



PARENT / POLICY HANDBOOK 2020-2021 SCHOOL YEAR

United Methodist Church of Whitefish Bay
819 E. Silver Spring Drive
Whitefish Bay, WI 53217
(414) 964-8733
www.treeoflifepreschool.org
Revised August/2020

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TREE OF LIFE CHRISTIAN PRESCHOOL SCHOOL
ORGANIZATIONAL CHART

Administrative Church Council-
United Methodist Church of Whitefish Bay

Board of Trustees-
United Methodist Church of Whitefish Bay

Staff Parish Relations

Pastor of Outreach

Director of Tree of Life

Parent Board of Directors

Toddler Team Teachers

Preschool Team Teachers

STAFF

Director of Tree of Life Preschool

Kari Nau karinau010@gmail.com

During the school year, you may call or email the teachers if you have questions about classroom activities or if there is something you want them to be aware of concerning your child. The teachers are at the school beginning at 8:15 a.m. Please call the school number 964-TREE (8733) and leave a message with the Center Director. Your child's teacher will return your call as soon as she is available.

TOL Staff Contact Information

Chain of Commands

Director-Kari Nau

Board President- Nicole Major

Jennifer Spaid

Sarah Sifuentes

Kimberly Peil

Board Meetings, 7:00pm in Room 201

August 11, 2020

September 15

October 20

November 17

January 19, 2021

February 16

March 16

April 20

May 18 – Board Transition

I. PARENT COOPERATIVE SCHOOL

Tree of Life Preschool runs on a parent-cooperative concept governed by a volunteer Parent Board of Directors. Parents or family members are required to participate as a parent helper in the classroom per yearly requirement.

II. MISSION STATEMENT

Tree of Life Christian Preschool seeks to provide an environment, which will enrich the physical, cognitive, social, emotional and educational growth of the individual child; also to develop spiritual growth through the incorporation of Christian values and the supplementation of ethics and morals taught at home. This is facilitated in a safe, healthy, Christian environment through the cooperation of parents, teachers, the Center Director, and the Director of Children and Family Ministries. Integral to the fulfillment of this philosophy is the participation of parents in the classroom as well as on the Board of Directors and standing committees.

Tree of Life Christian Preschool, recognizing the unique value of all persons, seeks to foster an understanding and appreciation of the variety of cultural, ethnic and religious backgrounds that make up our community and world in ways that are appropriate for young children.

III. RELIGIOUS ACTIVITIES

A Christian environment is reinforced through stories, music, art, prayer before snacks, and an incorporation of Christian values through the general routine of class activities. Increased spiritual awareness is fostered with an emphasis on God's love and care for each of us.

IV. ADMISSION POLICY (REVISED 3/99)

Children age two by September 1, and age three by September 1, are accepted for the Toddler and Preschool programs, respectively, regardless of race, creed, color, sex, handicap, political persuasion, national origin or ancestry, or religious persuasion.

Tree of Life Christian Preschool does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. TOL also does not discriminate on the basis of disability in its hiring or employment practices. Questions, complaints or requests for additional information regarding the ADA may be forwarded to:

NAME Kari Nau/ TITLE Director of Tree of Life Preschool
CONTACT INFO karinau010@gmail.com

Children with physically or mentally challenging conditions are offered services and care. However, our facility and equipment are not totally accessible to the needs of certain handicaps and our staff is not fully trained in specific needs.

The intake of a physically or mentally challenged child consists of an extensive interview with parents by the teachers and the Center Director regarding the extent of challenge, special needs to be met and parental expectations. Additionally, the teachers and the Center Director may offer referrals to other professional services that might better meet these needs more effectively than our program. We assist in every way possible to properly place the child in a setting that will be most beneficial to him/her. Children must be toilet-trained to enroll in the Preschool class.

Tree of Life is licensed under group childcare by the State of Wisconsin for 28 children aged 2 years to 6 years. The license and any violations are posted on the main bulletin board located outside the Tree of Life Director's Office.

The Preschool accommodates 12 toddlers and 16 preschoolers per session. There is one two-day and one three-day session for toddlers (for a total accommodation of 24 children) and one two-day and one three-day session for preschoolers (for a total accommodation of 32 children). **Hours: 8:30-10:45 AM.**

The program is made up of two semesters. Semester one meets from September to mid-January and semester two continues from mid-January through May. Registration and enrollment is determined by the Priority Registration Policy. Notification of acceptance into the program and class assignments is made in early February for Priority registration and as soon as possible for Community registration.

V. ENROLLMENT / PRIORITY REGISTRATION POLICY (3/99) (Revised 4/20)

Registration begins in the winter prior to Fall enrollment creates the class list for Tree of Life Christian Preschool. Parents who wish to enroll their child in the Fall of the following year should call the Registration Chair or Center Director any time prior to January and their names will be placed on a mailing list. Students currently in the program are automatically offered enrollment for the following Fall. In January, all parents on the mailing list receive registration information that must be returned by mail.

Registration of currently enrolled Toddler and Preschool students returning to Tree of Life are considered first priority, and therefore, are placed into classes first. This ensures that our current students are able to continue in our program if they so desire. Any siblings of these students are also placed first for the convenience of these parents.

The remainder of the priority registrants, which includes returning families who are not currently enrolled at Tree of Life, families enrolled at Carpenter's Shop, and children of church members, are then given class placement priority.

Registration for the community begins after priority registration is completed, at the January Open House. All registration forms from the community must be presented in person or be sent through the mail and postmarked on the registration date or later. Community registration is accepted in the order received. Any application postmarked prior to the official application date may be returned to the sender.

After classes are filled, the remaining names are placed on a waiting list, in the order in which the applications are drawn (priority registrants) or are received (community registrants).

Twins complete two application forms, but the forms are combined for the drawing so that there is only one form to be drawn, ensuring that both children will be enrolled together.

VI. TUITION AND FEES POLICY (REVISED 2017)

A. FEES

The tuition and any other fees are set by the Board of Directors each year and are subject to change with each school year as needed to meet the budget. There is a fifty-dollar (\$50) registration fee that is non-refundable and is not applied to your tuition. This fee is per child.

A two hundred (\$200) non-refundable deposit is due to secure the spot. The deposit due date will be noted in your registration materials and this deposit will be applied to the second tuition payment. Additional fees for field trips etc.

will be communicated at orientation. TOL does not offer a sliding fee scale, or any other discounts.

