



Empowering students with a lifelong faith in Jesus Christ, outstanding academic skills  
and a passion to share the Gospel

# Preschool Family Handbook



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ACSI Accreditation Candidate,  
Candidate for Accreditation; approved by the Schools  
Commission of the Western Association of Schools and Colleges

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### Scope and Purpose

The purpose of this handbook is to communicate the policies and expectations of the Preschool, which have been established to maintain a Christian environment conducive for building a foundation of instruction in Godliness, academic knowledge and life skills. The following policies and expectations cover a broad range of topics.

Water of Life Christian School reserves the right to modify, augment, suspend, or revoke any policies, procedures, and practices contained in this handbook at any time.

### Affiliations

Water of Life Christian School is owned and operated by Water of Life Community Church and is governed by its School Board under the direction of the Church Board of Elders. The School Board meets regularly to provide overall support and guidance for the School Administration who are responsible for the day to day operation of the school.

The school is a member of and candidate for accreditation through the Association of Christian Schools International (ACSI). The Association of Christian Schools International is the largest Protestant educational organization in the world. Since 1978, ACSI has advanced excellence in Christian Schools by enhancing the professional and personal development of Christian educators and providing support functions for Christian schools.

Water of Life is also a candidate for accreditation, approved by the Schools Commission of the Western Association of Schools and Colleges (WASC).

# Water of Life Christian School – Mission, Vision, Core Values and Philosophy

## **MISSION**

WOLCS exists to empower students with a lifelong faith in Jesus Christ, outstanding academic skills, and a passion to share the Gospel.

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## **VISION**

WOLCS seeks to assist families by providing a vibrant Christian education based on the truths and principles of God’s word. It is the goal of WOLCS that the message of God’s love in Jesus Christ coupled with dynamic teaching, diligent study, and a well-planned curriculum will transform students' lives. It is within the context of biblical teachings, that students will obtain knowledge, acquire academic skills, build healthy bodies, and develop productive social skills. Given opportunities to worship, serve and communicate the Gospel, students will develop an enduring passion for God and compassion for people as they learn to use their gifts to impact the world for Christ.

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## **CORE VALUES**

### **Healing** – *Healed to be Healers (Isaiah 58, Luke 4:18-19, Luke 10:9)*

Through God’s love, repentance and the power of the Holy Spirit, WOLCS students experience salvation in Jesus Christ and restoration from spiritual brokenness. They experience and practice praying for physical healing, mending personal relationships, developing biblical thinking about God, themselves and others. Through the transformation of their hearts and minds and with opportunities for guided practice, they are becoming Kings and Priests in God’s Kingdom to help others in their world with the healing touch of Jesus.

### **Equipping** - *Prepared to Change the World (1 Peter 3:15-16, 2 Timothy 3:15-17)*

Through a well-planned course of study, delivered by dedicated professional Christian educators, WOLCS students learn to think from a biblical point of view, acquire academic and life skills, develop Godly character, become increasingly aware of the world around them, and begin to interact with others in life-giving ways. As students develop their gifts, talents and skills they grow in...

- o Passion for God based on faith in Jesus Christ and resulting in discipleship is developed through the study and memorization of Scripture, forgiveness, trust, obedience and joyful expressions of worship in the context of partnership among school staff, parents and the Church.
- o Competence in academic and life skills, the study and application of Scripture, the arts, critical thinking, and physical and social development is gained through high expectations, diligent study and staff involvement.
- o Christ-like Character: Through training in righteousness, consistent loving discipline and modeling by staff and parents, students develop compassion and integrity in their attitudes and actions as they strive to become more like Christ who was full of “grace and truth”. ( John 1:14, Philippians 2: 5-8 )
- o Confidence: Courage and leadership skills are developed as students learn who they are in Christ; discover their gifts and talents; consider their life purpose; are

taught to think biblically; and practice communicating to others.

**Sending** – *Fulfilling the Great Commission (Matthew 28:18-20)*

Students begin to live out the Great Commission by learning about cultural diversity, developing a desire to spread the Gospel, supporting missionaries and going on local and foreign outreaches. They learn practical ways to share the Gospel and lead others to Christ.

**Caring** – *Loving as God Loves Us (Matthew 25:31-40, I Peter 4:8-10)*

Through diligent teaching, the work of the Holy Spirit and outreach participation, students develop compassion for those in their community and the world. Given many opportunities to serve, students acquire thankful hearts, selfless character and compassion for each other as they learn to be good stewards of their own gifts and talents.

**Relationships** – *Experiencing Joy of Community with Christ and Others (Phil 2: 1-4, Col 3:12-15)*

The foundation built on a personal relationship with Jesus Christ based on His love, acceptance and forgiveness, helps students to honor, respect and interact with others in life giving ways. They are taught to pray for each other, appreciate each other’s differences, communicate openly, and resolve conflict. The cooperative community of family, church and school creates a strong environment in which healthy relationships can grow and thrive.

