired withdrawal date. Immediate withdrawal without notice will result in a two-week charge. All outstanding account balances must be paid in full before student records are released or a child can re-enroll for the following year.

Foundations for Learning reserves the right to terminate enrollment when necessary. Termination is effective upon notification of parents.

Probationary Period

All new students are admitted on a four-week probationary standing. Once a student demonstrates self-discipline and the ability to participate in our program, the probationary standing is lifted. If the administration determines that a child cannot adjust to our program during this period, families will be asked to withdraw their child.

Bathroom Hygiene Policy

All K3, K4, and K5 students must be fully toilet trained prior to the start of school.

A student is considered fully toilet trained when he or she can independently manage all bathroom needs. This includes:

- Recognizing when they need to use the restroom and informing the teacher
- Knowing where the restroom is located and how to use it appropriately
- Being able to “hold it” until reaching the restroom
- Managing personal hygiene independently, including proper wiping, flushing, and handwashing

A child is not considered fully toilet trained if they are experiencing regular accidents. If a student is struggling with frequent urinary or bowel movement accidents, parents may be asked to keep their child home for one week to focus on continued toilet training before returning to school.

Classes have scheduled restroom breaks throughout the day, and students are always permitted to use the restroom as needed.

To support your child’s independence, please dress them in clothing that is easy to manage and does not restrict their ability to use the restroom independently.

Communication

Brightwheel App

Foundations for Learning uses Brightwheel, a free parent communication app, to keep families connected and informed. Through Brightwheel you can:

- Communicate directly with your child’s teacher
- View photos and updates from the classroom
- Access the class calendar and important announcements

When you complete the enrollment paperwork, you will receive an email from Brightwheel with your child’s access code and instructions for downloading the app. Brightwheel and phone calls are our primary means of communication for accidents, injuries, incidents, illnesses, and emergencies.

School Calendar

Our full calendar is available on our website at www.wixomchristianschool.org under the Calendar tab. Monthly class communications will keep families informed about upcoming field trips, special activities, and themes.

School Closings

Scheduled Closings

Foundations for Learning follows the Wixom Christian School (WCS) calendar and will be closed on all days WCS is closed, including:

- Spring Break — one full week in March (typically the third week)
- Good Friday
- The full week encompassing Memorial Day (for a deep building clean)
- The full week encompassing Independence Day
- The full week before Labor Day (Teacher In-Service & Training)
- Labor Day
- The first Thursday and Friday of October (teacher training seminar)
- The full week encompassing Thanksgiving Day
- Two weeks at Christmas

Specific dates for spring break and Christmas break are posted on the school calendar one year in advance.

Weather-Related Closings

In the event of severe weather or other emergencies requiring school closure, announcements will be made on the following:

- Local News and Radio Channels
- An Email will be sent
- Brightwheel: A push notification will be sent to all families

The daycare and preschool will always follow WCS closings for weather-related events.

Drop-Off & Pick-Up

Drop-Off

In order to participate in our program, each child must be able to walk into their classroom unassisted and without excessive distress. We understand that some children experience separation anxiety, especially at the start of the year, and our staff will provide gentle encouragement. However, we are unable to routinely separate a child from a parent against the child's strong will.

Authorized Pick-Up

Only parents and individuals listed on the child's information card are authorized to pick up your child. We will not release any child to a person not on the approved list. Anyone picking up a child may be asked to present a valid photo ID.

Car Line Dismissal

Preschool dismissal takes place at the east glass doors on the playground side of the building. Vehicles should pull up alongside the building, forming two lines. At the 12:00 pm or 3:00 pm dismissal time, children will be dismissed to vehicles. We strive to make dismissal efficient, but safety is always our first priority.

Late Pick-Up

- A grace window is provided at 12:00 pm and 3:00 pm dismissal times.
- Without prior notification, a fee of \$2.00 per minute will be charged after 12:10 pm or 3:15 pm.
- Students not picked up by 4:30 pm from After Care will be charged \$2.00 per minute until they are picked up.

Health & Wellness

Immunizations & Physical Examinations

Each child must present proof of a current physical examination prior to enrollment. Complete and current health information, including a copy of the child's birth certificate, must be on file before your child may begin attending.