B. TUITION PAYMENTS

First tuition payment is due August 1st (2020-2021 school year only)

Second tuition payment is due October 1st.

Payment in full will be accepted any time prior to October 1st.

If a check for tuition or other fees is returned by a bank, the writer of the check will be charged an additional \$25.00 to cover the administrative costs of check re-submittal.

Families are not refunded tuition due to absences planned or otherwise.

VII. REFUND POLICY (REVISED 2016)

A. WITHDRAWAL (Prior to the start of school) *

If the student's spot has been filled before the start of school, a complete refund will be given. If the spot has not been filled before the start of school, full tuition is still obligated until the class enrollment has reached capacity. Upon filling of the slot, prorated tuition will be refunded for any prior payment, excluding the non-refundable tuition deposit.

B. WITHDRAWAL (After the start of school) *

If the student should withdraw before the second tuition payment is due, the family is still obligated to pay the full tuition due for the year. Tuition will be prorated from the time the position is filled by another student. If the position is not filled, no refund will be given.

A partial or full tuition refund may be issued at the sole discretion of the Parent Board, in extreme or unusual circumstances. While a refund may be considered by the Board, it is not guaranteed under any circumstances. It is the Registration Chair (Enrollment) and President's mutual decision whether to take a withdrawal consideration to the Board. A refund due to withdrawal will not be issued due to enrollment at another school, dissatisfaction with the child's school experience, or the child's inability to adjust to Tree of Life for whatever reason.

*A child's position is considered "filled" once the class enrollment has reached full capacity.

*2020-2021: Tuition payments will be refunded upon withdrawal until August 5, 2020.

VIII. TERMINATION POLICY (REVISED 2003)

A. Mutual Withdrawal Decision between TOL and Parent

1. A parent may withdraw a child at any time for any reason.
2. However, refunds will be given only if the requirements of the Refund Policy are met (see Section VII of this Handbook.)

B. Withdrawal at TOL's Request

1. TOL may require a student to withdraw for any of the following reasons:
 - a. Non-payment of tuition or fees
 - b. Lack of cooperation by parents to pick up student at the proper time
 - c. Failure to provide current medical information and forms as required by State law and TOL policies
 - d. Continued inappropriate or violent behavior
 - e. Physical or verbal abuse of staff or students by parent or student
2. In any of the cases, no refund of tuition or fees will be given.
3. TOL will give one week written notice of intent to discharge a child, Parents must give a one week written notice of their intent to withdraw the child(ren)
4. A child's dismissal will never involve discrimination against, gender, religion or ethnicity.
5. Parents have to right to appeal decisions through written statement to the Board of Directors.

C. TREE OF LIFE CLOSURE (Revised 4/2020)

In the event TOL should have to close, parents will be notified immediately. Refunds are not guaranteed but may be given at TOL's discretion based on its liquidity and in an equitable manner.

TOL will not refund tuition or make up days in the case of any natural disaster, snow days or tornados or the inability to safely occupy the building in the case of a pandemic, other public health emergency or at the requirement/decision of UMCWFB church authorities.

IX. EDUCATION AND CURRICULUM POLICY (REVISED 3/99)

A. STATEMENT OF PURPOSE

The purpose of this Preschool is to provide an environment that will enrich the physical, cognitive, social, emotional and educational growth of the individual child; also to develop spiritual growth through the incorporation of Christian values and supplementation of ethics and morals taught at home. This is facilitated in a safe, healthy, Christian environment through the cooperation of both teachers and parents. Tree of Life Preschool follows a Play-based curriculum. Themes are planned annually by the staff with lesson plans developed weekly by staff on a rotating basis.

B. ESSENTIAL PROGRAM QUALIFICATIONS

The staff, through discussion among themselves and at staff meetings, develops a written program of activities for each group of children. The program is a set of units for each semester and/or year with the inclusion of holidays, seasons, and special interest units. These units determine the specific activities and materials used.

1. Self-esteem and positive self-image are enhanced through individual and group discussion, creative expression (art, blocks), sharing of home experiences and acceptance of each child's individuality.
2. Social interaction is enhanced through group activities and sharing of equipment, singing, group discussion, learning to participate in the daily routine and following the program rules.
3. Self-expression and communication skills are enhanced through art and dramatic play, block and doll play, singing, puppets, and Show-and-Share.
4. Large muscle development is enhanced through climbing equipment, riding toys, group games and outdoor play. Puzzles, manipulative games and toys, cutting and coloring activities and finger plays, enhance small muscle development.
5. Intellectual growth is enhanced through group discussion, including coincidental and specific references to colors, numbers and identification skills, through the use of puzzles, alphabet letters, number cards, recognition and matching games, books and pictures.
6. Spiritual growth is enhanced through reinforcement activities such as prayer before snack time, stories, music, art and an incorporation of Christian values through the general routine of class activities.

C. PROGRAM SCHEDULE

The program consists of the following activities, not necessarily in this order:

1. Free-play period including active and quiet activities that are selected by each child.
2. Group activities including active and quiet projects that involve the children's cooperation and input.
3. Clean-up period that is a group activity with all interacting and cooperating to achieve a specific goal.
4. Wash-up and snack time providing quiet time for socialization.
5. Outdoor or large motor skill time.
6. Music, story and singing time.

D. TRANSITIONS

As the group moves from one activity to another, there is conversation between teachers and children. Songs and fingerplays are the most popular. All children are in sight and hearing of their teachers at all times. Transitions are expected and natural, children are not required to stand in line for a prolonged time.

E. CULTURAL DIVERSITY

Children are given opportunities during music, discussion, art and story time to share words or expressions from their own cultural heritage and Christian background. Teachers incorporate special culture units, including such things as, cooking activities, holidays, birthdays, and snacks from children's homes that provide an opportunity to taste foods. Additionally, students learn about and discuss different traditions and backgrounds through art projects, music, conversation, books and games. Students are introduced to religious holidays through stories, art, music, food and conversation.

F. PETS AT SCHOOL

Tree of Life Preschool does not allow pets in the classroom. Pets cannot be brought to school for Special Person or show and tell.

G. CLASSROOM SCHEDULES

Classroom schedules generally follow the schedule listed below, variations may exist and the school day may be shortened if the current pandemic (2020-2021 school year) warrants.

