



Wallula Christian preschool

Policy Handbook
2018 - 2019

Wallula Christian Preschool

Mailing Address: Wallula Christian Preschool
23785 139th Street
Leavenworth, Kansas 66048

Church Office Hours: Monday - Thursday 8:00AM to 4:30PM

Preschool Office Hours: Monday - Thursday 8:00AM to 3:30PM

Class Start Times: Morning Classes–8:45AM
Afternoon Classes–12:20PM

Class Dismissal Times: Morning Classes –11:45AM
Afternoon Classes – 3:20PM



Call 913-727-3518



Fax 913-727-1982

Visit church website at: www.wallula.org

Preschool Director: Kelly Billings
Email: wcpdirector@wallula.org

We're excited that you have chosen to become a part of the Lord's work here at Wallula Christian Preschool. This handbook outlines the preschool policies and your responsibilities as a parent.

Wallula Christian Preschool meets all requirements set forth by the Kansas Department of Health and Environment.

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Mission Statement

The mission of the Wallula Christian Preschool ("WCP") is to provide all children with a loving atmosphere where the principles of Jesus are practiced and taught. We value the development of the whole child and will provide opportunities for growth spiritually, socially, emotionally, physically, and cognitively.

Licensing and Membership

WCP is licensed by the State of Kansas Department of Environment and Health. WCP is also a member of the Christian Early Childhood Association.

Staff

Qualifications

The preschool staff has degrees and/or certificates in Early Childhood or a related field. The support staff members have qualifications necessary to provide expertise in their respective job expectations. The preschool staff has been selected based on education, experience, Wallula Christian Church statement of faith and training.

The Board of Elders expects staff to be active participants in Wallula Christian Church and to espouse the Statement of Faith of WCC.

Requirements

All preschool staff members are trained in signs of child abuse and neglect, symptoms of illness, CPR/First Aid, child development, and complete ten hours annual early childhood education training. They also are required to have a health assessment, TB test and pass the KBI fingerprint and background investigation prior to employment. Any additional requirements are stipulated according to Kansas Department of Health and Environment Child Care licensing requirements.

Preschool Philosophy and Curriculum

Wallula Christian Preschool is a ministry of Wallula Christian Church. It is our belief that the most important relationship a person can have is the personal relationship of Jesus Christ and knowledge of His plan for humanity. The Christian process of education for students leads them to make a voluntary commitment to Jesus Christ as Lord and Savior, and teaches them how to relate and pattern their life after God's plan for them spiritually, academically, socially and physically.

Since the primary responsibility for Biblical training is to occur in the home (Deuteronomy 6:1-9 and Ephesians 6:1-4); the preschool is to be an extension of the home and the church to reinforce and expand this Biblical training.

WCP uses curriculum that is guided by the teachings of the Bible and readiness activities that prepare children for Kindergarten. Both are carefully planned but flexible. The love of God and the Bible stories are so that the children can understand. The program provides for the children to develop physical skills, to extend their interests to the world around them, to work and play with other children, to communicate feelings and ideas to others, and to express themselves creatively through art, music, language, and dramatic play. A relaxed program allows children to choose activities, to take care of their physical needs, to engage in quiet as well as active interests. Our program is planned to build a foundation for health, emotional development, sound relationships with others, creative work and future academic skills including readiness for mathematics and reading. There is no rigid schedule, but teachers plan for periods of time in order to encourage initiative and self - help in play and routines of toileting and eating. Both indoor and outdoor activities are provided. There is enough repetition and rhythm in the program to give the child a sense of direction and confidence, but not so much as to be monotonous. Throughout the sessions the teachers seek to give depth to learning, to set limits which insure good social living and to guide the individual child as he/she explores and discovers their world. Our goal is to encourage young children to think, to develop ideas and to communicate with others in a Christ like way.

We strive to give each child a feeling of belonging and acceptance; a feeling of understanding forgiveness for himself and others; a feeling of wonder; an understanding of democratic limits for his own self-control and welfare of others; and an encouragement for creativity. Throughout the program the emphasis is on process rather than product. Experiences are the foundation for learning that lasts forever.