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**PHILOSOPHY OF CHRISTIAN EDUCATION**

The Bible teaches that parents are to be the primary educators of their children. WOLCS partners with parents in their children’s instruction and training to provide a distinctive biblically integrated education in a secure environment. To be successful, it is imperative that WOLCS families agree with and support WOLCS’s Beliefs Covenant/Statement of Faith and live a lifestyle reflective of this faith. Through parent and school cooperation, students are instilled with Godly character and inspired to excel in preparation for a life of enduring commitment to Christ. The scholastic program is designed to minister to the spiritual, intellectual, physical and social needs of every student in order to guide each one toward his/her God-ordained purpose. (Deuteronomy 6:4-9, Ephesians 6:1-4, Ephesians 2:10)

**Spiritual:** WOLCS provides the cultural and educational structure that allows children to know Jesus personally as “The Way, The Truth and The Life”, to learn to hear His voice and to respond to His call on their lives. Guided by the Holy Spirit and encouraged by Christian teachers, students study God’s word, grow in character, gain wisdom, acquire confidence and learn to live by faith. As they discover their gifts and practice serving others, they prepare for a life of personal joy and significant contribution in God’s Kingdom. (John 14:6, John 10:27-28, 2Timothy 3:16-17, Luke 2:49-52)

**Intellectual:** The academic program of WOLCS helps students construct an intellectual worldview centered on God’s word. With a focus on biblical integration and academic excellence, the curriculum embraces the development of basic skills, critical thinking, stimulating intellectual growth, creative discovery and training as life-long learners. The uniqueness of each child is valued and success is enhanced through individual assistance and academic coaching. Ultimately, students grow in understanding of the Lordship of Jesus Christ over all knowledge and disciplines. (Psalm 8, Psalm 19:7-11, I Timothy 4: 12-16, Romans 11:33)

**Physical:** The Bible teaches that our bodies are temples of the Holy Spirit, which we are to offer to God as living sacrifices, holy and pleasing to Him. (1 Corinthians 6:19, Romans 12:1) Therefore, WOLCS teaches students that proper care for their bodies will help them enjoy God's gift of life and become more effective witnesses for Christ. The curriculum emphasizes proper nutrition, exercise and a pure life. Because the Bible also tells us not to conform to the pattern of this world but be transformed by the renewing of our minds (Romans 12:2), all athletic activities and physical education classes foster Christ-like attitudes and actions as students are taught discipline, teamwork, respect and responsibility.

**Social:** WOLCS believes God commands us to love one another and live in community. In an environment that assures security, self-worth and mutual respect, students develop appreciation for others and learn how to relate effectively. Lifelong skills to reach others with the message of God's love in Christ develop as students, according to biblical standards; build relationships with each other and with school staff. Numerous opportunities to serve others allow children of all ages to realize their spiritual gifts and share the light of Jesus in words and actions. (1 John 3:11 Psalm 133:1, Matthew 5:13-16. 1 Peter 4:8-11)

**Philosophy Summary:**

WOLCS seeks to make disciples of Jesus who will effectually impact their world with the gospel of the Kingdom of God. In everything, the Word of God sets the standard as WOLCS seeks to empower students with enduring faith in Christ, develops their gifts and helps them enjoy a life of worship, service and outreach. (Matthew 28:18-20)

## Beliefs Covenants

### **About God**

WE BELIEVE that there is one living and true God, eternally existing in three persons, the Father, the Son, and the Holy Spirit. Equal in power and in glory, this triune God created all, upholds all and governs all.

### **About the Bible**

WE BELIEVE that the scriptures of the Old and New Testaments are the Word of God, fully inspired without error in the original manuscripts and the infallible rule of faith and practice.

### **About the Father**

WE BELIEVE in GOD THE FATHER, an infinite, personal Spirit, perfect in holiness, wisdom, power and love; that He concerns Himself mercifully in the affairs of men; that He hears and answers prayer; and that He saves from sin and death all who come to Him through Jesus Christ.

### **About Jesus**

WE BELIEVE In JESUS CHRIST, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles and teaching, His substitution atoning death, and bodily resurrection, ascension into heaven, perpetual intercession for His people and personal visible return to earth.

### **About the Holy Spirit**

WE BELIEVE in the HOLY SPIRIT, who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify and empower for ministry all who believe in Christ; we believe the Holy Spirit indwells every believer in Jesus Christ and that He is an abiding Helper, Teacher and Guide. We believe in the present ministry of the Holy Spirit and in the exercise of all the biblical gifts of the Spirit.

### **About Sin**

WE BELIEVE that all MEN are sinners by nature and choice and are therefore under condemnation, that God regenerates by the Holy Spirit those who repent of their sins and confess Jesus Christ as Lord; that Jesus Christ baptizes a seeking believer with the Holy Spirit with power for service, often subsequent to regeneration.

WE BELIEVE in the universal CHURCH, the living spiritual body of which Christ is Head and all regenerated persons are the members.

### **About the Return of Christ**

WE BELIEVE in the personal, visible RETURN OF CHRIST to earth and the establishment of His Kingdom; in the resurrection of the body, the final judgment and eternal blessing of the righteous, and endless suffering of the wicked.

### **About Ministry**

WE BELIEVE the BIBLE teaches that every Christian is called to "full time" Christian service, regardless of his or her vocation. We practice the truth that every believer is a minister by encouraging every member to find a place of service and ministry. Every believer has direct access to God through prayer and Bible reading. We believe people are called to witness and to give life to others.

### **About People**

WE BELIEVE people are made in the spiritual image of God, the crown of creation. Although every person has tremendous potential for good, all of us are marred by an attitude of disobedience toward God called "sin". This attitude separates people from God and causes many problems in life.

