



WESTMINSTER
Weekday School

2019-2020 Parent Handbook

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INTRODUCTION

Welcome to Westminster Weekday School! We are honored to care for your child. The formative years are among the most impressionable of a child's life. Our dedicated staff commit themselves to ensuring an enjoyable and productive learning adventure. 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.

This parent handbook is intended to acquaint you with the policies and procedures of Westminster Weekday School. Please read this document carefully. The responsibility of enforcing these guidelines rests largely upon our carefully selected and well-trained staff whose principal obligation is to assure the safety and well-being of all children entrusted to our care. It is not our expectation in this document to cover every possible scenario that may arise, but to offer a comprehensive document to guide anticipated circumstances. It is your duty to know the policies and procedures outlined, and to cooperate in their enforcement without exception. We welcome parents' comments, questions, and /or suggestions as we strive to offer exemplary child care.

Westminster Weekday School provides a safe and secure learning environment. The staff believe early childhood education is critical to a child's overall growth and lifetime achievement. To best meet the needs of your child, emphasis is placed on developmentally appropriate practices. With balanced cognitive skills and developmental tasks, we sustain a relaxed, structured environment designed to stimulate curiosity and enthusiasm for learning. Children are grouped by age to facilitate interaction among peers with similar developmental levels. Well-rounded activities are designed to stimulate physical, social, emotional, and cognitive growth. Children are evaluated throughout the year and their unique development and accomplishments recognized and celebrated. Programs focus on hands-on active learning, with an interactive component between home and school. Learning centers include reading, writing, math, science, dramatic play, and creative expression. Self-help, problem solving, and critical thinking skills are emphasized.

Westminster Weekday School follows the curriculum of Handwriting Without Tears as well as a curriculum guide that continues to build from 2K through 5K. The curriculum is South Carolina standards based for preschool age children and continues to be developed and reviewed each year by staff members. There is a clear coordination between the Weekday School curriculum and the Atlas pacing guide followed by Greenville County Schools.

WEEKDAY SCHOOL COMMITTEE

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

Ben Alexander, Chairperson
Susan Jones, Co-Chairperson
Cara Puntch, Director
Maria Sellers

Dixie Dulin
Alexis Moore
Clair Ray

2019-2020 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 events. ***We follow Greenville County Schools Calendar with the one exception that we dismiss on Friday, May 29th (half 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 12th</u>	School Office opens on abbreviated schedule (<i>*Teachers will contact parents by email welcoming you to their class!</i>)
<u>August 19th</u>	<u>Meet and Greet Night</u> for all age groups (4:00-6:00) **New Parent Meeting begins @ 6:00 in the Snack Room
<u>August 20th</u>	First Day of School
<u>September 2nd</u>	Labor Day- NO SCHOOL
<u>September 12th</u>	Open House 2K/3K @ 6:30 & 4K/5K @ 7:00
<u>October 14th- 25th</u>	Fall Conferences (teachers will schedule during this time frame)
<u>October 28th- 29th</u>	Fall Break- NO SCHOOL
<u>November 27th-29th</u>	Thanksgiving Break- NO SCHOOL
<u>Dec. 23rd-Jan. 3rd</u>	Christmas Break- NO SCHOOL
<u>January 7th</u>	Weekday School Enrollment begins for 2020-2021 school year
<u>January 20th</u>	Martin Luther King Jr. Day- NO SCHOOL
<u>January 21st</u>	Play School Enrollment begins for 2020-2021 school year
<u>February 17th</u>	President's Day- NO SCHOOL
<u>March 20th</u>	Teacher Work Day- No School
<u>March 23rd-24th</u>	No School or Snow Make-Up Days #1 (24 th) and #3 (23 rd)
<u>March 28th</u>	Spring Carnival (10:00-12:00)
<u>April 10th</u>	No School or Snow Make-Up Day #2
<u>April 13th-April 17th</u>	Spring Break- NO SCHOOL
<u>April 20th-May 15th</u>	Spring Conferences (teachers will schedule during this time frame)
<u>May 25th</u>	Memorial Day- NO SCHOOL
<u>May 29th</u>	Last Day of School (Half day: Noon dismissal)

SERVICES AND PROGRAMS

Westminster Weekday School's program serves infants no younger than twelve weeks old through five year old Kindergarten. Playschool refers to children who are infants through the older toddler classroom and Weekday school refers to children who are in 2K through 5K. Early Stay refers to any children who arrive before 9:00 am and Late Stay refers to children who are picked up after 1:00pm (2:00pm for K5).

