



WESTMINSTER  
Weekday School

# 2018-2019 Parent Handbook

2310 Augusta Street  
Greenville, South Carolina 29605  
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[wpcschool@wpc-online.org](mailto:wpcschool@wpc-online.org)

## Westminster Weekday School 2018-2019 School Calendar

There will be many more events and activities throughout the school year. You will be notified of those from the office and from your child's teachers. However, this is the main school calendar which includes holidays and big event. **As you know, we follow Greenville County Schools Calendar with the one exception that we dismiss on Friday, May 31<sup>st</sup> (full day). This is so that we may have school wide teacher meetings and/or CPR training and prepare for our summer program. Please use this calendar to plan accordingly for all school holidays.**

<u>August 13<sup>th</sup></u>	School Office opens on abbreviated schedule ( <i>Teachers will contact parents by email welcoming you to their class!</i> )
<u>August 16<sup>th</sup></u>	<b>Meet and Greet Night</b> for all age groups (4:00-6:00)- Come and meet your teachers and turn in important paperwork. <i>*More details to come, but please mark this on your calendar!</i> <i>**New Parent Meeting begins @ 6:00 in the Snack Room (downstairs.)</i>
<u>August 20<sup>th</sup></u>	First Day of School
<u>September 3<sup>rd</sup></u>	Labor Day- NO SCHOOL
<u>September 13<sup>th</sup></u>	Open House 2K/3K @ 6:30 & 4K/5K @ 7:00
<u>October 15<sup>th</sup> - October 26<sup>th</sup></u>	Fall Conferences ( <i>teachers will schedule during this time frame</i> )
<u>October 22<sup>nd</sup></u>	Fall Break- NO SCHOOL
<u>November 5<sup>th</sup> - 6<sup>th</sup></u>	Teacher Work Day/ Election Day- NO SCHOOL
<u>November 21<sup>st</sup> - 23<sup>rd</sup></u>	Thanksgiving Break- NO SCHOOL
<u>December 20<sup>th</sup></u>	Last Day of School (full day)
<u>December 21<sup>st</sup> - January 4<sup>th</sup></u>	Christmas Break- NO SCHOOL
<u>January 7<sup>th</sup></u>	First Day of School after Christmas Break
<u>January 8<sup>th</sup></u>	Weekday School Enrollment begins for 2019-2020 school year
<u>January 21<sup>st</sup></u>	Martin Luther King Jr. Day- NO SCHOOL
<u>January 22<sup>nd</sup></u>	Play School Enrollment begins for 2019-2020 school year
<u>February 18<sup>th</sup></u>	President's Day- NO SCHOOL
<u>March 22<sup>nd</sup></u>	No School or Snow Make-Up Day #3
<u>March 25<sup>th</sup></u>	No School or Snow Make-Up Day #2
<u>March 30<sup>th</sup></u>	Spring Carnival (10:00-12:00)
<u>April 15<sup>th</sup> - April 19<sup>th</sup></u>	Spring Break- NO SCHOOL

<u>April 22<sup>nd</sup></u>	No School or Snow Make-Up Day #1
<u>April 22<sup>nd</sup>-May 10<sup>th</sup></u>	Spring Conferences ( <i>teachers will schedule during this time frame</i> )
<u>May 27<sup>th</sup></u>	Memorial Day- NO SCHOOL
<u>May 31<sup>st</sup></u>	Last Day of School (full day)
<u>June 10<sup>th</sup></u>	Summer Program Begins

## Mission of Westminster Weekday School

The mission of Westminster Weekday School is to provide a nurturing, Christian environment that will allow children to build positive social relationships with their teachers and peers. Teachers will provide developmentally appropriate environments that will encourage children to explore and discover their world through play, hands-on learning experiences, and a literature rich environment.

### WEEKDAY SCHOOL COMMITTEE

The Weekday School Committee meets on the second Monday evening of each month. The committee is comprised of church members, church elders, teachers, non-church members that are parents of Weekday School children and the school director. The committee assists the Director as an advisory board.