Transitions: There is a sense of security that comes from their days being somewhat predictable and, therefore, not so confusing. The order of the activities during the day is how they tell time. They “tell time” by knowing what comes next. However, there are transitions that happen. Your transition activities can be routine as well!

- **Expect daily schedules to be revised for the 2020-2021 school year.**

A. PRESCHOOL DAILY SCHEDULE

8:45-8:55	Treasure Bags/Journals
8:55-9:15	Large Group Time
9:15-9:40	Bathroom/Snack
9:40-10:10	Playground/Playroom
10:10-10:30	Story time/ Songs
10:30-11:15	Discovery Learning/Small Group
11:15-11:30	Show n’ Share

B. TODDLER DAILY SCHEDULE

8:45-9:20	Welcome - Free Choice Play
9:20-9:35	Circle time/music
9:35-10:00	Large Motor Activity- Playroom or Playground

10:00-10:25	Hand wash/snack
10:25-11:15	Art/Sensory/Free choice play
11:15-11:30	Group Activity/Special Story/Good-bye Song

* There will not be more than 14 children utilizing the Indoor Gross Motor Room. When more than 14 children are in attendance, the group will either utilize Fellowship Hall for gross motor play or the children will be split into two groups, in which one group utilizes the Indoor Gross Motor Room and the other group utilizes another appropriate indoor play space on a rotating basis.

*****Due to the current pandemic there will be changes made to the daily schedule.**

XI. PARENT SUPPORT REQUIREMENT POLICY (7/19) (5/20)

As a condition of enrollment in Tree of Life Christian Preschool, all families are required to:

1. Participate in the classroom
2. One Helping Hands Commitment (listed in section B)

*****Due to the current pandemic occurring in the 2020-2021 school year, these requirements will be adjusted to meet the CDC guidelines. There will be no parent helpers until further notice for the 2020-2021 school year.**

A. PARENT PARTICIPATION IN THE CLASSROOM

All families are required to participate in the classroom. The number of participation days is determined based on the amount of school days and the number of children enrolled in the class. The days will be divided among the families as evenly as possible. Sign-up for Parent Participation Days occurs online following Parent Orientation night. Reminders and other information will be emailed to you.

Parent participation serves a special role in helping to make the classroom a safe and fun place as well as developing a relationship with your child and his/her classmates. Here are the various duties and tasks that you may be asked to perform. The teachers will guide you in what needs to be done.

1. Upon Arrival:
 - a. Help each child wash his/her hands
 - b. Help children choose activities during Free Time.
2. After Free Play:
 - a. Assist children in putting away toys.
 - b. Clean up tables
 - c. Help teachers gather children for group time.
3. During Group Time:
 - a. Help teachers maintain attention during group time.
4. Snack Time:

- a. Invite your child to help if you and he/she so desire.
 - b. Place snack on a napkin and a cup at each place- juice, water, or milk to be poured into cups- ½ full.
 - c. Sit at snack table with children.
 - d. Engage the children in conversation.
 - e. Distribute “seconds” as available or desired.
 - f. Assist in throwing away their garbage.
5. After Snack:
- a. Clean tables and floor as necessary.
 - b. Assist teachers in getting children dressed for outside play. We encourage independence in these tasks as children show readiness.
6. Outside Play or Playroom:
- a. Assist teachers in watching children on climbing, riding and sliding equipment in designated areas to assure safe play and supervision of the entire playground.
 - b. Encourage children to use equipment safely and play together.
7. Preparing to go home:
- a. Distribute children’s art projects and/or printed notices in their cubbies as needed.
 - b. Put chairs on tables, sweep floor, clean sink, and counter.

PROVIDING SNACK FOR THE CLASSROOM (Revised 4/2020 & 5/2020)

DUE TO THE 20-21 SCHOOL YEAR PANDEMIC, EACH CHILD IN THE TODDLER PROGRAM IS REQUIRED TO BRING HIS/HER OWN SNACK. THE USDA SNACK GUIDELINES WILL BE EMAILED TO YOU WITH THIS HANDBOOK.

THE PRESCHOOL CLASSROOM WILL NOT HAVE SNACK.

Water will be provided to the preschool. All snacks must be labeled CLEARLY with the child’s name and in a disposable container. USDA guidelines will be given to each family.

WE ARE A PEANUT/NUT FREE SCHOOL. Please do not bring a snack to school for your child that contains any type of nuts.

A note about your child’s behavior in the classroom when you are parent helper: A child’s behavior may vary when a parent is present or working at school. It is often very difficult for a child to share his/her mom or dad with other children. This should not embarrass parents, because it is quite natural. Some children follow or cling to their parents, while others may completely ignore them. Some children become extremely aggressive or shy when either

parent is present. Some children cry or become tearful. Some children withdraw or refuse to join activities. For the most part, however, being at school with you is special for your child, and on the whole a positive experience.

Confidentiality Clause: Parents, teachers and the Center Director are reminded that incidents or situations that occur in the classroom are confidential and are not to be discussed with other parents. This allows the teachers and Center Director to handle situations in the way they see fit without unnecessary embarrassment of children or parents. Before sharing information about a child with other relevant agencies, the program staff receives written communication from the family.

You are sent a Parent Participation Reminder email one week prior to your chosen days. A calendar of participation days is posted on a bulletin board outside the classroom. Please check to be sure you have the correct days. All exchanges must be reported to the Participation Chair or take place online so an up-to-date calendar can be maintained, and confusion can be avoided. If you cannot work on your scheduled day, it is your responsibility to find a replacement:

1. Contact parents from your child's class to arrange for an exchange or for someone to take your place. Remember you are responsible for ensuring the snack is provided. This can easily occur using our online sign up account.
2. Notify the Participation Chair of the exchange or the Center Director if unable to reach the Participation Chair.
3. If you cannot arrange for a parent to trade or find a substitute, you will be charged \$50.00. Please mail your check payable to Tree of Life to the Participation Chair. Remember you are still responsible for the snack.
4. Other children may not accompany the parent on the day of parent participation. This allows us to maintain a proper student/teacher ratio for State licensing requirements.

