



## Wellington Christian Early Learning Academy Policies & Parent Handbook

### **About Us**

Wellington Christian Academy, school for grades preschool to 8<sup>th</sup> grade, was founded in 2005 and has since been guided by a Board of Directors composed of volunteers. We have expanded our early learning services as of 2024 and renamed our preschool, Wellington Christian Early Learning Academy. We will continue to operate under the authority of Wellington Christian Academy and its Board of Directors. Board members are willing to give their time, talents, and enthusiasm to ensure our school is fiscally sound and morally accountable. They approve policies and operate in an advisory capacity. WCELA is a childcare program for children ages 3-5. We provide a half-day preschool program and a KDHE licensed full-day childcare program with preschool included. WCELA is held to high standards under WCA administration and KDHE licensing. We are subject to inspection by state and local health, fire, licensing, and building agencies. Regulations and inspections pertain to staff qualifications, the facility and playground, nutrition, health and safety matters, record-keeping, and child-to-staff ratios. All children in our care at WCELA will be immersed in a safe, loving, learning environment. Their days will be packed with fun, developmentally appropriate educational activities and provided with strong social and emotional support.

### **Our Mission**

The mission of Wellington Christian Early Learning Academy is to create a Christian, faith-based environment where all children can be safe, loved and celebrated as they learn and grow. This mission is carried out daily by dedicated staff, low teacher/child ratios, a faith filled/play based curriculum, and a bright, clean facility. We are committed to knowing and meeting the needs of each child, building up the family, and serving our community. We believe that children learn best when they feel safe and loved. Our teaching staff seeks to create an environment that not only meets those standards, but also encourages learning through creativity and curiosity. A quality curriculum, a structured schedule and a variety of educational activities, along with delicious meals and snacks, more than recommended exercise and fresh air, peaceful rest times to restore energy, and a joyful introduction to Jesus will set your child up for success as they learn and grow.

### **Philosophy**

Our philosophy is based on the belief that all children are unique, created by God with value and purpose regardless of physical, mental or emotional abilities, socio-economic background, race, color, culture, or national and ethnic origin. We believe that it is our Christian duty to go above and beyond to help each child achieve their greatest potential through structured learning environments, creative sensory activities, and modeling empathy and kindness for all through words and actions. We do not discriminate during our enrollment process on the basis of ability, socio-economic background, race, color, culture, or national and ethnic origin. Above all, as a Christian faith-based organization, we seek to uphold beliefs that are integral to Biblical values, as we and our directing Board interpret them to be. These values will include, but may not be limited to the following

\*The Bible is the true and eternal Word of God and is profitable for life, correction, direction and instruction.

\*God exists as a Holy Trinity in the unified, equal, eternal and sinless Person of God the Father, God the Son and God the Holy Spirit.

\*God as the Holy Trinity acted together to bring the world into existence. As the crowning achievement of Creation, God created Adam(male) and Eve(female).

- \*Through the creation of 2 genders, male and female, God set up the structure for marriage, family and sexuality for all time.
- \*Created in the image of God, Adam and Eve chose to disobey God, bringing sin and death into the world.
- \*They were offered Hope in the midst of judgment through the Promise of God to send a Redeemer.
- \*The Person of God the Son, born of the Virgin Mary by God's will, maintaining 100% Godhood while becoming 100% human, called Jesus of Nazareth, was the fulfillment of that Promise.
- \*While on the Earth, Jesus, the Redeemer lived a sinless, holy life, taught many, performed miracles, and in due time was betrayed and crucified on a cross, the payment for the sins of all Creation for all time.
- \*After completing the work of the sacrifice, Jesus rose from the dead on the third day, was seen by many, and ascended to Heaven as observed and recorded by His disciples.
- \*Now, Redemption is offered as a free gift to all who acknowledge and repent of their sins, believing in Jesus alone as the only sacrifice for their sin, the only entrance into Heaven.

### **Staff**

We hold our teachers and staff to high standards. Rest assured that each person hired to work with your children, 1) Loves Jesus and adheres to our Statement of Biblical Values and our Teachers' Code of Conduct. 2) Has a love for and understanding of the needs of preschool children. 3) Is joyful and interactive with the children, demonstrating a genuine interest in them.

Each classroom is staffed with 1-2 lead qualified teachers based on ratio needs according to the Kansas Department of Health and Environment. In addition, a part-time KDHE lead qualified staff floats between rooms to offer extra support and coverage where needed. Each person must be CPR/First Aid certified, receive the KDHE required 16 hours of Early Childhood classes per year, and have 16 hours of in-house training per year. All staff members must submit a self-health assessment, TB test, a reference inquiry, and acquire a comprehensive background check including fingerprinting. We believe that it is our responsibility to set up our teachers for success by providing them with an excellent curriculum, a well-equipped classroom with a variety of materials, and ample support from administration.

### **Tuition, Fees, Payment**

- Tuition rates are subject to change on an annual basis. Tuition fees are determined per class. See information below under the subject, *Classrooms*.
- There is a \$20 non-refundable registration fee due with your initial application.
- There is no discount for illness, absence, holidays, or other school closings.
- Please be responsible for paying on time without reminders. Unpaid tuition will result in immediate suspension until your tuition is paid up to date, as agreed upon in the policies contract.
- Repeatedly late or missing payments are grounds for termination. Tuition must be paid on time regardless of absence.
- Tuition payments are to be given directly to the WCA front office located at the school's main entrance. Payments do not get dropped off in the preschool classrooms or the preschool office.