Ben Alexander, Chairperson  
 Cara Puntch, Director  
 Brady Godfrey  
 Bailey Firmstone  
 Alexis Moore  
 Clair Ray

### GENERAL INFORMATION

#### School Year

The Westminster program is in session for nine and a half months each year. We follow Greenville County Schools' calendar with the exception that we close on May 31st. Please see Westminster's school calendar for more details.

#### Play School Drop Off and Pickup

When dropping off children in the Play School, please do not linger in the hallways or outside in view of the windows. For some children, this makes separation difficult and does not allow for a good start to the day. If you leave a child upset and he/she has not settled down in a reasonable length of time, we will contact you.

Due to student-teacher ratios, it is very important that you drop off and pick up your child at your designated times. **If you are late, you will be charged a \$10.00 fee. There is no ten minute window for lateness. For example, if your registration form says your child is here until 4:00, then that is the latest you should pick them up by.**

### **Late Stay/Extended Care**

Due to student-teacher ratios, it is very important that you drop off and pick up your child at your designated times. ***If you are late, you will be charged a \$10.00 fee. There is no ten minute window for lateness. For example, if your registration form says your child is here until 4:00, then that is the latest you should pick them up by.***

### **Weekday School Carpool and Pickup**

- Morning carpool begins at 8:45 and ends promptly at 9:00 am.
- Children who arrive after 9:00 and miss carpool will need to be brought to the school office. It is disruptive when children repeatedly do not arrive on time. Please do not attempt to enter through other doors in the building. It is disruptive to the classrooms.
- We offer a carpool dismissal from 12:45-1:00 pm.
- ***Children who are not picked up by 1:00 pm for the 1:00 carpool will be brought to the school office by their teacher. A \$10 late fee will be charged to your account. The same penalty will apply to late pick-ups from Extended Care as stated above.***
- No child will be allowed to leave the school with anyone except his/her parent unless the parent gives us permission in advance.
- Please adhere to all carpool routes and procedures (these will be given to you separately).

### **Payments**

**Play School** students are billed at \$5.50 per hour (church members) and \$5.75 per hour (non-church members) for their scheduled hours. There are no adjustments for student absences or school holidays except that the month of August and December are calculated at a 50% discounted rate. Please refer to your monthly invoice for correct amount due.

**Early/Late Stay** program is calculated at a 50% discounted rate for August and December and is \$5.50 per hour (church members) and \$5.75 per hour (non-church members).

**Weekday School** tuition is based on an average of 4 weeks per month for 9 months. Therefore, no discounts will be given for student absences or school holidays. We give a 50% discount on tuition only for the month of August. Weekday School monthly tuition for 2018-2019 school year is as follows:

#### **Church Members**

2, 3 and 4 Year Olds/ 3 day      \$347.00

2, 3 and 4 Year Olds/ 5 day      \$437.00

5 Year Old Kindergarten      \$515.00

#### **Non-Church Members**

\$394.54

\$495.00

\$577.00

- ***Tuition and fees are due on or by the 10<sup>th</sup> of each month unless the school office posts other notification. It is the responsibility of each parent to fulfill all financial obligations on time. Payments after the 10<sup>th</sup> of each month will have a \$10.00 late charge per child/per program. Your child may not attend school if your account is more than 20 days overdue.***
- Any payment mailed or bank drafted MUST BE IN THE SCHOOL OFFICE by the 10<sup>th</sup> of the month- NOT postmarked or drafted on the 10<sup>th</sup>.
- No refunds will be made for a child's absence from school due to sickness or missed days due to inclement weather. Tuition is not pro-rated. There will be no refunds for missed lunches.
- ***Parents or guardians are asked not to send tuition to school in their child's bag or give checks or money to the teachers during carpool.*** It is your responsibility to see that the payment reaches the school office. **All checks should be made payable to Westminster Weekday School (WWS). There is a drop box just inside**

**the wooden doors to the left if you would like to leave your payment in the box. You may also pay online via our website: [www.westminsterweekdayschool.com](http://www.westminsterweekdayschool.com).**

- Policy states that parents who are consistently late, either picking up their child and/or paying tuition, will be subject to additional late fee charges. The Director and/or Chairman of the Weekday School Committee will notify such parents. Parents wishing to discuss the additional fees may submit a written request to the Committee.