B. HELPING HANDS DUTY

Sign up for this parent support requirement takes place online following the Parent Orientation meeting. Parents are required to sign up for at least one of these activities during the school year. A parent who signs up and fails to perform this activity or does not find a substitute will be sent a bill for \$50.00 that must be paid within 10 days. Examples of frequent Help Hands duties are the following:

- 1. Toy Cleaning**
- 2. Vision Screener Helper**
- 3. Classroom Helper**

4. Dress Up Clothes Washer

Contribution Option (in lieu of a duty listed above)

If you are unable to fulfill one of the Helping Hands duties, you may choose to contribute \$75.00 to Tree of Life instead. (This chosen requirement is in addition to Parent Participation days.) The \$75.00 goes directly to offset operating expenses. Essentially, you are contributing money to Tree of Life instead of your time.

***Due to the current pandemic, these requirements may be adjusted for the 2020-2021 school year.**

XII. SECURITY ISSUES

A. FIRE EVACUATION POLICY

Each room posts an evacuation diagram. In the event you become aware of a fire, sound the fire alarm or other signaling device. All children stop what they are doing when they hear the alarm and form a line at the door with adult instruction. This is to be done immediately. Teachers are to take with them the emergency cards, attendance records, and a flashlight during a drill or actual emergency. Children proceed quietly and quickly to the nearest fire exit. The building is evacuated regardless of the apparent size of the fire or amount of smoke. Do not stop to take clothing, toys, personal belongings, or any other articles. Rooms 215 and 219 meet outside the west side of the building (Danbury Road) on the sidewalk. If the exit is blocked, proceed to the south exit of the building (Glen Avenue) to the sidewalk. **TURN OUT LIGHTS ON THE WAY OUT.** This enables firefighters to see well in smoke filled rooms. **CLOSE CLASSROOM DOORS** to help prevent the spread of fire.

The Center Director is responsible for checking bathrooms, closets, play areas and hallways and is the last adult to leave the building.

After the children have assembled in a safe place, attendance is taken. The fire department is automatically alerted by the fire alarm system when an alarm is sounded. When the fire trucks arrive, the director informs the person in charge that everyone is or is not out of the building.

Once the Center Director has been notified that all children have or have not been accounted for, the class proceeds as a group to 816 E. Glen Avenue. In the event that the emergency prevents the children from returning to the classroom, the teachers notify the emergency contacts from this location.

B. EVACUATION FROM EACH ROOM

Directions are posted in each classroom and playroom. Emergency numbers are in each room, in the director's office and in each emergency kit. A staff and

director's vehicle is always on site during the school day. All special needs are considered in our evacuation plan. Emergency packs are taken with teachers whenever they leave the classroom.

C. TRAINING IN EVACUATION

The staff and other adults in the building are trained in evacuation procedures for tornadoes, fire, and other emergencies during an in-service meeting at the beginning of each school year. These procedures are reviewed at least one other time during the school year. Each staff person is informed of specific duties during an emergency.

D. PRACTICING EVACUATIONS

The fire evacuation procedures are practiced one time per month. Tornado drills are practiced one time per month during tornado season. Documentation of monthly practice is in accordance with licensing rules and regulations.

Flashlights are available in each room. A battery-operated radio is located in the Center Director's office.

E. OTHER EMERGENCIES (BLIZZARD, POWER FAILURE, NATIONAL EMERGENCY)

Children are taken to Fellowship Hall or to the addresses on Glen Avenue based on the specific situation. Evacuation policies previously described are followed. Parents are notified via phone call/text.

F. PROCEDURES FOR MISSING CHILD.CUSTODY ISSUES, IMPAIRMENT

In the event that a child is missing, the Center Director notifies the parents. The directors and a teacher from the classroom search for the child. The church office is notified and emergency crews are contacted, if necessary.

If a child who is scheduled to arrive at the center does not arrive within 20 minutes after the start of class and staff have not been notified in advance of the child's absence, the director will contact the parent or guardian to determine the child's whereabouts. Tree of Life Preschool will follow all court orders regarding custody issues. If an authorized adult comes to pick up a child who appears to be impaired, the director or teacher will not release the child to this person. An emergency contact will be notified and/or the police may be contacted.

G. All required reports to DCFS will be done by the director of Tree of Life Preschool.

H. TORNADO WARNINGS

During a tornado warning, as soon as the alarm sounds, the children are to stop everything and quickly line up at the door with adult supervision. Teachers are to take emergency cards, attendance records and a flashlight

during a drill or actual emergency. Doors are closed to prevent flying glass from injuring anyone. Personal cell phones will be used for emergency updates.

All children are directed to Fellowship Hall or along the hallway outside of Fellowship Hall. They are instructed to sit facing the wall with their heads down and hands over their heads.

After children are assembled in a safe place, attendance is taken. The Center Director is responsible for checking bathrooms, closet, play areas and hallways. Teachers and children remain in the designated area until the "all clear" signal has been given. Should the Center Director not be on site, the most senior teacher will perform the duties of the Center Director.

H. LOCKED DOOR

The down ramp door (Danbury entrance) will be locked from 10:00 to 4:00 each day from the outside. It will be unlocked from the inside.

I. LOCKDOWN PROCEDURES

Should a stranger of suspicious behavior be in our hallways, the following Lockdown procedure is followed:

1. The password is given over the main intercom.
2. Staff bolt their doors.
3. Staff gather children to the designated area in their rooms and have a planned activity to entertain the children.
4. Staff wait for the all-clear signal.

J. SECURITY CAMERAS

Security cameras are placed in hallways and over Church entrances.

XIII. HEALTH POLICY (REVISED 4/97)

A. OFFICIAL PAPERS NECESSARY FOR ATTENDANCE:

1. Child Care Enrollment Form

This must be completed and on file by the first day of school to ensure the availability of emergency phone numbers and parental consent for emergency medical care.

2. Health History and Emergency Care Plan

Both sides of this form must be filled out and on file by the first day of school.

Note on Sunscreen and Insect Repellent:

School staff will only apply sunscreen, sun block and/or insect repellants to children whose parents have provided written permission to

do so; additionally, staff will only apply sunscreen, sunblock, and/or insect repellents that have been provided by parents for specific use with their child(ren). When parents have provided insect repellent and written permission for its use, it will only be applied by staff once per day.

3. Child Health Report

This must be completed by a physician and on file in the school within 30 days after admission.

- a. Each child has on file a physical examination by a licensed physician of the parents' choice not more than six months prior to nor later than 90 days after admission. The examination form must be signed and dated by this physician.
- b. Subsequent physical examinations are required at least once every two years.