- If your child needs to be absent for more than 3 consecutive weeks and you desire to hold a spot for your child, temporary withdrawal may be granted on a case-by-case basis. Written requests must be sent to the WCELA administration at least 2 weeks in advance. If your temporary withdrawal is granted, you can pay a non-refundable holding fee to guarantee your child's place is held. The holding fee is 25% of your regular tuition for that time period, due on your contracted payment schedule. If these steps are not followed, we cannot guarantee your child's spot will be available upon your return. If circumstances change and you need to permanently withdraw your child from WCELA, please follow the policies for withdrawal and send a 2-week written notice.
- A School Supply fee may be requested in lieu of physical supplies depending on the needs of each classroom at the time of enrollment and due to the amount of storage space. This information will be included in your enrollment packet. Supplies OR supply fees are required at the beginning of each school year. If your child is already enrolled and attending a daycare + preschool class, the WCA office will issue a supply fee notification with a due date included.

### **Classrooms**

WCELA seeks to meet the needs of our community by offering several educational childcare options. Our class options include a half-day preschool, 9-month program and a full-day childcare + preschool, 12-month program. The age cut off is determined by August 31<sup>st</sup> to align with the state standards. Your child will stay in one class for the entire school year. As they age up, the transitions will take place at the beginning of the following school year, August for the half-day program and September for the full-day program.

Since we strive to nurture children's natural curiosity and encourage learning through discovery and exploration, our classrooms are named to reflect that theme. Classroom details are as follows:

### **Half Day Classrooms**

Half day classrooms will offer a choice of three-day or five-day sessions. You may choose a Monday through Friday format or a Tuesday through Thursday format. A discount of 5% is offered for annual tuition paid in full before the first day of school. If you choose to pay monthly, tuition payments are due by the 15<sup>th</sup> of each month, August 15<sup>th</sup> through April 15<sup>th</sup> unless you agree to an alternative payment schedule. This may be discussed with the director or the secretary in the main office and must be agreed upon by both parties when you sign your contract.

*Option 1:* Three days a week, T/W/TH, \$150 per month for 9 months or one payment of \$1,282.50 (5% discount applied).

*Option 2:* Five days a week, M/T/W/TH/F, \$240 per month for 9 months or one payment of \$2,052 (5% discount applied).

### **Class 1-Seekers:** Half Day Preschool for 3-4 year olds (Morning)

We will maintain a ratio of no more than 16 children per two lead qualified teachers. If the number of children is between 1-10, the class will have one lead qualified teacher. Children will arrive at 7:50 am and be dismissed at 11:00 am.

### **Class 2-Adventurers:** Half Day Preschool for 4-5 year olds (Afternoon)

We will maintain a ratio of no more than 18 children per two lead qualified teachers. If the number of children is between 1-12, the class will have one lead qualified teacher. Children will arrive at 12:20 pm and be dismissed at 3:30 pm.

Both sessions may also be assisted by a Floater (an assistant teacher who may move around between classrooms).

### **Full Day Classrooms**

Full day classrooms provide all day childcare + preschool for ages 3-5 (Monday-Friday). Classrooms are combined when fewer teachers are needed to maintain ratio, mainly early in the morning and late in the afternoon. Classes will run Monday through Friday. The available care hours are from 7:00 am-5:45 pm. You may choose your schedule within the available days and hours, with the stipulation that your child is present by 8:00 am and departs no later than 5:45 pm. The tuition for our full day classrooms is \$190/week regardless of how many days of care are needed. Payments are due in advance each Friday to go toward the following week. Your first week's tuition payment is due when you enroll, then every Friday thereafter unless you agree to an alternative (advance) payment schedule. This may be discussed with the director or the secretary in the main office and must be agreed upon by both parties when you sign your contract.

**Class 1-Explorers:** Full day childcare + preschool for 3-4 year olds

We will maintain a ratio of no more than 16 children per 2 lead qualified teachers. If the number of children is between 1-10, the class will have one lead qualified teacher.

**Class 2-Travelers** Full day childcare + preschool for 4-5 year olds

We will maintain a ratio of no more than 18 children per 2 lead qualified teachers. If the number of children is between 1-12, the class will have one lead qualified teacher.

Both sessions may also be assisted by a Floater (an assistant teacher who may move around between classrooms).

<b>Class</b>	<b>About</b>	<b>Age</b>	<b>Potty Trained</b>	<b>Schedule</b>	<b>Tuition</b>
Seekers	Half Day Play-to-learn preschool	3 to 4 years (age 3 by August 31)	Required	7:50-11:00 am	<i>Monthly</i> Option 1: \$150 Option 2: \$240
Adventurers	Half Day Pre-Kindergarten (Play-to-learn + kindergarten prep)	4 to 5 years (age 4 by August 31)	Required	12:20-3:30 pm	\$240/month
Explorers	Full Day Childcare + Preschool (Play-to-learn)	3 to 4 years (age 3 by August 31)	Required	7:00am-5:45 pm flex schedule	\$190/week
Travelers	Full Day Childcare + Preschool (Play-to-learn + kindergarten prep)	4 to 5 years (age 4 by August 31)	Required	7:00am-5:45 pm flex schedule	\$190/week

## **Enrollment**

Children are eligible for admission at the age of three years old. Children must be able to benefit from participation in an inclusive group setting. This includes being potty-trained. We understand that accidents happen, but that should be a rare occurrence. Children will be enrolled on a first come, first serve basis with staff's children and returning children being given priority.

Step 1: Visit WCELA to take a tour, discuss policies with the director, and receive an enrollment packet.

Step 2: Read the policies thoroughly and fill out all the forms in your enrollment packet.

Step 3: Use the included checklist to make sure your enrollment packet is complete.

Step 4: Submit your completed enrollment packet to WCA's front office located at the main entrance with a \$20 non-refundable registration fee and your first tuition payment as applicable.

Once the office has determined that you have successfully completed all paperwork as required by KDHE, your child will be able to begin attending school. Unfortunately, if your paperwork is incomplete, your child will not be able to attend. We appreciate your understanding as any missing paperwork can impact our license.

## **Withdrawal**

If you need to withdraw your child from our childcare + preschool program, you must give 2 weeks' advance notice in writing that begins the day your notice is received in the office. If you are withdrawing your child from our half day preschool program, you will need to pay tuition for the current month. You will be charged tuition during the notice period, whether your child is in attendance or not.

