

Monthly Tuition Rates

Regular Hours 9am—2pm

	Inf	Tods/Twos	Pre-K 3s/4s	Kinder
TTH	\$225.00	\$205.00	\$190.00	
MWF	\$320.00	\$300.00	\$275.00	
M-F	\$510.00	\$490.00	\$470.00	\$470.00

Regular Plus Extended Care Hours: 7:30 am to 5:30 pm

	Inf	Tods/Twos	Pre-K 3s/4s	Kinder
TTH	\$330.00	\$310.00	\$305.00	
MWF	\$470.00	\$450.00	\$445.00	
M-F	\$750.00	\$730.00	\$725.00	\$720.00

\$35 SUPPLY FEE IS DUE WITH SEPTEMBER & JANUARY TUITION.

Tuition Payments

Monthly tuition is due the 1st of each month, September through May. Tuition payments have been divided equally over the program year, and the same tuition payment amount is due each month. Tuition is considered late after the 10th of the month and a **\$25 late fee** will be assessed to the account. If payment is over 30 days late, WCA can remove the child from the program.

Payment options are:

- A check or money order made payable to WCA (or Wesleyan Christian Academy)
- Cash payment
- Bill pay through your bank account

We do not currently accept credit cards.

Checks returned by the bank will result in an additional \$20 insufficient funds fee assessed to your account.



Parent Handbook

2019-2020

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WELCOME

On behalf of our staff, teachers, administrators and Pastors, we want to welcome you to our faith-based preschool/ KDO program. We strive each day to make Wesleyan Christian Academy a special place that provides wonderful and nurturing care for all children.

We hope that you have been greeted warmly and feel secure in your selection of our program for your child(ren). Children are our most precious gift and we thank you for allowing us the opportunity to be a part of their early learning and growing years.

WCA Prayer

Dear Lord,

Help me to be kind to everyone I meet.

Help me to be respectful to all people I see.

Help me to use kind words and to do good deeds,
today and every day.

Amen.

PARENTS AS PARTNERS

PARENT INVOLVEMENT

There are many ways that parents can become involved in our program: room parent for the classroom, volunteering for special events, fundraisers and other annual activities such as Fall Festival. In addition, parents can assist in preparing materials for the classroom, being a book buddy or in support of projects. Guidance for appropriate involvement with students during the school day should come from the classroom teacher and/or Director.

Birthdays

Parents may provide cookies or other snacks to celebrate their child's birthday. Arrangements should be made in advance with the child's teacher. Care should be taken if there are students in the class with identified food allergies or sensitivities.

Support of Breastfeeding

We welcome and support our breastfeeding moms by providing opportunity, convenience and comfort for breastfeeding.

Fundraisers

WCA is a non-profit program. Our tuition costs provide compensation to our highly-qualified staff and our monthly tithe to First Rowlett as well as operating costs. Our fundraisers are our only means to replacing, replenishing and purchasing classroom learning materials and tools. Each year our home room moms work to implement fundraisers to support our program. Parental participation and contributions are desired and welcomed.

Open-door Policy

WCA has an open-door policy. Parents/family members are welcome to visit our program at any time without prior approval. However, it can be very distracting to the class for a parent to visit in the classroom for extended periods, and it is in violation of TX Minimum Standards for anyone who has not been background checked or fingerprinted to be around children other than their own for extended periods of time.

Parent Participation Opportunities:

Home Room Mom(s)

Teacher Appreciation Week

Home Room Mom Coordinator(s)

Classroom Holiday Parties

Book Fair

Any/all children's events for 1st Rowlett UMC

HEALTH AND SAFETY CONTINUED

School Zone Safety

We consider the church parking lot and facility to be a school zone space. We ask that all patrons drive slowly and cautiously in our parking lot area maintaining a watchful eye for children and parents. We also ask that patrons not be in use of a cell phone during drop off and pick up times or while driving in the parking lot.