### **About Baptism**

WE BELIEVE that the Lord Jesus Christ committed two ORDINANCES to the church, Baptism and the Lord's Supper. We believe in baptism by immersion and that communion is open to all believers. We believe also that we may use the laying on of hands for the baptism of the Holy Spirit, for ordination of Pastors, Elders and deacons, and for receiving gifts of the Spirit or healing.

### **About Tithing**

At Water of Life we practice tithing for the support of Christ's body, the church as God commands. At Water of Life we believe that giving of tithes and offerings is an act of worship to Jesus Christ and is an expression of the relationship between the individual giver and the Lord. We provide boxes at the back of the Worship Center and our venues for your tithes and offerings.

### **The Apostles Creed**

WE BELIEVE in what is termed "The Apostles Creed" as embodying fundamental facts of Christian faith.

...The LORD, the LORD God, compassionate and gracious,  
slow to anger, and abounding in loving kindness and truth;  
who keeps loving kindness for thousands, who forgives  
iniquity, transgression and sin...

Exodus 34:6-7

## ***Educational Policies***

### **Philosophy**

**Purpose:** Water of Life Christian Preschool is designed to cultivate and grow the whole child. We emphasize spiritual, social/emotional, physical, and cognitive preparation using developmentally appropriate practices (DAP) to establish a strong foundation for a child's future. Children will also be introduced to the joy and peace of God, and discover Him as a real and personal part of his/her young life.

**Perspective:** We are a Christian school, non-denominational and Bible-centered in our approach. The Bible is the integrating factor around which our activities and subject matter are correlated. We teach God's love and promote a Christian atmosphere of respect and loving appreciation for each individual child and for the wonder of God's world.

**Program:** A child's early years are his/her most important developmental years. We endeavor to make certain that the hours your child spends in preschool are not wasted, but productive toward the formation of his/her character and personality. We feel preschool should be more than a playtime experience. Therefore, a carefully supervised and balanced hands on developmental program is planned to assist your child in his/her learning process. Our qualified staff is fully competent to provide loving and understanding care for each child.

### **The Whole Child**

We seek to provide an environment and program consistent with the highest standards which allows children to develop to his/her maximum potential.

The four primary goals of Water of Life Christian Preschool are:

1. **To surround** each child with a loving, safe environment in which he or she can learn and grow.
2. **To encourage** children into an educational process that will help to develop their young lives to maximum potential.
3. **To provide** a nurturing preschool experience of lasting value by developing the total personality of each child spiritually, intellectually, educationally, physically, socially, and emotionally.
4. **To support** parents in the training and equipping of their children to fulfill God's purpose for their lives from a Christian perspective.

### **Spiritual**

***"But Jesus said, 'Let the children come to me, and do not hinder them; for to such belongs the kingdom of heaven.'"***  
(Matthew 19:14)

1. To help the child develop an awareness of the love of God
2. To help the child learn to love others
3. To teach the child that Jesus is God's Son who loves him/her personally

4. To develop a love of God's Word, the Bible
5. To encourage frequent times of songs including praise and worship

### **Physical**

***"Do you not know that your body is a temple of the Holy Spirit within you, which you have from God? You are not your own; you were bought with a price. So glorify God in your body."***  
**(I Corinthians 6:19-20)**

1. To protect the health and provide for the safety of the young child.
2. To help him/her develop physically.
3. To stimulate the development of the large and small muscles.
4. To provide a balanced academic and physically developmental environment.
5. To encourage hands-on experiences that are both teacher led and child-initiated.

### **Educational**

***"Train up a child in the way he should go and when he is old he will not depart from it."***  
**(Proverbs 22:6)**

1. To stimulate the child's curiosity and imagination which contributes to his/her development of ideas and concepts.
2. To encourage the child to gain a deeper understanding and a greater awareness and appreciation of the world around him/her.
3. To encourage an enthusiasm for learning, exploring, and development of first-hand learning experiences.
4. To provide a center-based, individual-choice environment, along with teacher-led instruction.
5. To consistently expose the child to a basic educational program (science, social studies, upper and lower case letters, numbers, reading readiness, concept learning, music, art, and play) in ways that are developmentally appropriate for the age and level of each particular child.

### **Social/Emotional**

***"So faith, hope, and love abide, these three; but the greatest of these is love."***  
**(I Corinthians 13:13)**

1. To provide special attention to new children and try to help them quickly gain a sense of belonging.
2. To help the individual child develop a sense of self-confidence.
3. To provide an environment that will foster a sense of security in the child.
4. To help the child learn to feel accepted by his/her teachers and peers.
5. To encourage participation in group activities and getting along with others.

### **Overview**

Our Preschool program activities include:

- |                                |                                     |
|--------------------------------|-------------------------------------|
| 1. Physical fitness activities | 6. Large & small muscle development |
| 2. Basic Bible concepts        | 7. Colors and shapes                |
| 3. Moral and manners training  | 8. Letters and numbers              |

4. Arts and crafts
5. Music and rhythm

9. Phonics

## Daily Schedule

A daily class schedule is posted in each classroom, with approximate times of each activity.



