

WEST FORSYTH CHRISTIAN PRESCHOOL

PARENT HANDBOOK



WEBSITE: WWW.WFCPRESCHOOL.COM

E-MAIL: INFO@WFCPRESCHOOL.COM



Dear Parents,

Welcome to West Forsyth Christian Preschool! We look forward to having your child and your family at our preschool!

West Forsyth Christian Preschool is Lewisville's only all day Christian preschool. We are a year-round facility and licensed by the NC Department of Child Development (*License #34001053*). Our experienced staff teaches children ages 2 through 5 during the school year and during the summer months.

The purpose of this handbook is to answer most of the questions you may have regarding our Christian preschool. It is an important booklet that should be kept in a place for ready reference.

If you have any additional questions or concerns, you may contact Rosemary Drinkuth between the hours of 7:00am and 6:00pm, Monday through Friday, at (336)766-0301. For further convenience, feel free to email Rosemary at rdrinkuth@wfcpreschool.com.

In Him,

Rosemary C. Drinkuth

Administrator/Director

West Forsyth Christian Preschool
Tax ID# 22-3980976

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MISSION STATEMENT

The mission at West Forsyth Christian Preschool is to assist the parents with the Christian training and intellectual growth of their children, through a Christ-centered environment of academic excellence.

Children participate in a high quality, Christ-centered curriculum taught by skilled teachers in a loving, nurturing and caring atmosphere. The children are motivated to grow spiritually, intellectually, physically, socially and personally.

SPIRITUAL	WFCP will provide an opportunity for each child to hear, understand and accept the gospel of Jesus Christ.
INTERPERSONAL	WFCP will develop and stimulate the intellect of each child through a curriculum that emphasizes the acquisition of knowledge, higher-order thinking skills, independent thought and creativity.
PHYSICAL	WFCP will help each child recognize the importance of proper nutrition and health habits. The children will learn from fundamental physical skills and the importance of sportsmanlike conduct.
SOCIAL	WFCP will foster growth in interpersonal skills that will enable the children to develop healthy relationships with family, peers and community.
PERSONAL	WFCP will provide opportunities for each child to develop self-confidence, moral character and self-discipline in order that they may strive to achieve their full potential.

OUR PHILOSOPHY

It is our belief that every child is a unique gift from God put here under the watchful care of the parents entrusted with raising that child. In an effort to assist the parents, we believe in providing an atmosphere of warmth, safety, love, and utmost care for children as they are apart from their parents. We do this by placing Christ at the center of the program and our staffs' lives.

It is our goal to provide a program that is well balanced. We present a program that allows for Biblical instruction, educational instruction, play activities, and socialization development. Our hope is that each child will develop the desire to learn more and to seek out his/her unique talents and gifts.

NON-DISCRIMINATION POLICY

West Forsyth Christian Preschool admits students of any race, religion, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, religion, color, national and ethnic origin in administration of its educational policies or admission policies.

GENERAL INFORMATION

Who We Are

Our experienced, qualified Christian teachers are personally and professionally devoted to the exceptional care, welfare and quality Christian education of children; all teachers & assistants are also CPR and first-aid certified. More importantly, our staff is enthusiastic and enjoys their work with children. This is reflected in the positive environment they create for the children.

We strive to create and maintain an atmosphere that fosters the healthy spiritual, emotional, intellectual, social and physical growth in each child. We acknowledge that learning is enhanced in an environment that encourages sharing, caring, laughing, questioning, risk taking, growing, playing and praying.

Preparing Your Child for Preschool

1. Talk about school with your child. Discuss positive experiences that are waiting for him/her.
2. Listen to your child. Discuss concerns that he/she is expressing. Encourage your child and be reassuring.
3. Establish good routines for eating and sleeping.
4. Establish a good communication link with your child's teacher so you are informed about your child's progress.