## **Attendance**

We want each of our students to gain the most they can from their time with us. Please do your best to have your child to school on time. When someone arrives late, it can cause disruption as it distracts the other children from the present. Please take time to notify the WCELA office any time you are running late, know your child will be absent for an appointment, illness, or vacation, etc. We are required by law to record attendances and absences, so we appreciate your cooperation in this area. If your child is absent with no contact, we will reach out to you, just to touch base and be sure you are all OK.

If your child is attending the *full-day program*, please plan to bring your child to school by 7:55 a.m so they do not miss out on any of our fun learning time activities. Our primary learning times take place almost exclusively in the morning hours. Our afternoon schedule will be slightly more relaxed with naptime and extra playtime. You can refer to the classroom schedule included in your enrollment packet for more details. If you need to schedule an appointment, it might be best if you did that during the afternoon hours so your child does not miss out on fun with their friends! Please take time to notify the WCELA office if you have scheduled an appointment for your child so that we can have them prepared when you arrive.

## **Supplies**

On the first day, or when you drop off your enrollment packet, we ask that you send the items listed below. Please make sure to label each item with your child's name.

*All Classes:*

- Two complete sets of extra clothes, including socks and underwear, for your child. Clothing will need to be updated periodically to make sure it still fits and is appropriate for the season.
- A backpack to send soiled clothes and art projects home in.
- School Supplies (such as glue, markers, paper, etc) or supply fee as stated in your enrollment packet. The list or request for a fee instead may change depending on the classroom needs at the time of enrollment.

*Full-day program only:*

- A children's size sleeping bag for naptime. \*We'll keep these items in your child's cubby and ask that you take them home weekly to wash them.
- A small blanket or comfort item for naptime \*These items may be transported daily if necessary, but a backup to leave at school may be a good idea.

## **Curriculum**

We focus on child-centered teaching, developmentally appropriate practices, and the belief that 'play is a child's work.' Our goal is to develop each child's confidence, creativity, and life-long learning skills in our program. To support this goal, we use ABCJesusLovesMe-a faith based preschool learning curriculum that is comprehensive and written to the state recognized standards for Kindergarten. Using a play-based learning module children will learn letters and numbers including a variety of reading and mathematical concepts. Children will participate in art, games and activities that will reinforce daily, weekly and monthly objectives. These objectives are built into every classroom activity, which means that the teacher helps your child develop skills and knowledge in these critical areas all day long.

## **Religious Teachings**

Since we are a Christian, faith-based organization, we unashamedly use the Holy Bible as part of our daily lesson plan. We feel free to sing songs and tell stories that encourage Christian principles and values. We use age-appropriate Bible stories, visuals and prayer throughout our day and at snack/meal times. Bible story books will be available in the children's reading areas. During Christmas and Easter, we will stress the Biblical truths associated with each. It is our goal to exemplify the love of Jesus to our students through not only our words, but also through our actions. (Gal. 5:22-23, Cor.13:4-8) We strive to act on the quote of Jesus in Matt. 19:14 where He said, "Let the little children come to me."

## **Classroom Rules**

- Toys: Please do not allow your child to bring their favorite toys to school. Even in their backpacks. No student will need any extra toys. We keep our room well stocked with fun things to play with. Bringing a favorite toy runs the risk of having it broken, lost or "borrowed" permanently by a friend who thought it looked cool. All of these things lead to a lot of emotional upset.
- Full-day students may bring 1 comfort item (blanket or stuffed animal) for naptime only. They will not be allowed to play with it at other times.
- Food/Drinks: Please do not allow your child to bring in any food or drinks. Per KDHE, no outside food or drinks are allowed. This includes candy, gum, an open juice box, extra water bottles, or extra snacks. These things can be very messy, cause extra work for our teachers, or even cause hurt feelings among other friends.
- Birthdays: We DO allow allergy free birthday treats to be brought to school. We love to celebrate and make each child feel special on his/her birthday! If you want to bring treats for your child's birthday, please be sure that you have enough for every child in the class. Your child's teacher can give you a head count and allergy information as applicable. If your child attends the half-day program and also has a summer birthday, you, may bring treats on their "half birthday" (a July 10 birthday would be celebrated on Jan 10). Please do not plan any special surprises like flowers, balloons, etc., delivered to your child at school.

## **Dress Code**

Please dress your child in clean, comfortable, modest, weather appropriate play clothes each day. We believe that learning can and should be fun and messy! We will be using paint, glue, water, slime, dirt and much more, along with a variety of physical activities to learn and explore our world. We want our children to be able to enjoy these things to the fullest. While we do provide aprons and cover ups to help protect, splatters and spills do happen. Please do not send your child to school in anything you would mind getting ruined! If your child's clothing becomes too soaked or soiled for comfort, we will change them into one of their extra outfits. We will contain the soiled outfit in a plastic bag, place it in their backpack, and notify the parents of the situation.

Girls should wear shorts or leggings under dresses and skirts.

We prefer that your child wear shoes that fit properly, are soft soled and easy to run in without falling off or slipping up and down. Tennis shoes of all kinds are the best and sandals with solid straps are also acceptable. Not only does this make it easier for the child to play, it also helps keep our children safe. Hard soled shoes, cowboy boots, pointed toes, slick soled shoes, flip flops, and open toes all present a safety hazard for either the wearer or other children who may accidentally get kicked or stepped on. Shoes must remain on feet at all times for safety purposes, except during naptime.

