



WESTHILL
CHRISTIAN PRESCHOOL

PARENT HANDBOOK

Westhill Church of Christ
1100 W. Westhill Dr, Cleburne, TX 76033
Director: Whitney Ellis
wcpdirector@westhillchurch.net
[\(817\) 645-9193](tel:(817)645-9193)
Tuesday and Thursday 9am-2pm

Westhill Christian Preschool (WCP) is a ministry of the Westhill church of Christ. As such, WCP functions under the oversight of the Westhill Eldership and strives to exemplify the Purpose, and Mission of the Westhill Church of Christ.

PURPOSE of WESTHILL CHURCH OF CHRIST : to make and mature disciples (Colossians 1:28).

WESTHILL MISSION: “Love God. Love Others. Serve both.”

WESTHILL PRESCHOOL MISSION: Provide a secure, caring, and enriched environment that promotes learning and development of the whole child, including spiritual, academic, and emotional development. (Proverbs 22:6)

WCP is a preschool program with a Christian foundation.

- Bible stories will be used to help students better understand God's Word.
- Chapel Time, including songs and a prayer, is held each preschool day for 15 minutes.
- A prayer is said before snack and lunch for all age groups.

Westhill Christian Preschool is a learn-through-play experience for preschoolers aged 18 months to five years. The school was developed out of a community need for a quality preschool program and is an important ministry of Westhill Church of Christ. The educational philosophy of WCP is based on meeting the individual needs of each child. Our goal is to provide a warm, loving, and safe environment in which children can grow and learn. WCP is a carefully planned, and quality program.

WCP Goals

Our goal for the students is that they will grow spiritually, socially, emotionally, physically, and cognitively.

We want our students to:

- Develop an increasing facility with language, an ability to communicate effectively with teachers and classmates, and an ability to understand and follow simple instructions.
- Develop a growing concept of the relationship of numbers, time, space, and form.
- Be exposed to symbols, sounds, and materials that are developmentally appropriate and will encourage a lifelong interest in and love of the written word.
- Explore, become curious, and make observations through hands-on learning.
- Develop an awareness of music, an appreciation for sound and rhythm, and an ability to participate in some form of musical expression.
- Learn more about themselves and others through informal dramatic play.
- Develop an appreciation of form, color, and texture through the use of a variety of art materials.
- Assume a growing personal responsibility for themselves and for others.
- Develop understandings, attitudes, and skills appropriate for their particular age.

- Come to understand that God loves them and how His Word applies to their lives today.
- Experience the loving care of adults whose own lives exemplify commitment to the Christian community.

Curriculum is developed to provide learning opportunities in the following areas:

- Spiritual
- Intellectual
- Social
- Physical

Emotional Learning experiences will be provided through:

- Chapel and Bible classes
- Creative art activities
- Dramatic play centers
- Manipulative materials
- Problem solving exercises
- Science activities
- Development of large & small motor skills
- Body coordination rhythmic activities
- Music and movement
- Physical Education
- Language and Listening
- In-house field trips

WCP admits children of any race, color, nationality and/or ethnicity to all the rights, privileges, programs and activities available to students at the preschool. We do not discriminate on the basis of race, color, nationality or ethnicity in the administration of our educational policies, admissions policies, or financial assistance.

Age Groups/Ratios

Children are assigned to a class based on their age on September 1. Classroom helpers are assigned based on current class enrollment. Each age group will have a minimum of one classroom helper shared between two classes.

Classrooms with the maximum number of children enrolled will have a dedicated classroom helper.

Age Group Maximum number of Children per Class/Teacher

Toddlers Class (18mo)- 6

2's Class- 8

3's Class- 10

PRE-K Class -12

Times and Days of Operation

Classes are in session Tuesdays and Thursdays, September 1 through May 13th. WCP's calendar closely follows the Cleburne ISD calendar. Please be sure to reference the WCP calendar for specific details. You will be given a paper copy of the 2026- 2027 calendar. The preschool day is from 9:00 a.m. to 2:00 p.m. A sign will be posted outside of the preschool doors reminding all parents that doors will be open at 8:55 a.m. Teachers are preparing for the school day as well as attending staff devotional from 8:15 until 8:55 a.m. and may be moving around the building until 8:55 a.m. Please understand that the teacher will start class activities at 9:00 a.m. If you are late for the day, please understand that your child will enter activities according to the class schedule (for example, if snack time is over when you arrive, the teacher is not obligated to prepare your child's snack).