*“Jesus said, ‘Let the little children come unto me and forbid them not, for the kingdom of heaven belongs to such as these,’ and He put His hands on them and blessed them.”*  
*(Matthew 19:14 & 15)*



6:30	Center Opens
6:30-7:30	Center Play-Opening Classrooms (Arctic & Aviary Rooms)
8:10	All Classrooms Open
8:45	Children Meet in Children’s Worship Center Chapel: Wednesday & Thursday 8:45-9:15
9:15	Morning Snack (In Classrooms)
9:30-10:30	Circle Time, Expanded Curriculum
10:00-10:25	Outside Play- Farm, Garden, Aviary Rooms
10:30-10:55	Outside Play- Arctic, Jungle, Rainforest Rooms
11:00-11:25	Outside Play- Ocean, Forest, Meadow Rooms
11:30	Lunch (In Classrooms)
12:30	Half-Day Pick-Up Time/Story time for Full Day Children
12:30-2:45	Naptime
3:00-3:30	Afternoon Snack (In Classrooms)
3:00-3:30	Classroom Center Play
3:30-4:30	Outside Play-All Remaining Classes
4:30-5:45	Center Play
6:00	Center Closes

## Classroom Schedules

Class starts promptly at 8:30 am. To receive the most out of the instruction, children should be present at the beginning of class unless there is a special circumstance, such as doctor’s appointment. Because of many incidentals that may need to be taken care at arrival time, it is suggested that you plan to allow an extra ten minutes on your route. A calm, unrushed morning can make the day more enjoyable for parents and children. To avoid classroom distraction please have children in class by 8:45 am.

**Children will not be accepted into class after 10:30 am, unless approved by the Director.**

## Centers

Readiness activities, Bible curriculum reinforcement activities, science activities, basic math skills, free choice activities, etc., will all be presented in classroom centers. Several choices will be presented weekly to provide a stimulating exciting hands-on developmental learning experience.

## Curriculum

As a Christian school, we place a strong emphasis on teaching and learning God's Word. All subjects are taught from a Christian perspective. Bible curriculum includes: Bible stories containing Christian Life attitudes, Bible songs and finger plays, and a Bible verse relating to the story, all presented in a weekly Bible circle time where staff share God's Word with the children. Scripture memorization is also encouraged.

- Prayers- morning, mealtime, special needs.
- Stories- bible, animal, children, nursery rhymes, etc.
- Music- singing, rhythm instruments, marching, tapes, music, tapes, music interpretation.
- Pledges- American and Christian Flags, the Bible.
- Character Development- honesty, helpfulness, courtesy, obedience, kindness, neatness, responsibility.
- Reading Readiness- matching, recognizing differences and sequences, letters and their sounds, left and right activities, recognizing and printing their name.
- Large Muscle Skills- climbing, running, jumping, riding, skipping, balancing, throwing, group exercises.
- Small Muscle Skills- paper tearing, stringing beads, pegboards, puzzles, cutting, drawing.
- Art-Names of colors, finger and brushing painting, crayons, textures, shapes, gluing, collages.
- Health Facts- cleanliness, nutrition, rest, exercise, fresh air, teeth and hair care.
- Manners- respect for adults, preparing a thankful heart, preferring one another, please and thank you's, good eating habits, sharing and taking turns.
- Science- plants, seeds, fish, pets, insects, reptiles, birds, weather, seasons.
- Number Facts- calendar, clock, counting, shapes, and games.

Each child participates as he/she shows desire and readiness for an activity.

## Discipline and Guidance

Teachers maintain clear, consistent, and fair limits which are age appropriate and related to the safety, general welfare, and protection of the rights of others. All children have the right to learn and be free of disturbance when carrying out an activity. Teachers help children become aware and responsible for their behavior. Our program encourages truth, honor, and respect-for God, others and for self. State regulations are strictly adhered to; only discipline that fosters encouragement, re-direction, and support of the child's rights is acceptable. Absolutely no corporal punishment is allowed.

**Phase One-**We will use positive reinforcement and re-direction for acceptable behavior and self-control. When disciplining a child, the object of the preschool will be to help develop the child's positive self image. The techniques we will utilize will include praise and encouragement for "making the right choices" and will include specific reinforcement for progress, especially in the behavioral areas of concern.

**Phase Two-**Should it become necessary to demonstrate the need for consequences, the loss of some privileges as well as the "time out" technique will be used when it is determined necessary for the child to re-gain control, followed by an individual discussion with the child by the teacher.

**Phase Three-**If disruptive behavior continues, a Discipline Report will be logged and a copy sent home, and the parent(s) may be contacted.

**Phase Four-**If a behavioral problem persists, the parent(s) will be requested to come to the preschool and a plan of parent/teacher cooperation will be implemented, which will need to be signed by parent(s) if school attendance is to continue.

**Phase Five-**No more than one, and at the most two, additional outbursts, to be determined at the sole discretion of the Director, will be tolerated, and, if disruptive behavior continues, because of the gravity of the situation, and with written notice given to the parents, the child will be sent home for a period of up to two weeks (tuition will not be charged for this time period).

**Phase Six-**If, after undertaking the five previous steps outlined above, our program still becomes unable to meet the needs of a child due to hurting him or herself, hurting others, damaging property, or otherwise inhibiting the growth and progress of other students, we could find ourselves in the regrettable position of having to ask you to permanently remove the child from our preschool. Therefore, any further demonstrations of negative or uncooperative attitude or rebellious spirit, constant disruptions that disturb the classroom atmosphere, or repeated disobedience or defiance of authority will result in the child being asked to leave our preschool program.

