



Parent Handbook

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WELCOME

We are looking forward to having your child in our school this year. This handbook was written to explain the policies, procedures, and important information you will need to familiarize yourself with prior to your child's start date. As noted on the Registration Form, families are responsible to know and abide by the information in this handbook. Retain this handbook for reference throughout the school year.

With your input and cooperation, we will make this year a happy and growing learning experience for your child. Please review and retain this handbook. May God bless us all in the ministry of his children.

PURPOSE

Agape Christian Preschool (ACP) was established because of a love for children and a desire to meet their needs. Each child is a valuable gift from God. It is, therefore, our purpose to provide a Christ-centered learning environment in these areas:

SPIRITUAL – nurtures trust in God through day-to-day experiences.

INTELLECTUAL – stimulates interest in exploring and learning with our five senses and sets the groundwork for a positive attitude toward learning.

SOCIAL – guides the child in cooperating, planning, and interacting with peers. Fosters a sense of respect for others and their property.

BEHAVIORAL – assists the child in understanding acceptable ways to achieve goals. Guides the child toward the goal of self-control by learning which behaviors are acceptable and which behaviors need to be avoided or modified.

PHYSICAL – improves gross and fine motor coordination through indoor and outdoor activities.

EMOTIONAL – reinforces a positive self-image. Provides a pattern of genuine affection and acceptance. We consider it a privilege as a ministry of Evangelical Lutheran Church to assist parents in rearing their children to live happy, well-adjusted, Christ-centered lives.

EDUCATIONAL AND SOCIAL PROGRAMS

The program provides an active hands-on curriculum. The preschool will provide the opportunity for:

- Active and quiet play
- Creative expression in the areas of art, music, and dramatic play
- Individual and group activity
- Social interaction
- Stimulating interest in exploring and learning at one's own rate
- Large and small muscle development

VISITORS

Visits from parents are always welcome. If you are interested in visiting or observing, please make arrangements with the teacher and director prior to your visit.

CHAIN OF COMMAND

ELC Church Council
ACP Board of Directors
Director
Teacher/Co-Teacher

REGISTRATION AND TUITION

Our preschool program is designed for children, 3 to 5 years old, who have not yet entered kindergarten. All children **must** be toileting independently. Children must be three years old by September 1st to enroll. If age 3 after September 1st, enrollment may start the day after the child's 3rd birthday. A registration fee of \$75.00 per family is due by June 30 for the following fall semester or \$115.00 per family if enrolling after June 30. The registration fee is to be included along with the registration form. **This fee is non-refundable and does not apply towards monthly tuition.** ACP is in session from September through May. A school calendar is sent home in September.

1. Parents are encouraged to pay annual tuition at the beginning of the school year; however, tuition may also be paid in semi-annual, quarterly or in monthly installments. **Monthly installments are due on the first day of each month or the first-class day following.** A \$5.00 late fee will be assessed for monthly payments received more than 5 days late. A reminder card will be sent home if payment has not been received by this time. A second reminder will be emailed to the parent/guardian if necessary. If payment is not received by the end of the month

in which it is due, the possibility of dismissal will be considered. If payment is more than 60 days late and arrangements have not been made with the Director, dismissal will occur. Tuition due dates are noted on the preschool calendar, which is distributed to parents at the beginning of each school year.

2. Make checks payable to Agape Christian Preschool. Payments may be made in person to the director or teaching staff. Payments may also be sent in a sealed envelope and sent in the student's daily take home folder. Cash payments must be made in person and a receipt obtained. Payments may be made via Venmo (request information from ACP Director)
3. Refunds will not be made for vacation, weather-related closures (i.e., snow, ice), or illness unless your child's illness causes him/her to be absent for more than 2 weeks and a doctor's excuse is presented. The director will determine the amount of the refund.
4. Refunds will be made in the event of a mechanical failure that causes the preschool to be closed for more than one week. The director will notify parents as to the amount of the refund. Closure of school due to mechanical failure of less than one week will not be eligible for refunds. Mechanical failure includes, but is not limited to, heating, water, sewer, or other utility failure resulting in the preschool being deemed "inoperable" per Wisconsin State Licensing standards.
5. ACP has a collaborative 4K program with the MHASD. Please go to the MHASD website for registration information. The web address is: www.mounthorebschools.org

NEWSLETTERS

You will receive weekly communication from your child's teacher(s) which will relay information that is pertinent to your child's school experience and should be read carefully. Please review frequently for upcoming events, schedules, and important happenings.

