

**Peace Lutheran School
Early Childhood Center
Parent Handbook**
SPC Approved 8/21/2026



**Peace Lutheran Early Childhood Center
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Welcome

Peace Lutheran Early Childhood Center (ECC) extends a warm welcome to all families who will be attending any of our programs – childcare (such as infants and toddlers), early childhood (such as preschool and prekindergarten), Summer Camps, and our Before/After School care. It is our goal that Peace will be a positive educational learning experience for your children.

This handbook has been prepared to assist you in understanding our programs. It will explain our philosophy, policies and procedures. It will also help you in the preparation of your child for participation in the classroom. Please read your parent handbook as soon as possible and refer back to it whenever you have questions. If you have any questions or concerns that are not covered in the handbook or are unclear to a statement, please reach out to the ECC Program Director/Administrator.

Mission Statement

Peace Lutheran's ECC programs offer families a Christ-centered educational environment for your child's growth and development. The Christian home is primarily responsible for, and most influential in, early childhood development. Our program assists parents by providing a routine with a balanced daily plan of activities which are age appropriate and developmentally appropriate for each child. Emphasis is placed upon the overall development of spiritual, physical, social and emotional, cognitive and language growth through child-centered activities. Our approach to play and learning is different each day to meet the needs of children with all learning styles. Children are given freedom to explore, create and use equipment and materials within our structured setting. Structure that fosters creativity is the overall learning philosophy.

Our programs enlarge the child's view of his/her world and provide opportunities for the child to see himself/herself as a member of a larger family, the community, and also as belonging to God's world. Home and school are united in a common goal to prepare each child both academically and spiritually.

Philosophy

- To help mold children in a Christ-centered environment during their crucial developmental years.
- To guide children to a better understanding and a more extensive relationship with Jesus Christ as their Savior.
- To develop in children an understanding of who they are and how they relate to others.
- To help children learn to interact with their peers.
- To serve as a mission endeavor and outreach in the community.
- To provide educational activities that allow children to reach their full potential.
- To provide daily activities to encourage spiritual, physical, social, emotional, and cognitive growth of your child in a safe setting.
- To establish the foundation for later formal education by forming an early and close home-school relationship.
- To develop a positive attitude toward themselves and their achievements.
- To create an environment; which promotes a positive learning experience.

Spiritual Growth

Worship

You and your child are highly encouraged to attend weekly worship services. As a Christian Early Childhood Center, one of our main objectives is to help both the child and the family grow spiritually in the love of Jesus Christ. We invite you to the worship with us! Click [here](#) for service times and locations.

Singing in Worship Service

Our Multi-Age, Preschool and Prekindergarten children will have the opportunity to sing in front of church at different times of the year. It is our hope that you will be supportive of these opportunities for your child to share their love of Jesus through song on these dates.

Hours of Operation

Peace ECC operates from 6:30 a.m. until 6:00 p.m., Monday through Friday. Holiday and other closures can be found [here](#).

Unplanned Closures

When Peace ECC has an unplanned closure (snow day, temperature, impending weather), Child Care will open at 8:00am. We may occasionally close earlier than 6:00pm if necessary for the safety of your children and our staff. We will notify you through the Bright Arrow messaging system or School Status as soon as possible of the new closing time for that day if it has not been posted on the entry doors when you drop off your child that day.

Early Childhood Center Licensing

Peace Lutheran ECC Programs are recognized by the State of Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP), and are governed under its direction and guidance. Our programs meet the State Department of Education requirements. Our classrooms are also accredited by the National Lutheran School Accreditation and the Michigan Non-Public School Accrediting Association.

Licensing Notebook

This school maintains a licensing notebook of licensing inspection and special investigation reports and related corrective action plans. This notebook is available in the Early Childhood Center. You can also find reports from the past two years on the licensing website at www.michigan.gov/childcare

Programs Descriptions and Age Guidelines

Peace ECC focuses on two specific program groups – Early Childhood and Child Care.

Our Early Childhood programs include Preschool and Prekindergarten.

