

Crown of Life Preschool Handbook



**Crown of Life Lutheran Preschool
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Warren, MI 48092**

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INTRODUCTION

Dear parents and guardians,

This handbook has been prepared to assist parents who would like to know more about the preschool program at Crown of Life Lutheran School.

It contains our goals and objectives, procedures, and policies. We ask that you read it carefully and keep it for future reference. Being fully informed can lead to less confusion.

Crown of Life's Preschool is operated by Crown of Life Lutheran Church and School in conjunction with the Wisconsin Evangelical Lutheran Synod (WELS). The program meets all of the State of Michigan Department of Human Services and the State of Michigan Department of Education requirements.

Because no handbook of this length can fully cover the complexities of our program, we welcome you to come to us with any and all questions you may have.

Serving you in Christ,

Taylor Thiesfeldt- Director/Lead Teacher

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MISSION

Crown of Life School and Preschool exists as an arm of the outreach ministry of Crown of Life Church. Our mission exists to assist Metro Detroit parents in nurturing and equipping their children as Christ's disciples for this life and for eternity.

Crown of Life Preschool takes seriously its obligation to teach and train children in accordance with the Savior's command: "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." (Matthew 19:14) Thus it is the goal of our preschool program to nurture and train God's lambs as followers of our Savior.

Although parents have been given the primary responsibility for the training of their children, the church is here to assist the parents in their God given tasks of training their children to know Jesus as their Lord and Savior. Therefore it is the objective of this preschool program to:

1. Assist parents in teaching their children the truths about God's wonderful plan of salvation for all people.
2. Help the child develop his/her mental and physical talents through new learning experiences.
3. Help the child develop emotionally.
4. Help the child become acquainted with the school environment in preparation for Kindergarten.

PROGRAM PHILOSOPHY

We believe that children learn best through active, hands-on exploration of their world and through meaningful interactions. To facilitate this authentic learning in the context of God's Word, we strive to provide a learning environment that is:

- ❖ **Safe:** Children are free to explore, take risks, and learn from their mistakes under the care of nurturing adults.
- ❖ **Developmentally appropriate:** Through careful observation and an awareness of child development, teachers provide learning experiences that attend to children's unique developmental needs, interests, and pacing.
- ❖ **Christ-centered:** Children learn they are God's precious little lambs, dearly loved, and for whom God sent a Savior. Each day, the children hear Bible stories, sing songs, and recite passages to remind them of God's limitless power, unconditional love, and steadfast protection. God's Word guides daily interactions, instruction, and discipline within the classroom.

LICENSING

Crown of Life Lutheran Preschool is licensed by the State of Michigan. Licensing inspection reports, special investigation records, and corrective actions plans are placed in the Licensing Notebook which is available for parent viewing. Our teachers are well qualified and trained to work with your child. Any staff members working with the children or directing the program will have passed through a police screening agency as required by the guidelines of the Michigan Department of Human Services.

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed. This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans. The notebook will be available to parents for review during regular business hours. Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Community and Health Systems website at www.michigan.gov/michildcare.

ADMISSION POLICY

Crown of Life is licensed by the State of Michigan to accommodate 20 children. Preference will be given to Crown of Life members followed by sister WELS members at the time of the announced registration period. Following this announced registration, the remaining positions will be filled by non-members on a first come, first serve basis. Children may be enrolled up to March 1 of the current school year, if space is available.

All children must be fully potty-trained and use the bathroom independently prior to the first day of attendance. Children must be 3-years-old before September 1. Children ages three to five are welcome. Enrollment is limited to 20 students.

NON-DISCRIMINATION POLICY

Crown of Life Lutheran Preschool does not discriminate on the basis of race, color, or national or ethnic origin. All the rights, privileges, programs, and activities that are made available to students at our preschool are for everyone.

SCHEDULE OF OPERATION

Crown of Life Lutheran Preschool operates from September (After Labor Day) through May (Before Memorial Day), according to a calendar set each year. Please refer to the Preschool Calendar for days in which Crown of Life Preschool is not in session.

