

## WCS PRESCHOOL OPERATIONAL HANDBOOK

It is the policy of Wichita Christian Preschool to continually strive to embody the mission of Wichita Christian School as set forth in the Mission Statement found at the beginning of this Handbook. We seek to operate according to our Educational Philosophy Statement. We believe the Policies and Procedures listed below will facilitate our efforts to accomplish our mission.

### **WCS Preschool Operational Policies and Procedures**

- 1. Hours, Days, and Months of Operation:** The Preschool hours are 8:00 a.m. to 3:00 p.m. The doors open at 7:00 for the convenience of working parents. A fee of \$5 per day will be charged for drop off between 7:00-7:30, there will be no charge for drop off after 7:30. Our school year is August through May. Our Summer Adventure operates through June and July.
- 2. Enrollment Procedures:** In order to enroll your child a registration form must be completed and returned to the business office along with a non-refundable registration deposit. Summer camp enrollment is a separate process, and details will be provided early in the spring semester. State regulations require that we have shot records and birth certificates on file upon enrollment. Registration is not complete without these.
- 3. Procedure for Release of Children:** Children are released only to the parents and others that are listed on the enrollment form. Each teacher has a copy of that form in her room and is familiar with those who have been designated by the parent(s) to pick their child up from school. Under no circumstances will a child be allowed to leave with any unauthorized person. Persons other than the parents who are listed as those eligible to pick up their child may be asked to show identification before the child is released to them.
- 4. Procedures for Drop Off and Pick Up:** To drop off students in the South Building, please enter the circle driveway off of Neta Lane so that traffic flows from left to right (counterclockwise). Pull as far toward the exit as possible so that others may access the driveway behind you. If you arrive before 7:45 a.m., please check your child in with the caregiver in before-school care. Our teachers come to the lunch room by 7:45 to take their students to class. If you arrive after 7:45, please take your child directly to his/her classroom. Please do not use this time to conference with your child's teacher as this can cause a significant traffic flow and supervision problem. If you plan to be in the building to conduct business with office staff or if you know you are going to be in the building longer than the time it takes to drop off your child, please enter off of Jarmon Street and park in the North parking lot. Entrance into the North Building in the mornings is through the West front door. Dismissal of the 4's will be from the main West door, and dismissal of TK will be from the North door facing Jarmon Street. Dismissal of 3's and 2's will be at the circle drive at the South building. Please pull as far forward as possible and walk to the front doors to pick up your child.
- 5. Illness and Exclusion Criteria:** Any child who arrives at school noticeably ill, exhibiting a rash or running a temperature will not be allowed to attend class. If a child becomes ill during the day, the parent will be notified immediately to pick up the child. A child that has experienced a fever, vomiting or diarrhea must be asymptomatic for a period of 24 hours before returning to school. In the event a child contracts a communicable disease and exposes the other children, a notice of such exposure will be posted and parents will be informed at dismissal. Any child with a communicable disease will not be allowed to return to school until the period of contagion has passed.

6. **Procedures for Dispensing Medications:** If your child requires medication during the school day the parent will be required to fill out the "Medication Authorization Form." This form is located in the secretary's office. The parent will list the name of the medication, dosage, and the time it is to be administered, and sign the document. They will also notify the staff if the medication requires refrigeration or any other special means of storage. The staff will record the dosage, date and time it was given, and print their name and initial after the dosage is administered. These forms will be kept on file in the secretary's office. Medication must be in an original bottle that lists the name of the pharmacy, the physician's name, and directions.
7. **Procedures for Managing Medical Emergencies:** In case of medical emergency, first-aid will be administered, and the parent will be notified as quickly as possible. If it appears that more than first-aid is needed, 911 will be called to assess and take the child to the hospital if necessary. If the parent has not yet arrived, a member of Wichita Christian Preschool staff will accompany the child to the hospital and will stay with the child until the parent, guardian, or other designated person arrives.
8. **Policy for Parental Notification:** Parents will be notified any time a child becomes ill at school and has an elevated temperature and/or is throwing up or presenting any symptoms which the teacher believes may be communicable or if the teacher believes the student is too ill to participate in regular class room activities. Parents will also be notified in case of a medical emergency which requires a student to be transported by ambulance to the local hospital. In addition, if a student's behavior is such that they are being disruptive to the class and will not respond to redirection and/or timeout, a parent will be called.
9. **Discipline and Guidance Policies:** Positive guidance teaches children skills which help them get along in their physical and social environment. Giving children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior. Our teachers use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
  - a) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
  - b) Reminding a child of behavior expectations daily by using clear positive statements.
  - c) Redirecting behavior using positive statements
  - d) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.
  - e) If a child exhibits aggressive behavior such as biting, hitting, kicking, scratching, spitting, pushing, or other abusive behavior towards other children or faculty, the child will be removed from the classroom and/or parents will be notified.
10. **Suspension and dismissal:** If aggressive behavior becomes chronic, a child may be placed under suspension or dismissed, or parents may be asked to withdraw the child from school. Suspensions are given only by the director and take effect immediately and parents are required to remove the student from the campus.
11. **Policy Regarding Clothing and Belongings:** You are encouraged to send your child to school in play clothes and tennis shoes. **Absolutely no flip flops will be allowed at any time.** Daily school activities include active and sometime messy play. The children should feel comfortable to enjoy themselves and not worry about getting their clothes dirty. Please clearly mark your child's outerwear to ensure proper return. We ask that you provide a

