

WEPC *Community*  
*Preschool* 

# *Parent Handbook*

West End Presbyterian Church Community Preschool  
a ministry of  
West End Presbyterian Church  
9008 Quioccasin Road  
Richmond, VA 23229  
(804) 741-6562 ext.12  
[www.wepc.org/preschool](http://www.wepc.org/preschool)

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## How to Contact Us

If you need to speak with your child’s teacher or the preschool director, please call the preschool office at 741-6562 ext. 12 or email the preschool director at [casey@wepc.org](mailto:casey@wepc.org).

# Part 1

## Mission Statement & Goals

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### Mission Statement

West End Presbyterian Church's Preschool is a ministry of WEPC. It exists to serve the families, neighbors, and the surrounding community of West End Presbyterian Church. Believing that each child is a unique and precious gift from our loving God, we seek to nurture and care for children in Jesus' name. Through the use of a developmentally appropriate curriculum we strive to foster growth in children so that they may reach their highest potential—spiritually, emotionally, physically, socially, and cognitively.

### Goals

Our goal is to offer a safe, Christ-centered environment in which children will:

- Develop an awareness of Jesus' love, the Gospel, and God's creation;
- Learn to express feelings in healthy ways;
- Learn to work and play with others;
- Develop a healthy self-image and self-confidence;
- Form secure relationships with peers and adults;
- Develop listening and communication skills;
- Develop age appropriate gross and fine motor skills;
- Develop the ability to think and solve problems.

# Part 2

## General Preschool Information

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### Preschool Hours

**Toddler & 2 Year Old Classes** – 8:55 – 11:45

**3 & 4/5 Year Old Classes** – 8:55 – 12:00

Toddler Class Arrival – 8:55-9:05  
Classroom Drop Off & Health Check

**Directions** – For everyone’s safety, you must park in the lot on the left side of the building. Walk up the hill towards front of the building and enter using the left walkway. Main doors open at 8:55am. Walk straight down the hall to room 118. Please exit this same way.

**Older Sibling At Preschool?** – 2 drop off choices:

1. Drop off all children (including toddler) in car line
2. Drop off older children in car line then park in side lot and walk toddler to classroom (see above)

**Late Arrival** - If you arrive after 9:05 and there are no preschool staff members outside, please walk your child to the main right door and ring the doorbell. A preschool or church staff member will let you in.

2-5 Year Old Class Arrival – 8:55-9:05  
Outside Car Line Drop-Off & Health Check

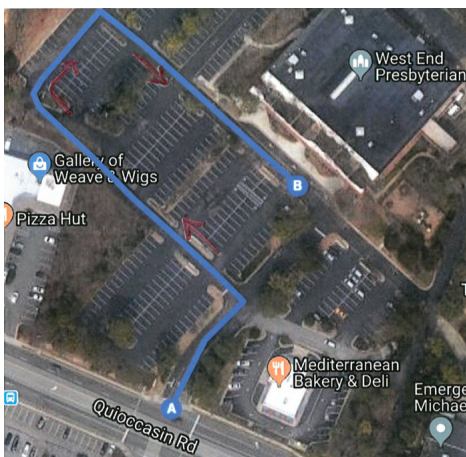
### **Car Line Directions**

- Use entrance at Quioccasin. Take first left and drive straight down to edge of parking lot. Turn right along edge then right again to pull up along front sidewalk. Pull up to 1st available cone. Map below.
- Wait in your car for a staff member to complete child’s health check and take your child to his/her class.
- Please **DO NOT** cut across the parking lot or cut into the line.

### **Blue Walkers’ Cone Directions**

- For safety, this is only for families who walk to preschool.
- Wait for preschool staff at the blue cone (located by end of left walkway/left end of front sidewalk)

**Late Arrival** - If you arrive after 9:05 and there are no preschool staff members outside, please walk your child to the main right door and ring the doorbell. A preschool or church staff member will let you in.



## Toddler Class Dismissal Classroom Pick-Up

**Toddler Pick-Up Time** - 11:45 in classroom, Room 118.

**Directions** – For everyone’s safety, park in the lot on the left side of the building. Walk up the hill towards front of the building and enter using the left walkway. Far left doors unlocked 11:40-11:50.

**Older Sibling At Preschool?** – 2 pick up choices:

1. Join 2s car line at 11:45 (follow 2s dismissal, see below) & wait for teacher to bring child to you.
2. Park in left side lot, get toddler from classroom & then get in 3s/4s car line to pick up siblings.

**Late Pick-Up** – Please arrive on time as these little ones are tired and ready to go home by 11:45. If you arrive after 11:50, you’ll be charged a late fee (see below).