PLAYSCHOOL

	<u>Church Members</u>	<u>Non-Church Members</u>
5 days	\$440.00	\$480.00
3 days (M/W/F)	\$264.00	\$288.00
2 days(T/Th)	\$176.00	\$192.00

WEEKDAY SCHOOL

	<u>Church Members</u>	<u>Non-Church Members</u>
2, 3 and 4 Year olds/ 3 day	\$347.00	\$394.54
2, 3 and 4 Year olds/ 5 day	\$437.00	\$495.00
5 Year Old Kindergarten	\$515.00	\$577.00

All children are billed for their scheduled hours. There are no adjustments for student absences or school holidays.

Exception: the month of August is calculated at 50% discount on all hours and the month of December is calculated at a 50% discount on Early and Late Stay hours only. Please refer to your monthly invoice for correct amount due.

UNUSUAL WEATHER CONDITIONS

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

MONTHLY TUITION/ LATE FEES

Tuition invoices and statements are emailed to the email address given on the child's registration form. Annual statements for tax purposes are not automatically issued. Please contact the school office if you wish to request a statement.

- Tuition and fees are posted at a monthly rate prior to the first business day of the month.
- Tuition and fees are due on or by the 10th of each month unless the school office posts other notification.
- Payments received after the 10th of each month will have a \$20.00 late charge per child/per program. Your child may not attend school if your account is more than 20 days overdue.
- Tuition payments are first credited against any outstanding balance.
- Any payment mailed or bank drafted MUST BE IN THE SCHOOL OFFICE by the 10th of the month- NOT postmarked or drafted on the 10th.
- 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. Payments may be made via cash, check, automatic bank draft, or online via a credit card at 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.

OPERATIONS

RELATIONSHIPS

The foundation of a successful program is a mutually supportive relationship between our staff and the families we serve.

We encourage our families to visit during our hours of operation and to volunteer in the classroom, if possible.

Parents play an important role in our plan for success. WWS shall permit the parent/guardian of a child free and full access to his or her child, without prior notice while their child is receiving care, unless there is a court order limiting such access. This free access must not disrupt instructional activities and classroom routines.

CONFERENCES

Parents may request a conference with their child's teacher during usual business hours to discuss progress and accomplishments in the classroom. Conferences are also scheduled by the teacher throughout the year.

PARKING

Please do not park in the carpool loop during carpool hours. Please do not park in the marked Fire Lane of the carpool loop outside of carpool hours. Please note you should avoid parking your car on the opposite side of the street you are driving on. Cars must be parked in the direction they are heading toward.

DROP-OFF/ PICK-UP

Entry is permitted only through the secured WWS entrance. WWS opens at 7:30am. Children are expected to arrive no later than 9am in order to participate in all aspects of the program. Each child must be picked up every day by an authorized adult at the child's assigned drop-off location or assigned departure location. We require a staff member to acknowledge your child's arrival and departure. Any specific instructions for pick-up should be handwritten and noted at the time of arrival. If you do not know in advance and must telephone to alert the day of pick-up, we ask that you do so before carpool begins. A government-issued photo identification or driver's license will be required before a child is released to any person a staff member does not know by sight as being legally authorized to pick-up a child.

LATE PICK-UP

WWS closes at 5:30pm. All children must be picked up by a parent or authorized adult by 5:30pm. Parents arriving for pick-up after 5:30pm will be charged at the rate of \$1 per minute.

ABSENCES

WWS staff consider those we serve as family. Please notify the WWS office in advance or as early as possible regarding your child's absence. No refunds will be made for a child's absence from school due to sickness or missed days due to inclement weather.

CHILD GUIDANCE (DISCIPLINE)

Discipline is the art of teaching appropriate behavior through problem-solving with the child, re-direction, and role-modeling by the teacher. Positive reinforcement helps children develop self-discipline. We strive to treat children with dignity and set clear, consistent, and fair limits for behavior. We view mistaken behaviors as learning

opportunities. Examples of behavior limits considered inappropriate are hurting others, hurting themselves, damaging equipment or disturbing classroom activities. We do not allow any guidance strategy that hurts, shames, or belittles a child. We do not permit any guidance strategy that threatens, intimidates, or forces a child. We do not allow the use of food as a reward or punishment. We do not allow the use of withholding any physical activity as a punishment.

Corporal punishment is not permitted. Significant behavior problems are observed and tracked by the teachers and if a pattern is established, a meeting with parents will be called to develop consistent strategies for the child at home and school. Other professionals may be consulted for advice. If recurring problems continue, parents will be consulted to develop alternate strategies. As a last resort, the child's admission may be revoked or denied.