STUDENT CUBBIES

Cubby spaces at ACP are intended to give children a place to store their belongings, as well as provide an efficient means for staff to disseminate information to families. Therefore, anyone who is not an Agape staff member must talk with a teacher or the director prior to distributing any items to children's cubbies, other than their own child's cubby. Parents are strongly encouraged to mail personalized information (such as birthday party invitations) from home, rather than send them to school. In the interest of classroom harmony, please note that party invitations will not be allowed into children's cubbies unless one is provided for each member of the class.

SCHOOL HOURS & DAILY SCHEDULES

Morning 4K Classes will be held from 8:05 am – 11:10 am Tuesday – Friday.

Afternoon 4K Classes will be held from 12:10 pm – 3:15 pm Tuesday - Friday.

3K morning classes will be held from 8:30 am – 11:00 am on Tuesday - Friday.

3K afternoon class will be held from 12:30 pm - 3:00 pm on Tuesday - Friday.

The preschool session will include the following activities:

Arrival

Group time

Bible story time (3-year-old classes only)

Large motor

Free choice time (Indoor and Outdoor times)

Social & Emotional Learning

Snack

Clean-up

Music Time with Ms. Wendy

Closing

Each teacher will develop their own daily schedule based on their teaching style and group dynamics. Your child's teacher will let you know their general daily schedule.

ARRIVAL AND DISMISSAL

1. **State law requires that you bring your child to the preschool entry and pick him/her up at the preschool entry. Children cannot be left unattended and cannot enter or exit the building independently.** Please use the far west entrance of the church. (Playground area) It is a state law that children are dropped off and picked up by an authorized adult.
2. Please do not bring children earlier than the arrival time (see hours & daily schedules) or pick up children later than the scheduled pick-up time. Teacher preparation time and cleanup time are needed. **PLEASE BE PROMPT** in picking

up your child. Even 5 minutes can seem like an eternity to a waiting preschooler. We will document late pick-ups (more than 5 minutes) and **more than three late pick-ups may result in a child's dismissal.**

3. **Late Pick-up Fee.** After 3 consecutive late pickups, you will be charged a \$5 late pick up fee for each occurrence.
4. If you cannot pick up your child, a verbal consent (in person or phone conversation) or written note authorizing another adult to pick up your child must be given to the teacher.
5. Messages regarding minor incidents or injury (example: child falls and skins their knee on the playground or messages regarding upcoming special events) at preschool may be conveyed to the person picking up the child. Confidential information is conveyed to parents only, unless otherwise specified by the parent/guardian.

The Agape staff is not responsible for children while in the company of their parent/guardian, or children who are not currently enrolled.