## **Drop Off & Pick Up, Safety Procedures**

- To ensure our children's safety, it is important that we practice caution and courtesy while in the parking lot. Please watch out for others and drive slowly. Please be patient and understanding.
- You may park briefly under the carport while you escort your child to the door. It is important to keep the traffic flowing as smoothly as possible so that we can get all children safely and quickly into their classrooms. If you wish to visit with another parent, please park your car in the south parking lots, not in the carport area or the drive. You must visit with other parents outside the building.
- The person transporting the child is entirely responsible for the child until he/she is UNQUESTIONABLY in the care of a staff member.
- For the safety of your child, we will take the time to be certain each child is leaving with a parent or other AUTHORIZED person. Please do not send someone to pick up your child who is not listed on your paperwork. If circumstances make that necessary, you MUST inform us by bringing a signed note, coming into the WCELA office to change your paperwork, or in cases of emergency, by a direct, verifiable phone call. Another person may not call to tell us they are picking up your child. This is for your child's protection!
- If an unauthorized person arrives to pick up your child WCA administration will be notified immediately and, if necessary, security measures will be taken, including calling authorities.
- The transporting adult, parent or authorized person, assumes entire responsibility for the child's safety as soon as the child is properly dismissed.

## **\*HALF-DAY Classes:**

For children attending our Half-Day Preschool classes, parents will need to park on the south side of the building and bring their child to the glass double doors to the east of the carport. You may enter there and proceed to the main Preschool classroom doors. A member of our teaching staff will be there to greet your child and check him/her in. This will be a great location to say your good-bye ritual. As the child enters the classroom, another teacher will assist them in placing their things in their cubbies and getting settled for their day of fun and learning.

*Morning session, Seekers:* children will need to arrive at the classroom no earlier than 7:50 a.m. Please do not bring them any earlier because a staff member will not be available to let you in. The teaching day officially starts at 8:00 a.m., at which time our main entrance will be locked and you will need to contact administration for entrance. At the end of their session, you may pick up your child at the glass double doors to the east of the carport at 11:00 a.m. We will have your child ready to be picked up at that time. Children will be instructed to remain seated in the hallway until their name is called and they are released into your care.

*Afternoon session, Adventurers:* children will need to arrive at the classroom no earlier than 12:20 p.m. Please do not bring them any earlier because a staff member will not be available to let you in. The teaching day officially starts at 12:30 p.m., at which time our main entrance will be locked and you will need to contact administration for entrance. At the end of their session, you may pick up your child at the glass double doors to the east of the carport at 3:30 p.m. We will have your child ready to be picked up at that time. Children will be instructed to remain seated in the hallway until their name is called and they are released into your care.

#### \*Full Day Classes:

*Childcare + preschool classes, Explorers & Travelers:* parents will need to drive UNDER the carport or second circular drive to drop off your child. You must escort your child to the door and into the care of a staff member. Another option is to park on the south side of the building and bring your child to the doors UNDER the carport. Our teachers will be ready to welcome children, check them in, and direct them to their appropriate classroom from 7:00 a.m. each morning. If no teacher is at the door, you may ring the buzzer and they will be there. Please do not bring them any earlier than 7:00 a.m. because a staff member will not be available to let you in. You may pick up your child at the glass doors under the carport at any time. Just ring the buzzer and a member of our staff will retrieve your child for you. You must have your child picked up by 5:45 pm to show respect for our teachers' time and avoid late fees. A 3 strike rule will apply. Once you have picked up your child past 5:45 pm three times, a late fee of \$1 per minute will be added to your next tuition payment.

#### Security Cameras

WCELA will soon have video cameras installed in each of the WCELA classrooms and entry/exit doors. These cameras will only be able to be accessed by WCELA administration. Parents or other outside sources will not be able to access these cameras. They are for the express purpose of keeping our children safe through careful monitoring of activities, entrances and exits, and in case of accidents/incidents within the classroom that the teacher did not have eyes on when it occurred. These cameras are not placed to view into any restroom. Children will have complete privacy and autonomy. These videos will be erased periodically and will never be used in any kind of promotional or public formats.

#### Classroom Activities

A classroom schedule will be posted in each classroom and will also be included with your enrollment packet. Staff is sensitive to the attention spans of young children and plan accordingly, making activities extensive enough to be challenging and fun, but short enough to avoid overwhelm. Routine provides security, but flexibility is also important in meeting the varying needs of young children.

Teachers plan activities for learning centers, circle times, and projects in the classrooms based on our weekly theme, letter, and number. Group learning times are during Circle Time and may involve dancing, building, singing, discovery or instruction. Individualized learning takes place during Center/Project Time. This will be specific instruction about weekly letter and math concepts and will include learning how to use scissors, hold pencil, use glue, and other skills through games, art and worksheets. The classrooms are organized into centers or defined interest areas which reflect weekly/monthly learning themes, letters and numbers and are intended to spark curiosity, imagination, and creativity. Children move freely between centers throughout each day.



## **Outdoor Play**

We believe that one of the healthiest things children can do is be outside! We will play outside every day that weather permits, even when it is extremely chilly or relatively hot, so please dress your child accordingly. Layers are a great option! We follow a weather chart per KDHE to guide us on appropriate temperatures for outdoor play. It is posted in each classroom.

Our primary play area is equipped with age appropriate playground equipment designed for active play. We also have other sites for natural sensory exploration, expansive free play, and athletic and imaginative play. These areas support learning while getting exercise and fresh air. Teachers plan outdoor activities to address multiple areas of skill development, including climbing, balance, and coordination, throwing, kicking, running, and jumping. Along with playing outdoors, when the weather is nice, teachers may opt to take students outside for Circle Times or special projects. Children will use the outside playgrounds at least twice a day in most situations. In exceptional cases of extreme asthma or allergies, a doctor's note is required outlining proper care for the child.

## **Mealtimes**

Healthy, balanced meals are just what growing bodies need! A simple breakfast, a full lunch, morning and afternoon snacks, and easily accessible water bottles are provided to all students daily.