## 2 Year Old Class Dismissal Outside Car Line Pick-Up

**2s Class Pick-Up Time** - 11:45

**Older Sibling At Preschool?** – You may stay in 2s line and wait for older preschooler.

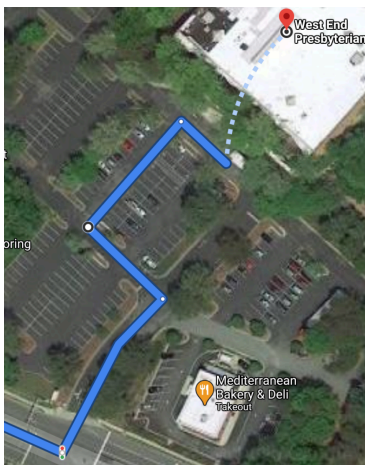
### **Car Line**

- Hang child’s name card from rear view mirror.
- Use entrance at Quioccasin. Take the first left and then the second right into the front parking lot. Drive through the parking lot and then turn right to pull up along front sidewalk. Pull up to 1st available cone. See map below.
- Wait in your car for a staff member to bring your child to your car.
- Preschool staff will help your child into your car but will not buckle them. Please pull up in front of playground or into a parking spot to buckle your child.

**Walkers’ Line** (only for families who walk to preschool)

- Wait by the blue cone (near left walkway) with your child’s name card visible.
- Stay at the blue cone until a preschool staff member brings your child to you.
- Do not walk down the sidewalk in front of WEPC.

**Late Pick-Up** – Please arrive on time as these little ones are tired and ready to go home by 11:45. If you arrive after 11:52, join the longer 3s/4s car line (same map as drop off). You’ll be charged a late fee (see below).



## 3-5 Year Old Class Dismissal Outside Car Line Pick-Up

**3s & 4/5s Pick Up Time** – 11:55-12:05

### **Car Line**

- Hang child's name card from rear view mirror.
- Use main entrance at Quioccasin. Follow arrival directions above. Don't cut across parking lot or line.
- Wait in your car for a staff member to bring your child to your car.
- Preschool staff will help your child into your car but will not buckle them. Please pull up in front of playground or into a parking spot to buckle your child.

### **Walkers' Line** (only for families who walk to preschool)

- Wait by the blue cone (near left walkway) with your child's name card visible.
- Stay at the blue cone until a preschool staff member brings your child to you.
- Do not walk down the sidewalk in front of WEPC.

**Late Pick-Up** – If you arrive after 12:05 and the car line is done, you will be charged a late fee (see below).

## Late Pick Up Fee

### **Late Pick-Up Fee**

If you arrive late to pick up your child and the car line is done, you will be charged \$5 for each 10-minute increment. You will receive a late fee slip on the next preschool day with amount and date due.

- Toddlers & 2s - \$5 if picked up between 11:50-12:00, \$10 if picked up between 12:01-12:10, etc.
- 3s & 4s – \$5 if picked up between 12:05-12:15, \$10 if picked up between 12:16-12:25, etc.

## Children's Clothing

- Dress your child appropriately for preschool:
  - To get messy and play outside every day, weather permitting.
  - Tennis shoes or closed toe shoes
  - 3's & 4's should be independent in using the bathroom. Please dress kids in clothes they can fasten by themselves.
- Please label coats with your child's name.

## School Supplies

### **Bring to Meet & Greet, Class Visit or 1<sup>st</sup> Day of School**

#### Toddler & 2 Year Old Classes

- **Change of Clothes** (socks, underwear, shorts/pants, shirt)
- **Diapers** - 10 (if your child is not yet potty trained)
- **\$25 School Supply Fee** (can pay online, include in September tuition or pay by check/cash separately)

#### 3 & 4/5 Year Old Classes

- **Change of Clothes** (socks, underwear, shorts/pants, shirt)
- **\$25 School Supply Fee** (can pay online, include in September tuition or pay by check/cash separately)

### **Send Daily**

#### **1. Snack**

- Toddler & 2 Year Old Classes – Sippy cup with water for your child. (snack is provided)
- 3 & 4/5 Year Old Classes – Healthy nut-free snack & water for your child (no cookies/candy/juice, etc.).

#### **2. Tote Bag** (no backpacks) - labeled and large enough for school folder & small art projects.

- WEPC Community Preschool tote bags available to purchase for \$10 starting August 30.

## Yellow School Folder

Your child will be given a yellow school folder at the beginning of the school year. Please get in the habit of checking and emptying your child's yellow folder after preschool each day.

The yellow folder will contain:

- Your child's artwork (their masterpieces). Please take all artwork out of the folder and keep at home.
- Notes from the teacher and/or preschool director. Please read these and take them out of the folder.

Return the yellow folder to school each day.

## Behavior & Discipline

### **Statement on Discipline**

The WEPC Community Preschool staff desire to teach and encourage each child out of love. Our focus in discipline is to teach the children about God's love for them and our need of Jesus.