Special Services

WCA will allow outside services obtained by parents to meet with a child during our school day (speech therapy, occupational therapy, etc.). A signed agreement between the parents and WCA detailing the visit (name, agency, times, days, space needs, etc) will need to be completed before visits begin. We will also need a photo copy of the therapist's id for the student's file.

Vaccinations– Employee

We do not require that staff have any specific vaccinations in order to be employed at WCA. We recommend that our staff have annual flu vaccines.

Vision & Hearing

Children four years of age or older, who are enrolled in any facility for the first time, **must** be screened for possible vision and hearing problems within 120 calendar days of enrollment. If a child is enrolled within 60 days of the date a facility closes for the summer, the child's vision and hearing must be tested by December 31 of that year. Documentation of this testing must be kept in student files in the WCA office. WCA may refuse admission if this information is not received for the file by the required date.

For convenience, WCA offers a hearing/vision & speech screening opportunity in the fall of each year on site through a specialist at an affordable cost. However, this screening is usually performed at a child's 4-year well-check.

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PROGRAM OVERVIEW

Wesleyan Christian Academy provides children a safe, nurturing, Christian environment where they can grow and develop spiritually, physically, academically, socially and emotionally.

Governance

WCA, a non-profit, interracial, Christian-oriented program of First Rowlett United Methodist Church is an integral part of the total educational ministry of the church. The governing body of WCA is a hybrid board established under the General Church Council to run the business of the preschool and to minister to the children, their families, faculty, and community. The Board is responsible for establishing WCA's policies, communicating within the First Rowlett UMC governing committees, and setting and reviewing administrative and financial aspects of the program's performance.

History

Reverend Buist and Violet Wilson had a vision of providing the growing community of Rowlett with a Mother's Day Out program. Reverend John Allen agreed, if an enrollment of 25 children could be met. In 1992, First Rowlett UMC opened its doors with an enrollment of 60 students and 12 staff. The school, now known as Wesleyan Christian Academy, has continued to grow and expand enriching the lives of children and families throughout Rowlett and the surrounding communities.

State Licensing

WCA is a licensed childcare facility. To view the state required minimum standards, as well as, the most recent inspection of WCA, access www.dfps.state.tx.us or call 800-252-5400. Our local office can be reached at 214-583-4253. They are available Monday– Friday, 8 am to 5 pm. The most recent inspection is always posted in the main office as well.

HEALTH AND SAFETY CONTINUED

Injury

All WCA faculty members are trained in basic first aid. In the event of an injury, first aid will be administered and parents will be notified, either by phone or at the end of the day, depending on the severity of the injury. Emergency assistance will be called in the case of a severe injury.

Immunizations

A copy of current immunization records, or an affidavit of exemption, along with a doctor's signed statement of good health must be submitted to the office before a child may participate in the program. Each time a child receives an immunization, an updated shot record must be turned in to the school office. If immunization records have not been provided to WCA before the first day of school, a child may not attend until we have a copy of the records. As a practice, WCA will send home monthly statements of immunization records to assist in keeping our files current.

Lunch

Each child should bring a lunch daily. The lunch box should be clearly and plainly marked on the outside with the child's name. Please send only finger foods (except for infants). Prepare food in advance, such as slicing apples or peeling oranges. For hot dogs or Vienna sausages, please cut them lengthwise to minimize choking hazards. Food containers must be easily opened by your child.

Due to the length of the WCA school day, state guidelines require children to have a portion of their daily dairy as well as a nutritious meal while in care. This can be cheese on a sandwich, yogurt, string cheese, or milk.

Medications

When possible, medications should be administered by the parent before or after program hours. If a child must be given medication during the school day, state requirements will be followed. Medications will only be administered to the child with written parental permission and according to prescription or label directions and must be signed in to the WCA office. No medication may be kept in student backpacks/bags.

Medications brought by parents for their child must:

- be a prescription in the original container; be labeled with the child's name; be labeled with the date; Include directions for administration; include the physician's name; not be past the expiration date.
- be an over-the-counter medication recommended for the child's age/weight; be in the original container; include directions for administration by label instructions or from physician; not be past the expiration date.