## **Staff**

WOLCS teachers and directive staff are all dedicated to the child's welfare and WOLCS' deepest desire is to see children shaped into useful and fully functioning individuals. WOLCS mandates that all staff members demonstrate a walk consistent with a strong Christian faith, a life filled with the fruits of the Spirit, and an attitude that is positive, balanced, and eager to teach each child. All staff members must have a personal relationship with God through His son, Jesus Christ; are active in the church of like faith, and have dedicated their lives to the children under their care. Staff meet or exceed the approved standards for education and experience set forth by the State of California, and many are pursuing further professional growth through continuing education.

## **Admissions**

**Parents or Guardians:** In each instance where the word “parents” is used it refers to whoever has custody of the child, whether grandparents or guardians. In the event that someone other than the biological parent has custody of the child, a copy of legal documentation must accompany enrollment forms.

**Policies:** WOL Preschool is equipped and staffed to give the best possible care for children whose parents are interested in an enriched program. WOLCS offers a quality program for children whose parents work and must be away from home for the day, and/or parents who have decided that they can better carry out their child-rearing responsibilities in partnership with a quality preschool offering an enhanced educational program for their child.

**Ages and Grades:** Children between the ages of 3 and 5 years are eligible for admission providing they have not attended kindergarten. Children must be 4 by September 1<sup>st</sup> to be eligible for Pre-Kindergarten. All children must be potty trained before they can be accepted.

### **Non-discrimination Policy**

It is, and shall be, the policy and practice of Water of Life Christian School, in admission of students, not to discriminate on the basis of the applicant’s race, color, sex, or national origin. While the publishing of this statement is mandatory by law, WOLCS further advises you the Policy of Non-Discrimination is grounded in a theological basis as clearly presented in the Bible. The school’s doors are open to people of all races and national origins because of the love of God as manifested in the ministry of redemption through Jesus Christ, which is intended for all people who receive it.

**Licensing:** WOL Preschool is licensed by the Dept. of Social Services (DSS). Our License # is 364808202.

**Registration Requirements:** All parents are required to set an appointment to tour the facilities and observe first-hand the school program during class hours. An initial interview will be held with all first-time families-including the child and the parents-regarding the admission of their child by the Director.

Should the parents decide that the program offered will be beneficial to their child, and space is available, the following steps will be followed.

1. Complete online registration packet and pay the Non-Refundable Registration Fee.
2. Submit copies of all applicable documents (Licensing forms, Physician’s report, copies of Immunization card, etc.).
3. Complete all financial paperwork.

**Waiting List:** If space is not available, children may be placed on a waiting list for a Non-Refundable fee of \$25.00. This fee will be applied to the registration fee when the child enrolls. Completing a waitlist application does not guarantee enrollment.

**Emergency Contacts:** It is of the utmost importance that parents or a listed contact are able to be reached by phone at all times. Parents are responsible for keeping the

school office informed as to changes in address, phone numbers, or any other emergency information. This is such an important consideration that if proper notification is not kept current, and if it becomes a continual problem to reach parents, discontinuation of enrollment may result. Parents may log on to RenWeb at any time to update their emergency contact information.

**Daily Admission:** Each child must be accompanied into the school by a responsible adult 18 years of age or older and taken to the staff person on duty. Please make eye/verbal contact with the staff member. After the child has been determined to be without obvious signs of illness (see Illness policy) and has been accepted, the adult must then sign his or her **full legal name** (initials are not acceptable) on the Sign-In/Sign-Out sheet at the front office when dropping off or picking up his or her child. The same procedure is to be followed in reverse order when picking up the child. Please be sure a teacher knows that the adult is delivering or taking the child. Authorized siblings age 18 and over with a valid California Drivers License are permitted to drop off or pick up (Special circumstance requiring written permission). No child will be permitted to leave with anyone other than his/her parent unless that person's name is on the child's identification and emergency information card in the office and they have picture identification. Parents may give a signed, written notice if someone who is not on their child's emergency list is to pick up the child. Notice must be given to the office staff. The office staff on duty will ask the person for picture identification before a child is released to them.

**Sign-in and sign-out should be taken seriously. This is for the child's protection and is a state-regulated mandatory procedure that must be followed. A parent's signature represents a transfer of authority and is a legal document. Any parent who consistently fails to follow this daily sign-in/sign-out procedure may be subject to a \$10.00 fine for each occurrence and discontinuation of enrollment may result.**

**Leaving A Child at School:** It is not unusual for new children to cry and cling when parents leave, or for adjusted children to experience occasional insecurity. Difficulties in adjustment seem to occur after an illness, holidays, changes in the home, or other breaks in the regular school schedule.

The staff is well-experienced and will use gentleness and understanding with children. His or her needs will not be ignored and there are many ways to divert a child's interest. It is suggested that parents give their child a hug, hand the child to the teacher and say something reassuring like, "When I pick you up, you can tell me all about your day!" Sometimes parents feel better when they call back and learn that their child is doing fine.

Parents are asked not to linger in conversation with the teachers. **A teacher's first responsibility is for the safety of the children.** If parents need more than a few moments to convey any concerns, please see the Director, who would set-up an appointment with you.

Jesus said, "Any of you who welcome a little child...Is welcoming me, and caring for me."  
(Matthew 18:5 TLB)

## Financial Policies

**Registration Fee:** The Non-Refundable Registration Fee covers the cost of processing the application and insurance. The registration fee is due and payable at the time of enrollment.