4. Immunizations Record Form: (Revised 4/2020)

- a. All students must be in compliance with the regulations set forth in the Day Care Immunization Record Form sent to all parents. Failure to comply with the regulations will result in dismissal from school.
- b. An Immunization Record must be on file for each child before the first day of school. This record must indicate what immunizations the child has received, and explanation and signature of the parent regarding missing doses.
- c. Any child who fails to comply with immunization requirements is excluded from school until such time as these requirements are met. Any child not immunized at the time of an outbreak, will be excluded from school until the North Shore Health Department determines it is safe for the child to return. No tuition refunds will be given during this timeframe.

5. Emergency Contact Card:

This form is kept in the classroom and taken on field trips to enable the teachers to have immediate access to emergency phone numbers. This form must be completed and on file by the first day of school.

6. Tree of Life Student Information Sheet and Permission to Publicize

This report is very important for your teachers so that they can get to know about your child. All information shared between parent and teacher regarding any special needs will be shared confidentially in person and in writing. All children must have on file a Permission to Publicize form completed, signed and dated.

Tree of Life Preschool has an open door policy with parents. Parents are welcomed announced or unannounced. All records and reports are made available and accessible to parents unless denied by a court order.

B. ALLERGIES AND SPECIAL DIETARY NEEDS:(Revised 5/20)

Medical forms are reviewed for any allergies or special dietary needs as noted. A list to include the child's name and specific limitations or instructions is kept within the classroom at all times. All medication will be kept in the classroom with the Authorization for Administer Medication form. Teachers and the director can administer medication. All instructions will be followed with administering. Any variance will be immediately reported to the parent. All staff responsible for the child is informed verbally and in writing of any special need of the child.

C. ILLNESS:

1. Any child who is ill with *fever, vomiting, diarrhea, frequent cough* or other condition that would be detrimental to his/her own learning or to the health of other children cannot be brought to school. *A child is eligible to return to school after being symptom free a full 24 hours from the last incident except when state guidelines differ.* Contact the director as needed for guidance.
2. **Children cannot attend school if they display any symptoms related to COVID19, have tested positive to COVID19, are waiting for test results or if any person in the household has the same. TOL will follow the North Shore Health Department's guidelines as to frequency and spacing of tests.**
3. Any child that cannot fully participate in all activities, including outside play, cannot be sent to school. If a child will not be in attendance or has been exposed to a contagious disease, please contact the school. These calls should be made between 8:30 a.m. and 9:00 a.m. The telephone number is 414-964-8733.
4. **Each child is observed by a teacher for symptoms of illness upon arrival. Parents will be asked questions specific to COVID-19 symptoms upon arrival. The teachers may send home any child whose health seems questionable upon arrival to school or while class is in session.**
5. If a child becomes ill at school, the parent or designated person is notified to come get the child immediately. Until that adult arrives, the child is provided with a sanitized mat to lie down away from the other children, but within sight and hearing of a staff person. The mat is promptly sanitized after a child uses it. If the illness or injury

happens off site, a parent or the designated responsible adult will be with the child. First aid kit and emergency number accompany teachers on all field trips.

6. Children are sent home for the following illnesses:
 - a. Fever of 101.4 or higher
 - b. Sore throat
 - c. Inflammation of the eyes/drainage
 - d. Fever, rash
 - e. Vomiting, diarrhea,
 - f. Communicable disease (lice, chickenpox, ringworm) and
 - i. other illnesses having the potential to affect the health of
 - ii. other children.
 - g. Any and all symptoms related to COVID-19.**

6. Any child who requires immediate medical attention is taken to Children's Hospital of Wisconsin, by emergency personnel or as indicated on the child's enrollment form.

7. Please know that Tree of Life is keeping up with our high standard of cleanliness during the flu season, as we do throughout the year, for the safety of our children and staff. We follow universal precautions. Our practices include constant hand washing, sanitizing of toys, tables, and chairs as well as teaching the children good health habits such as covering their sneezes. Children's hands are washed with soap and water immediately before entering the classroom, eating, and after toileting. Hands and faces are also cleaned after snacks. We hope you will continue to help us in our endeavor of providing a safe and clean center, by keeping your child/children home when they are sick.

- 8. Until further notice, children's temperature will be taken upon arrival. Any child whose temperature is 100.4 or higher will be sent home. Returning to school will be subject to NS Health Department guidelines.**

D. PERSONAL CLEANLINESS: (Revised 5/20)

1. Children's hands are washed with soap and water immediately upon arrival, before and after eating, after toileting, and before and after contact with another group of children.

2. Persons working with children must wash their hands with soap and water immediately before entering the classroom, handling food, and after assisting with toileting.

3. Wet or soiled clothing must be changed promptly. Each child needs to have at school an emergency change of clothes pack containing

labeled underpants, shirt, slacks, and socks and (if necessary) diapers to be used for this purpose. This should be kept in the child's backpack.

4. TOL will follow the CDC, DCF, and North Shore Health Department guidelines regarding COVID19.

E. ACCIDENTS AND INJURIES:

1. Written permission from the parents to call the child's physician or refer the child for medical care in the case of accident or emergency is on file at the school. Parents are contacted as soon as possible after the emergency has occurred. A second person must be identified as a emergency backup.
2. The designated source of emergency medical care, unless specified otherwise in writing by the parent, is Children's Hospital or Wisconsin. A supply of bandages, tape, and band-aids are kept on hand for the treatment of minor superficial wounds. Wounds are cleaned with soap and water only.
3. Any accident or injury is recorded on the "accident form" sheet, one copy goes into the file, and one copy goes home. In addition, the accident is recorded in the Medical Log located in each classroom. This report includes the name of the child, date, teacher's name, description of injury, action taken, and notification of parents.
4. Teachers are trained in CPR/First Aid every two years.

F. STAFF HEALTH REQUIREMENTS (Revised 5/20)

1. All staff persons (except volunteers) who work directly with children have on file a health examination completed within six months prior to beginning work or within 30 days after. The report is dated and signed by a licensed physician and certifies that:
 - a. The person is free from illness detrimental to children.
 - b. The person is physically able to work with young children.
 - c. Negative reaction to a TB test was noted.
2. No staff, volunteer, visitor or parent with symptoms of illness, communicable disease, or whose behavior gives reasonable concern for the safety of the children can be on the premises of the school.
3. No person with a history of typhoid, paratyphoid, dysentery, or other diarrhea diseases may work at the school until it is definitely determined by tests that the person is no longer a carrier of these diseases.
4. All staff is offered the TB test every other year.
5. Any staff member who displays symptoms of COVID19, has tested positive for the virus, or has been exposed to the virus will not be allowed to work until deemed virus free by the proper authorities.

