



## PARENT / POLICY HANDBOOK

United Methodist Church of Whitefish Bay  
819 E. Silver Spring Drive  
Whitefish Bay, WI 53217  
(414) 964-8733  
[www.treeoflifepreschool.org](http://www.treeoflifepreschool.org)  
Revised 8/2016

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TREE OF LIFE CHRISTIAN PRESCHOOL SCHOOL  
ORGANIZATIONAL CHART

Accountable Leadership Board-  
United Methodist Church of Whitefish Bay

Pastor of Outreach

Director of Tree of Life.....Parent Board

Toddler Team Teachers

Preschool Team Teachers

## **STAFF**

### Toddler Program Teachers

Tracey Grabowski  
Elizabeth Pappas

### Preschool Program Teachers

Sarah Sifuentes  
Jennifer Spaid

### Director of Children & Family Ministry

Tracey Grabowski – [Director@TreeofLifePreschool.org](mailto:Director@TreeofLifePreschool.org)

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 Preschool 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.

## 2016-2017 School Calendar

Family Picnic Outing at Estabrook Park	August 7
Fall Parent Orientation 6-9pm	August 22
Welcome Meet-N-Greet 4-6pm	August 31
School opens – Fall Semester Begins Abbreviated Schedule, see schedule from your teachers	September 6-7
Playground Mulch Fluffing	September 17
Parent Welcome Party	September 29
No School	October 7
Individual/Classroom Pictures	October 11, 12
Teacher Conference (No School)	October 14
Fall Break – No School	October 27-28
Fall Open Houses	November 5, 7
Dad’s Night 6-7pm	November 10
Vision Screening (Preschool Only)	TBD (November)
Thanksgiving Vacation (No School)	November 23-25
Christmas Programs – Family and Friends are invited! MWF Classes, 8:45am Arrival, 9:00am Program	December 19
T-Th Classes, 8:45am Arrival, 9:00am Program	December 20
Winter Vacation (No School)	Dec. 21-Jan. 2
School Resumes	January 3
Winter Open Houses	January 7, 9
Martin Luther King Day (No School)	January 16
No School	January 23
Parent Conferences Abbreviated Schedule 8:45-10:15	January 24-26 January 24-27

Grandparent Ice Cream Social, 5-6pm	February 9
Mom's Night 6-7pm	February 23
Spring Vacation (No School)	March 24-April 2
School Resumes	April 3
Easter Break (No School)	April 14 – 17
Memorial Day (No School)	May 29
End-of-the-Year Performances – Family and Friends are invited!	
T-Th Classes, 9:15am Arrival, 9:30am Program	June 1
MWF Classes, 9:15am Arrival, 9:30am Program	June 2

**Board Meetings, 7:00pm in Room 201**

August 16, 2016  
 September 20  
 October 18  
 November 15  
 December 20  
 January 17  
 February 21  
 March 21  
 April 18  
 May 16 – Board Transition

**Toy Cleanings**

August 8, 2016  
 October 10, 2016  
 December 12, 2016  
 February 13, 2017  
 April 10, 2017

**Teacher Birthdays**

Jennifer Spaid	August 21
Tracey Grabowski	February 4
Sarah Sifuentes	March 27
Liz Pappas	July 11

**TOL Staff Contact Information**

Tree of Life Office (414) 964-8733 [treeoflife@treeoflifepreschool.org](mailto:treeoflife@treeoflifepreschool.org)

Director	Tracey Grabowski	( <a href="mailto:director@treeoflifepreschool.org">director@treeoflifepreschool.org</a> )
Toddler Teacher	Tracey Grabowski	( <a href="mailto:director@treeoflifepreschool.org">director@treeoflifepreschool.org</a> )
Toddler Teacher	Elizabeth Pappas	( <a href="mailto:lpappas@treeoflifepreschool.org">lpappas@treeoflifepreschool.org</a> )
Preschool Teacher	Jennifer Spaid	( <a href="mailto:jspaid@treeoflifepreschool.org">jspaid@treeoflifepreschool.org</a> )
Preschool Teacher	Sarah Sifuentes	( <a href="mailto:ssifuentes@treeoflifepreschool.org">ssifuentes@treeoflifepreschool.org</a> )

## **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 on a rotating basis. Please refer to section XI on page 13 for other parental requirements.

## **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 Christy West

TITLE Director of Family and Children's Ministries, Safe Sanctuaries

CONTACT INFO [cwest@umcwfb.org](mailto:cwest@umcwfb.org), (414)964-2424 Ext. 221

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.

Tree of Life is licensed under group child care 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 sessions 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).

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 /**

### **A. PRIORITY REGISTRATION POLICY (3/99)**

A mail registration occurring 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 on the mailing list 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 based on a drawing. 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 based on a drawing.