HEALTH AND SAFETY

Dress Code

Children should be dressed in play clothes appropriate for the current weather conditions. Weather permitting, children will be outdoors at least a portion of each day as required by state licensing standards. Opened-toe and open-heeled shoes are considered unsafe for preschool environments. It is recommended that children wear rubber soled shoes to school.

Emergency Procedure/ Drills

As required by state law, WCA practices monthly fire drills and bi-monthly severe weather & lock-down drills. All staff are trained in emergency procedures during annual in-service training. These procedure details are found in each classroom binder for regular review and guidance. In the event of an evacuation or an emergency, First Baptist Church of Rowlett (4309 Main St., Rowlett) will be our initial location to report all staff and students. If an alternate location is deemed necessary, all students and staff will be shuttled to the Rowlett Community Center (5300 Main St., Rowlett). The office staff will contact parents by phone and email. The phone number in the event of an emergency is 214-543-9605.

Gang-Free Zone

In accordance with House Bill 2086, we are required to inform parents that gang-related criminal activity or engaging in organized criminal activity within 1000 feet of this center/ facility is a violation of the law, and are therefore subject to increased penalty under the state law.

Illness

A child who shows any sign of illness should be kept at home for the protection of that child and other children. If there is a question about whether or not to bring the child to school, please contact your pediatrician's office. If a child appears to have multiple symptoms or shows signs of possible severe illness during the day, the parent(s) will be contacted. The child will be expected to be picked up for the following indications (per TX State Minimum Standards): fever greater than 100 degrees, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that a child may be severely ill.

Children must be symptom- and fever-free for at least 24 hours (or one entire school day) before returning to WCA. Fever-free is defined as having a normal temperature reading without the use of fever-reducing medications.

PROGRAM OVERVIEW CONTINUED

EDUCATIONAL FRAMEWORK

Core Values

At WCA, we value relationships in fostering early growth and education.

Relationships with children.

Relationships with families.

Relationships with the community.

Relationships with Christ.

Curriculum Goals

Our goal is to build relationships and partner with parents and families to support each child in learning and developing to the best of their abilities. By embracing each child's unique attributes and incorporating curriculum objectives to meet their developmental needs, we strive to instill a love of learning and lay an educational foundation that inspires and nurtures future learning endeavors.

INTERACTION GUIDELINES

Channels of Communication

Positive and open communication is valuable to parents and teachers. Should any issues arise, please initiate discussion with immediate parties involved. Should an issue go unresolved or need further intervention, please contact the Director.

Confidentiality

Our practice at WCA is to only discuss financial, development or behavioral topics with the parents or legal guardians of a child unless otherwise noted in the child's file by the parent. Drop off and pick up time at the classroom door is not a time to discuss these confidential matters while in the presence of other parents and children. A note, email or call to set up an alternative time to meet with teachers is best for discussion.

PROGRAM OVERVIEW CONTINUED

INTERACTION GUIDELINES CONT.

Email & Telephone Communication

We utilize an online email service, Constant Contact, for our school-wide monthly newsletter. We ask parents to maintain a current email address in the main office so we are able to communicate vital program information. Please do not “opt out” of this email when received.

Our teachers will also utilize email as a method to communicate about classroom events, parent/teacher conferences, class projects and much more.

Should you call during business hours and we are unable to answer the phone, please leave a message for same day response.

OPERATIONS

Our office hours are 7:30 am to 5:30 pm, when school is in session. We will maintain limited office hours during school breaks.

Arrival, Departure & Release of Children

The designated main entrance of WCA is located off of the rear parking lot of the church. Parents are asked to bring all children in Infants through KDO2 classes to their classroom each day. (See *Carpool* for Pre-K 3s and above).

Extended care students arriving before 8:45 am should be brought to class using the WCA Main Entrance only.

For preschool program students (9 am to 2 pm), classroom doors are not open until 8:50 am. Children should not be taken to their classrooms until that time.