Our Child Care programs include Infants, Toddlers, Twos, and Multi-Age, as well as K-8 Before and After School Care, Preschool Summer Camps, and K-3 Summer Camps.

Want to learn more? Contact one of our ECC Directors/Administrators at 989.792.2581.

Ratios

Peace ECC follows the guidelines set by MiLEAP Services regarding the number of children allowed per adult. This helps ensure the highest level of care. The current ratios are as follows:

<u>Age Group</u>	<u>Required Staff to Child Ratio</u>	<u>Maximum Group Size</u>
Infants/Toddlers (birth to 30 months)	1:4	12
Older Toddlers (30 months to 3 years)	1:8	16
Preschoolers (3 – 4 years)	1:10	30
Pre-K/Young 5s (4 years to school age)	1:12	36
School age (kindergarten and up)	1:18	36

Teacher Trainings

All teachers will be trained during an orientation at the time they are hired. This will include a review of the personnel and parent handbooks. This includes the health care services plan, the discipline policy, and crisis management procedures, as well as 10 hours of Health and Safety training is as required by licensing.

Policy review and child development topics are a regular part of age specific quarterly teacher training meetings. Attendance at child development and health care related trainings are required in order to meet the annual state training requirement rules. Written material will be made available to the teachers as it is obtained about policy changes.

All Early Childhood staff are trained in CPR, first aid, and prevention and control of infectious diseases.

Entrance Policy

Peace Lutheran ECC is open to any family regardless of church affiliation and admits children of any race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to children at the school. These programs do not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational and admission policies.

Children that enter the programs with special needs or are diagnosed with special needs after initial entry will be evaluated periodically. As they grow and change age groups and classrooms, the licensing ratios

of adults to children changes. If the child with special needs is in need of more direct or specialized care, is a direct threat to the other children, imposes an undue burden, or fundamentally alters the nature of the program, we will make every effort to help the parent find a more appropriate program for their child.

Admission Policy

Priority of Admittance

1. Peace Lutheran School and ECC Families (currently enrolled)
2. Peace Lutheran Church Member Families (not currently enrolled)
3. Community Families

Children must be in good health with all immunizations current. A health appraisal form must be completed and signed by a physician before the child will be permitted to attend any program. This form is good for ONE YEAR. If you personally object to having your child immunized, the proper waiver forms must be completed and submitted by the first day of school. Waiver forms are available at your county health department.

Having been enrolled in an early childhood or child care class this year does not automatically re-enroll your child for the following year. You must pay the annual enrollment fee by May of the current school year to maintain the future enrollment for the next school year.

Exclusion Policy

When your child is enrolled in our early childhood program, it is anticipated that he/she will remain with us for the entire school year. However, if it should become necessary for you to withdraw your child, we ask that you provide 30 days written notice. For our Early Childhood programs, no refunds are given for the month of withdrawal. For our Child Care programs, payment is expected for the time your child was actually in the program.

If a child is unable to make proper adjustments, or is considered in any way a detriment to other children in the program, then, upon recommendation from the teacher, the program director may ask a parent to withdraw that child from that program. The final decision to remove a child rests with the Teacher, the Program Director, and the Principal/School Pastor.

Reasons for withdrawal may include but are not limited to:

- Behavior that presents danger or is detrimental to other children and staff.
- Failure to keep up with weekly/monthly tuition payments.
- Evidence of not being completely toilet trained for those attending Prekindergarten.
- Not keeping current with the immunizations policies and/or not providing proper waivers.
- Not returning proper state mandated paperwork.
- Failure to comply with the rules of any other policies.