We watch each child carefully to ensure they reach their potential. Early Childhood Special Education Services are available for children who need additional guidance in certain areas such as speech, hearing, fine and gross motor skills, communication skills, academic skills, emotional skills, etc. If we feel this service would be to your child's advantage, we will recommend that they be evaluated by your local school district's Early Childhood Special Education Services. Early detection is the key! It is proven that if a child is helped at a young age (3-5 years), it is very successful.

Admission and Enrollment

Wallula Christian Preschool serves children of any race, color, national or ethnic origin. They are given all the rights, privileges, programs and activities generally accorded or made available to children of the preschool.

Parents of enrollees in WCP must complete an enrollment application, questionnaire, medical release, field trip permission form and medical health forms. At this time parents will also be given a handbook with the philosophy and workings of the preschool. A parent acknowledge form is in the back of the handbook that is required for parents to complete that the family is in agreement with the philosophy and discipline of the preschool.

Registration Fee

\$70 a child or \$100 per family non-refundable fee is due at the time of registration. This reserves a slot for your child(ren). This fee is paid each school year.

- Preschool children must be between the ages of three and five with their third birthday on or before August 31st of the school year. Children who turn three after August 31st will need to discuss options with WCP director.
- Preschool children are required to be toilet trained, must have a medical physical examination, birth certificate and have all immunizations up to date before attending classes.

Change of Address and/or Phone Number

For emergency notification, it is very important for us to have correct information on all preschool records. Please notify the preschool if any of your home or work information changes during the school year.

Withdraw

If you withdraw your child before the first day of class or anytime during the school year you will not be refunded your \$70 registration fee per child or \$100 per family.

If for any reason, it is necessary to withdraw your child during the school year a two (2) week written notice must be given to the preschool director. Tuition is due and payable for the month of withdrawal. Any tuition already paid for additional months will be refunded.

Tuition and Fees

Tuition

Tuition is calculated for the entire academic year (August through May). Contact the office for the current tuition schedule and classes available. The total is divided into nine equal payments September through May. Tuition is due by the first Tuesday of each month and is considered delinquent two days after this date, and a late fee of \$20 will

be charged after this date. Exception: due date falls on a holiday, weekend or inclement weather. A note will be posted with new due date in each classroom. Special financial arrangements can or must be made with the office treasurer or the director.

Tuition Payment

WCP will accept checks, but PREFERS, tuition be paid with cash or online. To pay online, please visit <http://wallula.org/preschool/pay-tuition>. There is a 2.5% fee that our online payment processing company charges; because we are a nonprofit organization we are asking you to please add that charge into your tuition payment.

RETURNED CHECKS

There will be a service charge of \$25.00, or any amount over that that the bank charges WCP, for a returned check. After a second returned check, all future payments must be paid in cash or online.

RECEIPTS

Receipts will be provided only to those who request them. See Linda Babcock, Treasurer, or Kelly Billings, Preschool Director, if you need a receipt.

No account may become two months delinquent. If tuition fees are not received by the first Tuesday of the second month, the student may be withdrawn from preschool. Exceptions to this tuition policy must be appealed to the director.

DAYS ABSENT

- There is NO reduction of tuition because of days absent.
- There are NO make-up days for absences.

Tuition Discount

WCP offers two ways you can save on tuition. First, if more than one child from the same family is enrolled in the preschool, 10% will be taken off the preschool tuition of the subsequent children. Secondly, if you pay your tuition in full by semester you will be given a 10% discount. Discounts cannot be combined for families enrolling more than one child.

Late Pick Up Fee

After the second time a child is picked up late from preschool/Stay-N-Play, a late fee will be charged:

*10 minutes late = \$5.00

* Each additional minute = \$1.00

Picking up later than ten minutes or repeated late pick-ups will result in additional late charges. The late fee is paid directly to the teacher that has provided the care for the child. If the fee is not paid immediately it will be added to the tuition bill. If paid through tuition, the late fee will still be given to the teacher. Late fees are charged to help you and our program protect the child. Lateness may create anxiety in the children; create overtime for the teacher while keeping her from meeting professional and personal

family responsibilities. We are striving to provide an effective and efficient preschool where child needs come first.