HEALTH REQUIREMENTS

1. **Physical Exam** – Per State Licensing requirements, all children must have an initial physical health examination not more than one year prior to the start of school, and a follow-up health examination at least once every two years after admission. This exam must be documented on the Child Health Report form and placed in your child's file at Agape as part of enrollment. An updated form will be required of enrolled children, two years from the date of the exam reported on the form. Per State Regulations, if this form is not supplied and/or kept current, the child will not be allowed to attend preschool until this requirement is fulfilled. This form is required and due after 30 days of first day of enrollment.
2. **Day Care Immunization Record** – Per State Licensing requirements, this form is required and due after 30 days of first day of enrollment.
3. **Illness** – If a child is unable to attend a scheduled day, please call the preschool office @ 437-7100 or email agapekids@mhtc.net prior to the start of your child's class time. If your child arrives to preschool, showing signs of a sore throat, continuous coughing, inflammation, redness or drainage of eyes, fever, lice, rash, vomiting, diarrhea, or nausea, which may indicate a contagious condition, we will call you or another authorized adult to have your child picked up from school immediately.
If at any time the parent/guardian will not be at the stated place of employment or home, we expect to have prior notification of a number where you may be reached. It is essential that we always have an emergency contact number.
4. **Medication** – No non-prescription medication will be dispensed during preschool hours. If your child is on prescription medication, please schedule the doses to be given before and/or after preschool hours. The types of medication that may be administered at preschool are an inhaler, epi-pen and/or Benadryl. Center staff may only administer an inhaler, epi-pen, or Benadryl to a child under the following conditions:
 - A. A written authorization dated and signed by the parent and medical provider is on file.
 - B. The medication is in the original container and labeled with the child's name, and the label includes the dosage and directions for administration.
 - C. A written record, including type of medication given, dosage, time, date and the name of the person administering the medication, shall be made in the medical and injury logbook on the same day that the medication is administered.
 - D. Medication shall be stored so that it is not accessible to the children.

WHEN TO KEEP YOUR CHILD HOME

Children should be kept home from school when they don't feel well. It is important for them to get the rest they need to recover, and to prevent the spread of germs to other children and staff. If you are unsure of when to keep your child at home, please contact the office or your family medical provider.

The following symptoms may suggest a communicable disease. Children who have the following symptoms should be kept home from school until a doctor has seen them, they no longer have symptoms indicating a communicable disease or they have received treatment for at least 24 hours for certain diseases.

Covid: fever, chills, cough, muscle pain, shortness of breath, difficulty breathing, loss or decreased taste or smell, sore throat, runny nose, stomach upset, nausea and diarrhea. Follow Covid quarantine policy.

Fever: An oral temperature of 100.00 or higher indicates a fever. If your child has a temp of 100.00 or higher at school, he/she will be sent home. Your child should be **WITHOUT** a fever for 24 hours (and has not taken a fever reducer) before he/she returns to school.

Strep Throat: If a fever is accompanied by a sore throat, stomachache, or headache it may be strep throat. Strep throat is diagnosed by a throat culture obtained at a medical clinic. If your child is treated with antibiotics for strep, he/she must stay home for 3 doses and/or 24 hours before returning to school.

Vomiting and diarrhea: If your child has an episode of vomiting or diarrhea at school, he/she will be sent home. Anyone with either of these symptoms should stay home until symptoms are **ABSENT** for 24 hours.

Eyes: Pink eye or Conjunctivitis appears as a pinkish sclera (white of the eye), it is usually itchy and painful. Drainage or crust may form on the eyelids. A visit to the doctor is needed to confirm pink eye and it must be treated for 24 hours with antibiotic eye drops before returning to school.

Skin problems: Rashes and infected sores need to be diagnosed by a medical provider. Many skin rashes such as impetigo, scabies, chicken pox, fifth disease or hand foot and mouth disease are very contagious. Students may return to school once the rash has been diagnosed and treated for 24 hours or cleared by a doctor. Open sores from illnesses such as chicken pox and impetigo may need to be covered at school with bandages for several days.

Cough: A cough may be a sign of many different illnesses. If a cough is accompanied by a fever, sore throat, body aches or any other symptoms, you should keep your child home. Any cough that lasts for more than several days should be discussed with a doctor.

Nose: If your child has green, thick mucus, you should keep your child at home and possible discussion/exam by your medical provider.

Lice: If lice (eggs, nits, or adults) are found on a student at school, the student will be sent home for treatment. The child may return after the treatment has been completed and no live lice (eggs, nits, or adults) are found on the head. If you discover lice at home, please contact the office to discuss the best way to get rid of lice and determine when your child may return to school.