### **Withdrawal**

It is required that parents give a thirty day notice to the school if it becomes necessary to withdraw their child from school. No refunds will be made within a pay period.

### **Health**

- All necessary immunizations should be up to date and remain so during the school year. Immunizations are recorded on the South Carolina Certificate of Immunization. The form is secured from your physician and filled out by his/her medical staff. The form must be updated each time an immunization is received.
- An Information Sheet is to be filled out by each parent with information needed about allergies and procedures in case of an allergic reaction or medical emergency.
- **Parents may not bring a sick child to school. Please adhere to the following policies on sickness.**
  - Children who have fever, with no other symptoms, should be kept from school 24 hours after fever is gone. **If normal temperature can be acquired only by use of a fever reducing medication, the illness still exists and the child is contagious to other children and staff.**
  - Children who have a fever with other symptoms such as cough, sore throat, runny or stuffy nose, body aches, headache, chills, fatigue, diarrhea and/or vomiting should be kept from school 48 hours after fever is gone.
  - Children who have diarrhea should be kept from school 24 hours after the diarrhea ceases.
  - Children who are vomiting should be kept from school 24 hours after the vomiting ceases.
  - Children who have head lice may return to school 48 hours after the first treatment of a lice-removal product.
  - Children who have pink eye (eyes are red/pink, eye pain, white or yellow discharge or matted after sleep) will need a medical note to return to school.
  - Children who have strep throat can return to school with a medical note 24 hours after starting antibiotics.
  - Children who have the flu must be kept home for 5 days past diagnosis.
  - Children with hand, foot, and mouth will need a medical note to return to school.
- A child should not be sent to school if he/she is unable to go on the playground.
- When it is necessary to send medicine to school, the parent must fill out a MEDICATION FORM before medicine is given. These forms are in the school office. If they are not filled out completely, medicine WILL NOT BE GIVEN.

### **Messages**

The teachers cannot accept verbal messages from the children. Please email, write a note, or telephone the message to the school office. ***Carpool is not a good time to talk about changes in schedules or have discussions about your child.***

### **Conferences**

In the fall, as well as in the spring, the teachers will arrange conferences with parents within a two week period that is stated on the School Calendar. However, parents are encouraged to confer with the teachers anytime the need should arise.

### **Birthdays**

Birthdays are important to young children and each child's birthday will be observed in a similar way. You need to contact your child's teacher to arrange for the birthday celebration. You may furnish a snack and send juice if you desire. These may be brought at regular carpool time. Please remember the No Nuts Policy when providing a special snack. Birthday napkins may be sent, also, but favors are not necessary. Please do not send invitations to school for delivery! **No BALLOONS of any type may be sent at any time.**

### **Lunch**

- Please send ice packs in your child's lunchbox.
- We do have microwaves available if your child's lunch needs to be heated. Please send specific directions.
- Food needs to be cut up- especially hot dogs, grapes and raw vegetables.
- Popcorn is not allowed unless you are in 4K or 5K.
- Marshmallows are not allowed in 2K or below.
- We are a peanut free school.

### **Unusual Weather Conditions**

Listen for WYFF TV for important information about closings and delays. We follow ALL Greenville County School delays and closings.

### **Individual or Extraordinary Educational, Health or Developmental Needs**

It is important for parents to fully and honestly disclose any individual or extraordinary educational, health, or developmental needs or conditions of any child. These situations will be reviewed on a case-by-case basis.

In circumstances where the School determines the environment at Westminster cannot reasonably meet the particular needs of any child, or where a child's needs may create an unreasonably disruptive educational environment, the School may exclude a child from enrollment or terminate a child's enrollment.