Paper Work, Forms and Enrollment

We strive to have current and updated information on each child in our care. This is also for your safety. We require all forms to be filled out on each child prior to their first day of attending school. WCP reserves the right to not allow a child to attend school until all paperwork has been received and approved. Each currently enrolled child, their siblings and members of Westhill Church of Christ are given first priority in registering for the following school year. An annual non-refundable registration/supply fee of \$150 will be required each year at registration. This fee may be paid thru cash check or Venmo. (Memo **MUST** include child's name) It is not the responsibility of WCP staff to remind parents that registration is due for the next school year. ***You must pay within 2 weeks of registration or your child's spot will be dropped.*** Parents are responsible for completing all required paperwork needed to insure their child will have a spot in the upcoming school year. We do maintain a waiting list for future attendance.

The following information is required before your child may attend preschool:

- Completed Registration Form
- Non-refundable registration fee
- Copy of up-to-date immunization record from Physician
- Registration Agreement/Parent Handbook form (given in august)
- Emergency Medical Consent Form (given in august)

Registration forms are available from the WCP Office or on our website. All forms must be completed and properly signed by the first day of attendance at the WCP program. If there is not a copy of your child's immunization record or certificate of health on file by the second week of school, your child will not be allowed in class until this is received. Parents will be notified in writing of any procedural changes made to the program.

Tuition/Fees

Westhill Christian Preschool operates on a non-profit basis. Monthly tuition is used to meet staff salaries and ongoing expenses for program operation. Non-refundable registration fees cover fees and major equipment purchases. WCP is a ministry of Westhill Church of Christ, and does contribute some of its income to early childhood education ministry to help defray some of the utility and maintenance costs.

Tuition payments are expected even when your child is absent due to illness or extended trips/vacation time.

Monthly tuition fees for the 2026-2027 school year are as follows: \$220 per month for all ages-we do offer a 10% sibling discount

\$150 non-refundable registration/supply fee per student. There is no sibling discount for this. This is to hold your spot and to purchase supplies used during the year.

Tuition is averaged so the monthly rate remains constant over the year, September through May. Tuition is considered late by the 10th day of each month. If tuition is not received by the 10th of the month a late fee of \$25 will be added to your WCP account. We request that you contact the office to make payment arrangements as soon as possible if there is a problem. If arrangements have not been made with the office, we will contact you regarding possible consequences regarding the state of your account.

Tuition

will be collected by the Director and Assistant Director at a table set up each month for that purpose. Please do not give monthly tuition payments to your child's teacher. We accept cash, check Venmo or credit payments. A receipt will be given to you after your payment is processed. Tuition is expected to be paid by the **10th** of the month even if your child will be absent for a portion of the month. Examples include if your child is ill for an extended period of time or if your child is absent due to a family vacation. Failure to do this may result in having to withdraw from the preschool.

Returned Check fees

If WCP receives notice of a returned check, you will be responsible for any overdraft fees, currently \$30. If a second insufficient notice is received, you will be required to pay cash for the remainder of the year for tuition as well as any other fees or fund-raising purchases. If at any time you have concerns regarding your account, please contact the WCP Office for assistance with any issues you may be facing.

What to Bring:

Each class will have a specific list of what students will need to bring each day. Every student will need to bring a backpack or bag large enough to hold a 9"x12" folder (folder provided by WCP) and all items brought to school (lunch box, non-spill water bottle, extra change of clothes, etc.).

Immunization Requirements/Medical Statement

for Admission Form All children enrolled in WCP must have their immunization records up-to-date. A copy of the child's immunization record must be provided by the parent and all information must be current. Parents wishing to take a religious or allergy exemption from immunizations must contact the office to find out the proper procedure for providing an affidavit of the exemption. The law allows:

A) Physician to write a statement that the vaccines required would be harmful or injurious to the health and well-being of the child

B) Parents/Guardians choose an exemption from immunizations. The law does not allow parents/guardians to elect an exemption simply because of inconvenience. For children needing medical exemptions, a written statement by the physician should be submitted to the school. Instructions for the affidavit to be signed by parents/guardians choosing the exemption for reasons of conscience, including religious belief can be found at

<http://www.dshs.texas.gov/immunize/school/publications.aspx>

(scroll down to find Exemption Request forms)

the website for immunization requirements is

<http://www.cdc.gov/vaccines/schedules/index.html>.

