

# Weddington Christian Preschool

**A ministry of Weddington Church**

*with campuses at Weddington and Bonds Grove*

## Parent Handbook

Revised 2022



**Weddington Christian Preschool**

A ministry of Weddington United Methodist Church

### Weddington Campus

(704)849-7628 fax (704)709-8357

13901 Providence Road

Weddington, NC 28104

[weddingtonchurch.org/wcp](http://weddingtonchurch.org/wcp)

### Bonds Grove Campus

(704)843-6785 fax(704)893-8052

8215 Bonds Grove Church Rd

Waxhaw, NC 28173

[weddingtonchurch.org/wcp](http://weddingtonchurch.org/wcp)

2022-2023 School Year

Dear Parents and Families,

Welcome to Weddington Christian Preschool. We are so grateful for the privilege of being in ministry with you and your child through Weddington Christian Preschool which is a ministry of the Weddington Church. Children are precious gifts from God.

*Jesus said, "Let the little children come to me, and do not stop them; for it is to such as these that the kingdom of heaven belongs." (Matthew 19:14 NRSV)*

I am so proud of our teachers and Preschool team. Our Preschool team truly loves your children and feel called by God to be in ministry with them. We recognize that with every great privilege comes great responsibility. Our teachers and staff, our Preschool Board, and our church are committed to providing the best preschool program possible for your child.

*Train children in the right way, and when old, they will not stray. (Proverbs 22:6 NRSV)*

We would love for you to become a part of our church family. You are always welcome. We offer a variety of worship styles and times. We worship at our Weddington, Bonds Grove, and Monroe campuses. We have wonderful discipleship ministries for children, youth, and adults. We are engaged in vital local and foreign missions. You can learn more about the ministries and missions of this church by visiting our [website](#).

If I or any of our church ministry team can ever do anything for you, please do not hesitate to ask. We consider you part of our congregation and ministry.

We pray God's blessings on you and your family as we begin this new school year together.

In ministry together,

Rev. Dr. Terry L. Moore

Senior Pastor

terry.moore@weddingtonchurch.org

## **Statement of Purpose and Philosophy**

Weddington Christian Preschool is a ministry of Weddington Church. Our purpose is to provide a caring Christian environment in which children may grow in the grace and knowledge of our Lord Jesus Christ. We believe our developmentally appropriate curriculums and our atmosphere of love and trust will help the children develop a love of learning and help them grow and develop cognitively, physically, emotionally, spiritually and socially.

## **Preschool Goals**

Our program embraces sound child development principles to provide a nurturing experience for our young children in a Christian setting. In our loving, secure environment, children learn to trust adults other than the parent while developing confidence in themselves and in their abilities. Children learn to work successfully with others and are free to explore their own capabilities and the world around them.

We strive to:

- treat all children as persons of value.
- work with parents to assure understanding and appreciation of each child's unique talents and needs.
- provide for the individual needs of each child in small-group settings.
- provide for the developmental needs of each child: social, emotional, intellectual, physical, and spiritual.

## **School Leadership**

As a ministry of Weddington Church, *Church Leadership* and the *Preschool Board* will provide guidance to the program and the director of this ministry area. Board members include church members and members of the preschool community.

The *Preschool Director* of the program and *Assistant Directors* of each campus lead the teaching staff in the day-to-day operations of the school.

Our *VIP (Volunteers Impacting our Preschool) Committee* is the volunteer support body for the preschool. Comprised of a chairperson and parent volunteers, the goal of this committee is to actively involve parents in the preschool community in a meaningful way. Parents are encouraged to get involved. Opportunities include: fundraising, missions and outreach, event planning and communication.

*Room Parents* serve in each classroom to assist teachers in various ways throughout the year.

## **Hours of Operation**

Our Preschool Classes on the Weddington Campus and Bonds Grove Campus will operate from 9:00am-1:00pm, Monday-Thursday.

The program operates on a 9-month school year calendar, beginning after Labor Day in September and ending before Memorial Day in May.

Our school calendar coordinates closely with the Union County Public School's calendar for holidays and closings. (Exception: WCP does not follow UCPS make-up days)

## **Registration**

All children must be registered to attend the program. In order to register for our preschool program, you must return the following:

- Completed Registration Form
- Registration Fee
- Children's Medical Report and current Immunization Records
- Pre-paid May Tuition and Supply Fee for the upcoming year

The registration fee is a **non-refundable** fee that reserves a place for your child in the program. Registration for the following school year for current WCP families will be handled through backpack correspondence in January.