Class	Days	Time	Teacher
3-5 year olds	Monday-Friday	8:30-12:00	Mrs. Thiesfeldt
3-5 year olds	Monday-Friday	8:30-3:15	Mrs. Thiesfeldt

FEES

Registration Fee

This \$150 fee is nonrefundable and due at the time of registration. This fee secures a spot in the program and is used to purchase classroom supplies as well as access to the online parent communication (Brightwheel) and assessment tool (COR Advantage).

Tuition Costs

Tuition fees are in addition to the \$150 registration fee. There is a 10% discount for families sending two children to preschool.

Class	Total Cost for First Child	Second Child
3-5 year olds 5 Half Days	\$3240 12 payments of \$270 10 payments of \$324 9 payments of \$360	\$2916 12 payments of \$243 10 payments of \$291.6 9 payments of \$324
3-5 year olds 5 Full Days	\$5400 12 payments of \$450 10 payments of \$540 9 payments of \$600	\$4860 12 payments of \$405 10 payments of \$486 9 payments of \$540

Payment Plans

Parents enroll in TADS, an online automatic withdrawal system. Payments can be divided between 9, 10 or 12 months. Payment can be made in one payment at the beginning of the school year.

Any payments not received will be discussed by our Board of Education to determine your child's enrollment in our program.

Field Trips

Additional fees may be required for participation in field trips.

Refunds

No refunds will be given for inclement weather days or for student absences related to illness or vacation.

WITHDRAWAL/DISMISSAL POLICY

A child may be dismissed for not being able to function adequately in the classroom. In that event the parent would be notified and the decision would be reached in a caring, Christian manner.

Parents must provide a written notification of withdrawal **two weeks** prior to the child leaving school. This will help us prepare your child for the departure, and also help in our scheduling. Because we have reserved a space for your child, and continue to have the same operating cost, there will be no refunds of tuition, unless the tuition was paid in advance of the month of withdrawal. If two weeks notice is not given, the full month's tuition is expected before withdrawal.

We believe that each child is a gift from God. The staff at Crown of Life Lutheran Preschool will strive to provide support for children who may be experiencing adjustment challenges or behavior issues. Our goal is to maintain open communication with families, working together toward a common goal. Meetings may be arranged to discuss specific strategies to meet a child's needs. Dismissal is considered a last resort.

DISCIPLINE POLICY

Positive methods of discipline that encourage self-control, self-direction, self-esteem, and cooperation will be used. Crown of Life Lutheran Preschool aims to support children in developing strategies that will help them be successful in future situations. These strategies include helping children identify their feelings, regulate their emotions, and communicate their needs and desires in an appropriate manner.

Non-sever and developmentally appropriate discipline will be used when reasonably necessary, to prevent a child from harming himself/herself or to prevent a child from harming others.

Goals for Christian Discipline

- Apply Law and Gospel appropriately
- Teach the children to make positive, safe, and healthy choices
- Help the children learn self-discipline and self-control
- Teach strategies to resolve conflicts with peers
- Teach the children to love and forgive others, as Jesus does for us

Positive Guidance Techniques

- Clear expectations and an engaging environment
- An appropriate level of consistency and routine
- Teaching, modeling, and reinforcing appropriate behavior

- Working with the child to identify feelings and solutions
- Redirection
- Logical and meaningful consequences
- Non-severe and developmentally appropriate discipline

Continually Disruptive or Harmful Behavior

If at any time the child is a threat to his/her own safety or the safety of others, or if the child exhibits uncontrollable behavior, the family will be called to pick up the child immediately. If a child's uncontrollable behavior persists or becomes extreme, the decision may be made to dismiss the child from the program after consultation with the teachers involved, the family of the child, the director, the school principal, and the Board of Education. Such a decision would include documentation of the steps taken to understand and respond to the challenging behavior.