What to Bring the First Day of Preschool (All items must be labeled):

Emergency Kit

Tissues
Wipes
Picture of your family

Nap Time

Small Crib Sheet
Small Blanket & Pillow
Favorite "Small" Stuffed Animal

Change of Clothes (2 Sets)

Pants	Shirt
Socks	Underwear

Other Items

Sunscreen
Lunch Box (*clearly labeled*)
See Supply List (*Provided at beginning of school year*)

ENROLLMENT & FEES

Application Fee

A one-time, non-refundable application fee of \$75 will be charged to all students enrolling for the first time or returning after a year's absence. This fee must be paid when the application is submitted for enrollment. **Child must be age-appropriate by August 1st for class placement!**

Re-Registration Fee

A non-refundable re-registration fee of \$50 will be charged to all returning students. Re-registration and open registration will take place in February of each new school year (August through May).

Book & Material Fees

A \$250 non-refundable books & materials fee is charged annually for all students and is payable upon child's acceptance into the program and each year thereafter at time of re-registration. This fee will cover the cost of curriculum and materials needed for each student in the classroom.

Tuition Fee

For your convenience, tuition is payable in monthly increments, excluding Summer Session. All fees must be paid on or before the first (1st) day of each month and no later than the fifth (5th) day or a late fee of \$25.00 will be assessed. **Please note, payment of the application fee places your child on the waiting list only. To secure enrollment, all fees (including monthly tuition) must be paid.**

AGE BY August 1 st	FULL DAY TUITION
2-Year-Old	\$825
3-Year-Old	\$760
4-Year-Old	\$730

**Student must be 2 by August 1st & 3's, 4's must be potty-trained*

Note: Our full day program includes care from 7am – 6pm

Tuition Discount(s)

For families with more than one preschool aged student, a discount of **5%** (five percent) will be given for each additional child enrolled at WFCP. The discount will be applied to the lowest tuition fee first.

Those families who would like to pre-pay tuition for the full school year in advance, a discount of **5%** (five percent) shall be applied toward the full tuition amount. If there is more than one student enrolled, **5%** (five percent) will be deducted from the lowest tuition fee first, then an additional **5%** (five percent) for the full pre-payment.

Summer Session

We offer a Summer Session during June and July. Information will be posted on our website and available at our office in early April.

A surcharge of \$6.00 will be added for **ANY** child picked up between 6pm and 6:15pm and will double every 15 minutes thereafter.

Payment Policy

- All checks should be made payable to West Forsyth Christian Preschool (WFCP). To ensure your payment(s) is applied properly, please include your child's name and invoice number on the check.
- Any checks returned for insufficient funds will incur an additional bank and/or redeposit fee.
- When your child is enrolled into our preschool they are being enrolled for the entire term of the school year (*August through May*). To avoid being billed for the remainder of the year both WFCP and the parents must agree upon early withdrawal.

Delinquent Payments

- Tuition payments will be considered “Delinquent” if full payment is not received after 5th of each month.
- After 10 days of non-payment parents will receive a phone call from the Administration of WFCP.
- After 20 days of non-payment parents will receive a letter by registered mail from the Administration of WFCP, as well as a second phone call asking them to bring the account up to date. The incurred expenses by WFCP to send the letter by registered mail will be applied to the outstanding balance.
- After 30 days of non-payment parents will be called in to meet with the West Forsyth Christian Preschool Board of Directors. If there is no resolution to the problem, parents will be required to withdraw their child(ren) from the school.

Outstanding Balance

- All delinquent accounts must be brought current to allow re-enrollment at WFCP.
- All payments received will be credited toward outstanding balances of the delinquent account(s) before being applied to re-enrollment charges.
- WFCP reserves the right to withdraw the child(ren) from the preschool due to delinquent account(s) and to assess a charge equivalent to the full tuition, in addition to any other fees.

POLICIES & PROCEDURES

Absences

If your child is going to be absent please notify the preschool office. If your child is ill please notify us as to the nature of the illness, particularly if it is contagious, so that we can consider the health of all the children enrolled in the program.