Currently enrolled families with siblings have first opportunity for placement. Church members and returning families not currently enrolled are placed next, followed by families from the community for any spaces remaining. Tours are held for interested families prior to the enrollment deadline. Updated enrollment information will be posted on our preschool website.

No child may be enrolled in more than one class (i.e. enrolled in 2 day 2's, Monday/Wednesday class and 2 day 2's, Tuesday/Thursday class).

Weddington Christian Preschool does not discriminate on the basis of race, color, and national or ethnic origin.

All enrolled children must be current with North Carolina immunization requirements. We do not accept any waivers or exemptions.

## **Class Placement**

**Our program offers classes for toddlers aged 12 months-23 months, 2, 3, and 4-year-olds and Transitional Kindergarten.** A list of all classes offered can be found on our website under the Tuition and Classes Tab. All children must achieve the required age on or before August 31<sup>st</sup>. Classes may be added or changed according to need and availability of space. Children will be placed in the age-appropriate class in order to provide the best developmental experience for each child.

**Transitional Kindergarten:** Our TK program is for children who are on track to attend kindergarten but would benefit from another year in a smaller setting. These children typically meet the age requirement of 5 years by August 31 of the current year, have received a teacher recommendation, there is parental desire, and/or have completed a 4-year-old preschool program.

### **Withdrawal Policy**

In the event a child must be removed or withdrawn from the program, a minimum 30-day notice must be given prior to withdrawing from WCP. **NO refund** of tuition for the partial month of attendance will be made. Any tuition payment falling within the 30-day minimum notice will be due to WCP. The supply fee may be refunded until August 1<sup>st</sup> of the current year. The May prepayment of tuition may be refunded through April 1<sup>st</sup> of the current year with the appropriate 30-day notice, as long as other payments are up to date.

### **Tuition Payment/Policies and Procedures**

Tuition is due by the first day of each month (September-April, May tuition was prepaid). Tuition payment options are listed below:

- *Headmaster Online Payment System:* This option allows families to set up automatic, monthly tuition payments as well as print out payment receipts. Families who elect this option will need to request log-in information from the preschool office and once received will need to set up their online account.
- *Bank Bill-Pay:* Paid through your personal bank account using the “**bill pay**” option.
- *Check:* Payable to Weddington Christian Preschool and sent to school in your child’s communication folder or brought to the preschool office
- *Cash:* Please bring to the preschool office and a receipt will be issued.

After the 5<sup>th</sup> of the month, a late fee of \$10.00 will be charged. Any bills not paid by the 5<sup>th</sup> will be invoiced and sent to you showing the delinquent amount.

Anytime there is an extenuating circumstance of need, the parent should discuss the needs with the Preschool Director.

Applicable bank fees will be added to returned checks.

There will be no refunds or credits for days missed due to illness or travel, unforeseen closings for any reason, scheduled holidays or workdays.

Please refer to the website for class offerings and tuition rates. [www.weddingtonchurch.org/wcp](http://www.weddingtonchurch.org/wcp)

To provide start-up funding, prepayment of the final month’s tuition and supply fee are due by May 1<sup>st</sup> of the current year. If prepayment is not received by the due date, a child’s placement may be forfeited.

If you require a statement for your taxes, please call or email the preschool office.

### **Attendance**

Consistency is very important for preschool-aged children, and we highly encourage regular attendance and punctuality. We ask that you respect the times of the program and limit early pick up or late arrival. Late morning arrivals tend to disrupt the class and the teacher. Our desire is that preschool be a positive experience for your child.

### **Carline/Weddington Campus and Bonds Grove Campus**

Carline usually begins for our preschool children several weeks after the start of school, giving the children time to settle into classes. Carline drop-off and pick-up signs and procedures will be sent home prior to starting carline in September. Please plan to read and familiarize yourself with provided carline procedures and share this information with anyone who may be involved with our carline.

Parents will be required to have a designated sign hanging from the rearview mirror in order to pick up their child. If your child is being picked up by someone other than a parent, you must send a note signed by the parent and allow them to use your child's duplicate sign. Those without a sign will need to show a Photo ID and be verified as an authorized release person before a child can be released.