Prohibited Means of Discipline

- Hitting, spanking, or inflicting other forms of corporal punishment
- Place any substance in a child's mouth
- Restricting a child's movement by binding or tying
- Inflicting mental or emotional punishment
- Depriving a child of meals, snacks, rest, or necessary toilet use
- Excluding a child from outdoor play or other gross motor activities
- Excluding a child from daily learning experiences
- Confining a child to an enclosed area

PROGRAM OBJECTIVES

We seek to nurture the whole child by attending to all areas of the child's development:

1. Spiritual
 - Recognize that we are God's precious children, wonderfully made
 - Stand in awe of God's almighty power and trust his promises
 - Recognize that we sin daily, but Jesus came to take away our sins
 - Reflect God's love in our daily lives
 - Share the Good News about Jesus with others
 - Praise God through song
2. Cognitive
 - Develop a positive approach toward learning
 - Think critically and solve problems
 - Attend to tasks with focus and attention
 - Explore the world with curiosity
 - Develop independence by making choices, plans, and decisions
3. Social
 - Consider the perspectives of others

- Communicate effectively with peers and adults
 - Respect and appreciate diversity
 - Participate in community experiences
 - Learn to share, compromise, work together, and take turns
4. Emotional
- Exercise self-control
 - Express feelings in an appropriate manner
 - Express thoughts, feelings, and emotions through creative art experiences
5. Physical
- Develop large and fine motor skills and coordination
 - Engage in healthy behavior and practices

CURRICULUM

In keeping with our philosophy to provide hands-on learning experiences for children, we have chosen to implement research-based HighScope Preschool Curriculum. The curriculum is:

- ❖ **Play-based:** To foster active learning within the classroom, teachers prepare an environment in which children can pursue activities and topics that interest them. Children are able to investigate and explore a variety of materials. Through the use of open-ended questions and thoughtful feedback, knowledgeable adults are able to support children at their current level and challenge them to more complex levels of thinking.
- ❖ **Balanced:** A balance of child-initiated and adult-led experiences supports children's intellectual, physical, social-emotional, and spiritual development. Teachers provide learning experiences in the context of whole-group settings, as well as individual and small-group settings.
- ❖ **Comprehensive:** HighScope's eight learning domains attend to the development of the whole child: - Approaches to Learning - Social and Emotional Development - Physical Development and Health - Language, Literacy, and Communication - Mathematics - Creative Arts - Science and Technology - Social Studies
- ❖ **Built on relationships:** Highly-qualified, caring adults interact with children and respond sensitively to their needs and interests. Children practice skills of cooperation, perspective-taking, and conflict resolution to establish a sense of community within the classroom.
- ❖ **Lifelong:** Classroom experiences develop foundational skills that prepare children for school and for life: self-regulation, independence, problem-solving, flexibility, focus, self-control, communication, creativity, and curiosity.

For more information on the HighScope Preschool Curriculum, visit this website:

<https://highscope.org>.

Bible Lesson

The children study a new Bible story each week. The curriculum we use is called Christ Light. Facilitated by class discussions, the children reflect on the lesson's application to their everyday lives. The Bible lessons teach how God loves, protects, forgives, and saves us. Our students go to chapel every Friday and either the pastor and a male teacher will lead the chapel service.

SAFETY

Accidents, Injuries, or Incidents Minor accidents: If a minor injury occurs at school, a staff member will complete a written injury report. The child's parent will sign the report at pick-up and will receive a copy of the report. Explanations will include how the minor injury occurred and the care that was provided. If a child continues to cry or the child's condition appears to worsen, parents will be contacted prior to pick-up by phone call or text.

Serious accident, injury, or incident: When necessary, 911, emergency services, or proper authorities will be contacted by a staff member. Local emergency numbers are posted at each phone and in each classroom's first aid kit. Staff members will provide care to the involved child(ren) and at least one staff member will attend to the rest of the students. The preschool teacher or another staff member will contact parents by phone as soon as possible to explain the emergency. Emergency Child Information Cards are on file for each child, as well as in each classroom's first aid kit. Additionally, an incident report will be completed by a staff member.

