

## PRESCHOOL PARENTS:

- 1) An **informational orientation meeting** will be held in late summer for all parents. (No children should attend this meeting)
- 2) An **Open House** involving each class separately with children and parents will be held before Preschool begins.

## PROPERTIES AND SUPPLIES:

All supplies and equipment purchased for the Preschool program shall remain on inventory for the exclusive use of the Preschool. Donations of Kleenex and other paper products are appreciated.

## TEACHING STAFF AND CURRICULUM:

The teaching staff and curriculum are administered by the Board of Education and supervised by the Principal of Pilgrim Lutheran School.

### Pilgrim Lutheran Church & School

1731 St. Agnes Drive  
Green Bay, WI 54304  
Office - 965-2244

Preschool Classroom - 965-2277

**School Principal:** Mr. John Schultz  
**Preschool Teacher/Director:** Mrs. Cindy Muther  
**Preschool Teacher Aide:** Mrs. Stephanie Zinkel

**2017-2018**

## **POLICIES AND INFORMATION** **PILGRIM LUTHERAN PRESCHOOL**

Green Bay, WI

### MISSION:

*To provide a Christian climate for instructing children in God's Word, preparing them to share their faith, so that they are equipped to be witnesses of the Gospel and productive citizens in an ever-changing world.*

The 3-fold purpose of the Preschool is:

- 1) To offer preschool educational opportunities to members of Pilgrim Lutheran Church and the surrounding community.
- 2) To provide developmentally appropriate learning experiences, cooperative play, and guidance in a Christian atmosphere.
- 3) To provide cooperative learning for parents through the participation and guidance of activities for the children.

### ENROLLMENT POLICIES:

- 1) A child must be **three (3) years** of age by September 1st for the year they enroll. All children attending must be toilet trained.
- 2) No child will be denied **enrollment privileges** on the basis of race, color, sex, national origin or religion of the child or the family.
- 3) **Exclusion** due to physical, mental or emotional causes which is judged inhibitory to the education and/or jeopardizes the safety of the other children involved, will be done at the discretion of the teacher with concurrence of the Principal.

- 4) One parent or adult over 18 will participate as cooperative parent, unless, due to hardship or impossibility, the parent is excused by the Director. The parent shall be an assistant to the teacher in accordance with the "Duties of the Participating Parent".
- 5) To enroll a child, the applicant must submit an application and attend the parent-teacher meeting scheduled prior to the school year. The meeting will include instruction for the parents who will be working with the children, and introduction to the Preschool program.
- 6) Application for eligible children will be taken beginning in January.
- 7) Application forms are to be completed at the time of registration. Applications received after classes are full will be placed on a waiting list.
- 8) Closing of the school will be at the discretion of the Principal. When the Green Bay Public Schools are closed because of weather we will also be closed. When there is a 2-hour delay, there will be no morning session.
- 9) No child may be enrolled for more than one class per week.
- 10) A child may not attend class if any of the following symptoms of illness are present: sore throat, fever, inflammation of eyes, unexplained rash, diarrhea, or vomiting.

#### **HOURS & FEES:**

- 1) The Preschool program has both a two and a three-day segment for your child. The 3-day program will be held on Monday, Wednesday and Friday from 8:30-11:30 a.m. The 2-day session is on Tuesday and Thursday from 8:30-11:30 a.m.
- 2) A non-refundable registration fee of \$75 must accompany a registration form. This fee includes busing and entrance fees to all field trips, cost of purchasing new materials each year for arts and crafts, and all registration type expenses.
- 3) Tuition for the two-day program is \$702 (\$234/trimester) and \$960 (\$320/trimester) for the three-day program. The Tuition trimester payments are due by August 15, November 15 and February 15. Money will not be refunded for school days missed. Parents who cannot meet these payment dates must contact the School Office before the due date to state reasons for late payment and set up a payment plan.
- 4) If a child is in full time Daycare at Pilgrim, the tuition is waived. Only the registration fee is due.
- 5) If a child is entered after the beginning of the trimester, the daily tuition equivalent will be deducted from the trimester's tuition.
- 6) If a tuition refund is requested, two (2) weeks written advance notice is required. Refunds checks are issued on a monthly basis.
- 7) Pilgrim Lutheran does not provide health, accident, injury or related insurance coverage for the child. Parents are urged to have and maintain these types of insurance policies.