Enrollment Documentation

- Completed online registration form. **
- Annual Physical Health Appraisal Form or Well Visit printed from your child's patient portal must be completed and signed by your physician or nurse practitioner or on their letterhead (must be on file within 30 days of the child's first day). You will be required to update this annually until your child enters kindergarten. ***
- Current immunization record (or waiver) (form must be provided by health department, center is not able to provide) based on the EPSDT immunization schedule (must be on file on the child's first day in attendance). You will be required to bring in a new record each time your child receives a new vaccine. **
- [Medication Permission and Instructions](#) (if applicable) **
- Completed Child Nutrition Form ([K to 8 Care, Summer Camps, Multi-Age](#)) **
- Completed Child Nutrition Form ([Infants, Toddlers, Twos](#)) **
- Completed Media Release Form
- Non-refundable registration fee paid.
- [Financial Agreement Form](#)
- [Bright Arrow Form](#)
- Completed Parent Handbook Acknowledgement Form **

**required by the State of Michigan

***required by the State of Michigan as well as the Saginaw County Health Department

Check In/Out Procedures

- Children must be signed into and out of their classroom each day unless being walked into or out of their classroom by their teacher.
- In case of emergency (car breaks down, storms, etc.) it is your parental responsibility to call a relative, neighbor, or friend to pick up your child. This person must be listed on the child's Information Record as someone the child may be released to. If you cannot find or reach your emergency person and you arrive after 6:00 pm to pick up your child, current after-hours care pick up charges will apply.

Health Policies

At Peace, we want to help all children and teachers achieve and maintain a good state of health. Therefore, we request parent's cooperation and compliance with our health policy.

Your child's Lead Teacher will watch for signs of illness/conditions that would make it unsafe (for themselves or others) for them to remain in the classroom setting.

Contagious often refers more to person-to-person contact (sharing toys, coughing, sneezing, or touching surfaces).

Communicable is a broader legal term used by the State of Michigan and our local health department. It includes all contagious diseases, but it also includes illnesses caught from contaminated food, water, or insect bites (like Salmonella or Lyme disease).

If your child is diagnosed with any illness officially designated as a reportable communicable disease by the health department, you are required to inform us immediately. We will protect your child's privacy, but are required to notify all ECC families that a case of that specific illness has been detected.

Signs of Illness

Signs of illness that will be watched for include

- Fever (except low grade after immunizations or during teething)
- Rash
- Water filled blisters (possible impetigo)
- Red raised scaly areas (possible ringworm)
- Ear pulling (possible ear infection)
- Thick discharge from nose
- Red, watery eyes, and crusted lids (possible pink eye)
- Runny or blurry eyes
- Cracks and itching between toes (possible hand, foot, and mouth)
- Rectal itching (possible pinworm)
- Diarrhea
- Change in frequency of bowel movements
- Change in appearance or consistency of stool (brown, green or yellow can be normal)
- Blood or pus in the stool
- Blood or pus coming from any body opening, including mouth, nose, vaginal or urethral
- Child who looks or acts different
- A usually active child who is suddenly lethargic
- A usually quiet child who is suddenly restless
- Wheezing/labored respiration; crowing, barking
- Color change to pale, blue, cyanotic
- Cough, harsh or deep
- Vomiting
- Spitting up beyond what is considered normal for your child

Any of the above symptoms will be noted and reported to the Program Director or Lead Teacher. A written notice will also be provided to the parents.

If the child displays any of the following symptoms, they will be sent home:

- A temperature of 101 degrees or higher, without medication, within the past 24 hours.
- Diarrhea or vomiting within the past 24 hours.
- An undiagnosed rash. A doctor's note is required before returning to child care.
- Eye infections (conjunctivitis or pink eye) with or without discharge. (24 hours of antibiotic eyedrops required before return) A doctor's note is required before returning to child care.
- Diagnosed ear or throat infections (24 hours of antibiotics required before return).
- Severe cold or bronchitis with sneezing, nasal drainage, hoarseness, or coughing.
- Any contagious disease or condition (strep, measles, mumps, chicken pox, scarlet fever, whooping cough, head lice, fifth disease, etc.)

When your child's teacher observes any of the above symptoms, you will be notified by the Program Director or Lead Teacher that your child needs to be picked up and/or seen by a doctor. We will use the names and phone numbers provided on the Child Information Record if the parents are not available.

Contagious and/or communicable diseases that reach the level of serious or outbreak-level will be reported to the health department as required by law. Parents will also be notified, in writing, of the outbreak, the exact name of the disease, and the symptoms that you should watch for.

