

**WCA**  
**CALENDAR AT-A-GLANCE**  
**2016-2017**

August 25	Meet the Teacher Night 6:30 pm – 8pm
August 29	First Day of Classes
September 5	Labor Day / No Classes
October 14	GISD Conferences/WCA Closed
October 17	GISD Fair Day/ WCA Closed
October 20 & 21	Favorite or Silly Hat Day!
November 10 & 11	Silly Socks Days!
November 21–25	Thanksgiving Break/ No Classes
December 15	Pre-k 3s Christmas Program 11:30 am Early Release at 12 noon
December 16	Kindergarten Christmas Program 9:30 am Pre-k 4s Christmas Program 11:30 am Early Release at 12 noon
December 19–Jan 2	Christmas Break/ No Classes
January 16	MLK Jr. Day/ No Classes
February 1	Registration begins for the 2017-18 Academic School Year
February 9 & 10	Pajama Days!
March 2 & 3	Crazy Hair Days!
March 13–17	Spring Break/ No Classes
April 14	GISD Student Holiday/ WCA Closed
May 25	Pre-k 3s program 1:15 pm Pre K 4s program 6:00 pm in Sanctuary with reception immediately following in FLC Kindergarten Graduation 7:00 pm in Sanctuary - reception follows in Narthex area Last Day of Classes



**Parent Handbook**  
**2016- 2017**

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A ministry of First Rowlett UMC

## WELCOME

*On behalf of our staff, teachers, administrators and Pastors, we want to welcome you to our faith-based preschool/ MDO 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.

### Support of Breastfeeding

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

### 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. Your participation and contributions are desired and welcomed.

### Open-door Policy

WCA has an open-door policy. You are welcome to visit our program at any time without prior approval.

### Annual Participation Events:

Home Room Mom(s)	Teacher Appreciation Week
Home Room Mom Coordinator(s)	Easter Eggstravaganza
Book Fair	Classroom Holiday Parties
Fall & Spring Fundraisers	Fall Festival

**HEALTH AND SAFETY CONTINUED**

**School Zone Safety**

We consider our 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 our parking lot.

**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 your child's file here at WCA.

We offer these services on-site through a specialist in the fall of each year at an affordable cost for your convenience.

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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, you may go online to [www.dfps.state.tx.us](http://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

### Immunizations

A copy of current immunization records, or an affidavit of exemption, along with a doctor's signed statement of good health must be obtained in the office before a child may participate in our 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 time that your child is in our program, state guidelines require them to have a portion of their daily milk products as well as a nutritious meal while in our care. This can be cheese on a sandwich, yogurt, string cheese, or milk. We appreciate your help in complying with this guideline.

### 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 directions.

#### 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

Medications cannot be past the expiration date

In order for medications to be administered during the school day, a parent must sign the medications in at the WCA office. Over-the-counter medications should not be sent in student backpacks.

## HEALTH AND SAFETY

### Dress Code

Dress your child 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 your child wear rubber soled shoes to school.

### Emergency Procedure/ Drills

As required by state law, we practice monthly fire drills and quarterly severe weather drills. All staff are trained in lock down procedures during annual in-service training. These procedure details are found in each classroom binder for regular review and guidance.

### Gang-Free Zone

In accordance with House Bill 2086, we are required to inform you 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 and Injury

A child who shows any sign of illness should be kept at home for the protection of that child and other children.

If you have any questions about whether or not to bring your child to school, please contact your pediatrician's office. Children must be symptom and fever free for at least 24 hours before returning to school. Fever free is defined as having a normal temperature reading without the use of fever-reducing medications. If a child becomes ill during the day, the child will be taken to the WCA office and the parent(s) will be contacted.

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.

## 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. Please feel free to send a note, email or call if you would like to set up an alternative time to meet with teachers regarding your child.

## 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 that you maintain a current email address in the main office so we are able to communicate vital program information to you. Please do not “opt out” of this email when you receive it.

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

We do use an automated telephone service. 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, Monday through Friday, August to May.

#### Arrival, Departure & Release of Children

The designated main entrance of WCA is located from the rear parking lot of the church. Parents are asked to bring all children younger than age three in to their class each day. (See *Carpool* for ages 3 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 8:45 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. Proof of identity (driver’s license and code word) will be requested from anyone who is unknown to the staff.

## 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 ages 3 years 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 your review.

### Portfolios

Our program utilizes portfolios as a method of assessment for ages three years 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 of the classroom or environment until the behavior is within control.

### Potty Training

Children enrolled in the 3 year old 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  
Threes– 2 teachers/ 12 children  
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 3 years and older will also need a nap mat for quiet time each day.

### 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 ages 3 years 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 8:45 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. You can 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 your role as a parent 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 younger than age 3 are to be signed in and out each day by the parents at the classroom door. Age 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 your child in for you.

## 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 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.

### 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 1<sup>st</sup> of each month, September through May. Tuition payments have been divided equally over the program year. Tuition is considered late after the 10<sup>th</sup> of the month and a **\$25 late fee** is assessed to your account. If payment is over 30 days late, WCA can remove your 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 currently 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 you notify the main office when your child will be absent for an extended period of time via email, note or phone call.

### Termination

The program reserves the right to remove a child for reasons of non-cooperation, delinquency in payment fees, or when 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 who displays repeated disruptive, aggressive, or inappropriate behavior while in our care 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 am and \$20 pm. The child 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 your child'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.

Changes to programming are allowable based on space availability.