Because we are a private institution we are not required to receive affidavit, however it would be in your child's files at the school and would be helpful form to have.

A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. An administrator shall review the immunization status of a provisionally enrolled student to ensure continued compliance in completing the required doses of vaccination. If at the end of a 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and therefore the school shall exclude the student from school attendance until the required dose is administered. When your child receives any immunizations, simply ask for an updated record from your physician to update your child's files.

Emergency Medical/Dental Consent Form

This form will give us your consent to call an ambulance or your child's doctor or dentist or seek emergency medical care if your child would be in need. This form must be completely filled out and turned into the WCP office before the first day of attending preschool. It is the parent's responsibility to update this form should any of the information change during the school year.

Illness:

Please understand that your child needs to be fever and vomit free for 24 hours before returning to school. If your child has a temperature of 100.4 or higher, we ask that you please keep them at home. Please do not send your child to school after being given a fever reducer. Fever can be a sign of infection. When your child is running a fever, they are considered contagious. They should be kept at home as a precaution for the safety of the

other students and staff. Illnesses It is important to keep your child home if he/she is experiencing any of the following:

1. Fever of 99 or higher (the child must be fever free for 24 hours before returning to school)
2. Vomiting or diarrhea within the past 24 hours or at school
3. Symptoms of COVID-19 or other virus
4. Excessive cough with croup or cold
5. Colored or excessive discharge from the nose
6. Head lice (until all nits have been removed - bring child to the office for a head check upon return)
7. Unexplained rash
8. Pink eye (conjunctivitis is highly contagious)
9. Any contagious disease (fifth disease, chicken pox, etc.)
10. Anything that prevents your child from participating in their usual manner and/or requires more than the usual adult supervision If your child has any special medical conditions, including asthma and allergies (ants, bees etc.), please tell the Director and your child's teacher. This information should also be noted on enrollment forms.

Withdrawals

If you find it necessary to withdraw your child from the program, WCP requires a 30 day written notice for refundable tuition payments. Notice may be provided on paper or by e-mail. **Please contact the office for further information regarding alternatives to withdrawal if reasons are financial.** Please be considerate of the preschool, and take every effort to not withdraw your child due to extended vacations. Try to plan long trips/overseas travel after the end of the school year.

Arrival and Dismissal / Authorization to Pick Up Child Safety note:

All parking areas and drive ways surrounding Westhill Church of Christ building are considered to be a school zone. Drive with extreme caution. No cell phone use is allowed in moving vehicles around the building. Be considerate when parking your vehicle. Do not double-park or block any other parked vehicles.

- For arrival and pick-up, you may enter through the Southeast entrance. These are the doors located closest to the auditorium by the large parking lot facing Berkley. These doors will be locked at 9:15am each morning for safety purposes. After 9:15 you must enter at the main office by the drive thru where the director will be notified and will get your student.
- Upon bringing your child to the classroom, you will be asked to sign-in each morning. You will write your child's name, your name and a phone number (preferably a cell number) where you can be reached during the school day. The sign-in sheet will be the emergency contact list for the class. The list will be taken with the class should it be necessary to leave the building.
- Children will only be allowed to leave the classroom with a person authorized by a parent to pick the child up. Prior notification from the parent to the Director and Teacher must be received with the name and description any person picking up the child. The authorized person will be required to show their driver's license or other photo ID to the Director or

Staff and had the teacher an authorized to pick up neon paper. If there is someone who is not authorized to pick up your child for any reason, please inform the office.

- WCP staff members will dismiss children from the classroom. Doors will be unlocked at 2pm. All parents will walk to the classroom and sign their children out upon dismissal. All children will need to be picked up from classrooms no later than 2:15pm.
- Children are welcome to play on the outdoor playground if a parent is present.
- Children who have not been picked up will be brought to the office and a parent will be contacted. If a parent has not contacted the office by 2:20 p.m., or if it is other than a first offense, a **\$20 late fee** will be charged to your account.. At 2:30 p.m. your emergency contact will be called to pick up your child if we have not been able to reach a primary care provider. At 2:15 the office doors will lock and you will pick up your child from the main office doors.