CHILD ABUSE/NEGLECT

Westminster Weekday School is mandated by the State of South Carolina to report suspected child abuse and neglect to local authorities.

CONFIDENTIALITY

WWS staff maintain strict confidentiality in regard to the children and families we serve. When parents visit Westminster Weekday School, we ask that you respect each child's and family's privacy.

CLOTHES

Children should wear washable play clothes appropriate to the season for comfort and convenience. For safety, flip flops are not permitted. All children should have an extra set of clean clothing to be rotated as seasons change. All clothing should be labeled with the child's name.

PHYSICAL ACTIVITY

WWS recognizes the importance of physical activity. Implementation of appropriate physical activity practices supports the health and development of children, as well as assisting in establishing positive lifestyle habits for the future. All children will participate in indoor and outdoor play (weather permitting), as exercise and physical movement are important curriculum components. All classrooms offer a thirty minute to forty-five minute playground time, once in the morning and once in the afternoon. Please dress your child in clothing that allows for free and safe movement. Sunscreen and insect spray may be provided, if desired. These items should be labeled with your child's name. If you feel as though your child is too sick to participate in physical activity then he/she is too sick to be at school.

TOYS

WWS provides ample toys and materials for children to share. Bringing toys from home creates difficulty when they are lost or broken and certain toys pose choking risks. Please do not allow your child to bring toys to school, unless previously arranged by your child's teacher. No toy guns or knives are allowed at any time.

NAPS

Nap time for infants is scheduled on an individual basis. All other children rest from 1:00-3:00. Cots and washable covers are provided. One small comfort item is allowed if needed to help your child relax.

PLACEMENT

Child placement is at the sole discretion of Westminster Weekday School. Requests for specific teachers are not considered in placement decisions.

TOILET TRAINING

Toilet training is a developmental milestone. A month's supply of diapers and any necessary ointment/lotion must be provided by the parent at a given time. Please label all supplies with your child's name.

Children enrolled or promoted as of May 31st, 2019 beyond the age of 2K must be completely toilet trained to participate in any program offering.

FOOD AND NUTRITION

LUNCH, SNACKS AND NUTRITION POLICY

Beverages

- We do not serve sugar-sweetened beverages unless provided by a parent.
- We serve water.
- We serve milk to children in the toddler classes and older.

Fats and Sugars

- We limit sweet food items to no more than once per week.

Role of staff in Nutrition Education

- Staff act as role models for healthy eating in front of the children.

School Lunch

Our school lunch menu is set by Westminster Presbyterian Church's Chef.

Home Lunch

- Please send ice packs in your child's lunchbox.
- We 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.

LUNCH AND SNACK SCHEDULE

Lunch and snack items are planned so that no child will go more than three hours without being offered food. We strive to provide a variety of nutritionally balanced, high quality foods each day. Lunch is served between 11:45am and 12:15pm. Morning and afternoon snack are served at a time determined by the classroom teacher.

MONTHLY MENUS

WWS offers monthly menus planned and designed by the church chef. You have the option of bringing a lunch from home each day.

NUT ALLERGIES

WWS is a nut-free environment.

CLASSROOM CELEBRATIONS FOR BIRTHDAYS AND HOLIDAYS

Birthdays and holidays are fun to share with friends. School celebrations must be scheduled in advance with the classroom teacher. No balloons are permitted. WWS asks that you provide foods that are healthy options and that include fruits, vegetables, and whole grains. Teachers should be made aware of a child's birthday celebration in advance so that we may limit the amount of sugar provided during the week. Parents who do not wish for their children to participate in our celebrations may opt to send in a separate snack.

HEALTH

IMMUNIZATION

All children are required to have a current physical examination upon admission and enrollment. DHEC publishes annually the Immunization Requirements for Child Day Care Attendance. The DATE FOR NEXT IMMUNIZATION section of the South Carolina Certificate of Immunization will show the next time your child is due to receive shots. Your child may attend WWS for no more than one month after the DATE FOR NEXT IMMUNIZATION. DHEC monitors our facility and confirms compliance.

ACCIDENTS, INJURIES, AND ILLNESSES

Accidents, injuries, and illnesses that may require professional medical treatment will be immediately reported to the parent or authorized adult designated on the child's emergency contact portion of the enrollment form. Minor accident reports will be provided via Tadpoles.

FOOD ALLERGIES AND SPECIAL NEEDS

Parents of children with food allergies and/or other special nutritional needs are required to make the office aware upon enrollment. Any special foods or milk must be provided by the parent, labeled with the child's name, use by date, instructions, and approved by WWS.