change of clothes for your child in case of accident, including underwear and socks. Please provide a backpack for your child that is big enough to hold his/her change of clothes, lunchbox, and folder. Please clearly mark both the backpack and the lunchbox with your child's name. A WCS t-shirt is provided for each child to wear during special campus and field trip activities. Additional t-shirts may be purchased for your child.

12. **Policy regarding meals and snacks served at WCPS:** The school provides a morning snack. We strive, as required by the State, to ensure that the snacks we serve are low in processed sugar and have some nutritional value. A supply of drinking water is always available to each child and is served at every snack time, mealtime, and after active play. All students must bring their own lunches from home. WCPS is in no way responsible for the nutritional value of the meals that are provided by the students' parents. Teachers help all children with opening their lunches. They also help and encourage each child to eat his/her lunch. WCPS does not use food as a reward or punishment.
  - a) **Encouraged not to bring:**
    - **Microwavable food (due to time allotted for lunch)**
    - **Certain Lunchables (pizza, hamburger, hot dog, sandwich, etc., which have to be assembled and/or warmed)**
    - **Carbonated beverages.**
  - b) **Preferred to bring:**
    - **Lunches with cold packs.**
    - **Warm lunches brought in a thermos.**
  
13. **Napping Policy:** The state requires that all students enrolled be provided a rest time for at least one hour after lunch. Each child should bring a sleeping mat along with a **small** blanket that can be left in the classroom for a week at a time. These blankets will be sent home each Friday to be washed and returned to school on Monday.
  - Children are encouraged to go to sleep; however, if they are not able to go to sleep, we ask that they rest quietly until their friends wake up.
  - Children who are being disruptive during nap may be removed to an alternate and supervised resting place.
  
14. **Safe Sleep Policy:** This policy that only pertains to children under 12 months old. Even though we do not serve children this age, due to state licensing regulations parents of each child enrolled will receive a copy of our Safe Sleep Policy, which must be signed and returned to the school.
  
15. **Immunization Requirement:** Parents must provide a copy of their child's immunization records upon registration. The copy will then be kept in the student's folder. The school nurse will review each record and will alert the parents of any student whose immunizations are not current. The parent will be required to arrange for the required immunizations. Children may be denied access to school if they do not receive the immunizations requested by the school.
  
16. **Policy regarding Tuberculin Testing:** TB testing is not required in Wichita County at this time.
  
17. **Policy regarding vision and hearing screening:** Your child is required to have vision and hearing screening when they are four (4) years old. This is provided by the WCS school nurse. If a follow up is needed the parents will be notified by the nurse.