REQUEST FOR SPECIAL ACCOMMODATIONS

ACP will provide reasonable accommodations for children with special needs regarding dietary restrictions, personal needs, allergies, other medical needs, scheduling needs, or other needs on a non-precedential case-by-case basis. It is our intent that all children can enjoy a quality, faith-based preschool program; however, we do reserve the right to provide only accommodations that are consistent with available resources and maintain sensitivity to the rights and needs of other children and employees of the school. A request for special accommodation does not guarantee those accommodations, nor does the request or granting of the request exclude any child or family from any policy or enrollment requirement. Parents/guardians may make a request for special accommodations by obtaining a form from the Agape office. Please speak to the director with any questions.

SAFETY PROCEDURES

1. Per State Licensing regulations, the facility will be inspected on a regular basis to ensure the health and safety of the children. This includes, but is not limited to, inspection of smoke alarms, outlet protectors, furnishings, and toys. Unsafe items will be removed, repaired, or replaced.
2. The teachers will maintain a medical log of accidents and injuries. Parent(s) are allowed to see entries that pertain to their child, upon request. Over-the-counter medication cannot be administered to a child by the preschool staff.
3. Fire drills will be conducted monthly. Fire evacuation plans and routes will be posted in all classrooms. A smoke alarm is in each classroom. A fire extinguisher is located near each classroom.
4. In the case of a tornado warning or severe weather, the children will be taken to the hallway and kept away from the windows until all danger has passed. Tornado drills are practiced monthly in the fall and spring.
5. Lock down/evacuation drills will be conducted, and a secure plan posted in each classroom.

WEBSITE, SOCIAL, MEDIA, PHOTOGRAPHY AND VIDEOTAPING

The ACP staff will periodically photograph your child while at preschool for classroom, website, Facebook on ACP site only with NO naming of any child, photograph displays in the classrooms, weekly parent newsletters, art projects, etc. We also schedule an annual "Picture Day", during which professional photographs for family purchase are taken, as well as a class photograph. The ACP staff may also occasionally videotape portions of our program. Please complete the website, social media, photo release form, included in the enrollment packet, noting your preferences.

DAILY SNACK

1. Parents are required to provide a light and nutritious snack and beverage (milk, water or 100% juice) for their child each day they attend.
2. Wisconsin State Requirements – The snack shall consist of one item from at least two of the following food groups: milk or milk product, fruits and vegetables, bread, cereal, and protein. If you send juice, please verify the label to be certain that it is 100% fruit juice.
3. Food Allergies - Common food allergens such as peanuts, peanut butter and tree nuts will not be knowingly permitted in the preschool, and we do not knowingly serve products containing peanuts, peanut butter or tree nuts.

4. We require all other treats for celebrations (birthday, holiday, etc.) be in the form of non-food items. An "alternative to edible treats" suggestion/guideline will be provided to each family prior to the start of the school year.
5. A snack guideline will be provided to each family prior to the start of the school year.

CLOTHING

1. Play is your child's work, and your child will play and work hard at preschool. Dress your child comfortably in washable play clothes.
2. Dress your child according to the weather, as most days we plan outdoor activities. During the winter months, coats, snow pants, hats, mittens, and boots need to be brought even on days when there is no snow on the ground.
3. Be sure to mark all boots, sweaters, coats, mittens, hats, etc. with your child's name to avoid mix-ups. Children are encouraged to dress themselves, so please try to work on this skill at home.
4. Unfortunately, toileting accidents do occur at this age. Please send a weather and size appropriate change of clothing each day your child attends inside their backpack. We do have extra clothing if your child does not have a change of clothes. If extra clothing is borrowed and worn home, we do ask that you launder and return the borrowed clothing during the next class session your child attends.

WALKING FIELD TRIPS

It is necessary for you to sign the permission slip section of the Child Enrollment form for your child to participate in classroom walking fieldtrips. Prior to each event, more specific information about the trip will be sent home with your child. If you do not wish your child to attend, please inform the teacher. Because we are not able to provide alternate supervision, your child will need to be kept at home that day. We may need parent volunteers to help chaperone field trips.