Outdoor Play

We will be going outdoors on most days, as long as the temperature is over 40 degrees or under 95 degrees, with no precipitation. Please dress your child appropriately for the weather. If your child is too ill to go outdoors, he/she may need to stay home on that day. The exception to this rule is children with diagnosed asthma. We recommend that you put sunscreen or bug spray on your child each morning if this is a concern of yours.

Shoes

closed toes are required on our wood-chip covered playgrounds. Please no flip flops or dress up shoes. Students will also be participating in our fitness program in the gym on Thursdays. **Safety note:** sandals, dress shoes, play dress-up shoes, flip flops and cowboy boots are dangerous on the climbing bars, waxed floors, and in body rhythmic activities.

Clothing

- Children should wear washable play clothes and rubber-soled shoes.
- Please include a complete seasonally-appropriate change of clothing (including underwear and socks) in your child's backpack every day. This clothing should be stored in a ziploc bag and in an area of the backpack that can easily be found.
- Please label everything. As many students have similar items.
 - WCP cannot be responsible for unlabeled clothing, clothing damaged during activities, or lost items.
- We will do our best to protect outfits but getting messy is the nature of preschool. Please dress your child accordingly.

Personal Items

Please label ALL items brought to WCP with your child's name to avoid confusion (example: lunch box, sippy cup and lid, coats, etc.). Children should have a bag/backpack large enough to hold a lunchbox, full-size folder, water bottle/sippy cup, and a ziploc bag with a complete change of clothing.

FOR TODDLERS (18mo.) ONLY: Transitional Items/Toys Children are encouraged to bring one small stuffed animal, blanket or small toy that is special to them (a soothing, comforting item) for difficult times and rest time. This helps them learn to comfort themselves. Please label transitional items and toys.

Lunch and Snack

All children should bring a HEALTHY lunch and water school each day. WCP cannot provide children with a lunch. Parents are responsible for sending a nutritionally balanced lunch. We are unable to refrigerate or heat children's lunches. Please put a freezer pack in the lunch to keep items cold. Bite-Sized items are mandatory for children in the Toddler/Two classes. Please have things already unpackaged and cut and ready for the teacher to serve the student. Below are some ideas for lunch items to include in your child's lunch. Milk Group: cheese, yogurt Fruits and Vegetables: cut grapes, carrot chips, frozen peas, - anything cut into safe pieces. Protein Group: deli meats, hard-boiled eggs cut up, tofu, sunflower seeds (shelled) Grains: wheat bread, crackers, tortilla, rice, pasta. **Please save candy, soda, and other non-nutritional foods for after school.** WCP students eat lunch in the classrooms with their teachers. As we research best developmental practices, it has become apparent that children do best in a small group with an adult role-modeling for the children social skills, self-help skills, language, manners, etc. Every Class should bring a small, healthy snack with them each school day. Sometimes the teacher will provide the snack for the day. This is usual small cereal for fine motor practice or fruit that goes with a lesson theme.

Food Allergies

WCP may enroll children with severe food allergies. Many times these allergies are life-threatening. Your child may be placed in a room where there are restrictions on what can be brought for lunch. Parents will be notified of any food restrictions in your child's classroom. We will help provide you with alternative ideas to the best of our abilities. All staff have been trained to handle allergic reactions from minor to severe.

Medications

If your child requires medicine during the school day, the parent will need to complete and sign a Medication Authorization Form. All medications (over the counter or prescription) must be in the original container with the child's name on it. All medicine will be locked in the office. Please list daily or "as-needed" medications on the Emergency Medical Authorization Form.

Rest Period

Classes will do a rest time at their own discretion. This will be a low light environment, reading books, eating lunch quietly in dim lighting, listening to our WCP CD. We do not get your child that long and we want to make the most of their time with us! If a Child is falling asleep or cannot continue due to tiredness the teacher may lay down the child for a short period on a nap mat. This will be in the teachers classroom policy.