Registration for the community begins after priority registration is completed. All registration forms from the community must 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 shall 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 applications 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.

### **B. Extended Day**

Families will have the opportunity to enroll their preschool children (3 year old class) in up to 2 extended days per week. Enrollment for extended day is offered in four 8 week sessions. Parents sign up prior to the start of each session for the whole session at a set rate.

## **VI. TUITION AND FEES POLICY (REVISED 2015)**

### **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 is a one-time fee per child.

A two hundred (\$200) non-refundable deposit is due February 15<sup>th</sup> to secure the spot. This deposit will be applied to the second tuition payment. Additional fees for field trips etc will be communicated at orientation.

### **B. TUITION PAYMENTS**

First tuition payment is due May 1st.

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.

## **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 nonrefundable 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 pro-rated 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.

**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)

**C. Tree of Life Closure**

In the event TOL should have to close, parents will be given at least 30 days advance written notice. Refunds are not guaranteed, but may be given at TOL's discretion based on its liquidity and in an equitable manner.

**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.

## **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 finger plays are the most popular. All children are in sight and hearing of their teachers at all times.

#### **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.

#### **X. CLASSROOM SCHEDULES**

Classroom schedules follow the schedule listed below, variations may exist:

##### **A. PRESCHOOL DAILY SCHEDULE**

8:45-8:55	Treasure Bags
8:55-9:15	Large Group Time
9:15-9:40	Playground/Playroom
9:40-10:00	Bathroom/ Snack
10:00-10:20	Story time/ Songs
10:20-11:00	Discovery Learning/Small Group
11:00-11:30	Show n' Share/Reading

##### **B. TODDLER DAILY SCHEDULE**

8:45-9:25	Welcome - Free Choice Play
9:25-9:55	Large Motor Activity- Playroom or Playground
9:55-10:25	Hand wash/snack
10:25-10:40	Circle time/music
10:40-11:20	Art/Sensory/Free choice play
11:20-11:30	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.

#### **XI. PARENT SUPPORT REQUIREMENT POLICY (3/99)**

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

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

### **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.

The participating parent provides the snack for the class (please refer to Healthy Snacking, page 25). For the Preschool program, please bring enough to feed sixteen children and three adults. For the Toddler program, please bring enough for twelve children and three adults. One gallon of juice or milk is ample for each class.

In reviewing this rather detailed list, please remember you are here to assist with the children's needs, interact with them and encourage their play and most of all enjoy sharing this day at school with your child and his/her friends.

**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 / Child Picture Day Helper**
- 3. Dad/Mom's Night Helper**
- 4. Classroom Helper**
- 5. 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.

## **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.

#### **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 by telephone or WTMJ 620 AM radio.

#### **F. PROCEDURES FOR MISSING CHILD**

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.

#### **G. 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 record and flashlight during a drill or actual emergency. A battery-operated radio is taken as well. Doors are closed to prevent flying glass from injuring anyone.

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:**

- a. All students must be in compliance with the regulations set forth in the Day Care Immunization Record Form (DOH 4192) 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 that the child has received at least the first dose of each vaccine.
- c. Children who have received initial doses of vaccine, but are not up to the required level for age must bring a written schedule from the physician of doses to be given and must notify the school in writing as each dose is received.
- d. Any child who fails to comply with immunization requirements is excluded from school until such time as these requirements are met.

### **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**

This report is very important for your teachers so that they can get to know about your child.

## **B. ALLERGIES AND SPECIAL DIETARY NEEDS:**

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.

### **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. 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 964-8733.
3. Each child is observed by a teacher for symptoms of illness upon arrival. The teachers may send home any child whose health seems questionable upon arrival to school or while class is in session.
4. 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.
5. Children are sent home for the following illnesses:
  - a. Fever of 101.1 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.
6. Any child who requires immediate medical attention is taken to Columbia/St. Mary's on the Lake Hospital's Emergency Room 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. 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.

**D. PERSONAL CLEANLINESS:**

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.

**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.
2. The designated source of emergency medical care, unless specified otherwise in writing by the parent, is Columbia/St. Mary's on the Lake Hospital Emergency Room.
3. 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.
4. Any accident or injury is recorded on the "accident form" sheet, one copy goes into the file, and one copy goes home. Also 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.
5. Teachers are trained in CPR/First Aid every two years.

**F. STAFF HEALTH REQUIREMENTS**

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 symptom 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.

#### **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 2015)**

1. Parents must notify the school immediately if they discover that their child has head lice.
2. If there is a confirmed case of head lice in a classroom, all students in that classroom will be screened / have their heads checked as soon as possible at school. 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.
3. Upon returning to school, a child who had head lice will promptly be checked to ensure that they are lice and nit free. Parents should call the school before their child returns so that arrangements can be made for a staff member to be present to perform a check when the child is dropped off at school upon return.