Fire and Tornado Evacuation

Should we need to evacuate the building due to a fire, we will follow the written instructions posted in each classroom describing our emergency evacuation routes and the procedures to be followed. Should we need to relocate in the building due to a tornado, we will follow our written procedure as posted in the classroom. In the event of a fire or tornado, the school office will notify parents through the Remind alert system, when the situation is safe to do so. Parents will also be notified of our designated meeting place, as applicable. In order to prepare children for the unlikely event of a fire or tornado, we conduct several drills throughout the school year. Fire drills are conducted at least once during every quarter of the school year. Tornado drills take place twice a year, once in the fall and once in the spring.

Natural and Man-made Disasters

In the event of a flood, blizzard, gas leak, chemical spill, sewer back-up, or power-outage, the school office will notify the proper authorities. Parents will be notified by the Remind alert system. If the situation warrants an evacuation, the school office will notify families through the

Remind alert system of the evacuation and the location to which the children have been relocated.

Crisis Management Plan

Crown of Life has a crisis plan in case of an intruder, active shooter, or a bomb threat. All staff members receive training on the program's crisis plan, and the lead teachers plan age-appropriate ways to prepare students for such events.

HEALTH

Sick Child Policy

If a child becomes sick while at school, the staff will:

1. Isolate the child with a staff member.
2. Call the parent and give specific information over the phone.
3. If necessary, agree on an immediate course of action with the parent.
4. Care for the child until the parent or a parent designated person arrives to take the child home.

Sick Staff and Volunteer Policy

Exclusion Policy for Employees and Volunteers Employees and volunteers should be excluded when:

1. Diagnosed with a "Big Five" illness:
 - Typhoid fever (*Salmonella Typhi*).
 - Shigellosis (*Shigella spp.*).
 - Escherichia coli O157:H7 infection (*E. coli O157:H7*).
 - Hepatitis A (hepatitis A virus).
 - Norovirus infection.
2. Jaundice has occurred within the last seven days.
3. Experiencing noro-like symptoms (vomiting and/or diarrhea).

It is also recommended the employees and volunteers stay home if ill with symptoms such as fever, cough and sore throat.

The employee or volunteer can return to work:

- When diagnosed with a "Big Five" illness: After health department approval and medical documentation states the excluded person is free of symptoms and free of the infectious agent.
- When excluded for jaundice: The excluded person has provided medical documentation stating that they are free of the Hepatitis A virus.

- When excluded for noro-like symptoms: 24-48 hours after the last symptom of illness. No handling of food or food ware for 72 hours after symptoms have resolved.

Emergency Medical Care

If a child becomes ill or injured at school during the hours of the program, every effort will be made to contact the parents or their representatives as given on the Health Information Sheet. Should the occasion arise that there is an injury or extreme illness at school, it is our policy to notify the parents immediately. In the event medical attention is required and the parents cannot be reached, emergency personnel will be contacted and the child transported to the nearest hospital.

Common Illnesses

If children show any of the following symptoms they must remain at home: FEVER, DIARRHEA, VOMITING, UNDIAGNOSED RASH, INFLAMED EYES, EARACHES, OR DISCHARGE FROM EYES, NOSE OR EARS. Your child is welcome back to school after being fever free, medication free and vomit free for at least 24 hours. Also add if your child is going to be absent please call or text your child's teacher or the school.

Communicable Diseases

A communicable disease such as chicken pox, measles, pink eye, lice, etc must be reported to the school. The child may return to the program upon the consent of the doctor or local health agency. We will attempt to notify you if your child is exposed to diseases at school.

Hand Washing Procedures

The following procedures will be used for hand washing:

- Have a single service towel available.
- Turn on the water to a comfortable temperature between 60 degrees and 120 degrees.
- Moisten hands with water and apply soap.
- Rub hands together vigorously until a soapy lather appears and continue for at least 10 seconds.
- Rub areas between finger, around nail beds, under fingernails, and jewelry, and back of hand.
- Rinse hands under running water until free of soap and dirt. Leave water running while drying hands.
- Dry hands with a clean, disposable paper towel. Turn off tap with disposable paper towel.