Birthdays

Birthdays may be celebrated at preschool. If you'd like to have a party for your child, we ask that you notify your child's teacher and the Administration a week prior to the celebration. Please do not bring refreshments with excessive sugar (icing). **By law, all refreshments must be store bought and in the original, unopened packaging.** For parties outside the preschool, invitations may be distributed to your child's class **ONLY** when all classmates are invited.

Closure Dates & Holidays

A school calendar will be provided annually. No discounts are given for holidays and closure dates that fall on your child's regularly scheduled day. Refer to the current year calendar for closures and/or holidays. We do not follow public school schedules.

NOTE: For Easter/Spring Break, we will be open from 7am – 6pm by **RESERVATION ONLY**. A sign-up sheet will be sent home three (3) weeks prior.

Dress Code

We strongly encourage you to dress your child in "play clothes" for school. Some of our activities can get messy and we want your children to be comfortable while they play and learn. Little girls that wear skirts and/or dresses should wear shorts or leggings under them. For safety and comfort, children should wear rubber soled shoes and socks should be worn at all times. Open-toed shoes, sandals with no backs, flip-flops, jellies and "croc style" shoes are **NOT PERMITTED**. Please label all clothing with your child's name.

Potty Training and Pull-Ups

We work closely with you on an individual basis on potty training. Children who are NOT potty trained will only be accepted into our two year-old program. Parents need to provide pull-ups as needed, and keep a regular supply at the school. **Please understand, your child will not be allowed to advance to the three's program unless they're potty trained.**

Personal Belongings

WFCP supplies all classrooms with age appropriate educational materials. Therefore, we feel it is best if your child does not bring toys, money, candy, video games or other personal items from home. The preschool is not responsible for lost and/or broken items brought from home.

What NOT to Bring to School

For the safety of our children and in consideration of our philosophy we ask that you leave the following at home:

- Baby Bottles, Pacifiers
- Toys (*Unless requested by your child's teacher*)
- Candy and/or Chewing Gum
- Anything Unlabeled

Custody & Visitation

From time to time issues arise as to the release of a child to the appropriate parent and/or legal guardian. Please indicate any custody or visitation restrictions on your enrollment forms. Additionally, please provide the Administration with any legal documents supporting those restrictions. We will strictly adhere to the instructions provided in such legal documents. Please provide updated legal documents as needed.

Withdrawing Your Child

Any family that is withdrawing from the school must notify the Administration in writing at least two (2) weeks prior to your child's last day. Failure to do so will result in unused tuition not being refunded.

THE PROGRAM

Curriculum

Our educational material is a Biblical, phonics and numbers based curriculum. Your child will be presented the letters, numbers and many other concepts that will prepare him/her for continued learning and reading.

The preschool is open from 7:00am until 6:00pm. Teachers plan classroom activities from 8:30am until 12pm (noon). This is what we call the "preschool portion of the day." Your child will benefit most when they are present for the entire program. There is a separate, exciting curriculum for afternoon hours.

Bible Time

Bible time is part of our daily schedule and includes Bible stories, lessons, songs and prayer.

Chapel

Once a week, on Wednesdays, the children will have Chapel. This is a 20-30-minute session held in the Church sanctuary. Parents are always welcome to come and attend.

Prayer

Prayer is an important part of the daily activities at West Forsyth Christian Preschool. The children say the blessing together before they eat and pray together at other times during the day.

SAFETY AND SECURITY

Parking

For the safety of everyone please follow the arrows regarding traffic flow. Park in the designated spots and walk your child into the building. Please be mindful of other arriving and departing automobiles. Handicap areas are designated for those in need. Please do not park in these assigned areas at any time.

Arriving & Departing the Preschool

When the preschool opens and attendance is low children may be gathered together in one room, or on the playground, before they move to their respective classrooms. At approximately 7:30am the children are taken to their classrooms. Likewise, after 5pm, as children are picked up, remaining children may be joined again on the playground or in one classroom. When you come to pick up your child, for the safety of all children, please keep your child with you in a mannerly fashion from the time you pick them up until you get them into the car.

Signing In & Out

NC State law requires that children must be signed in when brought to school and signed out when picked up. Log sheets will be in the classroom where you drop-off and pick-up your child.