18. **Transportation Policy:** When transportation is needed, it is generally provided by the school in a school bus which has been checked by the TDPS and approved for transporting children. If students are transported by a parent or a parent-approved driver in a private vehicle to a school activity off campus during the school day, the driver must provide for the school office: a copy of a valid driver's license, proof of insurance, and a signed waiver releasing the school from liability.
19. **Policy regarding Field Trips:** An important part of Wichita Christian Preschool's curriculum is exposing the children to many and varied experiences within the community. A number of field trips are built into the school's curriculum for children three years old or older.
- Parents are informed of field trips in advance through notes sent home for each trip. They are encouraged to volunteer to accompany the class if space is available. If parents choose not to have their child participate in a field trip, they must make arrangements to keep their child home that day or pick up the child at the time when the class is scheduled to leave for the field trip.
  - While on field trips we provide a supervision ratio of one (1) caregiver to ten (10) 3-year-old children, and a one (1) caregiver to twelve (12) four-year-old or five-year-old children.
  - At least one of the caregivers accompanying the children on field trips will be certified in CPR and First Aid with training in rescue breathing and choking response.
  - WCPS requires each child to wear a school approved t-shirt on all field trips.
20. **Animal Policy:** WCPS does not permit animals in the classroom without prior consent from the director.
21. **Insect Repellant & Sunscreen application:** WCPS will only apply insect repellant and sunscreen as needed. Parents must inform teacher or director if your child/children has an allergy to either insect repellant or sunscreen, and one or both must be provided to the teacher. It is a good plan to apply insect repellant and sunscreen before arriving at school.
22. **Water Activities:** It is the policy of WCS to not provide water activities during the August-May school year unless prior notice is given from director.
23. **Absences and Withdrawal Policy:** Parents are responsible for their child's attendance to class. There is no reimbursement of tuition if your child is absent from class, nor will makeup days be allowed. If it becomes necessary for you to withdraw your child from school, we ask that you give the school a one-month notice. Please contact the school business office to stop payments to FACTS and remove your child's name from our computer generated school roster.
24. **Partners for Christian Education (PCE) Policy:** PCE plays a very important role in raising funds for all WCS campuses. It is the policy of Wichita Christian Preschool to encourage parents and grandparents to become members of PCE. Membership information is sent home in each child's folder, as well as other information regarding meetings and activities associated with the organization.
25. **Toys:** It is the policy of Wichita Christian Preschool that no toys be brought from home. Personal toys can cause disruption, and/or they may be broken or lost. An exception will be made for special days such as "Show and Tell".
26. **Toilet Training Policy:** The school policy regarding children, who are two years of age before Sept. 1, is that the teachers with parents will be working with children on toilet

training throughout the school year. All children three years of age and above are required to be toilet-trained (not in diapers or pull-ups). If your child does not meet the following definition of toilet-trained before school starts, please notify the director.

**Definition of Toilet-Trained**

- Child consistently communicates verbally their toileting needs.
- Child is able to undress and dress themselves.
- Child is able to wipe themselves.

- 27. Procedure for Parents to Visit at any Time:** Wichita Christian Preschool always welcomes parents to check on their children at any time. However, our students are always engaged in some type of learning activity, so we would ask that the parents please avoid disruption of these learning activities. Parent visitation that is too frequent can cause adjustment problems and can prevent the child from adjusting and gaining maximum benefits of the program.
- 28. Procedure for Teacher Conferences and Problem Resolution:** Please contact the office at any time if you wish to arrange a conference with your child's teacher. See Page 25 in the **2017-2018 WCS Parent-Student Handbook** to see procedures for problem resolution.
- 29. Procedure for Parents to Participate in the Preschool's Operation and Activities:** During school orientation, each teacher will provide a signup sheet for school parties. Each parent is encouraged to sign up with their child's teacher to help with the parties. Parental help is encouraged in the spring to assist in a successful school auction.
- 30. Emergency Preparedness Plan:** There are two buildings which house students at the Neta Lane Campus. One is designated the North Building and the other the South Building. In the event that either of the buildings becomes unsafe for occupancy the students will be evacuated to the opposite building.
  - **If both the North and South Buildings become unsafe,** the students and staff will exit buildings and proceed directly across the street to the Edgemere Church of Christ located at 4728 Neta Lane.
  - **In case the whole block area is unsafe including the church building** across the street, the students will be transported to the gymnasium of Wichita Christian School at 1615 Midwestern Parkway.
  - **In the event of an emergency evacuation, parents will be notified by Parent Alert text message regarding any change in dismissal procedures.**
- 31. Procedure for Parents to Review the Minimum Standards and the Most Recent Licensing Inspection Report:** A copy of the minimum standards and the preschool's most recent Licensing Inspection may be reviewed by parents upon request by calling 940-687-0298.
- 32. Procedure for Contacting the Local Licensing Office, DFPS Child Abuse Hotline and the DFPS Website:** You may contact Norah Orchard by calling 325-201-8128, or by email at [Norah.Orchard@dfps.state.tx.us](mailto:Norah.Orchard@dfps.state.tx.us). To Contact the Child Abuse Hotline, call 800-252-5400, or you may view the Department of Families and Protective Services website at [www.txchildcaresearch.org](http://www.txchildcaresearch.org).
- 33. Wichita Christian Preschool is a gang free zone** where criminal offenses related to organized criminal activity within 1000 feet of a child-care center are subject to harsher penalty under the *Texas Penal Code*.