On the days that you will be walking into the building for drop-off or dismissal, please bring siblings inside. **Children may not be left unattended in a vehicle for any reason including; the sibling is sleeping, weather, or inconvenience.**

Please keep in mind drop-off and pick-up can be hectic. For this reason, we ask that you do not carry lengthy conversations with the teacher at this time. Staff members will also minimize conversation to expedite the flow of traffic. If you have any concerns or questions, please ask them to contact you.

We will not place a child in a car without a visible car seat or booster seat. When making arrangements for your child, please make this a priority.

Cell phone use while in the carline is prohibited for the safety of the children and staff. We appreciate your full attention during this important and busy time of our preschool day.

There might be times where we delay or stop our carline for a length of time due to weather or other emergencies. We will communicate verbally during carline, send an email, or send a text through the Remind App.

### **Bonds Grove Campus Arrival/Morning Carline Procedures: Toddlers(12months-23 months)**

*For our Monday/Wednesday, Younger Toddlers*, please plan to arrive at 9:05 and park in the preschool parking lot. You will walk your child and any siblings into the building to their classroom door.

*For our Tuesday/Thursday, Older Toddlers*, families have 2 options:

- Use our regular carpool drop off beginning at 8:50 am OR
- Arrive at 9:05, park and walk your toddler and any siblings into the building to their classroom door.

For those who have siblings at the Weddington Campus, please plan on dropping your older child at the Weddington Campus prior to arriving at the Bonds Grove Campus.

**Bonds Grove Campus Arrival/Morning Carline Procedures: Preschoolers 2's, 3's, 4's**

For the convenience of parents and safety of children, we provide a carline drop-off for our preschoolers beginning at 8:50 a.m. and concluding at 9:05 a.m. Please be as prompt as possible. If you arrive late, please plan to park and sign in at the office.

Parents are responsible for unbuckling their children and having them ready to exit from the left-side door. In order for carline to run smoothly and safely, parents must stay in the car and all children must exit from the left side of the car.

**Bonds Grove Campus Departure/Afternoon Carline Procedures: Toddlers, 2's, 3's, 4's**

Preschoolers will begin dismissal of carline beginning at 12:45 p.m. and concluding at 1:05 p.m. Children will be brought to the left side of the car and parents will buckle them in. Parents will then get back in their car and wait for the signal to move to exit the parking lot. For those who have siblings at the Weddington Campus, please plan on picking your child up from Bonds Grove first and then proceed to the Weddington Campus.

**Weddington Campus Arrival/Morning Carline Procedures: Preschoolers (2's-TK)**

For the convenience of parents and safety of children, we provide a carline drop-off for our preschoolers beginning at 8:50 a.m. and concluding at 9:05 a.m. Please be as prompt as possible. If you arrive late, please plan to park, sign in, and wait in the lobby until children/teachers have all arrived to their classrooms.

Parents are responsible for unbuckling their children and having them ready to exit from the right-side door. In order for carline to run smoothly and safely, parents must stay in the car and all children must exit from the right side of the car.

**Weddington Campus Departure/Afternoon Carline Procedures: Preschoolers (2's-TK)**

Preschoolers will begin dismissal of carline beginning at 12:50 p.m. and concluding at 1:05 p.m. Children will be put in the car by a staff member on the right side of the car and parents will be directed to pull forward into the specified area to secure children in the proper car seat.

**Late Pick-Up: ALL**

Late pick-ups bring unnecessary anxiety to your child and creates hardships for our staff who may have obligations after school. We ask that you be on time when picking up your child. Recurring lateness will result in a \$5.00 late fee for each incident except for extenuating circumstances. The parent or caregiver will be required to sign for a late pick-up. If you are unable to get here on time, please call us and let us know.

**Weddington Campus: 704-849-7628**

**Bonds Grove Campus: 704-843-6785**

### **Authorized Release of Children**

For your child's safety, if there is a change in pick-up, we ask that you send a written notice regarding the change. If you need to make a change in pick-up during the preschool day, you may call the preschool office and notify us. If there is no note or carpool sign, we will only release your child to those designated on the Critical Contact and Medical Information Card and/or Registration Form. A Photo I.D. will be required.

### **Parent Availability**

It is important to know each day where you will be when your child is in our care. We will contact each person listed on the Critical Contact and Medical Information card on file. Please keep the office, as well as your child's teacher, up-to-date with current home, cell and business phone numbers and address changes.