Discipline and Guidance

At WCP, we consider misbehavior as a learning opportunity for your child. However, if a child is disruptive and strategies such as teacher redirection, replacement behaviors, changing the environment, logical consequences, or “time-out” does not change the behavior, a parent conference will be held. The parents, Director and teacher will devise a plan to be implemented at school. We define “time-out” as time away from the group, in a chair in the classroom. If the behavior is dangerous to other children, the child may be removed from our program after all other options are exhausted. Under no circumstances will corporal punishment be used at school.

Social Media

Please be mindful of the privacy of other families before posting pictures of other WCP children on social media venues such as Facebook or Instagram. We ask that you have permission from the child’s parent before you post items on Social Media. WCP is not responsible for parents posting pictures. Should a parent post a picture of your child before you have given permission, we ask that you contact that parent to remove the picture.

You will be given a authorization form the WCP may use your child’s photos occasional on WCP or Westhill Church of Christ social media outlet.

Supervision

Children will be supervised at all times, adjusting appropriately for different ages and abilities of children. This includes responsibility for the ongoing activity of each child, appropriate visual and auditory awareness, physical proximity, knowledge of activity requirements, and each child’s needs. The teacher will intervene when necessary to ensure the children’s safety. At no time will children be in a classroom or play area without adult supervision. Parents are responsible for their child until they have signed in and turned them over to a WCP staff. Please keep your child(ren) under your care at all times outside the classroom. Westhill Christian Preschool is not responsible for children left unattended by the parent to play outside after school.

Field Trips/Special Visitors Occasionally,

WCP will schedule in-house field trips during the school year. These may include but are not limited to visits from the Fire Department, Librarians/Storytellers, Mechanics, Animal Experts and Science Programs. You will be notified of any outside visitors prior to the event date.

Parent Participation

Parents are encouraged to volunteer to help with special events and class activities. There will be opportunities throughout the school year for parents to help teachers with some of their classroom preparations. Check the monthly newsletter or ask your child’s teacher for more information about those opportunities.

Communication

WCP will provide a “take home folder” to serve as a means of communication between the teacher/school and the parent. Important notes about preschool activities will also be sent home in the folder. Please check your child’s folder after every school day. Parents will receive a weekly newsletter from the WCP Office. This newsletter will contain information regarding upcoming activities and opportunities available to all families. Your Child’s teacher will also send home a monthly newsletter to let you know what is new in class!

Accident/Injury

In case of accident/injury we will make an immediate effort to contact the parent. On the clipboard, outside the classroom, you should leave a phone number where we can reach you each day. If we cannot reach you, we will call your emergency contact or the child’s physician. If necessary, we will call 911. It is important that you keep phone numbers up-to-date and your cell phone should be on and available at all times. An Incident/Illness Report form will be filled out on injuries that require medical attention by a healthcare professional. Parents will be notified of less serious injuries in an “BOOBOO report” form sent home at the end of the day. Less serious injuries include, but are not limited to minor cuts, scratches and bites requiring first-aid treatment by employees that are observed or reported by the children.

Children with Special Needs

At this time we are unable to assist students who are medically fragile or require medical assistance such as special wrapping, feeding tubes, and braces.

As a Christian Preschool we are committed to serving as many children as we can regardless of their current developmental needs. If we are asked to provide services to a child with special needs and we are able to do so and maintain the quality of services that all the children in a classroom receive, we will do so. If we have any concerns regarding any enrolled child’s development, we will provide you with resources and request that you bring your child to your doctor and possibly your home school district campus for assessment.

Toilet Training

In our toddler and 2-year-old classes, teachers and assistants are equipped to change diapers and to help toilet train your child. When your child is ready to begin toilet training, please be sure to discuss this with your child’s teacher. They are willing to help make this time successful rather than stressful. By the time your child is enrolled in the 3 year old program, they must be fully trained. We realize that accidents may occur. We ask that a seasonally-appropriate change of clothes be provided in your child’s bag every day.

Birthday Invitations/Holiday Celebrations

We try to make birthdays very special for your child. Please talk to your child’s teacher about bringing a special treat. Birthdays are usually celebrated at the end of the day 1:40-2. You may hand out party invitations at WCP only if they include all the boys or girls in the class or the entire class. Please use the mail system if only a few students are going to be

invited. Classroom parties are held during the year around the various holidays. Please see your child's teacher or room parent to sign up for favors or snacks for a special holiday.