The following are not approved substitutes for soap and running water:

- ***Hand sanitizers***

- *Water basins*
- *Pre-moistened cleansing wipes.*

Handling Bodily Fluids

The center will use precautions when handling bodily fluids as instructed in the bloodborne pathogen training. Steps used will include:

- Staff will put on gloves.
- Clean up bodily fluid.
- Wash area with soap and water, rinse, and sanitize area.
- Wash hands of child.
- Take off gloves and wash hands.

Cleaning and Sanitizing

The following steps are to be followed for cleaning and sanitizing:

Sanitizing Solution

- Water and unscented chlorine bleach solution with a concentrate of 1 tablespoon of bleach to one gallon of water.
- Commercial sanitizers specified on the label to be safe for food contact surface and used according to the manufacturer's directions.

Controlling Infections

- See universal precautions above.
- Toys that are mouthed will be removed and washed, rinsed, and sanitized. Other toys and equipment will be washed immediately if dirty, or on a daily basis or when dirty.
- Bedding will be stored so that it does not come into contact with other children's bedding. Cots/mats will be washed daily if used by different children or weekly if used by one child.
- Children who have any type of communicable disease/condition will be removed from care and may return to care only with a doctor's note.
- Children who become ill will be moved away from the children until they are picked up.

ARRIVAL/DISMISSAL

Crown of Life Preschool will be in session on:

- 5 Half Days: Monday-Friday (8:30am-12pm)
- 5 Full Days: Monday-Friday (8:30am- 3:30pm)

Only authorized persons on the Emergency Child Information Card may pick-up the child from school unless verbal authorization from the parent has taken place. Please review your list carefully and keep it updated when necessary. Persons signing in and out must be at least 18 years of age. Any person other than a parent/legal guardian must show proper identification (i.e driver's license, state identification, etc.) before the student is signed out and released.

ABSENCES/TARDINESS

We hope to see your child for each preschool session! If your child is going to be absent for any reason, please notify the school office at (586)-264-2656 or their teacher.

We do have a tardiness policy at Crown of Life: Children are expected to be in the classroom with their shoes changed and proper items put away by 8:30am. Those children who are not will be considered tardy for that day. Tardies will be recorded and reported to our Board of Education. A child is not to exceed eight (8) tardies within each of the four quarters of the school year. After the eighth tardy, a notice will be sent home with the child notifying the parents of the problem. The notice will need to be signed and sent home the next day. This matter will then be brought before the Board of Education to determine the enrollment status of the child.

SNACK/LUNCH

The parents will be responsible for providing snacks and lunch for their child. Snacks must be healthy – no cookies, candy, sweets, fruit snacks, etc. Fruits, vegetables, cheese, crackers, and yogurt are good examples. Lunch for full day students should also be nutritious. The State of Michigan requires first and last names to be clearly displayed on the inside or outside of all lunchboxes.

Additionally, all children should bring a reusable water bottle to school each day. There will not be a microwave available so if your child would like hot food, please pack it in a thermos.

CLASSROOM ACTIVITIES

Birthdays

Birthdays are special days for young children! Families are welcome, but not required to bring in treats for their child's classmates. Please give your child's teacher advance notice so that the appropriate preparations can be made. Please make sure of any classroom allergies before purchasing certain items. Children with summer birthdays may celebrate earlier in the year; contact your child's teacher to arrange a date.

Field Trips

Throughout the school year Crown of Life Preschool will attend various educational field trips. This is a wonderful opportunity for our students and teachers to learn outside the walls of our classroom and school. Crown of Life does not have a school bussing system, therefore as stated by the State of Michigan; parents/guardians, or another family member or friend is required to transport their child to and from the field trip. All field trips start and end at school, unless otherwise noted by the classroom teacher.

INDOOR AND OUTDOOR CLOTHING

Please dress your child in comfortable clothes for moving, playing outside, and messes. Please provide sturdy, comfortable shoes for running and jumping- no flip flops please! If your child wears boots to school, please send along an extra pair of shoes to wear in the classroom.

We hope to play outside each day according to our schedule and as weather permits. Parents are asked to provide appropriate outdoor clothing for each session of play. We will stay inside if temperatures or wind chill drop below 10°F.