Arrival and Dismissal

Arrival times:	Morning classes	8:40AM
	Afternoon classes	12:15PM
Dismissal times:	Morning classes	11:45AM
	Afternoon classes	3:20PM

Students may not enter classrooms before 8:40AM (12:15PM for afternoon preschoolers). Teachers are preparing the rooms for the day. All preschool parents must walk their child(ren) into the classroom.

As a matter of courtesy, please notify your child's teacher in advance if you will be signing out your child(ren) early.

Release Authorization

All children will be released from preschool only to those persons listed on the authorization form in the child's file. If a non-listed person will be taking the child from the preschool, please send a note or call to give us verbal permission including the person's name and phone number.

Drop Off / Pick Up

It is imperative that you turn off your ignition and BRING ALL CHILDREN WITH YOU into the preschool. Do not leave unattended children of any age in your car.

ALL children and parents are to enter and exit through the north parking lot in front of the atrium. Your child must be escorted to and from his/her classroom by an adult. The parent or person who is dropping off or picking up any child is required to sign-in and sign-out their child(ren) each day at the classroom. A person must be 16 years old or above to drop off/pick up.

Health and Attendance Policy

State regulations require that our preschool have on file an accurate and complete record of the child's completion of a physical exam and up-to-date immunization record or the waiver form. Children may not attend preschool without these documents on file.

Attendance Policy

Please call or text your child's student to report your child's absence. It is important for the teacher to have an accurate accounting of absent children in the event of an

emergency. In the event of travel, please notify the preschool in advance. In the event of a medical appointment, please notify the preschool as soon as possible.

Illness

Children must stay home when exhibiting any of the symptoms listed below. Not only are children contagious when ill, but they are unhappy if sick or overly tired.

Control of communicable illness among students is a concern of the teachers. WCP reserves the right for the teacher to request that an ill child be taken home. Policies and procedures related to the outbreak of communicable illnesses are developed in accordance with the County Health Department and state regulations.

PLEASE KEEP YOUR CHILD HOME IF HE/SHE:

- Is fussy, cranky, tired, and generally not him/herself.
- Has a fever over 99.5 F. orally or has had one during the previous 24 hours
- Has any form of a cold, such as a runny nose, cough, difficulty breathing
- Has any form of diarrhea, vomiting or an upset stomach
- Has an undiagnosed rash or skin irritation
- Has any lesion (sore) with drainage
- Has any condition in which the child cannot normally interact
- Has a symptom of a possible communicable disease

In general, when a child has a severe upset stomach which causes vomiting, diarrhea, or an elevated temperature, he/she should be kept home a full 24 hours after disappearance of the symptoms or have a physician's note indicating that the child is well enough to attend preschool.

If there are any questions about whether or not a child should attend preschool that day, parents may call the teacher before bringing the child to preschool. If a child develops a fever or other signs of illness while at preschool, he/she will be separated from the other children. The parent or authorized emergency person will be contacted.

Teacher Information Card

Every child must have a teacher information card on file instructing the preschool what to do in case of serious accident or illness. The Teacher Information Card must be completed and returned before the first day of preschool.

Medication Policy

It is possible that during the course of the school year a child may require medication, but still be able to attend preschool. This may occur if the child has a non-communicable illness or ailment (i.e., an ear infection).

WCP asks that, if at all possible, the parent plan medication times to be while the child is at home and not during school hours. However, if the medication must be administered during preschool hours, the preschool asks that the following guidelines be followed.