**TUITION:** It is WOLCS' desire to maintain a high quality academic program and to keep all classrooms and playground equipment in good condition. We also intend to provide well-balanced and nutritious snacks and a hot lunch for each child, which is included in the price of tuition. WOLCS staff is the finest, and we feel it is important to pay them a commensurate salary. All holidays and staff in-service days are calculated in the total cost of tuition, therefore there is no proration or refund for not attending these days.

Tuition is due and payable for the fall session beginning August 4, 2014 and ending May 15, 2015 and/or the summer session beginning May 27, 2014 and ending July 25, 2014. Payments are made by Electronic Funds Transfer (EFT) monthly in advance on either the 5th or 20th. We do not accept credit cards, cash, money orders or cashier's checks for tuition, unless otherwise stated.

**NSF/LATE FEES:** If any check, EFT and/or online payment to WOLCS for any reason is returned for non-sufficient funds, you agree to pay a \$25.00 NSF Fee. If you incur more than two NSF's on tuition during the school year, you will also be charged a \$50 late payment fee each time (in addition to the NSF Fee), which must be paid in full. Parents will be notified by email within 5 days of the failed EFT. A 2nd attempt will be made on that same day notice is given to withdraw the tuition and all applicable fees from the bank account on file. Should the tuition payment return NSF two times, the final method of payment will be credit card only and parents will incur a \$30 processing fee as well as all other applicable fees. All tuition and fees must be paid by 28<sup>th</sup> of the month in order for the child to attend the 1st day of the following month. Failure to pay all past due fees could result in a minimum 24 hour delay before your child can attend school. **WE DO NOT ACCEPT ANY OTHER FORMS of Payment for Tuition.**

**Full/Half Day Sessions:** Full day sessions are available between the hours of 6:30 am to 6:00 pm. Half -day programs are available from 6:30 am to 12:30 pm.

**Days Per Week:** We offer three different programs: a two (2) day program on Tue/Thu; a three (3) day program on M/W/F; and a five (5) day program Monday through Friday. We are not open during the weekend.

**Withdrawing your Child from School:** A minimum thirty days' notice must be given in

writing to withdraw a child from Water of Life Christian School. A Change Form can be picked up from the school office. Any tuition paid in advance will be pro-rated and refunded, if necessary. Tuition will be charged through that period of time, even if a child leaves before the end of the thirty day period. Parents of children who have been withdrawn will have to pay a new registration fee upon re-enrollment.

**Family Discounts:** A family with more than one child enrolled on a full-time, five day per week basis, receives a 10% discount on the second child, and a 25% discount on the third child. If a sibling is enrolled in our Elementary School/Middle School, the discounts apply to the younger child(ren).

### **Late Pick-Up Charges:**

**Half Day-**Children in the Half Day program are to be picked up **before 12:30 pm**. Any child left after this time will be considered a full day student. **A late fee of \$1.00 per minute will be assessed for children who remain after 12:30 pm**. All fees must be paid on Renweb.

**Full Day:** Children in the Full Day program are to be picked up before 6:00 p.m. sharp. Any child left after these closing times will be considered late. **A late fee if \$1.00 per minute, will be assessed for children who remain after 6:00 pm**. All fees must be paid on Renweb.

If no contact has been made to alert the school that a parent will be late, and no contact can be made with a responsible emergency contact, the police may be contacted 30 minutes after closing to make a report.

### **Hours of Operation**

Our school is open from 6:30 am to 6:00 pm, Monday through Friday. The school office hours are 6:30 am to 6:00 pm., Monday through Friday.

**School Calendar:** Water of Life Christian School (preschool program) operates on a 12 month basis, which is divided into 2 sessions. Fall Session runs from August to May and Summer Session which runs from June to July.

### **The Preschool is not in session on the following days:**

Thanksgiving and the day after Thanksgiving; Veteran's Day; Christmas Eve (prior business day); Christmas Day; New Year's Eve (prior business day); New Year's Day; Martin Luther King's Birthday; President's Day; Good Friday; Memorial Day; Independence Day; Labor Day. Also, we are closed one week prior to the first day of school in the fall, as well as several other days which are determined each year and are listed on the school calendar. Days closed during the Christmas/New Year break could vary year to year.

Most working people are paid for these days and we feel that our staff should be also. The tuition will be the same for each month regardless of the number of holidays, staff

in-service training days, or work days in that particular month.

## Meals

Water of Life Christian School has been blessed with superb physical facilities, which includes a full service commercial kitchen. We are a **Peanut Free Facility** and are pleased to offer nutritious lunches and snacks made fresh on our premises each day. Snack(s) are provided at no extra charge. Lunch is provided to half and full day students. This serves a number of purposes in addition to providing refreshment and sustenance for the day's activities. It also serves as a learning experience. We introduce the children to a variety of sensory experiences, including different tastes, textures and colors. The children actually enjoy some foods that they might not eat elsewhere. In addition, the experience of learning to eat together in a group provides important opportunities for training in manners and social conduct.

**Snacks:** Snacks are served at approximately **9:30 am** in the morning and at **3:00 pm** in the afternoon. Lunch is served at 11:30 am for all children. We aim to serve nutritious and varied snacks, with an assortment of juices being served, as well as milk. At times the children will be taking part in preparing their own snacks. Every snack time begins with prayer and is an opportunity for the children to practice good table manners. In the event your child has an allergy to a menu item of the day please send a substitute lunch for your child.