### **Security Procedures**

Realizing that the safety and security of all children and employees of WCP is of utmost importance, policies are in place that must be followed to ensure safe learning environments.

Children must always be accompanied by a staff member or parent and never to be left to walk alone. All staff members can be recognized by their staff badge which is worn at all times.

All doors are locked in all buildings. Visitors and parents wishing to enter once the children are in the building must enter and exit as follows:

*Weddington Campus:* Visitors and parents will be admitted at the double doors at the Education Wing near the WCP office. Please sign in at the Reception Desk and wear a visitor tag when in the building. Please only enter and exit at the preschool entrance.

*Bonds Grove Campus:* Enter at the door by the playground, sign in at the office window, and wear a visitor tag when in the building. Please only enter and exit at the preschool entrance.

### **Weather Closings**

Unplanned closings will be posted online on our website: [www.weddingtonchurch.org/wcp](http://www.weddingtonchurch.org/wcp), posted on our Weddington Christian Preschool Facebook page, sent out by email, and a text announcement will be sent via the Remind App.

There will be no makeup days or partial tuition refunds in the event of unplanned closings for any reason or for scheduled holidays and workdays.

### **Inclement Weather Policy**

WCP follows the Union County Public Schools inclement weather postings.

Union County Public Schools-Closed: WCP will be Closed

Union County Public Schools-2 hour delay: WCP/Preschool Classes: **10:00**-1:00

Union County Public Schools-1 hour delay: WCP/Preschool Classes will be on time: **9:00**-1:00



## **Health and Safety**

WCP seeks to maintain a safe environment for all children enrolled in our program. Please keep us informed and updated of any health or allergy issues your child may have throughout the year. It is also helpful to know if your child participates in any therapy services.

## **Immunizations**

WCP Immunization Policy states that all children must be immunized according to current charts published by the NC Dept. of Health and Human Services:

([www.cdc.gov/vaccines/schedules/hcp/imz/child-adolescent.html](http://www.cdc.gov/vaccines/schedules/hcp/imz/child-adolescent.html))

Current Immunization Records must be updated and kept current during the school year for your child to remain in school. There are no exceptions to this rule and no waivers of any kind are accepted.

**If this is your child's first year at WCP, we require current Immunization Records and a Children's Medical Report signed by your child's physician to be turned into the office by September 1<sup>st</sup>. Once this is on file in our office, parents will not need to update this again for future years at WCP unless there is a health or immunization change.** The Children's Medical Report can be printed, beginning June 1<sup>st</sup> of the current year, from our website and faxed directly to the preschool office from the doctor's office. Immunization Records can also be faxed directly to our office.

## **Illness/Sick Policy**

We make every effort to maintain a healthy environment and prevent the spread of germs and illness. It is required that children with the following symptoms remain home:

- Fever within last 24 hours, unidentified rash, or cold
- Vomiting or diarrhea within last 24 hours
- Deep cough or sore throat
- Contagious/communicable disease (chicken pox, strep throat, impetigo, conjunctivitis (pink eye), pneumonia, flu, fifth disease, hand/foot/mouth, head lice, cytomegalovirus, molluscum contagiosum, mumps, measles, ring worm, etc.)
- Matted or runny eyes

**NOTE:** Any child who comes to school with the above conditions will not be allowed to stay and the parents or emergency contacts will be called.

In the event that your child is diagnosed with a communicable disease or contagious illness, we ask that you notify the office with the diagnosis as soon as possible so that we may notify our other families if necessary. We also ask that parents send in a brief note describing a child's illness after an absence.

- Information about a child's condition will not be disclosed to others except as authorized in writing by the parents or guardians.
- Written authorization may be requested from the parents, if in the Director's opinion, such information is necessary for our staff to properly care for the child and to protect other children from any health risks.
- If the Director is informed or has a reasonable basis for believing a child has or is a carrier of a communicable disease, but has no information on file, information may be requested from the parents and a medical evaluation of the child required at the parents' expense.

**NOTE:** WCP may modify or add to this policy depending on the circumstances of an individual situation or as scientific knowledge becomes available. If necessary, the Preschool Board will consider the extent of a threat to the school community and make recommendations to eliminate or reduce any health risk.