G. COMMUNICABLE DISEASE

1. If a child is exposed to or has contracted a communicable disease, the parents must notify the Center Director. The Center Director is responsible for notifying the classroom families who may have come into contact with a communicable disease while attending school by means of posting a notice on the classroom door.
2. A child may return to school following an illness without a physician's statement if the child has been absent for a period of time designated for that illness.
3. In order to prevent communicable diseases, water in the water table will be emptied and replaced with fresh, potable water before each new class period begins. Children who have sores on their hands are not permitted to participate in communal water play. No children are allowed to drink the water.

H. HEAD LICE POLICY (REVISED 4/20)

1. Parents must notify the school immediately if they discover that their child has head lice. Any student found to have head lice will be sent home from school and will be allowed to return to school only after they have been treated and found to be lice and nit free.

XIV. CHILD GUIDANCE POLICY (REVISED 4/97, 2/16)

A. General Guidelines

1. Child guidance means teaching our children to control their behavior so that they have a healthy relationship with others and a good sense of their own self-worth. To achieve this, we teach them in a way that shows our respect for them and that we recognize the positive things they do. Discussion of appropriate behavior takes place at the Parent Orientation meeting and during the first week of school. Teachers encourage positive behavior by the use of praise.
2. Sometimes a child may have difficulty sharing, listening or following the rules in general. If this occurs, a teacher separates the child from the group to help him/her to work through feelings of anger or frustration. The child returns to the group activity as soon as possible. Time out is not used at our school.
3. Should a child cry for an extended period of time, the teacher will assess first if the child's physical needs are met (illness, diapering, injury) then proceed to soothe the child with reassurance, redirection and support. If needed the child may be brought to a quieter area to settle down. The following forms of punishment will not be tolerated under any circumstances:

- Spanking, hitting, pinching, shaking or inflicting any other form of corporal punishment, verbal abuse, threats or derogatory remarks about the child or family;
- Binding or tying to restrict movement, or enclosing in a confined space;
- Withholding or forcing snacks;
- Punishing for lapses in toilet training.
- Violation of these rules by a staff member results in immediate dismissal.

B. Unacceptable Behavior Policy

1. Response to Behavior: Tree of Life is devoted to providing a safe and caring learning environment for all children in our care. However, we recognize that some behaviors, such as hitting, pushing, and biting, can occur in any environment where children interact, even with attentive supervision. Our practice is to address the reasons behind the behavior. Prevention is the primary approach to avoiding unacceptable behavior. Our teachers model appropriate behaviors, help children learn and use words to express feelings, and teach them to resolve conflicts in an acceptable manner.

Biting- When a bite occurs, teachers will:

- Care for, comfort and help the child who was bitten (All bites are washed with soap and water, and ice packs are offered)
- Have the child who did the biting assist the teacher with tending to the bitten child until the bitten child feels better
- Discuss with the biting child the unacceptable behavior and a consequence
- Meet with parents of both children to explain the incident and action taken

Other aggressive behavior- defined as physical contact that could cause injury to others or the child himself-teachers will:

- Remove aggressive child to a safe area while other child's needs are attended
- Discuss with aggressive child the unacceptable behavior, and a consequence

- Return to area where incident occurred to demonstrate a more acceptable way of managing emotions, if applicable
 - Meet with both parents to explain the incident and action plan
2. Documentation: When an incident occurs, it is documented in the classroom medical log book. The parents of both the affected child and those of the child who exhibited the behavior are notified on the day of the incident, and receive the original copy of the incident report, signed by the responding teacher. The duplicate copy is kept in the child's folder in the office. The names of all children involved in behavior incidents are kept confidential. If you have a concern or question about classroom behaviors, we ask that you first speak to your child's teacher.
 3. Follow Up: If an unacceptable behavior is ongoing, our teachers will work with parents and the Director to determine the cause of the behavior and to develop a behavior modification plan. This plan will be available to all affected families, and will include steps being taken to stop the unacceptable behavior as well as to teach a more acceptable response.

All learning takes time, and behavior modification is no different. After a behavior plan is put into place follow up with the parents will occur each week to discuss improvement. If there is no improvement within 3 weeks, the teachers may modify the child's attendance (e.g. shorter days or moving to another classroom for short periods of time) for one week. If further action is necessary, the Parent Board and Director will discuss the options available with the family.

XV. COMMUNICATION- 1/93 and 7/20

A. PARENT-TEACHER CONFERENCES:

Formal parent/teacher conferences are held in January. At this time, an evaluation of your child is prepared by the teachers and discussed with you in confidence. Parents are encouraged to schedule a conference at any time with their child's teachers or the Center Director as the need arises. In person conferences may not be possible for the 2020-2021 school year due to the pandemic.

B. SCHOOL AND STAFF EVALUATIONS:

Each school year, parents are asked to complete an evaluation of the program. These evaluations are extremely important as they provide us with insights about our program and allow us to continue providing positive valuable information that aids in the objective and nurturing experiences to the children enrolled.

C. CONCERNS:

To facilitate the best possible relationship between children, parents and staff, we have established a communication policy to ensure that all issues are appropriately addressed. All communication is kept confidential.

1. The first step is to discuss your comments and concerns directly with your child's teachers.
2. If, after discussing the issues with your child's teachers, you do not feel satisfied with the proposed response, the next step is to discuss your concern jointly with the Center Director and your child's teachers.
3. If, after attempting to resolve your concerns in the manner described above, you still believe your concern is not being appropriately addressed, you are encouraged to make a written statement to the President of the Parent Board. After receiving your written statement, the Board President, Center Director, your child's teachers and full board, if necessary, recommends the appropriate action.
4. It is difficult to address anonymous concerns. Therefore, we respectfully request that you personally bring your concerns to the appropriate person's attention.
5. If the concern results in the referral of a child to an outside agency, the program staff must obtain written communication from the family before sharing information about the child to the relevant agency.

D. NEWSLETTER

Every month during the school year you will receive via email the program newsletter. It contains articles by the teachers, important dates to remember, and newsworthy articles.

E. CHILD ABUSE AND NEGLECT REPORTING

The staff at Tree of Life Preschool are MANDATED REPORTERS. All concerns regarding the possibility of abuse or neglect will be documented and reported.