On special party days you will see a notice asking parents to bring treats (Valentine's, Easter and Christmas).

**Menus:** Menus are printed monthly and you will find them posted on the parent board located in the main lobby.

### Sample of School Lunch Menu

Mac & Cheese	Pizza	Bean & Cheese Burrito	Walking Tacos	Spaghetti & Meatballs
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### Sample of School Snack Menu

Cinnamon Rolls & Milk	Cheerios, Orange Juice & Milk	Graham Crackers, Banana & Milk	Go-gurt & Vanilla Wafers & Milk	Blueberry Muffins & Milk
Wheat Thins Crackers & Juice/Water	Cheesit Crackers & Juice/Water	Pretzels & Juice/Water	Oatmeal Chocolate Cookies & Juice/Water	Chex Mix & Juice/Water

## Program Policies

**Chapel and Prayer:** Prayer is an integral part of your child's spiritual upbringing and each day will begin with prayer in the classroom. Chapel will be held each week (Wed. & Thurs.), during which time a Bible lesson with an object lesson will be given. Fun songs are learned and children will pray a prayer to begin the week.

**Communication:** Each month a School Newsletter will be emailed, and copies available at the sign-in & out table. This will keep parents informed of all special dates, policy changes, dates for parties, school events, etc.

**Accidents and Insurance:** Staff members are certified for CPR and First Aid and are trained to handle minor incidents. In the case a child has an accident, parents will receive an "Ouch Report," detailing the incident and the measures taken. Parents may or may not be contacted by phone, depending upon the severity of the incident. In the case of a serious accident, paramedics will be notified first then parents will be contacted. WOLCS has student accident insurance policy as a secondary insurance to help cover costs if primary insurance is not available.

**Birthday Parties:** All children love having a birthday and we make it special for them. Parents are welcome to provide cookies or cupcakes for your child's class, etc. We ask that preparations are simple, with no visits from clowns, balloon or flower bouquets, or excessive party favors. The birthday child will have special privileges for the day (line leaders, wearing the birthday crown, etc.). We will keep the focus on the child, not on "things." Please make arrangements with your child's teacher at least one week in advance so that the party can be placed on the teacher's lesson plan. Again, please remember the school's **"nut free" policy**.

**D.V.D'S and Videos:** All Videos will need to be cleared by the Director and will only be viewed as a special activity. Only video's which correlate with either the Biblical or Academic themes being taught for that week will be accepted. DVD's and Videos are closely monitored for content.

**Toys:** We ask that children's toys remain at home. The school will provide ample toys for the children to play with while they are here. During circle times there is an opportunity that allows for each child to share an item brought from home that directly pertains to our theme for that week (a book about the letter we are learning, a toy about the color we are learning, etc.). On the day the teacher has designated as sharing day, the item is to be placed in the child's cubby. The school will not be responsible for any item that is brought from home to school. Please put your child's full name on all items brought.

**Toys as guns or weapons or weapon-shapes, or war toys, as well as all super-hero type action figures, witches, demons or monsters will not be allowed on lunch boxes, backpacks, etc. at school.**

**Money/Candy and Gum:** Please do not allow your child to bring money, candy or gum to school. Make-up of any kind including lip gloss and chap-stick is not allowed.

**Lost and Found:** When an item is found it is placed on the Lost and Found Rack. After

two weeks the item will be labeled Water of Life Preschool or be donated to the needy.

**Consent for Use of Internet and Photo Release:** By enrolling your child at Water of Life Christian School, your child's photo, video or classwork may be published for instructional or marketing purposes. This information may be stored on data servers as well as published to WOL websites.

Additionally, parents understand that Water of Life Christian School has no control over and is not responsible for pictures taken at class parties or school programs by parents, relatives or guardians of other children enrolled in the school.

**Naps:** Naptime is approximately 12:30 p.m. to 2:45 p.m., and all children will be required to be quiet and still during this time so those who want to sleep may do so. Each full day child will need to bring from home a labeled small blanket and crib size sheet for napping. Nap items should be brought in clean on Monday and taken home to be washed each Friday.

**Biting:** If a child bites another child and breaks the skin, parents will be called and asked to pick up the child immediately. The child will not be allowed back at school for a minimum 3 days. If this behavior continues to occur, the child will be asked to leave the program.

**Clothing:** Please dress children in comfortable, sturdy, washable clothing which he/she is able to remove by him/herself. Pants with elastic waistbands are preferred. Overalls, jumpsuits, belts with buckles, body suits and snap fasteners are inappropriate unless the child can manage them alone.

Closed toe shoes are preferred as WOLCS wants children to be safe in the sand, woodchips and concrete areas of our playground. Clothing items with words or pictures of any kind that are against Christian philosophy may not be worn. Only stud earrings may be worn (for safety reasons). Please keep hair neat, trimmed and away from the child's face.

Children should be dressed warmly enough to play outside when the weather permits. All jackets, sweaters, gloves, and hats worn to school should be marked with your child's name in permanent ink. The school will not be responsible for any lost clothing. Any clothing that is not marked and becomes lost will become the property of the school. This also applies to any unmarked books, tapes, etc., that a child brings and leaves at school.

It is the parent's responsibility to provide, in a labeled Ziploc bag, a complete set of clothes and two large zip-loc bags for sending home wet clothing. The child's name should be written in permanent ink. These will be kept in the classroom and used in case of an accident or spill. Please replace clothes sent home the next day.