**NOTE:** WCP will not administer medication at preschool unless an Allergy/Health Alert Plan has been developed. Parents are asked to administer any prescribed medications at home.

Please be considerate to our staff and other families when your child is sick. If a child has a fever, rash or illness, **keep them out of school until he/she is symptom free for 24 hours.**

If a child becomes sick at school, parents will be contacted immediately. The decision to exclude a child from preschool will be based on the following:

- Fever (99 degrees, underarm reading) or 100 degrees by ear or forehead
- 2 or more diarrhea episodes
- Illness prevents the child from participating in classroom activities
- Illness requires more care than the staff is able to provide without compromising the needs of other children
- Keeping the child in care poses increased risk to others with whom the child comes in contact

\*\*If your child suffers from allergies that causes a clear runny nose, but is otherwise well enough to come to school, we require a note to that effect from your pediatrician, or it can be stated on the Children's Medical Report, before he/she can attend school.

A doctor's note will be required, acknowledging that it is safe for your child to return to school after being diagnosed with a contagious illness or rash, or has recovered from a serious injury or surgery. It is always a good idea to get a doctor's note whenever your child has a sick visit, stating when your child can return to school.

### **Head Lice Policy**

We will notify you if your child has been exposed to lice at school. Any child being treated for head lice will be checked upon returning to school and will not be readmitted to class unless all nits have been removed. No matter how many times your child has been treated, as long as there are

nits, there can be lice. Additionally, the Preschool Director and/or any teacher can conduct a head lice check by classroom or school-wide if a case of head lice is suspected.

### **Allergies/Health Conditions**

We make every attempt to ensure classrooms are safe for all students. **We ask all parents to send in NUT-FREE lunches with their children.** It is the parent's responsibility to notify the school of any known allergies or health conditions. The school will provide Allergy/Health Alert Forms for the parents to complete and return with properly labeled medications and will replace those medications after use or upon expiration. We can only accept WCP Alert Forms and not those provided by the physician. Parents are asked to provide teachers with acceptable/unacceptable foods as per the child's specific allergy. Throughout the year, parents will provide appropriate or alternative snacks for children during class events, celebrations, or parties.

### **EpiPen/Auvi Q Policy**

If your child requires the use of an EpiPen/Auvi Q: WCP requires 2 EpiPen/Auvi Q injectors and complete instructions for administering them. For your child's safety, these medications and forms must be turned in by the first day of school.

### **Release for Medical Emergency Treatment**

Every precaution is taken to keep the children safe and well at school. As part of the registration form, you signed an emergency release form in order for us to provide care while at school. The school will make every reasonable effort to contact the parent and the physician named on the form. In the event an injury or illness appears serious and medical treatment is deemed necessary, paramedics will be contacted immediately. The paramedics will decide whether the child should be taken to the nearest hospital.

### **Biting Policy**

With young children (under age three), biting is a normal and temporary development phase, particularly for those who do not yet have the verbal skills to express their thoughts. However, we recognize that this behavior is not only disruptive to the class, but also unsafe. Teachers will do their best to prevent biting, but in the event that a child is bitten you can expect:

- First aid and comfort will be given to any child who is bitten.
- The biter will be firmly reminded that biting is not an acceptable way to treat his/her friends and will receive a consequence of being separated from the group for an age-appropriate amount of time.
- Parents of both children will be notified (a phone call if the skin is broken).
- The parent of the biter may be asked to come take their child home for the remainder of the day.
- We will have a meeting with the parents of the child who bites if a problem becomes severe or persists.

- A child who continues to bite will be removed from the program until the behavior is eliminated.
- If an older child (over 3) bites and breaks the skin, he/she will be sent home immediately.

### **Outdoor Play Policy**

It is our desire to have the children play outside for a period of time each day except in extreme conditions. Please dress children appropriately. It is our policy that if a child is too sick to go outside with his/her class then he/she is not well enough to attend preschool.

### **Discipline Policy**

Our primary goal in guiding and working with young children and their parents is for everyone to understand that **discipline is the slow, bit by bit, time-consuming task of helping children see the sense of acting in a Christ-like way.** We believe discipline should be positive for all children. Our staff uses praise and encouragement to help children learn classroom procedures and good social habits. An interested, involved child who has appropriate play materials available in a stimulating environment where consistent limits are set, is rarely a discipline problem.