AUTHORIZATION FOR MEDICATION

WWS will administer medication to a child only with written permission. Medications must be in original packaging and will only be administered with specific instructions.

SICK CHILD POLICY

Inevitably, children get sick from time to time. Parents can help by keeping us informed. Let us know if you observe signs of illness we should monitor or changes in your child's behavior. Tell us about circumstances, especially contagious illness, that may impact or affect your child every child's health affects the health of other children within the school. Open parental communication facilitates our commitment to maintaining the overall good health of our school families.

CRITERIA FOR EXCLUDING AN ILL OR INFECTED CHILD

Westminster Weekday School is required to exclude from our child care a child with minor illness if one or more of the following conditions present:

- Uncomfortable participation in the program;
- Faculty, at their sole discretion, are unable to provide care without compromising the health/safety of other;
- Auxiliary armpit temperature of greater than 100* F. accompanied by behavior changes or other signs or symptoms of illness until medical evaluation permits inclusion in the facility, or the absence of fever for at least 24 hours without the assistance of medication;
- Symptoms of severe illness such as unusual lethargy, persistent crying, difficulty breathing or other symptoms of illness until medical evaluation permits inclusion in the facility;
- Uncontrolled diarrhea, increased fecal matter or water that is not contained by a diaper or toilet or when infectious diarrhea is present in school until a physician determines it to be non-communicable and the child is not at risk for dehydration;
- Two or more episodes of vomiting in the previous 24 hours, or one episode when a known virus is present in school until a physician determines it to be non-communicable;
- Mouth sores with drooling unless a physician determines the condition is non-infectious;
- Hand, Foot, and Mouth Disease;
- Rash with a fever until a physician determines the condition not to be a communicable disease;
- Purulent Conjunctivitis (pink eye) defined as pink or red conjunctiva with white or yellow discharge until a physician examines and treatment administered for no less than 24 hours;
- Scabies, head Lice, or other infestation until 24 hours after treatment has been initiated and the child presents no symptoms upon return;
- Tuberculosis, until a physician or public health official clears the child for inclusion;

- Impetigo, until 24 hours after Initial treatment has been initiated;
- Streptococcal Pharyngitis, until 24 hours after initial treatment, and the absence of fever for at least 24 hours without the assistance of medication;
- Pinworm infection, until 24 hours after initial treatment;
- Ringworm infection, until 48 hours after initial treatment;
- Chicken Pox, until all lesions have dried and crusted;
- Mumps, until nine days after onset of parotid gland swelling;
- Hepatitis, DHEC required notification of any exposure to A, B or C;
- Respiratory Syncytial Virus (RSV) is an upper respiratory disease, primarily of children aged less than two years and is spread by hand and secretion contact. There is little known air component in this disease's transmission. Infants and toddlers with RSV disease and bronchiolitis must show significant improvement and a physician's statement before inclusion;
- Abdominal pain not associated with bowel pattern, persistent or intermittent until evaluated by a physician.

A PHYSICIAN'S AUTHORIZATION FOR RE-ADMITTANCE WILL BE REQUIRED.

SICK CHILD PROTOCOL

In the event a child presents with any of the listed symptoms requiring exclusion, we will immediately notify the child's parent(s) to arrange pick-up. The child will be placed in isolation with staff supervision. The parent or designated adult must arrive within the hour of the notification. Any additional hours will be billed at the rate of \$15. There will be no proration for partial hours. If your child is excluded, he or she may not return the following day. **A physician's authorization for re-admittance will be required.**

CENTER FOR DISEASE CONTROL AND PREVENTION

The Center for Disease Control and Prevention often announces health alerts for the benefit of public health. In the event Westminster Weekday School is impacted by an outbreak, we are required to report statistics to the South Carolina Department of Health and Environmental Control. Services to affected constituents will be suspended until the outbreak is deemed resolved by a health professional or physician.

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.

DROP OFF/ PICK UP PROCEDURES

EARLY STAY

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

PLAYSCHOOL/ WEEKDAY SCHOOL DROP OFF AND PICK UP

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.

When dropping off children, 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. A late fee will be charged to your account for late pick-ups.

WEEKDAY SCHOOL CARPOOL

- 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.
- K5 Dismissal: 1:45 p.m.-2:00 p.m.
- 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 late fee will be charged to your account. The same penalty will apply to late pick-ups from Extended Care.

2K CARPOOL

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

3K-5K CARPOOL

- Parents should enter off of Augusta Street onto Augusta Drive (by Talbots), 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 2K, PLEASE PICK THE 2 YEAR OLD FIRST, THEN GO TO THE 3K-5K CARPOOL.

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.
- 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.
- 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.

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.