Children who have been sent home with vomiting or a fever may not return for a minimum of 24 hours. Please remember that our goal is the health and safety of your child, as well as the other children and staff in our center.

If the school has sent your child home with a note stating that your child must be seen by a doctor, please return with a note signed by a doctor that states your child is no longer contagious and can resume all school activities.

Measuring Temperatures

Staff use non-invasive electronic forehead (temporal) or ear (tympanic) thermometers. Under no circumstances do staff take rectal or oral temperatures.

Parents will be notified if the temperature reaches 101°F or higher.

Medication

Prescription medication is administered when it is brought in the original container provided by the pharmacy with the original directions clearly marked. Parents must sign a [medication form](#) when they drop off the child. We are not able to administer medication without this form. Make sure to give all medications to the classroom teacher at drop off. Do not leave medication in your child's backpack. Some children may experience a reaction to medications; therefore, we ask that the parent administer all first doses of a medicine at least 12 hours before the child attends school. Your child's teacher will see that all necessary forms are completed, administer the medication, and record dosage of medication given to the child. Volunteers will not dispense medications.

Pediatric First Aid and Emergency Procedures

Our children are under constant trained supervision while in our early childhood programs, and as much as possible, dangerous situations are foreseen and prevented. The staff and classrooms are equipped to deal with minor accidents. Each classroom is equipped with a first aid kit. All Early Childhood staff are trained in CPR, first aid, and prevention and control of infectious diseases

We strive to provide a safe and accident-free atmosphere for your child. However, if a child is injured while at school we will:

1. Administer basic First Aid/CPR/AED
2. Call parent or persons listed on child information card
3. In case of serious injury, 911 will be immediately called

As per MiLEAP, Peace ECC will take the following steps in the event of a medical treatment or hospitalization for any major injury, accident, or medical conditions that occurs while the child was at Peace ECC. Examples include broken bones, stitches, concussions, seizures, allergic reactions, etc:

- Peace ECC will immediately notify the parent or, if we are unable to contact the parent, we will notify the emergency contact
- Peace ECC will make a verbal report to the State within 24 hours of the incident
- Peace ECC will make a written report to the State within 72 hours of the incident

- Report will include parents' names and contact numbers in order for MiLEAP to contact you.

In the event of notification by the parent of medical treatment or hospitalization of any major injury, accident, or medical condition that occurs while the child was at our ECC, these same steps will be followed.

Additionally, in the event of any of the following licensing incidents:

- A child is lost or left unsupervised
- There is an allegation of sexual contact between two or more children, or a child and an adult
- Physical discipline of a child by a staff member or volunteer

these same steps will be followed.

Safety Drills

Throughout the year, the entire building, including Peace Lutheran ECC, will practice proper procedures concerning safety. Scheduled drills will take place and are recorded in a log.

Licensing recommends best practices as to the time the drill should take place. Peace Lutheran ECC strives to complete the drill in the recommend time allotments.

The following drills are performed throughout the year:

- Flood
- Power outage
- Extreme weather events
- Other natural or man-made emergencies
- Bomb threats
- Intruder or active shooter
- Fire **
- Tornado**

**drill log posted on school website

Drill procedures, evacuation routes, and shelter locations are maintained in each classroom.

Snacks and Meals

Snacks, meals, and beverages will be provided by the parents for their own child. Your child's teacher will let you know if a certain food is prohibited due to food allergies.

Child Care Nutrition Plan

[Infants, Toddlers, Twos](#)

[K to 8 Care, Summer Camps, Multi-Age](#)

Click below to read the USDA nutrition guidelines.

[Infant Nutrition Plan](#)

Children and Adults

[Breakfast](#)

[Lunch and Supper](#)

[Snack](#)

Your child is welcome to bring a special treat on his or her birthday. Please remind the Lead Teacher on the day before and verify the number of treats needed as this number can change daily. Please bring an age-appropriate treat that meets any allergy requirements of your child's room. Treats should be individually wrapped, or individual packaging (such as a resealable bag) sent, in the event that the class does not have time to consume the treat that day.

[Allergies](#)

Any allergies will be posted on the inside of the cabinets by the sink and/or included in the emergency backpack.