Illness Policy

Please keep your child at home if they are experiencing any of the following:

- Fever over 100°F
- Vomiting or diarrhea
- Conjunctivitis (pink eye)
- Bronchitis, strep throat, influenza, or other communicable illness
- Hand, foot & mouth disease; whooping cough; chicken pox; impetigo; norovirus
- Lice (must be treated before returning)
- Unidentified, contagious, or doctor-unconfirmed rash
- Severe congestion, constant cough, or unclear discharge from nose, eyes, or ears
- Currently on medication for a contagious illness (child must have been on medication for 24 fever-free hours before returning)
- Appearing obviously ill, pale, weak, irritable, or listless

Return-to-School Guidelines

- Children must be symptom-free for 24 hours before returning to school.
- Children must be fever-free for 24 hours before returning.
- Children must be free of vomiting and diarrhea for at least 24 hours.
- Children sent home due to illness may not return the following day.
- Children must be on antibiotics for at least 24 hours before returning.
- Children with chicken pox must remain home until all blisters are crusted (typically 4–6 days after the rash appears) or no new lesions have appeared for 24 hours.

- Children who test positive for COVID-19 must follow current CDC guidelines for time out of school.
- Return from any communicable disease requires a written physician's statement confirming the child is free of the condition or no longer contagious.

Sick Child at School

If a child becomes ill during the school day, parents will be contacted immediately and are expected to arrange prompt transportation home. A sick child who is not picked up within one (1) hour of the school's notification will be charged \$2.00 per minute until pick-up.

Administering Medication

Any medication — prescription or over-the-counter — that must be given during the school day requires written parental authorization. All medication must be brought to the school office by a parent or responsible adult in the original pharmacy-labeled container bearing the child's name, medication name, and administration instructions. Medication should never be sent with the child. A signed Medication Administration Form is required before any medication may be given. The Director will record all medication administered, including type, time, and dosage.

Communicable Diseases

Our school is committed to maintaining a healthy environment for all children and staff. Parents must notify the school if their child contracts a communicable disease. Foundations for Learning reserves the right to take all actions necessary to prevent the spread of disease within our program.

Allergies

Allergies are common among young children. Please inform the school of your child's allergies — especially food allergies — so that we may take appropriate precautions to protect your child's health and safety.

Hand Hygiene & Sanitation

All staff and children wash hands before snacks and meals, after toileting, after handling class pets, and whenever hands are soiled. Classroom toys are cleaned on a weekly schedule. Cots are washed every Friday. Staff in each classroom are responsible for ensuring toys are washed and disinfected regularly.

Behavior & Discipline

Our Approach

Foundations for Learning seeks to instill positive character traits in every child. We aim to cultivate:

- Cheerful obedience to those in authority
- Responsibility in completing assigned tasks
- Courtesy and respect for others and their belongings
- Truthfulness and honesty in work and daily life

Classroom Management

Minor behavioral issues are handled directly by the classroom teacher. Behaviors that disrupt learning or place other children at risk will not be tolerated, including:

- Disrespect toward teachers or staff
- Fighting, biting, hitting, scratching, or kicking
- Name-calling or discourteous language
- Destructive acts against school property
- Continued disruption of the classroom

Consequences

Our staff will always attempt to correct behavior through positive redirection first. When further intervention is required:

- The child will be redirected to another activity as the first response.
- If a child will not cooperate or poses a risk to others, they will be removed from the situation and remain with a teacher or director. We do not use isolated “time out.”
- No child will ever be spanked, slapped, yelled at, shaken, or belittled.

Office Referral Process

If a behavior is serious or chronic and the teacher has exhausted all other options, the student will be referred to the office. The following steps will be taken:

1. First visit: The student meets with the Preschool Principal, and a written note is sent home to parents.
2. Second visit: Parents are notified by phone.
3. Third visit: A parent-teacher-principal conference is scheduled.
4. Fourth visit: Parents are asked to pick up the child within one hour; the child stays home for one day.

A child with ongoing, serious discipline issues may be asked to leave the program.

Positive Reinforcement

Our teachers make every effort to correct behavior through positive reinforcement, using tools such as verbal praise, stickers, stamps, and extra privileges. We encourage self-control, self-direction, and healthy self-esteem in every child.

Dress Guidelines

All clothing should be easy for children to put on and take off independently, supporting their growth in self-care skills. Children are active both indoors and outdoors, so comfortable, washable play clothes are essential. Please label all removable clothing items.