A small "continental" type breakfast will be available to children arriving between 7:00-7:45 a.m. If you want your child to eat with us, please have them here by at least 7:40 as no food will be served after 7:45. Our breakfast will consist of a small serving of fruit, a small muffin or pancake, and/or cereal along with a small cup of milk or juice. Snack times for both our Half-Day and Full-Day Programs may consist of bread or cereal, a nut butter, jelly, fruits, veggies, or any simple type food that is fun, tasty and/or nutritious. It will be prepared along the guidelines of the KDHE for nutritional value including 1 protein, 1 grain, and 2 fruits and/or veggies. It will be served with milk. We will serve our lunch family style so that children can get used to choosing appropriate serving sizes, passing dishes, sampling new foods, and practicing good table conversation and manners.

Please be sure that our staff is notified and has a record of any food allergy that your child has, including dairy. This should be accompanied by a doctor's note to hold in their file. In cases where a food is served that your child is allergic to, they will be offered an alternative. If you have concerns about red dyes, etc. please write a note explaining your concerns so that we can have it on file for your child. We strive to serve healthy, nutritious foods that do not rely on red dyes. In cases where those may be served (holidays and birthdays, mixed in a special snack mix, etc.) we will give your child an alternative. We will treat it like a food allergy. If at any time a student or teacher is diagnosed with a peanut allergy, our facility will immediately become a peanut free facility. This diagnosis must be accompanied by a doctor's note and include instructions on actions to be taken in case of accidental ingestion or exposure. A Medical Form will need to be in the child's file and an epi pen will need to be on site. No outside food or special food will be allowed. No extra food will be prepared. If your family is vegan, your child may have extra helpings of fruits, veggies, and grains. A menu calendar will be posted each week.

## **Rest Time**

All children in our Daycare Program will participate in a quiet rest time. Children are not required to sleep; however, we have a very busy and stimulating morning, so most children will nap when given a relaxing and quiet space to do so. If a child does not fall asleep after a period of quiet rest, they may be given a quiet activity to do on their cot or at a table. WCELA provides a standard 2" raised nap cot per child. These cots are labeled by sleeping position in the room. Each child will have an assigned sleeping position. A nap cot chart will be posted in each room. Nap cots are sanitized on a weekly basis making them fresh for the next week. In cases where we need to move children's positions mid-week for any reason, those cots will be sanitized before being given to another child.

### **Custodial & Foster Care**

Some families have legal custodial orders that address who is permitted to pick up or visit a child. If there are custody orders or protection orders relating to your child, a copy must be provided to WCELA for your child's file. This information is confidential and solely for the safety and well-being of your child. Families must update the WCELA administration when custody orders change or expire. Please note that employees cannot be responsible for supervising parenting time (visitation), and, as a result, visitation for non-custodial parents is not permitted in our centers.

For enrolled children who are in the foster care system, WCELA will need to receive a copy of the foster care paperwork. WCELA will release the child only to the foster parents or the child's caseworker, who must sign the child in and out on the visitor's list and provide proper identification. The caseworker must verify any additions or changes in writing (by letter or fax).

### **Confidentiality**

All information contained in your child's files, including your personal information and anything shared concerning family situations, is confidential. Anyone who is not directly involved in the care of your child, protective services, or other government agencies, including KDHE will not have access to your child's records without your written authorization or court order. All WCELA staff members must sign a Statement of Assurance of Confidentiality upon employment. Out of respect for other children and families, please do not post photos or videos that contain images of children other than your own on the Internet. The school will only post public photos on social media of children whose parent's sign a photo release.

### **Family Involvement**

We believe that children thrive when the relationship between the family and the center is a partnership. Volunteering is always welcome with prior approval from our administration. Interested parents or grandparents should reach out to the WCELA admin about the many ways you can share and they will help coordinate the perfect activity and time with your child's teacher. You can volunteer to assist with class parties around various holiday seasons, or even help transport children on Field Trips. While exciting, it does require a coordinated effort. If you would like to drive for one of our Field Trips, all you will need to provide is proof of a valid license as well as current automobile insurance coverage as required by our school insurance provider.

### **Illness Policy**

We realize that it is difficult for working parents to keep their children home, but exclusion from school will help prevent contagion and promote the health and safety of your child. Children should be kept home from school if they are feverish, have diarrhea and/or vomiting, have nasal mucous discharge that isn't clear, or if they show signs of becoming sick (listlessness/drowsiness, persistent cough, sore throat, ear pain, eyes that are pink, burning, itching, or producing discharge). If your child cannot comfortably participate in the day's usual activities or your child needs to stay indoors and/or have additional rest, these signs are generally indicative that the child should not be at school. Please remember to notify the WCELA office if your child will be unable to attend school.

If your child becomes ill during the school day, every effort will be made to make them comfortable, away from the other children. A parent will immediately be called to come and pick them up. WCELA is not able to provide arrangements to care for sick children. Parents are required to respond as soon as possible concerning the sick child when contacted by WCELA staff. If we cannot reach the parent within thirty minutes, we will reach out to the family's emergency contacts.

Children may attend with minor illnesses if it is not contagious, and it does not affect the child's ability to participate in the day's routine.

Minor illnesses include:

- Mild respiratory infections
- Acute infections subsiding after treatment, such as pink eye, impetigo, ear infections

- Cold symptoms without a fever

In cases where your child has contracted a contagious illness, please let us know so we can control the risk to other children. It is always helpful if you can provide a doctor's note, when applicable. In some cases, we are required to sanitize our entire facility to eliminate the risk of contagion. After appropriate treatment, you must have a doctor's note stating that your child is no longer contagious and can be allowed back into our facility. If the condition is head lice, your child must be treated, and then checked at the Health Department or doctor's office prior to returning to school. They must have a note stating that this child is "free from nits". Your child will not be allowed back into our facility without this permit. Please help us keep all our children safe by informing us of any illness and diagnosis you have received for your child.

In cases where a child in our facility has contracted a contagious illness, WCELA will post a notice at all entrances to inform parents of the exposure. The family's information will remain confidential, but we are required to share the exposure information along with a list of symptoms.