**Bathroom/Potty Training:** It is the child's responsibility to learn to care for their bodies and have proper hygiene. The school can assist in directional help and reinforcement of proper behavior begun in the home. Very young children may need some

assistance, but we will encourage each child to take responsibility for the care and hygiene of their own bodies. All children in our program must be completely Potty Trained.

**Cubbies/File Folder:** Each child will be assigned a “cubbie,” in his or her classroom. This location is where any of their personal belongings will be kept for the week. We encourage you to check your child’s cubby and folder on a daily basis. Please check each Friday for the items that need to be taken home.

**Parent Teacher Fellowship:** Parent Teacher Fellowship is an organized committee compiled from Parents, Staff and Administrators of Water of Life Christian School. The PTF group meets monthly. All parents are invited to attend. Some discussion items include school events, fundraising and staff appreciation events, etc.

Special School events for the family are planned throughout the year. Open House, Christmas programs, etc., are wonderful opportunities for parents to meet each other and enjoy their children’s accomplishments. Fund-raisers are also occasionally held, with the participation of the parents. All the proceeds go to benefit the children of our school.

**Open Door Policy:** We have an open door policy. We want you to know you are welcome to occasionally visit, come play, or help in your child’s class at the school. Please sign in at the office and receive a parent volunteer badge. Routine is an important part of a young child’s day. Please observe these guidelines when visiting class:

1. Check in with Office Personnel.
2. Try not to distract the children during class activities.
3. Save questions for the teacher until after group activities.

**Parents As Volunteers:** Many parents become our best volunteers and we encourage their involvement. We can always use the help and the children love new faces. If a parent’s participation becomes frequent and consistent, he or she will need to meet the requirements of all other regular volunteers insofar as TB tests, fingerprints, etc.

**Parent/Teacher Relationships:** Knowing that parents are the primary educators, we are privileged to be partners with you in the education of your child. We encourage you to give us a call if you have a question or are at all apprehensive about how your child is doing. If you need to talk to your child’s teacher, please call the school and leave a message. Your child’s teacher will not be available to talk with you right away, but will return your call to talk.

**Assessments:** Age appropriate assessment will be done two times a school year. It will cover age appropriate developmental steps that show growth in your child’s development. We are looking for progress in fine/gross motor skills, social and emotional maturity, and cognitive and language development. This is not something that your child can study for. Copies of the assessments will be sent home.

## Pledges

**American Flag**-“I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.”

**Christian Flag**-“I pledge allegiance to the Christian Flag and to the Savior for whose kingdom it stands. One Savior, crucified, risen and coming again, with life and liberty to all who believe.”

**Bible**-“I pledge allegiance to the Bible, God’s Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.”

*“I have no greater joy than to hear that my children are walking in the truth.”*

III John 1:4

## Health Policies

**Allergies:** If a child has any allergies, please be sure to notify the school by bringing a doctor’s note that we may keep on file. If food allergies are involved, parents will also need to be vigilant to see that snack and lunch menus do not contain items to which your child may be allergic so that a substitution can be made. If so, parents must provide an alternate snack or lunch. If your child does have confirmed allergies, or hay fever, please make a note of condition on Allergies/Chronic diseases form.

**Illness:** Good health habits of cleanliness, rest, exercise, and good nutrition will be a part of our daily program. Parents should have a practical and realistic way of providing for the care of their child when ill. In the event of sudden illness during school hours, you will be notified immediately and expected to have your child picked up within 30 minutes. The school will contact either the parent or the person indicated on the registration and emergency card. It will be mandatory that the child be picked up immediately.

No child will be admitted with a cold, fever, or other communicable illness. Please examine your child each day before bringing him/her to school. If a child has been ill during the night, parents will save time and stress by keeping him/her home. If the child is not well enough to go outside he/she is not well enough to be at school. We have no one to stay inside with them.

Parents are urged to keep children at home if they seem unusually fatigued or show signs of a cold or upset stomach. When a child is ill with a communicable disease, the parent should notify the office immediately, and the child may not return to school without a doctor’s clearance slip.

**It is a Health Department mandate that any child who has had a fever of 100 degrees**

or higher, vomiting or diarrhea may not return to school until they have been symptom free for 24 hours.

If a child exhibits any of the following symptoms, the child **will not be admitted**:

Acute cold  
Swollen glands

Fever  
Diarrhea

Headache  
Listlessness, drowsiness  
Nausea or vomiting  
Sore throat  
Chills  
Earache  
Flushed Skin

Skin eruptions/rashes  
Runny nose (other than clear or confirmed allergies with a Dr.'s note)  
Sneezing or coughing (other than confirmed allergies with a Dr.'s note)

**Medication:** Only prescription medication in its original container with the printed directions will be given at school. Staff is not allowed to minister over the counter medications unless prescribed by a doctor. If a child must take medication at school, parents will be required to hand the medication to the Office Staff and fill out the Medication Release Form. The child will then wear a medication wrist band for that day and all appropriate staff will be notified for the details.

**Immunizations/Physicians Report:** "No shots—No School" is now in effect statewide. Children must be up-to-day on their shots. Upon admission, proof must be verified by presentation of any immunization record signed by a physician. A copy of this record will be kept in the student's file. The Public Health Department annually audits each student's health record to see if immunizations are up to date.