

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 tissues 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

School Principal: Mr. John Schultz
Preschool Teacher/Director: Mrs. Diana Stockfisch
Preschool Teacher Aide: Mrs. Stephanie Zinkel



PILGRIM LUTHERAN PRESCHOOL POLICIES AND INFORMATION

Green Bay, WI

The Mission-Purpose of Pilgrim Lutheran School **“Educating children with the foundation and love of Jesus Christ”**

The purpose of our 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, gender, 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 can participate as a cooperative parent within the classroom during the year on prescheduled dates. The parent would be an assistant to the teacher in accordance with the "Duties of a Participating Parent".
- 5) Anyone assisting in the classroom or attending field trips, must complete a background check, by submitting an online application prior to helping. This can be found on the pilgrimluth.org home page. Please contact the School Office if you have questions.
- 6) To enroll a child, the applicant must submit an application online, pay the registration fee and attend the parent-teacher meeting scheduled prior to the school year. The meeting will include instructions for the parents who will be working with children, and additional information related to the Preschool program.
- 7) Enrollment for eligible children will start the end of January, along with the non refundable fee.
- 8) Applications received after classes are full will be placed on a waiting list.
- 9) 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.
- 10) No child may be enrolled in more than one class per week.
- 11) 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, and/or vomiting. In addition, please notify the School Office if anyone in your household has Covid and/or your child(ren) have been directly exposed. School Protocol will be discussed with the family, so the child(ren) are properly quarantined and/or isolated.

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 8:05-11:05 a.m. The 2-day session is on Tuesday and Thursday from 8:05-11:05 a.m. An afternoon session will be offered if both morning sessions are full.
- 2) A non-refundable registration fee of \$100 must accompany the online enrollment. This fee includes the cost of purchasing new materials each year for arts and crafts, and all registration expenses.
- 3) Tuition for the two-day program is \$1100 and three-day is \$1650. The Tuition payments can be made via check, cash or credit card. Monthly transactions can be automatically deducted with your checking account or paid online with a credit card. Money will not be refunded for school days missed.
- 4) If a child is in full time Daycare at Pilgrim, the tuition is waived. Only the registration fee is due.
- 5) 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.