1. Parents are required to sign a Medication Permission Form before anyone at the preschool will administer the medication.
2. The medication must be in its original container. The preschool will place the medicine in a locked container while at school, or in the refrigerator in a locked container. Let the teacher know when a medication is to be stopped and take the empty container home for disposal.
3. Children may not keep any medication in their backpack.
4. If your child has any specific problems or allergies, be sure to note them on the Teacher Information Card and inform the teacher. Special Allergy Forms must be on file along with doctor signature.
5. In case of a serious accident or injury, attempts will immediately be made to contact the parents. If the parent(s) cannot be reached, the child's doctor will be contacted. If necessary, 911 will be called. Preschool staff will stay with the child until released to a parent or designated guardian. Parents will assume financial responsibility for expenses beyond their insurance coverage.
6. Parents are responsible for keeping the teacher informed of current emergency contact information.

Character Building Through Discipline

"The Lord disciplines those He loves." Proverbs 3:12

At WCP our goal is to create a learning environment in which children feel safe, respected, and are treated in a biblical manner. The preschool does not displace or override the responsibility of the parent in the matter of discipline, but rather the parent gives the preschool authority to act on his or her behalf while the child is in preschool.

We believe that part of the responsibility of the preschool is to help children learn appropriate social behavior. We know that children in our preschool are just beginning to learn that others have feelings and that it is very difficult for young children to control their emotions and their behavior. Our goal is to encourage children to talk things out, work together, to make good choices and to care for themselves, their peers and for our property. Our methods of discipline are re-direction, logical consequences and use of the "Safe Place". We view the "Safe Place" as a renewal time rather than a punishment. It is to enable a child to relax and become calm while gathering control over their feelings before resuming play.

We work out strategies to help us be consistent, loving and gentle but firm in our approach with each child. We believe that behavior in the classroom is our responsibility, and that if the environment is appropriate, children will respond positively.

Occasionally we face a challenging child who does not respond to our best efforts. We take this very seriously. Our children are too precious to ignore! We know the extreme importance of the early years in establishing patterns of behavior. When this occurs we ask that parents of the challenging child work with us, and we ask that the parents of

the other children in the class trust us to protect all our children and be understanding as we apply tried methods of redirection.

If there is a child who continuously hurts himself, others, or damages property, the child's parents will be asked to work with us in helping the child grow in positive ways. The teachers will request special conferences with the parents that may result in teachers sending home a daily report. This is not to punish the child, but to work cooperatively during this crucial stage of the child's development. An evaluation by professional trained in understanding challenging children may be recommended. Diet, medication, unusual growth patterns or allergies can be a source of a problem and it is important to have an early diagnosis. If we do NOT have parental support and cooperation, our efforts may not work. In extreme cases, when a child consistently hurts others, himself or damages the equipment, we may ask that the child be withdrawn from the preschool for the benefit of all our children.

Dress Code

What to wear to preschool: Preschool children come to school to play, explore the environment, to experiment with all kinds of materials and nature, and to have FUN! Their clothing should allow the freedom to enjoy those things without concern for rips, tears, and spills. Please send them in comfortable, sturdy, and washable clothes. Clothing that is easy to manage encourages independence. Loose and elastic-waist pants are great. If the children can unbuckle and unbutton their clothes themselves, many accidents will be avoided. Please remember to dress your child in coat, hat, mittens, or boots when appropriate.

All preschool teachers request that an extra pair of underpants, socks, shirt, and pants be provided for each child. Please send these to school in a plastic ziploc bag. They should be labeled with your child's name. Shoes for preschool should be tennis type, rubber soled shoes.

What not to wear to preschool: Do not wear flip flops or sandals without straps, or long dresses that inhibit active play. It is dangerous to climb on our playground equipment with unsupported shoes. Please wear shorts under dresses and skirts.

Please label all jackets, sweaters, and extra clothing. This helps prevent clothing loss.

If any clothing item is in question, ask the classroom teacher.

Parent Involvement

We share a wonderful partnership between parents and teachers at Wallula Christian Preschool. Willing parent participation is essential to the educational success of each child at the preschool.

Volunteer Hours

Show support for your child by volunteering several hours per year for the preschool. Dedicate time by helping with fund-raising, come share a special talent with the class, come read a story, help with activities such as special parties, picnics and field day. There are many ways you can serve the preschool.