### **Being Proactive**

To help teach the children and create a positive atmosphere, our preschool staff will be proactive by:

- Setting guidelines and expectations for the children.
- Being firm and consistent in upholding the guidelines and expectations.
- Planning ahead for times that are usually difficult (such as during transitions).

### **Discipline Procedures**

The preschool staff will adhere to the following discipline procedures:

- First Time Offense
  - Give verbal reminder & redirect the child
- Repeated Offense

Each child will move from one step to the next at the preschool staff's discretion.

- Step One –
  - Time-out away from the group/activity (1-5 minutes depending on age).
  - Teacher talks and prays with the child about the behavior and our need for Jesus
- Step Two –
  - Time out in Director's office
  - Director talks and prays with the child
  - Possible phone call to parents depending on situation (at director's discretion)
- Step Three – 2 Options
  1. Teacher will begin an individualized behavior management system (such as a sticker chart) for the child to help encourage him/her to choose the appropriate behavior. Teacher or director will contact the parent to share
  2. Teacher will talk with parent about the situation and ask the parent to partner with preschool by talking with the child, encouraging the child to choose appropriate behavior and to work on the situation at home. This will require continued communication.
- Step Four –
  - If more support is needed, or if it's a special circumstance, the teacher and/or director will schedule a meeting with the child's parents to discuss the concerns and work on a plan together.
  - Possible special circumstances could include if a child's behavior is dangerous, disruptive or distracting to the other children or the preschool class.

### **Other Notes on Discipline and Behavior**

- If a child is uncontrollable, the parents will be called and asked to pick up the child immediately.
- Physical punishment or harsh tone/words will never be used.
- The preschool board has the authority to remove a child from class temporarily or permanently.



## Birthdays

### **Birthdays**

Your child's birthday is a time to celebrate and we'd love to join you in that. We do not include food in our birthday celebrations at school. Each teacher will have a plan of how they'll be celebrating birthdays in the classroom and will share this with parents at the beginning of the school year.

## Curriculum

### Toddler, 2 & 3 Year Old Classes

Our toddler, 2 and 3 year old classes plan their own lessons, but are guided by a program of age appropriate standards based on child development research. These standards include the following: Language & Communication Skills, Self-Help Skills, Emotional Skills, Social Skills, Physical Skills (Gross & Fine Motor), Cognitive Skills (Science, Math, Literacy), Music and Art.

### 4/5 Year Old Classes

Our 4/5 year old classes work to prepare the children for Kindergarten. Our teachers plan their own lessons, but use the following as a guide:

- Zaner-Bloser "On the Road to Reading & Writing"
  - To provide consistency, we use the preschool version of Zaner-Bloser, which is used in Henrico County Public Schools for handwriting.
  - The children will focus on one letter each week (identifying, writing, practicing the letter sound(s), and talking about words that start with that letter.
- Virginia's Foundation Blocks for Early Learning: Comprehensive Standards for Four Year Olds
  - Literacy, Math, Science, History/Social Science, Physical Development, Motor Development, Personal Development, and Social Development.

### Bible Curriculum – The Beginner's Gospel Story Bible

## Holidays

### **Holidays**

We keep a Christian perspective on the holidays we celebrate. Please remember our food policy (see above) and do not send in any food or treats for holidays unless specifically asked by the preschool staff.

- Halloween – We do not celebrate Halloween at preschool. No costumes or treats allowed at school.
- Thanksgiving – We'll focus on what God has given us and on being thankful.
- Christmas – We'll focus on this being Jesus' birthday.
  - Classroom Parties (as scheduled by teachers) – "Birthday Party for Jesus"
- Valentine's Day – We'll focus on God's love for us and loving others.
- Easter – We'll focus on Easter as a day to remember that God loves us so much He sent His son Jesus to die on a cross for our sin. Jesus conquered death and is no longer in the tomb. Jesus has risen!

# Potty Training Requirements

## Toddler & 2 Year Old Classes

- Do not need to be potty trained
- If In Diapers-
  - Make sure your child's diaper is dry before dropping him/her off in the classroom.
  - The staff will change each child's diaper as needed. Only preschool staff, and substitutes who have a background check, will change diapers.
  - At the beginning of the year, we ask that each family whose child is not potty trained bring in 10 diapers. As this supply runs out, we will ask each family to bring in more.
- If Being Potty Trained/Is Potty Trained-
  - We follow and support what parents are doing at home.
  - As your child begins to be potty trained, please do the following:
    - Keep your child's teacher updated so she can help your child during preschool.
    - Set your child and the preschool staff up for success as you begin potty training (keep your child home, use a pull-up at preschool, start potty training over a long break from school/holiday, etc.).
    - Don't feel pressured to begin potty training your child based on other children in the class. It is not required for the toddler and 2s class. We want you to start when both you and your child are ready.