XVI. SCHOOL OPERATIONS

A. FIRST WEEK ORIENTATION TO THE SCHOOL:

A modified schedule is followed the first week of school to provide the children with time to adjust. The teachers inform the parents of the schedule prior to the start of school.

Having fewer children for a shorter time allows the teachers an opportunity to welcome individual children and in turn helps the children begin to be comfortable with the teachers and the school environment.

B. TIME OF SESSIONS: (Revised 5/20)

The morning Toddler and Preschool classes run from **8:30-10:45am**. Due to State regulations, we will not take any children before the start of class or keep them after the end of class. Please use either the west entrance of the church (off Danbury) or the south entrance off Glen and bring your child directly to the classroom. You may pick him/her up in the classroom at the close of the session. Please try to arrive between 8:40 - 8:50 a.m. If you do arrive before the start of class, please wait outside the classroom.

There are two important reasons for this, both of which help to provide a positive experience for your child.

1. The teachers use the time before class to prepare for the children. If you come at the specified time, the teachers are ready to greet your child with warm, undivided attention.
2. When children enter at approximately the same time, they feel more comfortable with the group and the transition of separating from you is eased. They then have an opportunity to move into activities at their own pace.

***** Drop off and pick up will be altered during the COVID19 pandemic. The time of each session may also be altered. Please refer to updated information provided by Tree of Life Preschool.** Please note that due to the length of class sessions, children do not nap in and therefore cots/sleeping bags are not provided.

C. ATTENDANCE (2/16, 4/20)

Teachers will sign children into school and out of school (attendance) each day. If a child who is expected to attend does not arrive within 20 minutes of the start of class, the center director will contact the parent/guardian to determine the child's whereabouts. If a teacher does not recognize the identity of an adult picking up a child, the teacher will ask for identification and contact the parent/guardian for approval.

D. LATE PICK-UP POLICY - 2/02

Parents are charged a fee if their child is picked up late. The fee is \$10.00 for the first fifteen-minute increment after class time and \$20.00 for each additional ten-minute increment. For example, if a child is picked up twenty minutes late, the parents will be charged \$30.00. The teachers/office presents the parent/caregiver a late slip stating the fee due. The parent must pay the assessed fee to the classroom teacher at the next class time.

E. SCHOOL CLOSINGS (7-19, 1/20)

If Whitefish Bay Schools close due to a snow/weather emergency, Tree of Life Preschool School is closed. Parents will receive an email confirming an unplanned school closing.

F. CLOTHING (please mark all clothing items with your child's name)

1. Play clothes are appropriate. Tennis shoes or rubber-soled shoes are recommended because of the climbing facilities in the large motor room and on the playground.
2. Children should wear clothing that is dry and layered for warmth in cold weather.
3. Although children will play in the shaded area of the playground, please ensure that your child(ren) wear sun-protective clothing and/or that you apply skin protection (sunscreen or sun block with UVB and UVA protection of SPF15 or higher that is applied to exposed skin).
4. All children must bring a complete change of clothes in his/her backpack every day. This should include disposable diapers (if not yet fully toilet trained) and a complete change of clothing (pants, underwear, shirt and socks).

REMEMBER, "OLD CLOTHES" ARE BEST BECAUSE CHILDREN MAY GET MESSY WHILE HAVING FUN!

G. PROHIBITED AT SCHOOL:

Please do not send money, valuable items, keepsakes, gum, candy, or *any toy or object your child is not willing to share.*

H. PARKING

Please be aware that parking is not permitted on Silver Spring Drive before 9:00 a.m. There is a 15 minute limit on the east side of E. Danbury. The west side of Danbury and the north side of Glenn are available for parking.

I. ADA:

The Tree of Life Christian Preschool strives to accommodate the special needs of all students and staff. Tree of Life Christian Preschool currently meets or exceeds ADA requirements.

Power-assisted doors are available.

Accessible restrooms are located on each floor.

An elevator provides access to each level of the facility.

Ramps provide access to main entrance of building and outdoor play spaces

The Tree of Life Christian Preschool Parent Board and Staff continually evaluate the needs of our patrons and seek to provide reasonable accommodations to all our users.

J. PESTICIDE POLICY

Tree of Life Christian Preschool follows an Integrated Pest Management Policy (IPM) utilized and managed by the United Methodist Church of Whitefish Bay. UMCWFB and TOL do not use any pesticides harmful to the children. A complete description of Tree of Life Pest Management Policy is available in the Tree of Life Christian Preschool office. Any hazardous wastes are properly taken care of by the UMCWFB.

K. VERIFICATION OF LICENSE/PARENT NOTICES (REVISED 2/20)

The licensing rule book is located in the director's office. The certificate, and most recent licensing inspection is posted on the bulletin board in the hallway outside the director's office, as are all notifications to parents. Parents receive all notifications in writing and via email. The director is responsible for making all reports to DCFS.

XIX. DIAPERING AND BATHROOM READINESS

A. GENERAL

1. Diapers are changed only on a designated diaper-changing area, used exclusively for diaper changing. This surface is covered with plastic and wiped with a disinfectant and soap and allowed to dry after each use. The changing area is separated by a wall and is located at least three feet from other areas that children use and is used exclusively for one designated group of children.
2. The parent supplies all diapers. Soiled disposable diapers are placed in a covered container that has a disposable plastic lining and a hands-free lid opener. The container is emptied daily. Soiled cloth diapers are placed in individual plastic bags, not rinsed out and returned to the parent the same day.
3. Any person who handles diapers wears rubber gloves and washes his/her hands thoroughly using soap and water after every diaper change.
4. At all times, caregivers have a hand on the child when the child is being changed on an elevated surface.
5. The changing procedure is posted in the changing area.
6. Potty chairs are available in the bathroom for smaller children. The contents are emptied into the toilet, wiped out and rinsed thoroughly after each use and sprayed with disinfectant. The chair itself is cleaned with disinfectant daily.

B. TODDLER ROOM

1. It is expected that most toddlers are still in diapers. All diapers are supplied by the parents and are kept in the child's backpack. Soiled

cloth diapers are placed in an individual plastic bag and returned to the parent the same day. The diapers are not rinsed out.

2. All children in diapers will be checked halfway through (1.25 hours after the start of class). Wet or soiled diapers will be changed according to the diapering policy.

The teachers are willing to work with your family in toilet training.