Class Participation

Parents are encouraged to participate in the activities of the preschool. The classes frequently need volunteers for field trips, special projects, sharing occupations and hobbies, equipment maintenance and other special classroom needs. Please let your child's teacher know how you would like to help enrich your child's preschool experience.

Room Parent

Each class provides ample opportunity for interested parents to help with activities, such as field trips, parties (Thanksgiving, Christmas, Valentine's Day, and Easter), picnics, and, etc... By working with and under the direction of the classroom teacher, parents may volunteer to organize classroom activities. Parents who would like to volunteer should contact the teacher or office. Room parents are an extremely important part of the preschool.

Classroom Observation

Parents are welcome to observe in their child's classroom. Please schedule a convenient time with your child's teacher or make arrangements through the school office. To allow the classroom atmosphere to remain as normal as possible, no siblings may accompany you. Questions and discussions with the teachers must be arranged during another time, as observations are designed primarily to "see" the class in action.

Parent Donations

WCP uses a large amount of consumable items during the school year. Many of the items used are ones that parents probably have on hand and/or may be willing to donate. This is just a suggested list:

- glue sticks
- play dough
- children's games, toys or puzzles
- googly eyes (all sizes)

Parent/Teacher Communication

The staff at Christian Preschool desire to create the best classroom environment for your child. Our partnership with parents is essential to meet this goal. We want to communicate as often as possible with parents. In addition to our regularly scheduled meetings with parents (listed below) we offer several other ways for parents to communicate in regard to their child or our program(s). Our teachers and director are available to meet with parents at any time during the year, if needed.

Teacher Information

Unusual circumstances at home can affect your child at preschool. Please keep the teachers informed if there are events happening in your child's life that may affect their behavior at preschool.

Conferences

A conference with your child's teacher or the director may be requested at any time. Contact your child's teacher or the director to arrange an appointment.

Parent-Teacher conferences are scheduled in the fall and spring. We encourage parents to participate if they can. Additional conferences may be arranged by the teacher if needed.

Parent Information

WCP communicates with the student families via Facebook, text messages and information TV screen in the preschool foyer.

Miscellaneous Information

Inclement Weather

During the winter, the preschool will follow the weather guidelines of USD 469, Lansing School District. If Lansing schools cancel due to inclement weather, we will also. Should there be a two hour delay for Lansing Schools, then Wallula Christian Preschool AM classes will be canceled for the day. PM class will meet at regular time. Parents may also sign up with USD 469, Lansing Schools to receive a text message if school is canceled or delayed.

If inclement weather sets in during the school day, the preschool will typically continue with regular school hours. However, it is left to the discretion of the parents to pick up their child before the close of the school day. If a decision is made to have early dismissal, each parent will be contacted by phone.

Emergency Procedures

Fire drills are conducted at least once a month. Tornado drills are conducted at least five times a year. In the event of such an emergency, parents will be contacted to come and pick up their children.

Field Trips

Classes provide a variety of field trip experiences. A written consent form must be in each child's file before he/she will be permitted to accompany the class on any excursion. The parent will always be notified of any special field trips away from the preschool or at the preschool through the newsletter and/or special notice. Field trips are an extension of the program. They are totally optional for a child to take part in. Field trips may be taken as a class or as a preschool. We encourage all children and families to participate if their schedule allows.

VOLUNTEER DRIVERS

If a field trip requires vehicles, volunteers will be asked to provide transportation and will need to meet certain standards regarding insurance coverage. If you are willing to drive for a field trip, the preschool office must have a copy of your current insurance card on file. Field trip chaperones must complete a volunteer driver form provided by the preschool office. When on a field trip, all students must wear a seat belt and be in a booster/car seat. All children must ride in the rear seats.

Nutrition

Children will be served a nutritious snack each day. The snack will be kept simple, such as crackers, yogurt, muffins, nutritious cookies, pancakes, cereal, fruits or vegetables. We encourage healthy, nutritious, low-sugar snacks and like to try new things, so your child may be exposed to new taste experiences. Parents are welcome to bring in a special snack for the class on a special day or "just because", please coordinate that with your student's teacher.