Weather Cancellation Policy

If CISD (Cleburne Independent School District) closes due to inclement weather, WCP will also be closed. If CISD opens an hour late, WCP will open at 10:00. If CISD delays 2 hours, WCP will be closed. If it is necessary to dismiss early because of inclement weather, or other reasons, the remainder of that day will not be made up. If we are forced to dismiss early for any reason, parents will be notified via email and through the Cluster app. No refunds will be given if WCP is closed due to unavoidable circumstances such as bad weather or any other circumstances beyond the control of the preschool.

Emergency Procedures

In an emergency, WCP's first responsibility is the safety of the children. They will be moved to a designated safe area where staff members will supervise them until parents can be notified. Please keep your cell phones on at all times in case of emergency. To ensure that WCP is a safe place for all children, we have adopted the following policies and procedures:

1. Staff members are responsible for the children enrolled in their care at all times.
2. The clipboard with the class list that you sign every morning will be taken by a staff member when evacuating the children. It is very important that you sign your child in and list a number where you can be reached during the day when signing in.
3. An emergency evacuation plan for fire and severe weather is posted in each classroom.
4. WCP will conduct a regular fire drill and severe weather drill. Each drill is documented in the WCP office.
5. In the case of emergency evacuations due to a chemical spill, fumes, gas leak, fire, etc., WCP will follow the directions of the Cleburne Fire and/or Police Departments in the evacuation of the children from the area. Parents will then be contacted.
6. A copy of all children's registration forms with emergency contact numbers and a class list are kept in the WCP office in a special portable file. Parents will be notified as soon as possible once all children are evacuated and safe.
7. In the event of an assault on the church building or school properties around the building, the WCP staff will instigate lock-down procedures until it is safe to remove the children from the building.
8. It is the responsibility of WCP's Director or a ministerial staff representative to talk to the press and to give any public statements.

WCP Preschool Emergency Preparedness Plan In Case of Emergency

1. All Care Givers assigned to each age group will walk the children to their zone area outside of the main church building.
2. If deemed safe, all children will be walked to FLC gym. You will meet them there where you will show your identification and sign your child out. Your child will then be brought to you. Teachers will carry their classroom sign-in sheets with them whenever they leave their classrooms.

3. If further shelter is needed because of gas leak, electrical problems, etc. all children will be walked to a safe location outside of the building.
4. Once children and staff arrive at designated spot or alternative location, teachers will check off names on sign-in sheet to assure children have arrived at new location.
5. All teachers will stay with the children. Each teacher will use their sign-in sheet to call parents. The Office Staff will be available for communication and additional hands as needed.
6. The Director will be responsible for bringing the Emergency Information Binder from office to emergency location.

Parent Events / Opportunities Meet the Teacher:

“Meet the Teacher” will be held before school begins for the children and parents to visit the classroom and meet the teachers and assistants. You may be asked to turn in or complete a questionnaire regarding your family and child as your child’s teacher gets to know you better.

Class Parties: There will be several class parties that parents may attend. It is up to the teacher how to sign up for this. Usually there is a room mom, salty snack, sweet snack, game or activity and paper goods to sign up for.

Special Events: We have special events throughout the year such as Mom’s day, Dad’s day and Grandparent’s day. During these times we usually invite our friends to chapel, activity and a light refreshment.

Parent Conferences: We strive for great parent-teacher relationships. Individual parent conferences are scheduled as needed or as requested. You may request a conference with any teacher at any time.

Christmas Program: The children will perform songs for parents, family members and friends in the church auditorium.

Spring Show and Open House: This takes place on a Sunday evening in April. This is an opportunity for parents to visit the classrooms and see student work. This is also our annual fundraising event as you may purchase framed art and T-Shirts.

Graduation Program:

This is for our Pre-k Class. Family and friends are invited to this in on a Sunday evening in May to celebrate the accomplishment of completing preschool!

We are mandatory reporters of child abuse. If we see any reason for concern regarding a child's safety in the building or outside of it, we are liable by law to make a report to the child abuse hotline. (800) 252-5400

If you have any questions or concerns about any aspect of the Westhill Christian Preschool program, please let us know as soon as possible so that we can address those issues. We cannot fix it if we do not know about it!