Our form of discipline is to:

- Provide an age-appropriate environment
- Set limits that are easily understandable and consistently carried out
- Give the child an opportunity to make decisions concerning his/her behavior
- Allow the child to accept the consequences for his/her behavior

If an incident occurs, the child will be reminded of classroom rules and will be redirected to a more appropriate activity. If the behavior continues, removal from a given situation may be an appropriate consequence. The parent may be called to take the child home for the day. Any discipline problems that persist or are disruptive to the class will be shared with parents so teachers and parents can work together to correct the behavior.

Prolonged behavior problems may result in additional conferences, at which time a professional consultation may be suggested. WCP reserves the right to make the final decision to dismiss a child who, after a reasonable time, cannot adjust or whose behavior consistently disrupts the physical and learning needs of the other children.

### **Lunch/Snack**

**WCP requires all students to bring a NUT-FREE lunch, which includes a drink, each day.** If you send in an alternative butter/spread, please label the item for teachers. **Any food items that are prepared with or contain nuts will be sent home un-opened.** Please pack everything your child will need, including utensils, napkins, etc. and cut up any foods that may cause choking hazards. Do not send whole grapes, hotdogs, candy or popcorn. We encourage you to send in a healthy lunch. We will not be able to refrigerate or warm food, so plan accordingly. **Candy, soda,**

**high sugar items and food that contains nuts will be sent home. Please make your child's teacher aware of any food related allergies.**

A morning snack will be provided by the school which may include Goldfish, Animal Crackers, Graham Crackers and Pretzels. Please send a second drink for your child's snack time.

### **Celebrations**

*Seasonal parties* will be observed at Preschool. Parents will sign-up at the beginning of the year and room-moms will help coordinate the parties. No money should be requested of each child or the teacher for these parties. We ask parents to remember that this is a Christian preschool. Parties should reflect the appropriate "theme" and be simple in nature. Due to the increasing number of children with food allergies, we ask that all **food coming into classrooms for class parties be store bought and pre-packaged**. Please keep sweets to a minimum and **no balloons, please!!**

\*Fall festival/harvest in place of Halloween-no costumes to be worn.

Your *child's birthday* is special, and we want to celebrate it. Please contact your child's teacher to arrange a time to celebrate and discuss details. Please remember no decorations or balloons.

*\*\*Personal party invitations will only be distributed to your child's classroom members. Every child in the class must be included; otherwise, party invitations must be sent from home.*

### **Visitors**

Parents are always welcome to visit their child's classroom. However, it is often best to wait until after the first weeks of school to avoid upsetting children who are still adjusting to class. Check with your child's teacher for the best time to visit. A visitor tag must be worn the entire time you are in the building. Visitors may only be alone with their own children.

### **Communication**

We encourage open communication between parent and teacher and believe it is of the utmost importance as we work together in the best interest of your child. We ask all teachers to give their full attention to the children once the school day has begun, so please do not try to contact them during the school day. If you have questions or would like to talk more in depth with a teacher, please make arrangements to meet with the teacher before or after the school day. You can call the office at any time during the day for immediate help or support. We ask that parents keep staff informed of any particular issues or concerns and share those with the classroom teacher first as appropriate, then the WCP Director as needed. Other ways we communicate:

- *WCP Website:* [www.weddingtonchurch.org/wcp](http://www.weddingtonchurch.org/wcp)
- *Communication from Staff:* Our staff will communicate with families through phone calls, emails, monthly calendars, Shutterfly website, and other social media platforms.
- *Conferences:* Formal conferences are scheduled in January. However, you may request a conference with sufficient notice at any time throughout the year.

- *Communication Folders*: This folder is sent home each day and should be checked for important daily communication and then sent back to school the following day.

### **Curriculum**

Using our published curriculums; The Creative Curriculum ([www.teachingstrategies.com](http://www.teachingstrategies.com)), and Learning Without Tears ([www.lwtears.com](http://www.lwtears.com)), children in our program will be offered opportunities to meet a variety of academic, physical, social and emotional goals. We also offer a Bible based Christian curriculum. Classes will study age-appropriate Bible verses and Bible stories. We also offer the following:

- Chapel: Preschool students in 3, 4, and 5-year-old classes and teachers will participate in a Christian worship experience each month. The program will be presented by special guests including members of our church staff.
- Music: A music class is offered to all preschool students.

