

Admission Policy

Enrollment & Admission

Living Word Child Development center provides care for infants from six weeks through 12 years old. To enroll in the part day preschool program, a child must be fully potty trained and 3 years of age by September 1. Our before/after care program is available for children 5-12 years. Five year olds must have completed Kindergarten before being considered for this program. Acceptance is on a first come, first serve basis. Your child is considered registered upon receipt of a completed registration form and paid registration fees.

Center Hours

The Center hours are from 6:00 a.m. to 6:00 p.m. Monday thru Friday.

Center Days of Operation

Child care programs are available throughout the year. The part day preschool program operates September through May. Our school-aged Summer Splash program is offered June through August and coincides with the West Bend School District Schedule.

The Center is closed for the following holidays:

- New Year's Day
- Thanksgiving Day
- Memorial Day
- Christmas Eve Day
- Christmas Day
- Teacher In-Service Day - Fall
- Independence Day
- Teacher In-Service Day – Spring
- Good Friday

See the current annual calendar for specific closings.

Inclement Weather Cancellations

The **Part Day Pre-School Program** (not the rest of the Center) will cancel classes in conjunction with the West Bend School District. Cancellations will be broadcast on WTMJ radio (620 AM) and TV (Channel 4). This information will also be available at www.todaystmj4.com . "Living Word Part Day Pre-School" will not be separately listed, but will be closed when the West Bend School District has cancelled its classes. If the West Bend School District has a delayed start to the day, all Living Word **Part Day Preschool classes** will be cancelled.

If the **Daycare Center including full day pre-school** must be closed it will be broadcast separately on WTMJ radio and TV (Channel 4) prior to 5:30 a.m.. This information will also be available at www.todaystmj4.com . If the Daycare Center must close **early** due to inclement weather, parents will be given a **two-hour notice** that their child(ren) **must be picked up**.

Administrative Structure

The center is governed by the five-member "Board of Children's Ministries" of Living Word Lutheran Church. The Board reports to the Board of Directors of Living Word Lutheran Church. The center administrator reports to the Board of Children's Ministries. The Board of Children's Ministries is responsible for setting the policies that are in effect.

License Posting & Other Notices

The daycare license is posted on the Parent Bulletin Board in the front lobby. Any violations cited by the state inspector will be posted next to the daycare license.

Other parental notices will be given in monthly newsletters or placed in your child's mailbox or cubby.

Non-Discrimination Policy

Living Word Child Development Center does not discriminate on the basis of race, gender, color, creed, disability, national, or ethnic origin in the administration of its policies.

Attendance

For security purposes, daily attendance records will be maintained for each child. Parents are responsible for checking their child in and out via signing the sign-in and out sheets. It is required for parents to inform the teacher when they are checking their child in or out. If your child is absent, please call the center to notify us immediately.

Late Pick Up

To ensure order and to maintain the state mandated teacher-to-child ratios, an additional fee will be assessed for care beyond your scheduled pick-up times at the rate of \$1.00 per minute, as per the Administrators discretion.

Confidentiality of Information

The Center staff is committed to maintaining the privacy of children and their families. The staff shall not discuss or disclose personal information without the written consent of the parent and the approval of the Center Administrator. Parents may request to review any records or medical logs maintained on their child(ren).

Child Abuse/ Neglect Reporting

The Center staff is required to immediately report any known or suspected child abuse or neglect to the County Department of Social Services or local Law Enforcement Agency.