### **Chronic Health Conditions**

For any child with health care needs such as allergies, asthma, or other chronic conditions (ex: seizures, G-Tube, etc.) that require specialized health services, a medical action plan shall be completed. The medical action plan must be updated annually and when changes to the plan are made by the child's parent or health care professional.

Blank medical action plans may be found at the WCELA office. The medical action plan shall be signed by both the parent and the child's health care professional and must include the following: A list of the child's diagnosis or diagnoses, including dietary, environmental, and applicable activity considerations, contact information for the child's health care professional(s), Medications to be administered on a scheduled basis, and also in case of emergency.

### **Medications**

Whenever possible, we recommend that you administer medications at home. Alternative medications, herbal or homeopathic, that are not tested by the USFDA for safety or effectiveness cannot be administered at WCELA.

To help with medication scheduling, you may consider asking your health care provider for prescriptions with 12-hour dosages. At the center, medications will be administered in accordance with KDHE regulations and the policies described below.

### **General Medication Policies**

No prescription or over-the-counter medication of any kind shall be administered to any child:

- without written authorization from the child's parent
- without written instructions from the child's parent or doctor
- in any manner not authorized by the child's parent or doctor
- after its expiration date
- for non-medical reasons, such as to induce sleep
- with a known allergy to the medication.

All medications will be given following the doctor's written instructions. Medications will only be given to the child as it is prescribed to or in case of OTC, the child whose parents brought it in with the proper paperwork. Over the counter medications will only be given when a doctor prescribes it in regards to a chronic health condition. (ex. Benadryl for allergies, fever reducing medication for a febrile seizure action plan). This OTC medication must follow the procedures listed in this section: It must be in the original packaging and come with a doctor's instructions and signature. The medication must be brought to school and stored in the original, tamper-resistant container in which they were dispensed with the pharmacy labels. The pharmacy label must specify the child's name, the names

of the medication, the amount and frequency of dosage, the date the prescription was filled and the expiration date, Medication will be stored separately for each child and labeled with their name.

Medications will be administered by WCELA administration who have been trained in medication administration in the presence of another staff person. All staff follow the Six Rights of Safe Medication Administration: right child, right medicine, right date/time, right dose, right route & right documentation. Staff will document each dosage on the medication form, listing time, amount given, and initial. If any side effects are noticed, they will be noted on the form, and the child's parent will be notified.

Medication forms will be added to the child's file after the medication request is completed. Forms for long-term medication will be considered confidential and treated as such.

It is the responsibility of the parent to remove or dispose of any medication after the duration of the request has ended. The classroom staff will dispose of any medicine at the Center after the medication form has expired.

WCELA reserves the right to refuse the administration of medications if we feel that it is in the best interest of the staff.

WCELA will not administer medications such as cough syrups, Tylenol, antibiotic cream for abrasions, or antacids for upset tummies. Parents will be notified of the child's discomfort.

If your child requires the use of *emergency medications* (i.e., inhalers, Epi-pen, Diastat, etc.), you will need to complete the corresponding medical action plan. Blank medical action plans may be filled out in the WCELA office, and these plans **MUST** have a doctor or healthcare professional's signature. Emergency medicines will be kept unlocked, labeled, and easily accessible to adults, but out of children's reach (at least 5 feet off the ground). This is to ensure easy access in the case of an emergency. All staff members have trained in emergency medication administration annually and are current with their CPR/ First Aid certifications. We also have a registered nurse on our WCA staff who can be accessed in case of an emergency.

If WCELA administration feels that your child has a chronic, extreme or restrictive condition that we are not equipped to handle efficiently and safely, we reserve the right to deny or terminate your child's enrollment in our school. We will discuss your needs and solutions, and do all we can to be accommodating, but your child's safety is our first concern. Although we would love to have you and your child be a part of our WCELA family, it may be that your child's needs will be better met at a different facility.

### **Injuries/Accidents**

Your child's safety is of our utmost concern, but we recognize that minor bumps and scrapes are an everyday part of your child exploring and learning through experience. Minor injuries sustained at school are verbally reported to parents. If your child is injured, we will treat them with ice on bumps, soap and water for cleansing, and a bandage on a minor wound. All staff members are trained in First Aid and Child CPR within the first 90 days of their employment, and they must maintain their current certification by renewing every 2 years. Every classroom has an available first aid kit and a mobile first aid kit for outdoor or off premise use.

If an accident is more than minor, a parent will be called to discuss the need for possible medical treatment. If the accident is more serious, a parent will be contacted and requested to come immediately. In the event of a life-threatening illness or injury, an ambulance will be called and child will be transported to Wellington's Via Christi Emergency Care to determine the extent of injury and necessary next steps. If the EMS team recommends, child will be transported to a Wichita hospital. We ask you to keep all contact information current and supply names and phone numbers for your child's doctor and preferred hospital.

### **Cleaning & Sanitation**

Cleaning and disinfecting are part of our broad approach to preventing infectious diseases at WCELA. Teachers clean and sanitize tables before and after snack/meal times. Each classroom has a "yucky bucket" for toys that have

been contaminated with bodily fluids. Contaminated toys are specifically washed, sanitized, and air-dried, daily by our staff. All surfaces and toys are sanitized and air-dried according to the KDHE guidelines for the 3-5-year-old classrooms. This includes our nap cots, which are sanitized each Friday in preparation for the next week. We are also blessed with a wonderful janitorial staff who cleans and sanitizes our rooms each day after we leave.

### **Sunscreen and Insect Repellent**

WCELA provides sunscreen and deet-free insect repellent to all students, who have a signed form granting permission, during the summer months *or* any time we will be outside long enough that we feel that your child may be at risk for a sunburn or bug bites. If you choose not to grant permission, it becomes your responsibility and WCELA will not be held accountable. An exception may be granted for allergy. If your child has an allergy to sunscreen or insect repellent, you may provide an allergy free brand. Please list the allergy information on your enrollment forms where applicable.