## 3 & 4/5 Year Old Classes

- Children must be potty trained and able to independently use the bathroom
- No pull-ups or diapers
- Children should wear clothing that will allow him/her to use the bathroom independently.
- Classes will take a whole group bathroom break each day.
- Children will wash their hands with soap and water after each trip to the bathroom.

## Bathroom Accidents –

If a child has an accident, we will follow this procedure:

- Your child will be cleaned up and dressed in their extra set of clothes.
- A note will be sent home to the parents along with the dirty set of clothes.
  - Send a clean set of clothes the next school day.

# Part 4

## Preschool Policies

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### Attendance

Please call the preschool office at 741-6562 ext. 12 and notify the director if your child will be absent. We appreciate being notified if your child is sick, etc. This also helps us know how to pray for your child.

### Communication

If parents have a concern or question about something in this handbook, or about the preschool in general, they are welcome to contact the director.

If parents have a concern or question that relates specifically to their child's class or teacher, they should contact the teacher directly. If it remains a concern after talking with the teacher, the parent can then come to the director.

### Early Pick Up

If you need to pick up your child early from preschool, please come to the far right door and ring the doorbell. A preschool staff member will bring your child to you.

### Releasing Students

WEPC Community Preschool will maintain the following requirements in an effort to keep your child safe:

- We will only release a child to a person listed on the 'Child Pick-Up Permission Form'.
- We require a driver's license, or other official picture ID, to release a child to someone we don't know.
- We will not load a child into a car unless there is a safety seat and buckle in place for him/her to ride in.

### School Closing or Late Start

**Holidays** - In most cases, we follow Henrico County Public Schools for attending school. However, there are a few exceptions. Please see calendar for more information.

**Inclement Weather Closings** - In most cases, we will follow Henrico's decisions for inclement weather closing. As a general rule:

- If Henrico County is closed, we will be closed.
- If Henrico County opens 1 or 2 hours late, we will open 1 hour late (10:00) and close at normal time.

However, we may make a different decision than Henrico does. When a decision has been made, parents will be notified of all closing decisions by email.

We will not make up days missed due to inclement weather.

## Tuition & Payment Policies

Monthly tuition is based on an annual tuition that is divided into 9 equal monthly payments for your convenience (September – May).

### Invoice:

- Monthly invoices will be emailed as a courtesy to you. These emails come from WEPC Community Preschool <quickbooks@notification.intuit.com> and will refer to your upcoming tuition as a pledge.
- Please make note of what you owe each month, September through May, as you are responsible for making these payments on the 1st of each month. Even if you do not receive the invoice via email, you are still responsible for the tuition payment to be made on time.
- If you have multiple children at preschool, you will only receive one family invoice. Please write 1 combined check for all children.

### Tuition Policies:

- **Due Date** - Tuition is due the 1st of each month, regardless of what day that falls on. This monthly tuition is the minimum payment required. Feel free to pay for more than 1 month at a time.
- **Tuition Amounts** -
  - 1-Day Classes - \$120/month (\$1,080/year)
  - 2-Day Classes - \$215/month (\$1,935/year)
  - 3-Day Classes - \$270/month (\$2,430/year)
  - 4-Day Classes - \$330/month (\$2,970/year)
- **Where To Pay** –
  - Preschool Lockbox (in WEPC office)
  - Give tuition to Preschool Director, Casey Zollinhofer, during arrival or dismissal.
  - Do not hand directly to a teacher or place in church offering plate.
- **How To Pay** –
  - \*\*On each payment, indicate what the payment is for (“September tuition”, etc.)\*\*
  - Checks - Make checks payable to WEPC Preschool & put child’s name in memo line.
  - Cash - Only exact cash payment. Place cash in envelope with your child’s name on it.
  - Bill Pay – You may set up an automatic payment plan with your bank. Please make sure the check will arrive on the 1st of each month. Make checks payable to WEPC Preschool & put “preschool tuition” & your child’s name in the memo line.
  - Online Payment – Pay online @ [wepc.org/preschool](http://wepc.org/preschool)
- **Additional Fees:**
  - Late Fee - \$20 late fee if tuition not received by 12:00 noon on the 7th of each month. Due by the next month’s tuition due date.
  - Returned Check Fee - \$25
  - Late Pick-Up Fee - If you arrive late to pick up your child and the car line is done, you will be charged \$5 for each 10-minute increment. You will receive a late fee slip on the next preschool day with amount and date due.
    - Toddlers & 2s - \$5 if picked up between 11:50-12:00, \$10 if picked up between 12:01-12:10, etc.
    - 3s & 4s – \$5 if picked up between 12:05-12:15, \$10 if picked up between 12:16-12:25, etc.

Questions Regarding Your Invoice? Contact Jennifer Hirt at [jennifer@wepc.org](mailto:jennifer@wepc.org)

WEPC Community Preschool is a well- child preschool and therefore children can't attend when they're sick.