SNOW DAYS

Please listen to local radio and television stations for announcements pertaining to school closures for the Mt. Horeb Area School District. ACP snow day policy is as follows:

1. If the MHASD is one hour late, ACP will be one hour late.
2. If the MHASD is two hours late, the ACP morning classes will be canceled. If the MHASD dismisses early, ACP afternoon classes will be canceled.
3. If the MHASD is called off for the day, all ACP classes will be canceled.
4. If the MHASD has a scheduled day off and threatening weather arises, ACP staff will contact you to let you know if your child has school that day. If preschool is not canceled, please use your own discretion about whether it is safe for you to bring your child that day.

EVALUATION/ASSESSMENTS

Evaluation of students is an ongoing process throughout the school year. Parent/teacher conferences will be offered in November, and a summary of observations will be provided at that time. A second summary of observations will be provided prior to the end of the school year. We encourage you to discuss any concerns you may have regarding your child with your teachers at any time throughout the year.

WITHDRAWAL FROM PROGRAM

Children are enrolled for the full school year. In the unusual event that you need to withdraw your child from the program, a thirty-day written notice must be submitted to the director. You will be responsible for tuition payments during the thirty-day period. Upon receiving your thirty-day notice, the ACP Director will begin the process of filling the vacancy.

DISCHARGES FROM PROGRAM

All children will be enrolled on a trial basis to determine if ACP can meet the needs of everyone. In the unlikely event your child is not having a beneficial preschool experience, a conference will be held with the parents and teacher to discuss possible alternatives. Possible reasons for discharge are failure of parents to pay fees, failure of parents to submit physical exam records, and failure of parents to observe rules of the preschool relating to arrival and departure of children. In addition, a child may be discharged from preschool as outlined in the Behavior Policy below.

DISCIPLINE/REDIRECTION POLICY

The goal of discipline is to lead your child towards self-control. We are all working to make your child a secure, loved, confident and caring person. The various processes that will be done in the classroom to help us have a harmonious year are listed below:

1. Inappropriate behavior will be explained to the child in a way that he/she will understand. Explanation is very important in helping your child to understand how the other person felt, why the behavior was unacceptable, what

behaviors are preferred, and why the need for consequences. Some of the consequences that will be used include being removed from the activity, putting the object away and redirecting the behavior into a constructive activity.

2. We will set consistent limits on the student's conduct and through words and actions, let the students know that they are in an environment with loving people who care about them.
3. We will stress the positive by praising acceptable behaviors and giving words of encouragement to help build self-confidence and, therefore, deter undesirable acts. Positive suggestions instead of commands will also be used to help the student make appropriate decisions.
4. Forgiveness and love will be our classroom model.

DISRUPTIVE BEHAVIOR POLICY

If a child shows a pattern of disruptive behavior, or has a single behavioral event that endangers the well-being of the child and/or others, the behavior will be documented, and we will institute the following process:

1. Parent/guardian will be made aware of the behavior via written and/or documented verbal means.
2. Hold a conference with the parent/guardian(s), child's teachers and/or director.
3. Develop an action plan.
4. Repeat the conference to discuss options.

Parent refusal to participate in the process; and/or child's behavior that continues to be disruptive after appropriate action has been taken as noted in step 3, is grounds for the child's dismissal. Acts of aggression or any behavior that endangers the child or others are grounds for immediate dismissal.

Examples of disruptive behavior of a child includes, but is not limited to: violence toward self or others, inappropriate language (including obscene language or threats of violence), inappropriate play (including violence-based play, even if the child is engaged in solitary play at the time), refusal to comply with routines, refusal to comply with teacher instructions, any behavior that requires one-to-one supervision for a prolonged period and any behavior that repeatedly requires one-to-one supervision during a class period or throughout several class periods.

Agape Christian Preschool **Parent Handbook Acknowledgement Form**

Once you have read the parent handbook, please remove this page, sign, date and return it with the enrollment forms. Questions regarding information contained within this handbook should be directed to the ACP director.

I acknowledge that I have received and read the ACP Parent Handbook and agree to follow the policies as outlined herein.

Parent/Guardian/Caregiver Signature

Date