Emergency / Safety Procedures

We periodically schedule, carry out and document emergency drills, to include fire & tornado. We have developed an emergency evacuation system designed to meet the needs of our preschool. Evacuation plans are posted in each classroom. In the unlikely event that our center is severely damaged or declared unsafe all children will be evacuated to a safe distance from the building, where we will await your arrival. If an emergency should occur, the Administration will attempt to notify you immediately.

Emergency Contacts

For your child's security please be sure to provide us with at least two emergency contacts and keep their numbers up to date. All families are required to complete and/or update their Emergency Contact Card each year which will be kept on file in the preschool office.

Authorization(s)

You must inform the school if someone other than a parent will be picking up your child. On the emergency card, please be sure to list all persons you authorize to pick up your child from WFCP. If they are not recognized, a photo ID must be presented. No child will be released to any person(s) not authorized by a parent. State law prohibits us from accepting authorization over the telephone. This is for your child's safety. It is preferred that a note be given to the Administration whenever your child will be picked up by someone other than a parent.

Student Record Updates

Whenever there are changes or additions to the information originally provided on your registration form please stop by the office to update the information. This is important regarding telephone numbers where you can be reached while your child is at school. In an emergency we want to be able to reach parents quickly.

Bathroom/Clothing Accidents

All children must bring two (2) complete changes of clothes in a labeled Ziploc® bag. Parents should label all clothing and the bag with the child's name. If the clothes are used, please send a new change of clothes the next day that they are at school. Children are more comfortable in their own clothes.

Playground Rules

Please read and talk with your child about the following playground safety rules. The safety of all children is of utmost importance; therefore, as time goes by, refinements may be made to these rules.

- Students should climb up/down the equipment in a proper manner, using the steps. Jumping from the top, climbing or hanging on the outside equipment safety rails (not using steps/handrails) is not allowed.
- Go down the slides feet first, while sitting; climbing up the slides is not permitted.
- The tire climb is for three (3) and four (4) year old classes only.
- No playing under the equipment at any time.
- Tricycles are to be used only on the bike-track. Students will take turns using the tricycles.
- Students are not permitted to travel to/from the playground unattended.
- The gates must remain closed at all times unless entering or leaving the playground.
- Parents must notify staff when dropping off and/or picking up your child from the playground.
- The fence and mulch are for playground safety. Climbing on the fence, hanging items from the fence and playing with the mulch is NOT ALLOWED.
- Report any unsafe conditions/hazards of the playground or equipment to the Administration.

HEALTH & NUTRITION

Lunch & Snacks

We promote good nutrition at WFCP. For students enrolled in the program a healthy, well-balanced lunch must be brought from home. It is good to let your child experience new taste sensations. Lunches must be in a regular-sized lunchbox clearly marked with your child's name. All lunchboxes are placed in the refrigerator until lunchtime. No heating or re-heating of any lunch item is allowed, per the NC State Guidelines.

WFCP provides a healthy morning and afternoon snack for all children. Please allow time at home each morning for your child to eat a nutritious breakfast. This is a great way to start their day.

Health File Information

Upon enrollment, NC State law requires that we have an up-to-date health statement on file for each child. The child's file must have an original physical exam form, including current immunizations. Results of the physical exam must be within one year prior to enrollment; this is necessary before enrollment is complete and for your child to enter preschool. In addition, each child must have a Before/After Care Emergency Release Card on file before entering the preschool. Health information must be completed at the time of enrollment. Failure to do so will exclude your child from beginning our program.

Illnesses

At time of drop-off the teacher will insure that the child is free from obvious signs of illness. State regulations prohibit us from admitting any child too ill to participate in regular daily activities. In order to keep the children healthy, we ask that you adhere to the following guidelines and keep your child at home if any of the following apply:

- If a child is sent home with a fever they cannot return to school until they have been **FEVER FREE (WITHOUT MEDICATION) FOR 24 HOURS**.
- If a child is too tired and exhausted to participate in the normal daily routine.
- If the child has an uncontrollable cough or is having difficulty breathing they will not be allowed at school.
- Your child will not be allowed at school if they have an excessive runny nose. If the child cannot keep the mucus from constantly dripping and the teacher has to wipe their nose more than three times within one hour we will ask you to come and pick up your child.
- If your child is vomiting or has diarrhea they will be sent home and may not return until they have gone 24 hours without vomiting or diarrhea.