**Health Check** - The State Department of Social Services requires us to do a daily health screening for childhood illnesses. At arrival, the preschool staff will quickly do a daily health check before admitting the child to preschool for the day.

Please email Casey Zollinhofer ([casey@wepc.org](mailto:casey@wepc.org)) if you're keeping your child home due to an illness.

### **SICK WHILE AT PRESCHOOL**

If a child becomes sick at school, we will call parents immediately. At least one parent for each child must be available by phone at all times during preschool hours.

Parents are required to pick up their child **right away** if their child is sick.

### **GENERAL ILLNESS – STAY HOME POLICY**

To protect sick children from any health risks and to prevent exposing other children and staff to an illness, please keep your child home if he/she is showing any of the following symptoms:

- At least first 2 days of a cold
- When he/she has been diagnosed with a contagious illness or disease
- When he/she been exposed to or has symptoms of a contagious illness or disease (such as reddened eyes, sore throat, headache, stomach pain, rash, etc.)
- When he/she is fussy, cranky and just not himself/herself (these are often signs of a coming illness)
- When he/she has
  - persistent runny nose
  - runny nose with heavy or discolored nasal discharge
  - persistent cough
  - persistent sneezing
  - nausea
  - diarrhea (remain home for 24 hours after it has stopped without medication)
  - vomited (remain home for 24 hours after it has stopped without medication)
  - fever of 100 degrees or higher within the past 24 hours (must be fever and symptom free for at least 24 hours without fever reducing medication before returning to school)
  - Norovirus (remain home for 48 hours after all symptoms have stopped without medication)
  - open sores, new or unidentified rash
  - inflamed or draining eyes or ears
  - pink eyes or rims, yellow crystal-like discharge in the corner of eyes (if pink eye, must be on medication for at least 48 hours before returning to preschool)
  - head lice or nits

## COVID POLICY

We are following the latest recommendations from the CDC and VDH. We ask you to please be thoughtful in keeping your child home when they're sick or when any illness is spreading through your family.

### COVID SYMPTOMS

**Preschool children/staff must stay home from preschool if showing any of these Covid-19 like symptoms:**

- Fever (100 or higher)
- Chills
- Cough (unless typical for seasonal allergies)
- Shortness of breath/difficulty breathing
- Unusual fatigue
- Muscle/body aches
- Headache (unless typical for person)
- Recent loss of taste or smell
- Sore throat
- Congestion, runny nose (unless typical for seasonal allergies)
- Nausea or vomiting
- Diarrhea

If preschool child/staff is showing any of the above symptoms, please notify Casey Zollinhofer. We also encourage you to call your doctor and/or test for Covid. We have tests available at preschool for your use.

### COVID DIAGNOSIS

Preschool children & staff who have Covid must follow the guidelines below before returning to preschool:

1. Notify Casey Zollinhofer (casey@wepc.org) asap.
2. Isolate At Home (2 options)
  - **10 Day Option** – No test required to return
    - Day 0 is first day of symptoms/positive test. Day 11 is first day back at preschool
  - **8 Day Option** – CDC's Test Based Strategy
    - Day 0 is first day of symptoms/positive test and day 8 is earliest day back at preschool
    - Requires 2 negative antigen tests
      - 1<sup>st</sup> test on day 6
      - 2<sup>nd</sup> test 48 hours later, day 8
      - Send proof of tests to casey@wepc.org before returning to preschool.
    - If asymptomatic & both tests negative, staff and child can return to preschool on day 8.
3. Fever Free - Must be fever-free for at least 48 hours without the use of fever-reducing medications (for both 8 and 10 day option)

## **COVID EXPOSURE**

If a preschool child or staff (regardless of vaccination status) is exposed to Covid, he/she can return to preschool without having to quarantine if having no symptoms. Below are the guidelines to return to school:

### ➤ **HOUSEHOLD EXPOSURE** (when someone in your household has Covid)

- Notify Casey Zollinhofer (casey@wepc.org)
- Test – Required (Email results to casey@wepc.org before coming to preschool)
  - Children – Test before coming to preschool
  - Staff – Test before coming to preschool and again on day 5-6
- Symptoms & Monitoring –
  - Must remain asymptomatic to come to school.
  - Monitor closely for symptoms for 10 days after last exposure.
  - If symptoms develop - Stay home, test, notify Casey Zollinhofer (casey@wepc.org).

### ➤ **NON-HOUSEHOLD EXPOSURE**

- Test – Encouraged but not required
- Symptoms & Monitoring –
  - Must remain asymptomatic to come at school.
  - Monitor closely for symptoms for 10 days after last exposure.
  - If symptoms develop - Stay home, test, notify Casey Zollinhofer (casey@wepc.org)

## **COVID NOTIFICATION**

If a preschool child or staff tests positive for Covid, the Preschool Director will notify necessary staff and parents via email. We will maintain the confidentiality of the diagnosed person.