[Absences](#)

If your child will be absent on a given day, due to illness or some other reason, please contact their teacher either by email or through SchoolStatus. Please report the specific reason for the absence.

Anytime your child will be gone because of vacation, extended weekends, etc. please let your child's teacher know prior to their departure.

Regular attendance is very beneficial for the children. It will also help them to develop good habits as they begin to prepare for the age when school attendance is required.

Refer to the Financial information for explanation of how charges are administered in the event of an absence.

[Upsets in Home Routine](#)

Sometimes variations in a child's behavior are for reasons other than physical. It is a good idea to tell the teacher or Program Director by note or phone call if anything unexpected happens at home. For instance, illness at home, a death in the family, death of a pet, out of town guests, etc.

[Discipline](#)

Click [here](#) for our discipline policy, including Mandated Reporter requirements.

Daily Routine

Below is a sample of our daily routine. It is a sample only, but outlines what a typical day might look like for children in our Child Care Center. Here at Peace, we know your child will do best when they feel safe, know what to expect, and are presented with multiple opportunities for growth. This is supported with structure, but also flexibility, to allow for adjustments based on what best suits your child. This will include outside time, inside time, child directed time, and teacher directed time.

- 7:00 AM – 8:30 AM | Arrival & Child-Initiated Free Play
 - Greeting families, handwashing, and open exploration of learning centers (blocks, dramatic play, reading corner).
- 8:30 AM – 9:00 AM | Breakfast / Morning Snack & Clean Up
- 9:00 AM – 9:20 AM | Morning Circle Time (Teacher-Directed)
 - Calendar, weather check, daily story, and group discussion.
- 9:20 AM – 10:30 AM | Learning Centers & Small Group Activities (Free Play Mix)
 - Children choose activities while teachers pull small groups for targeted skill-building (art, math, or literacy).
- 10:30 AM – 11:30 AM | Outdoor Gross Motor Play (Mandatory)
 - Structured playground games and unstructured free play outdoors. (Moves indoors if weather violates policy).
- 11:30 AM – 12:15 PM | Handwashing & Lunch
- 12:15 PM – 12:30 PM | Story Time & Transition to Cots
- 12:30 PM – 2:30 PM | Rest / Nap Time
 - Quiet activities (books, puzzles) are provided on cots for children who wake early or do not sleep, per Michigan rules.
- 2:30 PM – 3:00 PM | Handwashing & Afternoon Snack
- 3:00 PM – 4:00 PM | Afternoon Outdoor Play or Active Indoor Play
- 4:00 PM – 6:00 PM | Table Toys, Free Play & Dismissal
 - Quiet choices and free exploration as children depart for the day.

Outside Play

As a Child Care Center that operates for 3 or more continuous hours a day, we are legally required to have outdoor play time unless safety risks or inclement weather prevent this. While Michigan law does not mandate a single, exact temperature cutoff for outdoor play, we are encouraged to use the [Great Start to Quality Weather Guidelines for Children chart](#).

Written Daily Record

For children in our infant and toddler programs, a written daily record will be provided. You can see a sample [here](#). This record will provide at least the following information:

- Food intake, time, type of food, and amount eaten
- Sleeping patterns indicating when and how long your child slept
- Elimination patterns, including bowel movements, consistency, and frequency
- Developmental milestones
- Changes in the child's usual behaviors

Dress Code

Children in our Child Care programs (Infants, Toddlers, and Multi-Age), should adhere to the following guidelines:

Please make sure that your child is dressed for the day upon arrival to the ECC. Outfits should be machine washable to accommodate floor play, outside play, and messy craft projects (think paint!). Fully enclosed, rubber soled shoes are safest. A dress should be accompanied by shorts or leggings. We also ask that your child does not wear designs or logos that may be perceived as inappropriate for a Christian school (such as skulls or cross-bones).

As outlined in Outside Play, we will spend time outside. Please ensure that your child has appropriate, season-specific clothing so that they can safely participate. This should include temperature appropriate coats, hats, gloves, snow pants and boots in winter and hats, closed toe shoes and sunscreen in summer. Please make sure all items are labeled with your child's name.