Children will only be released to persons designated by parents at the time of enrollment or with a formal addition to the pick-up list thereafter. Proof of identity (driver’s license) will be requested from anyone who is on the pick-up list, but unknown to the staff. Your child’s teacher and/or the WCA administrative staff will contact a parent/guardian if someone unexpected and/or unknown arrives to pick up a child to confirm the arrangement.

CLASSROOM CURRICULUM

Assessment

At WCA, assessment is ongoing and takes place in the child’s natural setting and classroom environment. Our teachers have each child’s growth and development as their primary focus in planning and implementing age-appropriate curriculum.

Chapel

Chapel is taught to toddlers through Kindergarten age children each week. It consists of a non-denominational, Christian message that is age-appropriate. This class has scripture, music, puppetry, stories, and crafts to help teach God’s word.

Conferences

Parents are always welcome to set an appointment to speak with their child’s teacher regarding growth and development. Teachers teaching Pre-K 3s through Kindergarten will initiate parent/teacher conference opportunities each year. This opportunity is typically in February and on an as needed basis.

Lesson Plans & Class Schedules

Teachers are required to submit a monthly lesson plan that follows the general scope and sequence of academic requirements. These lesson plans, calendars and class schedules are also available for parental review.

Portfolios

Our program utilizes portfolios as a method of assessment for Pre-K 3s through Kindergarten. Portfolios exhibit development over a period of time, in our case the academic school year. These portfolios will be sent home at the conclusion of the year.

Specials

Our program provides opportunities for participation in music, library, technology, physical education, music and movement, art and Spanish based on the age of the child and the program they are enrolled in.

CLASSROOM GUIDELINES

Discipline & Guidance

Teachers will maintain an environment that is conducive to learning and growing in which Christian behavior will always be emphasized. Discipline and guidance will be consistent, age-appropriate, and based on an understanding of individual needs and child development. Positive methods that encourage self-esteem, self-control, and self-direction will be used. Any form of physical aggression that could cause harm to oneself or others will result in temporary removal from the classroom or environment until the behavior is within control.

Potty Training

Children enrolled in the Pre-K 3s through Kindergarten classes should be potty trained and able to manage themselves in the restroom unassisted in order to be successful in the program.

Ratios

We maintain a low teacher/child ratio in all age groups of our program.

Infants– 2 teachers/ 6 infants

Toddlers– 2 teachers/ 10 toddlers

Twos– 2 teachers/ 12 children

Pre-K Threes– 2 teachers/ 12 children

Pre-K Fours & Kindergarten– 2 teachers/ 16 children

Rest Time

Children able to walk in the toddler and twos classes will need a nap mat for rest time each day. Children in pm extended care who are in Pre-K 3s and older will also need a nap mat for quiet time each day. Infants will be placed on their back to sleep in an empty crib, as required by The Department of Family Services.

Toys

Please do not send toys from home with your child unless specifically requested by the teacher for a specific event or activity. The classrooms are furnished with toys that all the children can share without ownership concerns. We do not accept responsibility for lost or broken toys that come from home. Exception: a toy or blanket to soothe at naptime.

PROGRAM OVERVIEW CONTINUED

Carpool

Carpool is a convenient way for children in Pre-K 3s through Kinder to be dropped off in the mornings. This is curbside service located on the entrance side of the parking lot. Teachers will escort your child from the car to class. Carpool begins at 8:50 am and ends at 9:10 am.

Child Abuse & Neglect

The State of Texas requires that we provide parents with contact information for reporting child abuse or neglect of a child. Contact the State of Texas by calling 1-800-252-5400 or through the abuse hotline website at <https://www.txabusehotline.org>. WCA Staff are trained annually on awareness and prevention of child abuse. Visit <http://www.helpandhope.org/index.html> to learn more about a parent's role in the fight against child abuse.