### **Emergency Preparedness & Procedures**

We make every effort to be prepared for potential emergencies.

WCELA has an emergency response plan for fire, inclement weather, and lockdown if it becomes necessary. This plan is updated annually and submitted to KDHE. These plans are reviewed annually with the staff. Additional precautions we take in the event of an emergency are: Emergency phone numbers posted by all phones, an emergency "To-Go" bag in the main office with first aid supplies and emergency contact information for all students and staff.

Fire drills, tornado drills and shelter-in-place drills are practiced in accordance with the KDHE standards. Drills are handled so as not to induce fear in the children. Emergency evacuation plans are posted in each room. Annual inspections are conducted by the Wellington Fire Department.

If an emergency requires evacuation, we'll notify you as soon as the children have been relocated to a safe area.

**\*\*In case of tornado or a shelter in place emergency, children are led to our school's safe room which is the library for the larger WCA facility. In case of fire, children and teachers will exit the building and go to the far side of the south parking lot.**

### **Inclement Weather and School Closings**

WCELA will follow the lead of WCA in determining if our facility will be open in case of inclement weather including snow conditions and icy roads. We want all our families to be safe so we will let you know well before school hours if our school will be closing for the day. We will notify you via text, email, and Facebook to let you know. If you think that conditions might be right for a school closing and you must work, please have back up child care ready. Occasionally a situation might arise during our school day which would cause us to close early, requiring families to retrieve their children as soon as possible. This would mean that for some reason our building would be unsafe for children at that time. Some causes might be a power outage, a burst water main, flooding, a storm moving in quickly that might affect the safety of pick-ups later in the day or severe weather has impacted our building or area in a negative way. In cases like these, we will contact you via phone call and text. If you cannot be reached, we will notify your emergency contacts. You or someone on your authorized pick-up list, must come right away to pick up your child to ensure their safety and the safety of our staff.

### **Mandated reporting requirements**

It's our mission to ensure all children in our center are safe and well cared for, not only while they are at our center, but at all times. Kansas law requires everyone who works directly with children to report suspicions or evidence of

child neglect or abuse to local law enforcement. Those who fail to report can be held accountable under the law. Our school will offer full cooperation during the investigation of the reported incident.

If a staff member has reason to suspect abuse, they will contact WCELA administration and follow up with an immediate phone call to the Department of Children and Families (DCF).

All staff members are responsible for protecting all children from abuse from any child, adult, or staff member whether on WCELA property or away from it.

All WCELA staff receive training in recognizing and responding to child maltreatment, including abuse and neglect. WCELA strictly prohibits the mistreatment, neglect, or abuse of any child in the program by any staff member. Any employee found in violation of the abuse and neglect policies shall be immediately terminated. If the charges are not upheld, the WCA administration and School Board will determine eligibility for reinstatement.

### **School Policies**

The WCELA buildings, playgrounds, and all school property are smoke-free and tobacco-free environments. Additionally, the property is weapon-free. Firearms and ammunition are prohibited in all licensed childcare centers, including WCELA, unless carried by a law enforcement officer.

### **Behavior Guideline Philosophy**

Our goal is to help our students grow in a healthy manner physically, academically, emotionally, socially and spiritually. We believe that the best way to do this is for our teachers to model the Fruits of the Spirit listed in the Holy Bible in Galatians 5:22-23. They are Love, Joy, Peace, Patience, Kindness, Goodness, Faithfulness, Gentleness, and Self-control. Children learn by watching those around them, therefore, our teachers aim to exemplify these qualities. Instead of discipline, we use guidance. This means taking a proactive and preventive approach that reinforces appropriate behaviors. Guidance involves Relationship, Communication, Redirection, and Self Awareness/Self Discipline. These steps, along with others, can be found in a program entitled Love and Logic, a recognized classroom behavior module. You may learn more by going to [loveandlogic.com](http://loveandlogic.com). We believe that with these two primary programs, The Holy Bible and Love and Logic, we will be equipping your child to face real world situations with thoughtfulness, confidence, kindness, and maturity.

We seek to encourage curiosity and learning by providing a positive environment filled with stimulating centers, a variety of learning opportunities and daily fun activities. Children are natural learners in the process of learning how the world around them works. Sometimes this process is overwhelming. While a positive environment goes a long way in diffusing most behaviors, sometimes emotions and behaviors get out of control. In cases where a child is emotionally distraught or socially frustrated, we will follow these steps in helping them work through their big emotions in order to develop their social and emotional skills.

- Encourage child to visit the Calming Corner to calm their body and mind. The calming corner is a tool, not a time out. This is an inviting place with different tactile options available to help soothe the child in whatever way suits the child's needs in the moment. It's a place to safely sort through big emotions and regain composure. We ALL need a moment sometimes!
- When child is calm, offer love and understanding of the situation. We all need a safe place to express our feelings and feel understood. We all want to feel loved even when we have made wrong choices.
- Help child understand all feelings are ok, but the goal is to decipher how to make safe choices, and to help understand behaviors and consequences as it applies to the situation that caused behaviors. Teacher may give instruction through the use of examples, reading stories, and asking questions.
- Allow child to try again. We all need second chances and thirds and fourths!
- This may be repeated multiple times as long as no physical violence of any kind is involved or the child is not actively disrupting a learning time. If this/these incidents involve other children, child will be redirected to a different center to avoid repetition of circumstance.

In instances where a child cannot gain control of their actions or emotions and the rights and safety of other children and/or teachers are threatened in any way, these actions may be taken:

- Child may be required to play alone in a center.
- Child may be removed from classroom to sit with a member of administration.
- Child may need to sit quietly and read a book or color a page away from other children.
- Child may not be allowed to participate in recess or a special activity.

These actions will be taken in a calm, non-threatening manner. In extreme circumstances a child may be safely lifted and carried to another area for their own safety or the safety of others. The child will be instructed on what is and what is not acceptable behavior per situation.