Children in our Early Childhood programs (Preschool and Prekindergarten) follow the dress code found in the K8 manual. You can find that [here](#).

A complete change of clothing is required to be kept at the ECC or in your child's bag for children in all ECC programs. Please make sure all clothing is labeled and place them in a resealable bag.

Progress Report and Conferences

The Brigance child assessment tool is used to identify areas of growth and/or areas of concern. Observations during large group activities or free play, anecdotal records, and one to one activity make up the current ways in which information is collected. Parent conferences are offered twice yearly to express parent or teacher concerns and to ask questions. Referrals may also be made if Peace is unable to meet the child's needs after using behavior and learning logs for determination.

The Brigance Core Assessment Tool measures gross and fine motor skills, receptive and expressive language skills, self-help and social-emotional skills, and academic skills and cognitive development. This assessment will be completed twice a year and offered for review by a parent/teacher conference. Alternatively, the assessment can be sent home with your child.

Safe Sleep Policy

In compliance with licensing, we follow the safe sleep practices listed [here](#) for children under 12 months old.

Toys/Personal Belongings

In order to maintain a safe classroom environment for all children, we ask that you not send toys from home. A comfort item such as a stuffy or blanket is welcome. Please make sure it is clearly labeled with your child's name.

Class Supply Lists

Look for your child's supply list to be sent home with the classroom welcome letter.

Volunteer policy

The Program Director or Lead Teacher on duty will supervise all volunteers. Volunteers will refer all disciplining of the children to the paid teachers. Volunteers will not be left alone with children at any time. A volunteer screening is completed on each volunteer.

Filter First Safe Drinking Water

Our DWMP (Drinking Water Management plan) is in place and available upon request.

Financial

The cost of a full-time Christian education is considerable when including the cost of building, maintenance, salaries, materials, and curriculum. Much of these costs are shared by all members of Peace Lutheran Church. They do so because they realize the importance of Christian Education for all and in support of our vision: We are "disciples making disciples."

Different than for our Community families, Member families may be eligible for a discounted rate in some of our early childhood programs such as preschool and pre-kindergarten.

Member families must be Members in good standing as defined as: having one parent/guardian and an enrolled student who attends weekend (including Lent/Advent/special) worship services a minimum of 50% of the weeks on a quarterly basis. The number of worship services in any given quarter is defined by the number of worship services that fall within the quarter from the opening to the closing of the school year. Specific Peace dates are published in the School Calendar.

Children eligible to attend Sunday Bible Club (SBC), through grade 5, may attend either SBC or a worship service to qualify for Member in Good Standing status. Grades six through twelve must attend worship services to meet attendance requirements. The member shall be responsible for filling out a [Quarterly Worship and Tuition Policy Record](#) and turning it in by the published due date at the end of each quarter.

Online services are permitted towards the required percentage (when out of town, ill, inclement weather, etc.). Families are encouraged to minimize the use of streaming and make every effort to worship live and have fellowship with the Peace family. Simply, we want you to be in worship with us.

Families that are not able to maintain worship requirements may not be able to maintain their Member family status and rates.

For those school families that do not attend or hold membership in a church, the faculty will actively invite them to attend Peace. The Pastors meet regularly with potential new members explaining the teachings of the Lutheran Church-Missouri Synod. Please call the church office (989.793.9025) for a personal pastoral appointment.

Tuition Policy

Rates for all Early Childhood and Child Care programs are reviewed annually by the Tuition Review Committee and approved by both the School Policy Committee and the Board of Directors.

Early Childhood programs (such as Preschool and Prekindergarten) are annual programs with rates set accordingly.

Child Care programs are on an as (services) needed basis and are structured accordingly.

You can find our current Early Childhood Program rates [here](#).

You can find our current Childcare Program rates [here](#).

Tuition and child care payments are due and made to the FACTS tuition management program on the day of the month established by each family, August through April.

Fees apply to late and returned payments.