Should your child get sick at school they will be isolated and you will be notified. An authorized person must pick the child up within one (1) hour. If you will be keeping your child home from school due to an illness, **please notify the office**. If your child is exposed to a contagious illness at school, a notice will be posted so parents are aware of possible symptoms.

Upon having any of the following, a child must have written consent from a doctor to return to school or the Administration's approval to return to preschool:

Chicken Pox
Ringworm
Impetigo

Pneumonia
Mumps
Scarlet Fever

Scabies
Pinworms
Whooping Cough

Measles
Pink Eye

Accident / Major Illness Procedures

If your child is involved in an accident or has a major illness during preschool hours we will make every effort to notify you immediately about the condition and any medical treatment necessary. Concurrently, we will contact the appropriate emergency agency (consistent with your requests set forth in the *Emergency Form* that you completed at registration) to provide the necessary special care that your child needs.

In the case of an emergency, and if we cannot make contact with you or your designated emergency contact, WFCP, in its sole and unlimited discretion, shall seek any necessary treatment including, but not limited to, calling 911. The parent(s) or guardian(s) shall be responsible for any and all expenses incurred in the event that this course of action becomes necessary.

Medication Policy

Prescription and Over the Counter medication may be administered if required. All medication(s) must be in the original bottle or container with the prescription label or manufacturers label attached. A written request from the parent or guardian is required and dosing instructions must coincide with the labeled instruction unless accompanied by written authorization from an attending physician. NO MEDICATIONS will be administered without a signed NC State Authorization Form. WFCP shall bear no responsibility for ANY reaction caused by the ingestion of medication given at the direction of the parent.

Rest Time

All children will be required to rest. Children are expected to rest quietly or engage in quiet activities, allowing those who would like to sleep the opportunity to do so. We ask that you provide a pillowcase with a small crib sheet, small blanket, small pillow and a nap "lovey," if your child would like one. Pillowcases containing all sleep items are to be taken home and laundered on a weekly basis or more frequently, if necessary. All nap bedding must be clearly labeled with your child's name.

Biting

WFCP understands that biting in young children is normal in early childhood development. However, since biting and other such behaviors have the potential to harm others, the preschool has established the following policy to help manage this behavior.

1. If a child is bitten the teacher will tend to the bitten child with first aid procedures then speak with the child that bit about the inappropriate behavior. An injury report will be filled out and parents of both children will be telephoned regarding the incident. The parents of the child who bites will need to sign the injury report and we will keep a copy on file.
2. If there is another incident with the same child biting, the child will be sent home and the incident will be documented in an injury report. The injury report must be signed by the parents of the child who bit and will be kept in the child's file.
3. If the biting continues the biting will be documented and signed by the parents of the child that bites and kept in the child's file. The director and the teacher will decide if it is in the best interest and safety of the other children to keep the child that bites in the program.

Sunscreen

WFCP will apply sunscreen to children as needed. We ask that you apply the sunscreen before school and that you provide the sunscreen you would like applied to your child with your child's name on the bottle. WFCP will not apply sunscreen to your child if you have not provided sunscreen for your child and filled out the sunscreen approval form.

West Forsyth Christian Preschool shall have no responsibility for any kind of reaction caused by the ingestion of medication or application of sunscreen. **NOTE: Due to State regulations, only non-aerosol spray, cream/lotion sunscreens are allowed.**

Reporting Child Abuse & Shaken Baby Syndrome/Abusive Head Trauma

West Forsyth Christian Preschool is concerned about the well-being of all the children and families. The preschool has a moral and legal responsibility to report any case of suspected child abuse and/or Shaken Baby Syndrome/Abusive Head Trauma. In suspected abuse and neglect cases, no evidence will be excluded on grounds of confidentiality including preschool records. Although WFCP's staff is not obliged to do so, we may speak with parents prior to notifying the Department of Social Services.