### **Personal Advertising/Fund-Raising**

As a ministry of WUMC, the WCP Board must approve any personal advertising or fund-raising material prior to distribution. In general, advertising for profit or for personal gain is not allowed via WCP.

### **Emergency Drills**

Fire Drills, Severe Weather, and Lockdown Drills are held throughout the school year in order to prepare staff and children for these type of emergencies.

### **Field Trips**

Occasionally, our preschool classes will have field trips either in-house or locally. Parents will receive notices of field trips well in advance. Your supply fee covers any student cost related to the field trip. Any parent fees will be collected prior to the trip.

WCP does not have a means to care for a child who does not participate in his/her group field trip. If a parent chooses not to have a child participate and another responsible caregiver cannot attend, the child should be kept out of school that day.

A permission slip must be signed by a parent and returned by the date requested by the teacher. If a child arrives without their permission slip and fee, the parent or emergency contacts will be contacted to pick up the child.

A parent/guardian is required for each two-year-old who attends a field trip, plus WCP staff.

Three-year-olds require four parents per class, plus WCP staff.

Four and five-year-olds require three parents per ten children, plus WCP staff.

### **Separation**

Separation is a natural part of growing up. We strive to make the transition from home to school as comfortable as possible. Children learn valuable lessons from the cycle of going apart and

coming back together: trust, faith, courage, patience, self-confidence, pride, and family loyalty. With time and patience, children become relaxed and find coming to school an enjoyable and fun time. Keep in mind, even well-adjusted children may have anxiety after vacations, Monday mornings, after an extended illness or when a new sibling is born. The following suggestions may help ease the anxious feelings for both parents and children.

**Prepare** your child by talking about school two to three weeks before school starts. You can explain to your child that he/she is going to school to learn and to play. Try playing pretend school where you practice saying good-bye, have lunch and snack time. Try not to show any anxiety you may be feeling. Reassure your child that he/she will have a fun and positive experience and you will return at the end of a very short day. Come to orientation day with your child to meet the teacher, see the classroom and get comfortable with the building.

**Remember**, your child's teacher and other WCP staff will help you during this transition.

### **What to Bring/Age-Level Specific Information**

Please send children in comfortable and washable play clothes. Preschool can be messy! Clothing should be easy for your child to manage independently and seasonally appropriate.

**Please label all items**, including coats, hats mittens, sweaters, etc. Children should wear shoes with firm, sturdy support for safety. We ask that your child not wear flip flops, crocs or loose sandals. Biking shorts/shorts/tights should be worn under skirts and dresses.

Please leave valuable items at home as they may get lost or broken, which could be very upsetting to your child. We ask that toys, candy, gum and money be left at home.

### **Toddlers & Twos: What to Bring**

- A full-size backpack (no rolling bags) large enough for your child's belongings which include:
- Lunch (all labeled/snack is provided)
- A labeled water bottle
- Diapers (3 labeled diapers; wipes are provided)
- A full change of seasonally appropriate clothes in a gallon-size bag
- Communication Folder (folder is provided)

Please dress your child in clothes that allow for quick and easy diaper changes.

### **Twos: Toilet Training**

Some of you may decide to start toilet training your child before the end of the year. **Before** you send your child in pullups or underwear, you must have a conversation with your teacher about your plans and understand our parameters. We want to ensure we are all on the same page with the same process.

### **Threes, Fours and TK: What to Bring**

- A full-size backpack (no rolling bags) large enough for your child's belongings which include:
- Lunch (all labeled/snack is provided)
- A labeled water bottle
- A full change of seasonally appropriate clothes in a gallon size bag
- Communication Folder (folder is provided)

### **Threes and Fours: Toilet Training**

**Your child must be fully toilet trained to participate in the 3s and 4s program.** A child is considered toilet trained when he/she has gone 2 weeks without an accident of any kind. We understand that a child may have occasional accidents, but consistent accidents indicate that your child is not toilet trained. Consistent accidents over a two-week period may result in the child staying home for 2 weeks to work on toilet training before he/she can return to preschool.

We want all children to be successful, and we will encourage and help children as best we can in a school setting. Talk with your child's teacher or the preschool director if you have any questions or concerns.

### **Unforeseen Circumstances**

In the event of any unforeseen circumstances, WCP may need to modify and change some of the policies and procedures that are stated in this handbook. We will share any modifications or changes to our policies and procedures with our preschool families.