Students who enroll mid-year are assessed tuition as follows: September 100% of annual tuition, October 90%, November 80%, December 70%, January 60%, February 50%, March 40%, April 30%, and May/June 20%. Enrollment fees will apply. Please see the enrollment fee section for further details.

Students who withdraw mid-year are refunded tuition as follows:

- No refunds are given for the month of withdrawal.
- Prepaid months not attended, with a 30-day notice, will be refunded at 100%. If 30-day notice is not given, the date of notice or withdrawal plus 30 days will be assessed and charged. All future unattended months will be refunded at 100%.

Students who withdraw mid-year will be billed in accordance with this policy and payment is expected upon withdrawal.

Community members who become Peace members mid year will be granted the Peace member tuition grant beginning in either June or December and upon the completion of their new member meeting with one of the pastors. For any prepayments that have been made, no refunds will be given but instead a credit will be issued toward tuition charges for the following year.

In order to manage and maintain staffing levels to offer the best possible care to your child, as well as to meet MiLEAP requirements for care standards, all child care that has been scheduled for, including K8 calendar closures and summer camps, as well as general care for infants, toddlers, and multi-age, will be charged as scheduled without a 24 notice of cancellation. This includes illnesses, vacations, or general absences. Minimum scheduling blocks and billing units (i.e., 2 day minimum) still apply.

Past Due accounts

Peace Lutheran School is a ministry of Peace Lutheran Ministries. We work very hard to be good stewards of the fees, tuition and charges that we assess. It is very important that accounts are kept current to allow Peace to effectively provide our infant through 8th grade ministry.

Occasionally, we understand that a family's circumstances may cause an account to become past due. In the event that this occurs, parents are expected to proactively notify the school or finance office.

The following protocols have been established to assist you in maintaining current accounts:

Accounts that reach 30 days past due should expect a contact from the Director of Finance to establish a plan to bring your account current and to minimize additional late fees.

Accounts that reach 45 days past due may require an immediate meeting with administration to establish a plan to bring your account current and to minimize additional late fees.

Accounts that reach 60 days past due without an approved payment plan in place may be cause for denial of continued services (extracurricular activities such as field trips, class trips, etc.). Parents will be notified that students may not return until the account is paid in full or an approved payment plan is in place. This applies to childcare and to before and/or after school care as well.

Payments for extracurricular activities such as field trips, class trips, etc. may not be accepted while accounts are 60 days past due. Any deposits already collected for extracurricular activities may be applied to past due balances.

Students currently enrolled in 8th grade may not be eligible to attend 8th grade functions such as the 8th grade class trip or the 8th grade graduation if their account is in a past due status. Diplomas will be withheld pending the settling of all account charges.

Enrollment fees collected for the following year may not be accepted while accounts are 60 days past due. Any enrollment fees already paid may be applied to past due balances.

Students may be excluded from school if payments are over sixty days past due. As Peace Lutheran School includes both our Early Childhood/ChildCare programs and our K-8 Christian school, accounts in arrears may be subject to students being excluded from either program until payments are brought current. Promotions, report cards, and transfer of records will be withheld until all bills are paid in full. All charges MUST be current by the last day of school including any charges for K-8 Care. If any charges are outstanding after the last day of school, report cards, diplomas and promotions will be automatically held until paid in full. For charges that cannot be paid through the FACTS tuition management system, parents must make an appointment with the school office during summer hours.

If services have been denied due to nonpayment, Peace reserves the right to require monthly prepayment for at least the remainder of the school year.

For accounts that cannot be collected through these protocols, Peace reserves the right to use an outside collection agency to assist with collection efforts.

Pest Control

We prioritize the safety and well-being of our children and staff, which is why we have a partnership with a pest control company to address any potential pest concerns, particularly ants, within our school building. This company will conduct routine spraying using non-toxic chemicals as a preventive measure. Rest assured, these chemicals are carefully selected to be safe for children and pets. The application will take place during weekends when no children are present. Our commitment is to provide a clean and healthy learning environment for everyone, and this proactive approach ensures that goal.

Revisions

The information within this handbook may at any time be subject to change. If revisions are made, all parents with children enrolled in the program will be notified in writing.