DISCIPLINE

Children at WFCP will not receive physical punishment. Children who have conflicts or problems with others while at our center will be encouraged to verbalize their angers or concerns. The role of the teacher at school is to be an assistant in positive problem solving. Children whose behavior endangers others will be supervised away from other children. The child will be encouraged to discuss the problem with a staff member and other concerned parties. The staff rarely uses "Time In", unless a child is emotionally out of control and needs private time to regain composure. No child will be subjected to humiliation, shame, fright, verbal or physical abuse by staff members or any other person on the premises.

Conflict Resolution

Learning to manage conflict is an important part of preschool. All children need to understand how to resolve conflicts appropriately on their own and ask for help when needed. As we guide children toward their independence we keep in mind that children need to learn to repair their broken relationships on their own without forcing them to be insincere.

- We help children verbalize their feelings and desires and to listen to one another.
- We give children the opportunity to suggest their own solutions to the conflict.
- We assist children in finding an appropriate solution if needed.
- We help children to recognize and take responsibility for their own behavior.

Unacceptable Behavior

Behaviors that will **NOT** be accepted are:

Biting	Kicking	Fighting	Hitting
Stealing	Spitting	Throwing	Lying
Mocking	Slapping	Sticking out Tongue	
Unacceptable Language/Behavior			
Not following the directions of the staff			
Causing any physical harm to self, others, or their property			

Extreme Behavior Consequences

The following actions will take place, should unacceptable behavior occur:

- 1st: Child works by Teacher's side
- 2nd: Up to a 5-minute time-In
- 3rd: Time in and parent notified of problem (*with written notification and a phone call*)
- 4th: Child sent to office, Parent called to help resolve the matter (*with written notification*)
- 5th: Parent called to remove the child for the day (*with written notification*)
- 6th: Child will be removed from the program (*with written notification*)

If we cannot meet the special needs of your child, or if there is concern for the physical safety and well-being of other children and/or teachers, we will request that you withdraw your child. WFCP may drop immediately any child whose behavior credits a significant risk of harm to the health and safety of themselves, other children, or staff without following the guidance steps outlined above.

FAMILY INVOLVEMENT & COMMUNICATION

Open Door Policy

Parents are always welcome. We encourage you to visit at any time. Open communication between the parents and staff is important and so is your input. Please feel free at any time to discuss any questions or concerns you may have regarding the preschool with the Administration.

Parent Communication

The teachers in each classroom will distribute a monthly calendar electronically by email. This provides a quick means for you to be informed of your child's activities and can promote a conversation between you and your child. Additional memos will be distributed as needed. Please note that it is your responsibility to read them carefully; the information they contain will be of great importance to you and your child.

Back To School Night (For Parent's Only)

Curriculum, teaching methods, schedules and discipline techniques will be discussed during "Back to School Night" at the beginning of the school year and also an opportunity for you to get to know your child's teacher. This special night will be scheduled early in the school year.

Student Evaluations

Student evaluations are completed for all students. The purpose of the evaluations in preschool is to monitor each child's progress in all areas of the child's development. The evaluations help us to meet both the current and future needs of the child. Parent-teacher conferences are available upon parent request at any time during the school year.

PARENTAL AGREEMENT FORM

Child's Name:_____

As the parent(s) or guardian(s) of the above named child, I/we have received and read the entire West Forsyth Christian Preschool Parent Handbook. It has been discussed with me/us by the Administration or a staff member of West Forsyth Christian Preschool. I/we agree and will cooperate with the policies, guidelines, procedures and purposes of West Forsyth Christian Preschool set forth by the handbook.

Furthermore, I/we understand that the Bible and its teaching, along with spiritual training based on the Bible, are an intricate part of West Forsyth Christian Preschool.

Mother's/Guardian's Signature

Date

Father's/Guardian's Signature

Date