## **PREVENTING THE SPREAD OF INFECTIOUS DISEASES**

Current guidance from VDH and CDC encourages childcare programs to build a variety of preventative strategies into their everyday operations to help prevent the spread of Covid-19 and other infectious diseases.

### Preventative Strategies

- **Strict “Stay Home When Sick” Policy** – See above.
- **Cleaning** - The WEPC custodial team will clean all used spaces each day after preschool.
- **Hand Hygiene** – The staff teach and reinforce proper hand washing throughout the day. If washing hands is not possible at a given time, hand sanitizer is used.
- **Ventilation** – Each classroom is equipped with a Medify Air Purifier with a HEPA H14 Filter.

# GENERAL HEALTH & SAFETY POLICIES

## Accidents

To help care for your child, there is always a staff member present who is certified in First Aid and CPR. A first aid kit is kept in each classroom and playground area.

After an incident in which basic first aid was applied or there's a cause for concern, an "Incident Report" will be filled out. A copy of this form will be sent home and will be kept on file in the director's office.

## Allergies & Food Policy

### Allergies

Parents should inform the director of all allergies their child has. If a child has an allergy that could possibly be triggered at school and requires any type of treatment, parents need complete an Allergy Packet before their child can begin preschool. This packet can be obtained from the preschool director or at [wepc.org/preschool/for-parents](http://wepc.org/preschool/for-parents).

All WEPC Community Preschool families will be notified of what food they are not allowed to send in due to an allergy in the classroom. The name of the child that has the allergy will be kept confidential.

We are currently a nut-free preschool. Please refer to our food policy for more information.

### Food Policy

Due to food allergies, we are a nut-free preschool and limit food that is brought to preschool.

While we do our best to control what comes into the classroom during preschool hours, please note that the building and our classrooms are used for a variety of purposes and we can not ensure those are nut-free.

#### Nut-Free Directions:

1. Do not send in peanuts, tree nuts, peanut butter or any other food containing peanuts or tree nuts.
2. Food manufactured in a facility that also processes peanuts is safe to bring in (this may be changed in specific classes as needed).
3. Please stress to your child the importance of not sharing or touching another child's snack.

Parents should follow these food policies:

- Only send in food for holiday parties if asked by the preschool staff.
- Do not send in food/candy/treats/drinks, etc. to share with the class or for your child's birthday.

Preschool Staff should follow these food policies:

- Communicate with parents to ensure allergy restrictions are followed when sending in snacks and planning food for holiday parties.
- Communicate with all parents at least a week in advance and ensure all ingredients are allergy-friendly if planning a special cooking or food-involved project in class.
- Do not use food as a reward.



## Emergencies

### Emergency Notes

- Parents need to make sure of the following:
  - they have their phone with them and can always be reached during preschool hours.
  - their emergency contact information is always up to date.
- If children need to be sent home for their safety, parents will be called immediately. If parents cannot be reached the emergency contacts will be called.
- The WEPC Community Preschool has a plan in place for a variety of emergencies.
- Emergency evacuation maps are posted in each classroom.
- Fire drills will be practiced periodically throughout the school year.
- Our outside Emergency Holding Area is located in the back left corner of the church parking lot.
- In the event of a severe storm, the children will be moved to interior rooms:
  - 160 and/or 162 (if upstairs) and 20 and/or 22 (if downstairs)

## Facility Safety

All classrooms will be equipped with the following:

- Fire-escape map
- Sign-in/out sheets
- Universal Health Care Precautions
- List of allergies & medical needs
- First-aid kit
- Age-appropriate toys
- Cleaning supplies (kept in secure location)

## Head Counting Policy

Either the teacher or assistant will count all children every time the class or a small group moves from one location to another. This will ensure that the preschool staff is aware of where the children are at all times.

## Insurance

WEPC Community Preschool has Liability and Student Accident Coverage.

## Lice

Head lice are very common for children in school. Having head lice does not mean a child is dirty or poorly groomed. Anyone can get head lice. It is not a reason to get alarmed or embarrassed.

When a child has head lice, siblings and every child in their class should be checked carefully by their parent or pediatrician. Lice spread very quickly. Because of this, parents should quickly and completely treat all members of the family and clean all bed linen, towels, hats, brushes, etc.

To check for head lice, parents can follow these simple tips:

- Pay attention to the child's behavior. Severe scalp itching is usually the first sign of lice.
- Examine the scalp and hair under good light.
- Lice are small grayish bugs and are about the size of a tiny ant.
- Lice lay small white eggs (nits) that are attached to the hair near the scalp & can be hard to remove.
- Sometimes nits are confused with dandruff (but dandruff can be very easily picked off of hair).