C. PRESCHOOL ROOM

The school recognizes the individual differences that exist for Preschoolers in toilet training readiness. To be a part of this preschool, a child must be in the process of CONSISTENT toilet training or be fully trained. A child must be in underwear or pull-ups and must be able to use the toilet without assistance from an adult. Our preschool room does not have the facilities for changing diapers.

D. FIELD TRIPS

Field trips are planned throughout the year to enhance the school curriculum. Trips take place during normal school hours. Every effort is made to keep costs to a minimum.

The Field Trip Chair is responsible for coordinating the field trips and for obtaining required permission slips. Each child needs to have a permission slip signed by a parent for each trip. Students without signed permission slips should not be sent to school on the day of the field trip.

A blanket permission slip for walking field trips must be completed, signed and on file at the school.

Tree of Life does not use buses for field trips. Parents are responsible for transportation to “away” trips.

A chaperone sign-up sheet is posted on the bulletin board about two weeks before a walking field trip, such as the library or fire station.

In the event that consideration of canceling a field trip is necessary, this decision is made through consultation of the teachers, the Center Director and the Field Trip Chair. If the trip is canceled, classes are held in the classroom unless school is canceled in accordance with the Emergency and Evacuation Policy - Other Emergencies (blizzard, power failure, and national emergency).

When in-house trips are scheduled, we term them as Programs. Children in the center do not pay for these programs, as they are a part of your tuition. You are welcome to attend whether it is your child’s class day or not. Other family members and friends are welcome to attend on a paid basis.

**** Due to the COVID19 pandemic, we will not attend any field trips until it is deemed safe to do so.**

XXI. CHAPERONE POLICY FOR FIELD TRIPS (REVISED 4/20)

A responsible adult must accompany students on all noted field trips. Teachers must be informed of anyone other than the parent chaperoning.

XXII. VOLUNTEERS NEEDED

Because Tree of Life Christian Preschool is a cooperative school program, parental support is vital to the success of our program. Your cooperation and support in the following areas is greatly appreciated:

- A. PARENT BOARD: If you are interested in serving on Tree of Life Parent Board of Directors, please notify the current Parent Board President.
- B. EXPERTISE: If you have an expertise that may benefit the program and if you would like to share your knowledge, please notify your teachers or any Board Member.

XXIII. SCHOLARSHIP POLICY (REVISED 7/19)

As of May 1999, the Parent Board of Directors voted that Tree of Life was no longer in need of a scholarship program.

XXIV. NOMINATING POLICY (REVISED 4/97)

Candidates for Parent Board positions are obtained from registration response forms and recommendations of current board members and staff.

The current Parent Board President and President-Elect come up with nominations and have the responsibility for preparing a slate of candidates for Board approval at the April board meeting. Each nominee must have a two-thirds approval. At the discretion of the Parent Board President, a nominating committee is formed, comprised of the Parent Board President, a current Parent Board member who is not a church member, the Center Director, and a teacher representative.

Every effort is made to maintain a balanced representation of new and old Parent Board members, toddler and preschool parents and Tree of Life parents who are church and non-church members.

XXV. PARENT BOARD POLICY (REVISED 3/99)

1. The Parent Board preferably is composed of five or six parental church members and seven or eight parental non-church members.
2. The Parent Board consists of: President, President Elect, Registration Chair (Enrollment), Registration Chair (Extended Day), Secretary, Financial Coordinator, Book Chair, Social Chair, Field Trip Chair, Helping Hands Chair, Parent Participation Chair, Public Relations Chair, Teacher aide Recruiter and Fundraising Chair.

3. The Director of Children and Family Ministries represents the church at the Board Meetings.
4. The Center Director attends board meetings as a voting member.
5. At each meeting, a teacher is selected by the team of teachers to act as the teacher representative and has one vote.
6. The Board recruits chairpersons or task groups and other committees as needed. The chairpersons report to the Board as necessary.
7. The President of the Board reports to the Center Director and/or the Director of Children and Family Ministries as needed.
8. The Board in conjunction with the Center Director is responsible for the operations of the preschool school including the hiring of staff, registration of children, philosophy of education, purchasing of supplies, etc.
9. The Board works in cooperation with other groups within the church, such as Sunday School, Wednesday Night Live, Vacation Bible School, Carpenter's Shop and all others who utilize the same spaces, equipment and supplies
10. The Parent Board meets at least once per month with the exception of July and December.

XXVI. PARENT BOARD JOB DESCRIPTIONS (REVISED 5/14)

There is a Parent Board Timelines/Responsibilities Handbook in the office. If a parent wants a copy of this handbook, the office would be glad to give you a copy.

XXVII. PERSONNEL POLICY (REVISED YEARLY)

There is an Employee Handbook with detailed information in the Office. If a parent would like a copy of this handbook, the office would be glad to give you a copy.

XXVIII. POLICY UPDATES

This handbook is updated on a yearly basis as policies are updated or new ones are created.

ACKNOWLEDGMENT

I have received and read the Tree of Life Christian Preschool School Parent/Policy Handbook in its entirety and understand what is required of participating families.

Parent or Guardian signature

Please print your name

Date

EMAIL ADDRESS _____

WE USE EMAIL FOR MOST OF OUR CORRESPONDENCE, SO LIST THE EMAILS YOU WANT US TO USE.

Please sign, date and return this page to the Center office by the end of September. Thank you.

2020-2021 Tree of Life Preschool Calendar

Parent Orientation 6:30PM	August 20
Welcome Meet and Greet 4-6PM	August 27
Teacher Report Day	September 3
First day of school	September 8-9
No school	September 28
Picture Day	October 5-6
Fall Break	October 29-30
Thanksgiving Break	November 25-30
Christmas Programs	December 16 & 17
Christmas Break	December 18-Jan 3
No school	January 18
No school	January 25
Parent Teacher conferences	January 28-29
Special Person Day	February 4-5
No school	February 25-26
Spring Break	March 19-26
No school	April 2
No school	April 30
No school	May 28-31
Last Day of school	June 3-4

**Board of Directors
2020-2021**

President: Nicole Major

VP President Elect: Stacy Knab

Registration/Enrollment: Caitlin Forceia

Secretary: Beth Halloran

Treasurer: Katy Picciolo

Parent Participation: Open

Helping Hands: Erica Trower

Field Trips: Carrie Kotnik

PR: Jenna Renno

Fundraising: Lindsay Weber

Social: Open