### **School Schedule and Personnel**

- Westminster's school schedule is divided into different time periods each day.
- Play School refers to all children in Crib, Crawler, Toddler and Older Toddler classes and the terms below do not apply to this age group.
- Weekday School (2K-5K) is divided into the time periods below:
  - Early Stay is from 7:30 - 9:00 am.
  - Weekday School morning program is from 9:00 am – 1:00 pm.
  - Five Year Old Kindergarten program is from 9:00 am – 2:00 pm.
  - Late Stay is from 1:00 – 5:30 pm.
- Personnel are scheduled for certain time periods each day. Therefore, depending on your child's schedule, he/she may be with different teachers during the day. All of our staff members have had SLED and FBI checks and have been run through a child neglect/abuse database.
- It is our goal to provide as much consistency as possible for your child. On occasion, there may be a time when your child will be with a staff member who is not his/her regular teacher. This may include substitute teachers, teachers from other classrooms, office personnel, etc. Please rest assured that your child is always in capable and loving hands while at Westminster.

### **Miscellaneous**

- If your child will be absent, please try to notify the school office by 8:30 a.m.
- All children ages Crawler room and older need to wear shoes to school each day.
- Children who are in diapers need to bring their own diapers and diaper rash cream.
- No backless shoes allowed. Flip-flops or Crocs without straps are not safe in a school setting.
- Please make sure all belongings are labeled with your child's name. All bottles and sippy cups need to be labeled with the child's name and the date.

- Please bring a change of clothes for your child in case of an accident. Make sure the clothes are adequate for the season.
- If your child wears pull-ups, please make sure they are the kind with Velcro.
- **Please do not park in the carpool lines close to carpool drop-off and pick-up times.**
- Anyone who enters Westminster Weekday School at a time other than a regular drop-off or pick-up time is required to come to the school office and sign in. You must wear a visitor's badge while in the building. Due to the security system, you must enter at the school entrance on Westminster Drive. You will not be admitted into the church office.
- Toys need to be left at home except on Share Days. Please check with your teacher for the share schedule.
- **NO GUNS, KNIVES, OR BALLOONS ARE ALLOWED AT SCHOOL!**

### **WESTMINSTER WEEKDAY SCHOOL BITING POLICY**

Biting is upsetting for everyone involved. It is a common happening among young children BUT it is not acceptable behavior just as hitting, pinching, kicking, etc. are not acceptable behaviors. It occurs for many different reasons, not out of meanness but often out of frustration due to the lack of verbal skills for younger ones through toddlers, or for the lack of using those skills for those who are older. We will work with the biter to determine why he/she is biting and to help that child overcome the unacceptable behavior. We will also help the bitten child to understand what he/she did (if applicable) to cause the biting.

### **WESTMINSTER'S BITING INCIDENT PROCEDURES**

1. First, the area where the child was bitten is properly taken care of and after he/she is comforted and appears calm from the incident, the next step is taken.
2. Second, the biter is confronted with their unacceptable behavior and told that it will not be allowed. The biter is dealt with firmly BUT not harshly. It is stressed to the biter to "Stop biting- it hurts your friend. Did you see your friend crying and upset because of what you did to him/her?"
3. The biter is removed from the area and one (or more) of the following consequences takes place:
  - a. Child sits in "time out" in close proximity to the teachers.
  - b. Child is not allowed to participate in circle/group time activities- just observes.
  - c. Child is not allowed to participate in the art activity.
  - d. Child loses all or part of recess time.
  - e. Child is sent to the School office.
  - f. Child sits by himself/herself at snack/lunch time in the classroom in close proximity to the teachers.
4. As stated above biting is not an acceptable behavior and teachers will work to help the biter overcome the habit but it is important for parents to understand why this may have happened:
  - a. The biter was being aggravated.
  - b. The biter was protecting a toy with which he/she was playing.
  - c. The biter wanted something another child had.
  - d. The biter felt threatened.
  - e. The biter is teething.
  - f. The biter is on medication that can cause aggressive behavior.
  - g. No apparent reason.