Food Allergies and Sensitivities

All of your child's teachers should be told of any known food allergies/sensitivities your child may have at the start of the school year or that develop during the school year. There is a required form to be filled out and kept on file for us to keep your child as safe as possible.

WCP does not allow nut, peanut/peanut butter or foods processed in a plant that may contain peanuts brought into our preschool. This is in effort in making our preschool as safe as possible for all children.

Please be aware that some children at WCP may be allergic and sensitive to artificial colors, sugars and other ingredients used in daily cooking. Parents are encouraged to check with your child's teacher regarding any known dietary concerns of his/her classmates before bringing in special treats/snacks. One day advanced notice is requested to make arrangements, if needed, for any children with allergies/sensitivities. This extra effort allows all children the opportunity to enjoy the special treat/snack your child has brought to share.

Toys from Home

Preschool policy does not allow children to bring toys from home.

Exception: Children may have special, teacher-designated, sharing days. On this day the child is encouraged to bring “treasures” (i.e. family photos, vacation souvenirs, toys, etc.).

The following are never allowed at preschool – guns, swords, war toys, or other toys of destruction.

Birthdays

WCP is aware how important birthdays are to young children. The recognition of your child's birthday by teachers and friends helps make it a special day. If you would like to make your child's birthday a special event in the classroom, please make prior arrangements with the classroom teacher. Birthdays are celebrated at snack time or a time designated by the teacher. Nutritious consideration is encouraged for birthdays.

If birthday invitations are given out to students, they must be mailed, unless all students are invited.

Holidays

Although we understand that families observe Halloween, Christmas and Easter in various ways, at WCP we prefer to avoid the secular and commercial aspects of these holiday celebrations. Witches, goblins, Santa Claus, Easter bunnies, etc., will not be part of WCP classroom activities.

Stay-N-Play Program

The Stay-N-Play program is where children can stay and eat lunch (pre-packed by you) with friends and enjoy varied activities that complement the child's preschool experience. This includes cooking, exercising, enriching arts, nursery rhymes, Bible stories and much more.

This program is only offered to enrolled preschool children (no siblings). The program is offered upon teacher availability. Program is not available on holidays or snow days. Parents have the option to use this program as little as possible or sign up for a regular slot. Cost is \$15 for a regular slot and \$20 for an as needed slot. See director for more details, along with available days and times.

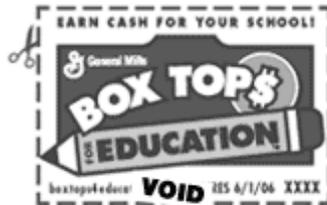
A minimum of 3 children must be signed up or the session will be canceled. There is a max of 12 children per session with sign up done on a first come basis. Sign up sheets are posted on the Stay-N- Play board each month. Should you sign up and then your child not attend you will be charged for the session unless there is a family emergency or you canceled by the Thursday before the session.

Fundraisers

WCP uses your tuition payments to pay for supplies, preschool staff salaries, publicity, membership fees, etc... However, this does not pay for all of the preschool's expenses so we supplement with fundraisers. Sometimes fundraisers are designated for specific items such as playground equipment or classroom materials. Fundraiser information will be sent home ahead of event to help families plan accordingly. Families are not expected to participate in every fundraiser, but you are encouraged to choose those fundraisers that suit you best.

Box Tops for Education

Please collect Box Tops for the preschool. Box Tops for Education provide the preschool with money for the labels. This is coordinated by a parent volunteer. Information is sent out the beginning of each year about the program.



New Coupon

Parent Acknowledgment of WCP Policy Handbook

We, the parent(s)/guardians signed below, have received and read the 2018 - 2019 Wallula Christian Preschool Student Handbook.

We appreciate the need for such guidelines in the very important business of providing an effective Christian preschool education for our family. We commit ourselves to uphold and adhere to these standards.

We understand this agreement is a requirement for attendance at Wallula Christian Preschool and we may discuss the terms of this agreement with the Director, if necessary, before signing this agreement.

Parent / Guardian

Date

Parent / Guardian

Date