INCLEMENT WEATHER

It is the policy of the preschool to close the school for inclement weather when Crown of Life School closes. Crown of Life School follows Warren Consolidated Schools when it comes to school closings. The school will use an Instant Alert service to contact you. You will also be contacted via brightwheel. Please check the news and/or our Facebook page if you did not receive an alert.

SUPPLIES

Children are required to bring their backpack, snack, and water bottle to school each day. Toys from home should not be brought to school. This includes: electronic devices, figurines, stuffed animals (except for a rest time companion), baby dolls, etc. Children may only bring one toy from home if there is a show and tell day. If your child has a favorite book that they would like their teacher to share with the class, please notify your teacher to make sure that is ok.

DAILY ROUTINE

8:00-8:30	Arrival, Sign-In, Table Activities, Bathroom
8:30-9:00	Morning Message, Calendar, LOW (Mon-Thur), Chapel (Fri)

9:00-9:05	Planning Time
9:05-9:45	Work Time
9:45-10:00	Clean Up, Recall Time
10:00-10:20	Bathroom, Snack
10:20-10:40	Bible (Mon-Thur), Fun Friday Activity (Fri)
10:40-11:15	Outside Time
11:15-11:30	Small Group
11:30-11:45	Movement (Mon/Wed), Music (Tues/Thurs), Dance (Fri)
11:45-12:00	Devotion, Stories
12:00-12:30	Lunch, Bathroom
12:30-12:45	Books, Puzzles
12:45-1:15	Outside Time
1:15-2:15	Rest Time
2:15-2:45	Table Activities, Choice Time
2:45-3:00	Afternoon Message, Dismissal

CONTACT INFORMATION

Preschool Staff			
Role	Person	Email	Phone Number
Director/ Teacher	Mrs. Taylor Thiesfeldt	tthiesfeldt@crownoflifelutheran.org	(612) 850-3471

School and Church Staff			
Role	Person	Email	Phone Number
School Office	Mrs. Lynne Cameron	office@crownoflifelutheran.org	(586) 264-2656
Principal	Mr. Chris Holman	cholman@crownoflifelutheran.org	(586)- 822-0393
Pastor	Pastor Paul Ritter	pastor@crownoflifelutheran.org	(123)-456-7890

PRESCHOOL CALENDAR: 2023-2024

September	
Sept 5	First Day of Preschool
October	
Oct 4-6	No School- Michigan Teachers' Conference
Oct 27	End of Q1- Half Day of School (12:00)
November	
Nov 3	Parent Teacher Conferences-Half Day of School (12:00)
Nov 21	Thanksgiving Luncheon-Half Day of School (12:00)
Nov 22-24	No School-Thanksgiving Break
December	
Dec 17	Children's Christmas Program
Dec 22	Half Day of School (12:00)
Dec 25- Jan 5	Christmas Break
January	
Jan 8	Classes Resume
Jan 12	End of Q2- Half Day of School (12:00)
Jan 15	No School- MLK Jr. Day
February	
Feb 12	No School- Teacher Inservice Day
Feb 19-20	No School- Pastor-Teacher Conference/Teacher Inservice
March	
Mar 15	End of Q3- Half Day of School (12:00)
Mar 29	Good Friday- Half Day of School (12:00)
April	

Apr 1-5	No School-Easter Monday/Spring Break
Apr 8	Classes Resume
Apr 26	Spring Thing- 7 pm
Apr 29	No School
May	
May 23	Last Day of Preschool

PARENT AGREEMENT

As the parent/guardian, I have read the Crown of Life Lutheran Preschool Handbook. I understand that Crown of Life has taken reasonable precautions to protect my child. I understand that the teachers and staff will provide reasonable supervision for my child. I agree that my child will abide by the rules laid out in the handbook. I will work together with my child's teacher and preschool director to help my child succeed as best as possible, and to use the skills and abilities he/she has been blessed with to give all glory to God.

“Train up a child in the way he should go, and when he is old he will not depart from it.”
Proverbs 22:6

X _____
Parent Signature

Date