### **Disciplinary Actions**

We seek to instruct by the steps listed above. However, if these steps fail to produce positive change after a timely manner, we may need to take further action.

We will not sacrifice the quality and safety of an entire classroom to accommodate an one child.

Continuing disruptions in class will not be permitted as our promise is to provide a safe and comfortable environment for all of our students. If a child's behavior involves the violation of other children's and/or teachers' space, refusing to stay in own center or own space, repeated refusal to follow basic, clearly stated instructions, loud outbursts particularly during learning times, prolonged emotional behaviors (commonly known as "throwing a fit") and any ongoing behaviors teachers may deem disruptive in class. When these issues cannot be resolved following behavioral guidelines, disciplinary action will be taken.

Violence toward other children or teachers will not be tolerated. Verbal abuse includes, but is not limited to curse words, derogatory name calling, mean spirited conversations or threats. Physical violence includes, but is not limited to hitting, kicking, biting or anything that is done with an intent to harm another individual or themselves due to anger or maliciousness. It is important to note that even the attempt or threat to harm one of our teachers will not be allowed. Parents will be called immediately. We do understand that often children will hit, bite or act out in another manner if they do not know how to interact with other children or resolve conflict. It is our responsibility to guide them to better behaviors. However, if, after loving instruction, a child continues to act with intentional violence they will immediately be removed from the classroom and parents will be notified to pick up the child.

At that point the steps for disciplinary action

will be followed. During this time the child will be on a 2-week probation period. Any time the child chooses to act in a violent manner during probation, parents will be required to pick them up immediately.

### **Steps to Disciplinary Actions**

When behavior first occurs, the teacher will record details of the incident and what actions were taken to correct it in an Incident Report. After 3 Incident Reports, the next three steps may be followed.<sup>[SEP]</sup>

- Teachers may conduct a meeting with parents to make a plan for cooperation and assistance.
- Preschool administration may conduct a meeting with parents to discuss the situation and further options.
- Preschool administrators may refer parents to WCA<sup>[SEP]</sup> administration for final assessment.

All meetings with parents are private and confidential. We will share only what is necessary with our teaching staff to ensure the best care for the child.

Unfortunately, sometimes a situation may occur which cannot be resolved. Although the child has been encouraged to become a positive part of our school, all efforts have been exhausted with no improvement in behaviors. In which case, the parents will be required to remove their child from WCELA.

WCELA prohibits the use of any type of corporal punishment by staff or parents while on our property. We also will not tolerate any type of psychological abuse, coercion, threats, derogatory remarks, withholding or threatening to withhold food as a form of discipline by staff or parents.

## **Communication, Conferences, Grievance Procedure**

School is exciting, but it can also be overwhelming for young children. We will work with you and your child and do our best to ensure that their school experience is the absolute best it can be. Communication is important to us and it is imperative to work together for the children. We will communicate by sending home paper notes, posting reports and photos in our classroom Facebook groups, emailing, texting, and calling.

We will keep you informed with a school calendar. A school year calendar will be included in your enrollment packet so you can be aware of all dates our facility will be closed. We will be closed for some federal holidays and we also dedicate time each year for professional development and classroom updates. We will post a monthly calendar, a weekly menu calendar, and a weekly lesson plan calendar in the entry hallway and/or in the classrooms. You will receive a copy of our monthly calendars and we will also keep you updated via text, emails, and classroom Facebook groups. WCELA maintains the right to change the calendar at any time, however we will notify you of any changes.

Please don't hesitate to reach out to a member of WCELA administration at any time if you have any questions or concerns. We ask that you contact us directly. Please do not rely on a third party to relay messages. We want to be partners with you in your child's success.

Our contact info: Wellington Christian Academy, Phone: 620-326-5596, Address: 205 N. Hoover Rd. Wellington, KS. 67152, Deanna Page: Director of WCELA, [dpage@wcacademy.com](mailto:dpage@wcacademy.com), John Showman: Principal of WCA, [jshowman@wcacademy.com](mailto:jshowman@wcacademy.com).

Family participation is encouraged and welcomed. WCELA uses Family Conferences to offer family support and communication. Family Conferences are designed to guide families and teachers in sharing valuable information about their child. We schedule 2 conferences each school year, but we encourage you to reach out to your child's teacher at any time if you have questions, concerns, or want an update on your child's progress. While conferences are not mandatory, they are encouraged and we look forward to sitting down with you face to face and celebrating all the ways your child is growing and improving.

All communications with teachers can be scheduled through the administration office. You can contact us via email, text or phone call to set up a time when it would be mutually beneficial to everyone to meet and discuss your concerns. Likewise, if we notice anything that requires extra attention, we will notify you right away and set up a time to meet. If any type of traumatic or potentially traumatic event such as divorce, illness, or death occurs in a child's family, we ask that you notify our administration about that. Children are wonderfully intuitive and need extra assurance during times of change. If there are any other events such as a car accident, a lost pet, a parent gone on a business trip, or even a newborn brother or sister, etc. that may affect your child's behavior, we would appreciate you sharing that with us, also. Even a quick comment about a bad morning (We all have them!) will help our teachers know how to best meet your child's needs. Our only interest here is being able to assist and support you and your child the best we can through any crisis. Only pertinent information will be shared with direct staff members so they are aware and can be prepared to offer comfort and instruction.

Disagreements may occur, even with the best of intentions. Experience has taught us that open communication is the key to maintaining a positive relationship. The adults must demonstrate the cooperative; compassionate communication we want our children to imitate. If you have a concern, please discuss it with your child's teacher or the staff involved. If the concern is not resolved to the satisfaction of all parties, a meeting can be arranged between the persons involved and a member of the administration. At that time, a course of action can be determined.

Thank you for reading all of our policies thoroughly. Welcome to the WCELA Family! We're glad you're here!