- Clothing should be free of images promoting violence or inappropriate behavior.
- Shoes appropriate for outdoor play are required. Please avoid flip-flops.
- Pajamas are welcome on designated Pajama Days only — not for daily wear.
- K5 students: no shorts during the school year.
- Each child must have two complete changes of clothing and one extra pair of shoes in a clearly labeled bag kept at school at all times.

Safety, Special Topics & Policies

Fire Drills & Emergency Evacuation

Our school has well-defined plans for fire drills, tornado drills, disaster preparedness, and safety threats. Drills are conducted periodically throughout the year and are monitored by the local fire department. Students are trained to exit the building calmly and proceed to designated safe areas.

Child Protection Policy

All staff are mandated reporters. If there is any known or suspected abuse or neglect of a child attending Foundations for Learning, the teacher, daycare director, or school administrator is legally required to report that knowledge or suspicion to the appropriate state agency. This duty applies whether the suspected abuse or neglect occurs on or off school premises.

Field Trips

Classes may enjoy a variety of field trips throughout the school year. Special speakers and activities may also be hosted at school. Detailed information and a permission slip will be sent home prior to each event. Parents are warmly encouraged to volunteer for field trips and other special activities.

Toy Policy

Children are asked to leave personal toys at home unless their teacher has specifically requested an item for a special event. Foundations for Learning is not responsible for lost or damaged items brought from home. We reserve the right to hold any item that may be potentially harmful to a child. Per state regulations, no toys resembling weapons may be

brought onto school grounds. A list of unsafe and recalled children's products is available at <https://www.cpsc.gov>

Licensing & Staff Qualifications

Foundations for Learning Preschool is licensed by the State of Michigan and operates in full compliance with all applicable state licensing rules. Every staff member undergoes extensive screening prior to employment, including reference checks, physical health exams, sex offender registry checks, criminal background checks, and fingerprinting. All staff members are certified in infant and child CPR and First Aid and complete a minimum of 16 hours of continuing education annually in the childcare and safety field.

State of Michigan Licensing Rules are available at <https://www.michigan.gov>

Recess & Outdoor Play

Play is an important part of every child's day. All children are expected to participate in regular outdoor recess unless a physician's written request for an exception has been submitted (chronic asthma is one example). As a general guideline: if a child is too ill to go outside, they are too ill to attend school. Outdoor recess will be held indoors during extreme or inclement weather. Children should come dressed appropriately for the season each day.

Playground Rules

- All conduct on the playground is expected to be orderly, courteous, and safe.
- No standing in swings, double swinging, or jumping from swings.
- No climbing up the front of slides.
- No climbing trees or throwing dirt, sand, wood chips, rocks, sticks, or snow.
- No leaving the designated playground area without permission.
- No running on sidewalks or around the building.

Supplies Provided by Parents

We ask that all families provide the following throughout the year:

- A child-sized sleeping bag or small blanket and pillow (a crib-sized fitted sheet works well) for afternoon nap. Bedding goes home each Friday to be washed and returned the following Monday.
- Two changes of clothing and one extra pair of shoes in a clear, labeled plastic bag, kept at school.
- A healthy fruit snack for mid-morning each day.
- A packed lunch for children staying through the afternoon. (Afternoon snack for After Care is provided by the school.)
- Toddler families: extra clothing, diapers, wipes, and any required powder or ointment.
- All items on the class supply list, provided in September.

Parents must keep the school updated with any changes to contact information, addresses, or emergency contacts.

Daily Schedule & Operations

Typical Daily Schedule

8:00 am	Arrival & Table Activities
8:30 am	Bible Time
8:45 am	Bathroom Break
9:00 am	Curriculum Time
9:30 am	Free Play
9:40 am	Snack Time
10:15 am	Bathroom Break
10:30 am	Recess
11:00 am	Specials
11:30 am	Curriculum Time
12:00 pm	Lunch / Noon Dismissal
12:30 pm	Recess
12:50 pm	Bathroom Break
1:00 pm	Nap / Rest Time
2:30 pm	Wake Up
3:00 pm	Car Line Dismissal / Aftercare Begins
3:15 pm	Aftercare Snack
3:30 pm	Aftercare Free Play
4:30 pm	Aftercare Closes

The school day begins at 8:15 am. Early drop-off is available beginning at 7:00 am for families who need it.

Thank you for entrusting your child to our care.

We look forward to a wonderful year together.

Aleah Vanaman Daycare Director
620 North Wixom Road
248-624-4362
www.wixomchristianschool.org