If the preschool staff discovers a child has head lice, parents will be called to pick up the child immediately. If a child has lice, parents should not send him/her back to school until the child has been treated and ALL signs of lice are gone. On the child's first day back at school the preschool staff will do a quick examination before allowing the child to return to class.

## Medication

Try to give medication to your child either before or after school.

If medication must be given during preschool, follow these procedures:

- Obtain a Medication Consent Form from the director
- Give the completed Medication Consent Form and medicine directly to the preschool director (see criteria below). The form must be complete before the medication can be given.

Medication criteria:

- Must be prescribed by a licensed physician or clinic
- Be in original pharmacy bottle with a current date
- Be given directly to the preschool director in a labeled Ziploc bag with the appropriate measuring spoon/cup.

## Playground

- WEPC's playground is for WEPC members, visitors and the surrounding community.
- Any use of the playground outside of official WEPC Children's Ministry and Preschool programs is at your own risk.
- Regulations have been met for maintaining cushioning material under playground equipment.

# Universal Health Care Precautions

## WASH HANDS (ALL adults & children)

- When arriving at preschool
- Before handling food
- After toileting and changing diapers

## LATEX GLOVES (adults)

- Latex gloves should be worn by teachers when:
  - Changing diapers
  - Coming in contact with blood, vomit, nose discharge, etc.
- To remove gloves, pull from the wrist down over finger to turn glove inside out so you don't touch contamination.
- Wash your hands after you remove gloves.

## SANITATION (adults)

Teachers should use disinfectant to:

- Sanitize all table surfaces before and after snack time
- Sanitize all items used by children before returning them to the supply closet
- Sanitize all items used by children approximately every other week:
  - Washing machine – dress up clothes, puppets, baby doll clothing, etc.
  - Dish washer – kitchen play items, etc.
  - Surface disinfect – large play items, manipulatives, etc.
- Sanitize item immediately if contaminated with blood, vomit, nose discharge (sneeze), etc.

# Part 6

## Code Compliance Statements

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### Enrollment Capacity

The church classroom space we use can handle 86 children.

### Exempt Status

WEPC Community Preschool operates as a religiously exempt preschool. This means that we are not licensed by the state of Virginia. However, we have to file certain information with the Virginia Department of Social Services (VDSS). By being religiously exempt, we are still required to meet certain standards and follow certain policies set by VDSS. Many standards and policies in this handbook are mandated from the state.

### Food Service

Students bring their own snacks to school daily. The preschool only provides occasional snacks at special times throughout the year.

### Liability Insurance

WEPC Community Preschool has liability insurance in the event that someone brings suit for personal or bodily harm suffered during the operation of the preschool as a result of negligence.

### Non-Discriminatory Clause

The WEPC Community Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and other school-administrated programs.

## Physical Facilities

WEPC Community Preschool operates in the building of West End Presbyterian Church. The church is located at 9008 Quioccasin Road in Richmond, Virginia. The building itself is 66,000 square feet and was completely renovated in 2000. The preschool uses eight classrooms along the back wall of the building. The windows of these classrooms look out to the back of the church and the classrooms are not visible from a church entrance. We also use the church library, chapel, fellowship hall and gym.

West End Presbyterian Church is set back away from Quioccasin Road and therefore the outside of the building is safe from traffic and away from visibility of the traffic. WEPC Community Preschool has use of the church's enclosed playground and picnic tables to the right of the church.

The playground consists of the following equipment:

- Two raised metal structures with slides, ladders and a variety of climbing options.
- A hard plastic climbing wall structure.
- A wooden outdoor kitchen

The front of the building is designed in a convenient and safe way for parents to drive and pick up children.

## Staff - Children Ratios

WEPC Community Preschool follows the requirements of the Virginia Department of Social Services for our staff to children ratio:

- For children from 0-16 months, the ratio will not exceed 4 children for every one adult.
- For children from 16-24 months, the ratio will not exceed 5 children for every one adult.
- For children from 24-36 months, the ratio will not exceed 8 children for every one adult.
- For children ages 36 months – 5 years, the ratio will not exceed 10 children for every one adult.
- For children from 5-9 years, the ratio will not exceed 20 children for every one adult.

## Staff Qualifications

### Director Job Qualifications

#### *Personal Characteristics and Values:*

- Lives and ministers because they are well-loved by Christ
- Finds their identity as a son/daughter of Christ
- Committed to a covenantal approach to children's ministry
- Loves and relates well with children
- Loves and communicates well with parents and families

#### *Credentials:*

- College degree in education or related field
- Significant Experience in Early Childhood education
- WEPC member (current or before starting the position)

## Teacher Job Qualifications

### *Personal Characteristics and Values:*

- Lives and ministers because they are well-loved by Christ
- Finds their identity as a son/daughter of Christ
- Loves and relates well with children
- Is dependable
- Is patient, compassionate and merciful to all children and families

### *Credentials:*

- Experience working with children between the ages of 1 and 5
- Coursework or training in Early Childhood Education preferred but not required
- 4 Year Old Class Teachers - Bachelor's Degree in Early Childhood Education or related field
- Member of a Christian church (WEPC member preferred but not required)

### *Additional Requirements:*

- Has good organizational skills
- Can communicate effectively with the children and their parents
- Desires to share the love of Christ with preschool children and their families
- Desire to meet the needs of all children.