The first step in controlling the biting is to determine what is causing it which is the responsibility of the teachers. If there is a situation in which there are several biting incidences by the same child, the Staff and Director will have open communication with that child's parents to work out the best possible solution to help the biting to cease and/or be under control.

# **CARPOOL and DROP OFF PROCEDURES**

**Please read carefully!**

**Early Stay:** Take your child's belongings to their classrooms before bringing them to the Early Stay classroom.

## **Play School: (Crib, Crawler, Toddler and Older Toddler)**

- ❖ Play School parents should enter off of Augusta Street onto West Augusta Place, park on Westminster Drive outside of the school office on the same side of the street as the school. ***Do not park on the opposite side of the street!***
- ❖ Please push the buzzer and look up at the camera, so we can see you in the office and buzz you in.
- ❖ Take your child and their belongings to their classroom in the morning.
- ❖ Make sure to retrieve all of your child's belongings when you leave in the afternoon.

## **Weekday School: (2K – 5K)**

### **2's Carpool Line**

- ❖ Parents should enter off of Augusta Street into the main church parking lot (facing Augusta Street).
- ❖ Carpool runs from the first set of glass doors (Fellowship Hall doors).

### **3's, 4's, & 5's Carpool Line – VERY IMPORTANT ...Please follow traffic patterns!!**

- ❖ Parents should enter off of Augusta Street onto Augusta Drive (by Talbots and BB&T), go left around traffic circle onto Westminster Drive.
- ❖ Turn left into the second entrance of the circle by the school office to drop off and pick up children. ***Please pull down all the way to bottom of semi-circle before stopping to drop off or pick up children.***
- ❖ **There is a right turn only back onto Westminster Drive.**

**If your youngest child is in the 2's, please pick up 2's then 3's & 4's.**

### **General carpool information:**

- Pick up Play School children first, then enter into carpool lines. By doing this you do not have to bring your older children into the building with you for pickup.
- Please make sure all bags and belongings are ready before entering carpool lines for drop off.
- Make sure your carpool number is placed on the right side of your windshield about half way up, so the teachers can clearly see it.
- ***If your child will be riding with someone other than yourself, please write the teacher or the office a note even if they are on the Pick - Up Permission form.***
- Please do not talk on your cell phones during carpool. This is very dangerous to you, our students, and teachers. Also, NO GOLF CARTS ARE ALLOWED IN CARPOOL LINES!!



- ***Please do not get out of your car in the carpool lines.*** You may proceed onto Westminster Drive and pull to the curb to buckle your child into their seats.
- Due to insurance purposes, we cannot buckle children into car seats or seatbelts.
- Please be on time for carpool - teachers will arrive and depart promptly.
- If you are late, please bring your child inside to the school office. We will take him/her to his/her classroom.
  
- **CARPOOL TIMES FOR THE 2018-2019 SCHOOL YEAR**
  - Morning: 8:45-9:00 a.m.
  - 1:00 Dismissal: 12:45 p.m.-1:00 p.m.
  - K5 Dismissal: 1:45 p.m.-2:00 p.m.
- If you are late picking your child up from carpool, your child will be taken to the school office for you to pick him/her up there.

***There will be a \$10.00 charge for all late pick ups.***

**We realize that the flow of traffic we are suggesting may not be the most conducive to your morning and afternoon routes, but we feel that it will make traffic flow much smoother without major backups. With that being said, please understand that carpool will be a little hectic the first few days of school while the teachers and children are getting into their routines!!**

Thank you for your cooperation in this matter. If you have any questions, please feel free to contact me at 232-5766 or [cpuntch@wpc-online.org](mailto:cpuntch@wpc-online.org).

Sincerely,

Cara Puntch, Director

Westminster Weekday School

(Revised July 2018)