#### **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.
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.
4. 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**

### **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.

### **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.

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 news worthy articles.

## **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 at the mandatory Parent Orientation meeting 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:**

1. The morning Toddler and Preschool classes run from 8:45 a.m. to 11:30 a.m.
2. The extended program for Preschool classes (3 year olds only) runs from 11:30 a.m. to 12:45p.m.

3. Due to State regulations, we will not to 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.
4. 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.
  - a. 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.
  - b. 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.

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)**

Parents/guardians will sign children in and out in the attendance binder outside the child's classroom. This binder will be carried by the teacher in the case of an emergency to account for all children in attendance. 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/care giver 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**

WTMJ Radio broadcasts the closings due to snow or other emergency situations. If Whitefish Bay Schools close due to a snow emergency, Tree of Life Preschool School is closed.

### **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 of the following restrictions:

The Tree of Life Preschool has been given permission to use the First Church of Christ Scientist parking lot. Parents may use this lot for a few minutes to drop off and pick up their children. TOL families may NOT use the spaces marked "Reserved". On days that you participate at school, you may use the lot all morning. You will receive a ticket if you park in the last two rows near Winkies. 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.

Parents: On snowy days, please do not park in the church lot, as the church needs to have it open for plowing during the morning.

#### **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.

## **XVII. NUTRITION POLICY (REVISED 2/97)**

All children attending the Preschool are served a nutritious snack and beverage. The purpose of the snack is to provide renewal of energy and an opportunity to rest and enjoy conversation. The parent helper provides the snack - beverage for the class.

***Tree of Life is a Peanut Free program.** Due to the highly allergic nature of nuts, particularly peanuts, to some children we ask that parents do not bring snacks containing nuts, peanuts, peanut butter, or peanut oil. Peanut oil is commonly used in processed foods. Please check ingredient lists carefully.*

## **XVIII. HEALTHY SNACKING**

Parents are asked to consult with the teachers prior to distributing snacks to ensure that children with food allergies receive a snack they are able to eat.

Parents are responsible for providing the snack/beverage on their parent participation days. Parents should bring enough food to serve 12 toddlers and 3 adults or 16 preschoolers and 3 adults. The parent takes leftover snacks home. A reserve snack will be maintained at the school in case of emergencies. If a parent fails to provide a snack, this emergency snack may be used and the parent is responsible for replenishing it.

Nutritious snacks are highly recommended for birthday treats.

The quality of the snacks is important. Therefore, concentrated sweets and carbonated beverages are discouraged because they offer few nutrients and may curb mealtime appetites. Tree of Life Christian Preschool encourages healthy snacks and offers the following suggestions when selecting snacks for your child's class.

### **1. Vegetable Snacks**

Cut up fresh, raw vegetables such as the following: broccoli, cucumber, carrots, cauliflower, green peas, or celery. Serve with a dip of cottage cheese or yogurt blended with dried buttermilk dressing or cream cheese.

## **2. Fresh Fruit Snacks**

Slice or serve whole. Serve with cream cheese dip, cottage cheese, yogurt or ricotta cheese. Some examples are the following: apples, bananas, berries, oranges, pineapple, and peaches.

## **3. Grain Products**

Bread Products - Try to provide whole-wheat products. Try a variety of yeast breads and quick breads- whole wheat, rye, zucchini, banana, muffins; bread sticks, bagels, English muffins and crackers like goldfish or animal (some even come in low sodium form). Try serving these breads with cheese or cream cheese, jam or jelly. Consider a nut free trail mix using low sugar dry cereal, dried fruits, and goldfish crackers.

## **4. Dairy Products**

String cheese, sliced/cubed cheese, yogurt, and ice cream treats.

## **5. Beverage**

A beverage of either 100% fruit juice or 2% milk is required. Apple cider is acceptable only if pasteurized.

Feeling Creative? Your child's teachers are a great resource for creative snacking ideas that will complement a particular topic or unit. Just ask.

# **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 half way 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.

## **XX. FIELD TRIP POLICY (REVISED 10/01)**

Field trips are planned throughout the year to enhance the school curriculum. Trips take place during normal school hours. The students and chaperones attending pay the cost of each field trip. 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.

#### **XXI. CHAPERONE POLICY FOR FIELD TRIPS (2010)**

Parent chaperones are greatly appreciated by all teachers.

#### **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 5/99)**

As of May 1999, the Parent Board of Directors voted that Tree of Life was no longer in need of a scholarship program. The Parent Board of 2014 agreed to revisit this policy.

#### **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 Co-Chair 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 Time Lines/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.