## Assistant Teacher Job Qualifications

### *Personal Characteristics and Values:*

- Lives and ministers because they are well-loved by Christ
- Finds their identity as a son/daughter of Christ
- Loves and relates well with children
- Is dependable
- Is patient, compassionate and merciful to all children and families

### *Credentials:*

- Experience working with children between the ages of 2 and 5
- Coursework or training in Early Childhood Education preferred but not required
- Member of a Christian church (WEPC member preferred but not required)

### *Additional Requirements:*

- Has good organizational skills
- Has good communication skills
- Desires to share the love of Christ with preschool children and their families

## VDSS/VDOE Requirements of Preschool Staff

All teachers and assistants are required to:

- Be certified annually by a practicing physician to be free from any disability that would prevent them from caring for children.
- Submit a report indicating the absence of tuberculosis in a communicable form.
- Be trained to recognize the signs of child abuse and neglect.
- Be mandated reporters of child abuse and neglect.
- Have criminal history and central registry clearances.

# Part 7

## 2023–2024 Preschool Calendar

### August

30	Playground & Popsicles Meet & Greet	9:00-12:00, 25 mins per class
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### September

1	September Tuition Due	
5	Classroom Visit Day (Parents & Preschoolers)	11:30-12:00
6	1st Day of Preschool	3s & 4s - 9-12, 2s - 9-11:45
29	Apple Tasting w/ Parents	11:30 - 12:00

### October

1	October Tuition Due	
4	4/5 Year Old Classes - Parents Meeting	11:15 - 11:50
6	"First Fridays" Classroom Drop Off & Parent Coffee	Classroom Drop Off - 8:55-9:05
6	Henrico Public Library Storytime Visit	10:00-11:30, 20-30 min per class
9	No School - Henrico County Student Holiday	
11	Fire Truck Visit	9:30-11:30, 20-30 min per class
18	3s Pumpkin Patch Field Trip	9:30-11:30
25	4s Pumpkin Patch Field Trip	9:30-11:30

### November

1	November Tuition Due	
3	"First Fridays" Classroom Drop Off & Parent Coffee	Classroom Drop Off - 8:55-9:05
6	No School - HCPS Closed "Wellness Day"	closed
7	No School - Election Day	closed
22 - 24	No School - Thanksgiving Break	closed

### December

1	December Tuition Due	
1	Henrico Public Library Storytime Visit	10:00-11:30, 20-30 min per class
1	"First Fridays" Classroom Drop Off & Parent Coffee	Classroom Drop Off - 8:55-9:05
20	Class Christmas Parties	more info coming later
22 - 29	No School - Christmas Break	closed

**January**

1	January Tuition Due	
1 - 5	No School - Christmas Break	
8	School Re-Opens	
10	Staff Mtg	12:15-1:00
15	No School - Martin Luther King Holiday	closed
26	Preschool Pajama Day - All Friday Classes	
26	Winter Warm Up w/ Parents	11:30 - 12:00

**February**

1	February Tuition Due	
2	"First Fridays" Classroom Drop Off & Parent Coffee	Classroom Drop Off - 8:55-9:05
9	Henrico Public Library Storytime Visit	10:00-11:30, 20-30 min per class
19	No School - Presidents Day	closed
20	No School - Henrico County Student Holiday	closed

**March**

1	March Tuition Due	
1	"First Fridays" Classroom Drop Off & Parent Coffee	Classroom Drop Off - 8:55-9:05
22	Henrico Public Library Storytime Visit	10:00-11:30, 20-30 min per class
25-27	4 Year Old Class Parent/Teacher Conferences	more info coming later
29	No School - Good Friday	closed

**April**

1	April Tuition Due	
1-5	No School - Spring Break	closed
17	4 Year Old Classes - Maymont Field Trip <small>(rain date 4/22)</small>	10:00-12:00
19	3 Year Old Classes - Maymont Field Trip <small>(rain date 4/24)</small>	10:00-12:00

**May**

1	May Tuition Due	
3	"First Fridays" Classroom Drop Off & Parent Coffee	Classroom Drop Off - 8:55-9:05
3	Bike Day - All Friday Classes <small>(rain date 5/8)</small>	
10	Pastries w/ Parents	11:30 - 12:00
15	4/5 Year Old Graduation	11:00am
17	Last Day of School - Popsicle Party	