Child Custody Issues

If a court order denies parental access to a child, the custodial parent must furnish a copy of the court ordered document to the main office. Without court orders we can not deny access of a child to either parent.

Non-discrimination Policy

WCA is committed to meeting the needs of all students within our licensed age requirements. We strive to foster growth and development of all children to the best of our abilities within the context of our facility, materials, tools and accommodations.

Student Sign In/Out

All children in classes younger than Pre-k 3 are to be signed in and out each day by the parents at the classroom door. Pre-K 3 through Kinder parents will sign in and out their student at the door unless utilizing carpool for AM drop off. The teacher will then sign-in the child.

PROCEDURES & GUIDELINES

ENROLLMENT

Registration forms are located on the website and can be picked up from the main office. Each year, in February, all students must re-register for the next academic year & our summer sessions (if desired) in order to maintain placement in our program. New students are encouraged to enroll in February as well. We strictly adhere to a September 1st birthday enrollment policy in accordance with the school district. Following open enrollment, placement in our program is subject to space availability. **Current students will not be able to re-enroll if they have outstanding balances on their account.**

All students, including unborn infants, who enroll with an intended start date later than August 12, 2019, must pay each month of tuition. We will not hold any student's place on the roster without tuition payment.

Registration & Supply Fees

The annual registration fee and bi-annual supply fees are non-refundable fees. Completed paperwork and registration fees must be submitted together for processing of enrollment to be completed.

Withdrawal

Upon withdrawal of the program, parents must either pay 2 weeks in tuition or give 2 weeks of notification. A withdrawal form needs to be completed in the main office. Student records will not be released unless all finances or outstanding balances have been cleared through the WCA office.

Tuition Payments

Monthly tuition is due the 1st of each month, September through April. **The 2019-2020 school year will begin August 12, 2019 and end May 14, 2020. A full month's tuition will be due for the month of August and no tuition will be expected for the month of May 2020.** Tuition payments have been divided equally over the program year, and the same tuition payment amount is due each month. Tuition is considered late after the 10th of the month and a **\$25 late fee** will be assessed to the account. If payment is over 30 days late, WCA can remove the child from the program.

Our payment options are:

A check made payable to WCA or Wesleyan Christian Academy, cash payment, bill pay through your bank account

We do not accept credit cards. *Checks returned by the bank will result in an additional \$20 insufficient funds fee assessed to your account.*

PROCEDURES & GUIDELINES CONT.

Long-term Absence

Tuition payment is required during long-term absence due to travel, illness or other circumstances to ensure space availability upon return. We ask that the main office be contacted when a student will be absent for an extended period of time via email, note or phone call.

Termination or Expulsion

The program reserves the right to remove a child, and/or family, for reasons of non-cooperation, delinquency in payment fees, or when the inability of the child or parent to adjust to the program negatively impacts the performance and success of others in the class, as determined by the Director. A child or parent who displays repeated disruptive, aggressive, or inappropriate behavior while in our care, or on our campus, is subject to removal from the program.

Late Pick Up Fees

There is a \$5 fee for every 3 minutes a child is left past pick up time. Children in our preschool program (9 am to 2 pm) should be picked up no later than 2:10 pm. Children in the extended care program should be picked up no later than 5:30 pm. Repetitious late pick up can be addressed for possible removal from the program.

Extended Care Drop In Fees and Policy

Drop-in opportunities for extended care are based on space availability. A 24-hour reservation **must** be made. Fees **must** be prepaid, \$10 for am (7:30am—8:45am) and \$20 for pm care (2pm—5:30pm). Children in Pre-K 3s and older must have a nap mat for pm extended care in order to stay for the reserved time. Reservations are dismissible if there is a family emergency, space is available and the Director has given permission to do so.

Program Change Fee

To change a student's pre-enrolled program selection on the first day of class or in the duration of the school year, there is a \$25 program change fee. This fee will be waived if a waitlisted student can be placed in a desired class, if a student is withdrawing from extended care, or if changes are being made for the next academic school year. Changes to programming are allowable based on space availability.