

COMMUNICATION FORM

Wittenberg Lutheran Preschool Program

The safety and well-being of your child while in our care is our top priority. It is for this reason that Wittenberg Lutheran Preschool must be able to reach a parent, legal guardian or other person listed on the emergency form at ALL times. We must be able to personally speak with an individual within 10 minutes of making the first phone call. This policy stands regardless of the reason for the phone call.

If we are unable to reach an individual for any reason, the following will apply.

- WLPP administration reserves the right to make all decisions concerning the well being of your child. This includes, but is not limited to: providing a healthy lunch, providing a coat for outside play,, providing a change of clothing, etc.
- In the event of a medical emergency, WLPP administration will call an ambulance if needed, will transport your child to the nearest emergency facility (regardless of hospital choice), will make decisions concerning the treatment of your child, make all other decisions deemed necessary until a parent, legal guardian or family representative is present.
- All costs incurred or associated with decisions that are made by the administration on your behalf are your responsibility and if WLPP has provided the funds to care for your child, the cost will be added to your account and will be billed to you.

In the event that we are unable to reach an emergency individual for any reason, the following will apply:

- The first time we are unable to reach an emergency contact, regardless of reason, a reminder will be sent home and a warning will be placed in your child’s file.
- The second time we are unable to reach an emergency contact, regardless of reason, a letter from the director will be sent home and placed in your child’s file.
- The third time we are unable to reach an emergency contact, regardless of reason, a two day suspension will occur.
- The fourth time we are unable to reach an emergency contact, regardless of the reason, the child will be expelled from the program and you will be responsible for the tuition until another child takes that space.

I, the undersigned, agree and will comply with the Wittenberg Lutheran Preschool Communication Policy.

Signed _____ Date _____

Witness _____ Date _____