



**Willott Road
Christian
Academy
Early Childhood
Handbook**

(Three's, Four's, and Pre-Kindergarten)

2010/2011

**WILLOTT ROAD CHRISTIAN ACADEMY
EARLY CHILDHOOD HANDBOOK
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INTRODUCTION

Willott Road Christian Academy was born out of the vision of our church to provide services in many different areas for our community that we might spread the Good News of Christ to families in our area. One part of a seven-faceted vision for our church and community was to provide quality, Christian education for the children of St. Peters. God brought the first glimpse of Willott Road Christian Academy when He directed what was then Friends Forever Preschool to come to Willott Road Community Church as a ministry of our church in 1995. We began then to plan for the expansion of the preschool into a full-time school that will eventually cover Preschool through High School. In 1998, we began our first Kindergarten class and have added a grade each year since.

Our goal is to help the parents of our community give their children a solid, first-rate, quality, Christian education that will provide those children a basis for success in life both academically and spiritually. With God's purposes in mind, we welcome you to Willott Road Christian Academy.

MISSION STATEMENT

Willott Road Christian Academy is a ministry of Willott Road Community Church, which is affiliated with the Southern Baptist Convention. Our Church's mission is to Reach and Grow families with the Good News of Jesus Christ.

As believers, we affirm the divine authority of the Bible; the Lordship of Jesus Christ; and empowering of believers' lives through the Holy Spirit.

Classes are conducted in an atmosphere of Christian love and prayer, which provides a sense of security and safety; as the students experience social, emotional, intellectual, and spiritual growth.

Bible stories and Christian music are used in all phases of teaching.

Our school is committed to providing excellent education for our children (preschool through elementary). We will be expanding through the 12th grade. We will accomplish this by adding one grade level each year. This school promotes joy in learning and positive character development. It also strives to prepare each student to become a life-long learner and to meet with confidence the challenges of successive levels of education.

PHILOSOPHY

Our school is a family ministry intent on meeting the educational needs of the student as well as assisting the parents in developing their child spiritually, intellectually, emotionally, physically, and socially. The school combines the traditional classroom-teaching environment with A Beka, a sound accelerated curriculum.

OBJECTIVES

- To provide a caring, secure, and comfortable atmosphere conducive to learning.
- To help children develop their social, mental, physical and spiritual skills under experienced Christian supervision.
- To support and encourage families in child rearing.
- In addition to a strong academic program, the school promotes the development of initiative, independence, responsibility, curiosity, cooperation, and respect for self and others.

Family Commitment

We, the parents/guardians, accept and agree to the following statements regarding the education of our child/ children at Willott Road Christian Academy. If we do not abide by the policies stated in the handbook, we understand our child may be removed from the school.

1. We agree to actively participate in our child's academic education at this school by assisting our child with homework, keeping apprised of progress through continuous and appropriate communication with the teacher, participating in the school's activities and attending Parent/ Teacher conferences.
2. We agree to make our tuition payments and all other fees in a timely manner as stated in the WRCA Handbook.
3. We understand that if our child/children do not attend WRCA none of the fees are refundable including the July or any other tuition payment.
4. We agree with the disciplinary policy of this school as described in the school handbook. We authorize the faculty and administration to administer such disciplinary measures, as may be deemed necessary, proper and within the disciplinary policies of this school.
5. The security code system, used by the school, has been explained to us. We fully understand and agree with this system.
6. In the event our child/children will no longer attend WRCA, we understand we will be obligated to pick up a withdrawal form from the WRCA school office and put such a change **in writing** to the office **two weeks prior to the child's last day**.
7. We also understand we will be responsible to pay for the coming month if two weeks notice is not given, or if our child/children have already attended any days in the next month. **This will include the July 1st payment. If a formal withdrawal form is not filled out by June 18th, the family is still responsible for the July 1st payment.**
8. In the event that our child is dismissed from WRCA, by the administration, we understand we are responsible for the tuition for that month as well as any other fees still owed at the time of dismissal.
9. Should any legal actions, for any reason, be taken against Willott Road Christian Academy, or any employee or agent thereof, on my child's behalf and the school or it's agent is not found to be at fault, I agree to pay any attorney fees, court fees, damages, or other costs Willott Road Christian Academy or it's agent should incur to defend itself against such action.
10. I understand that should my marital status change, it is my responsibility to have a corrected Family Commitment form updated, signed and delivered to Willott Road Christian Academy.

ENROLLMENT POLICIES

Willott Road Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.

ENROLLMENT STEPS

To enroll a student at Willott Road Christian Academy these steps must be followed before we place the child on our enrollment:

1. Read through Handbook
2. Complete and turn in the enrollment form
3. Complete and turn in the Medical Release form
3. Turn in appropriate enrollment/book fees
4. **All financial fees must be current at time of enrollment.** If there are any unpaid financial fees at the end of the school year, the student will be removed from the next year's class list and the parent will be required to re-enroll if there are available spaces.

We require a current immunization form to be turned in with your first tuition payment, July 1st, 2010, if your student is entering our three year old preschool or if they are a new student to WRCA. **If it is not turned in by this date, your child will not be allowed to start school with their class.**

AGE REQUIREMENTS

We require our Preschool & Pre-Kindergarten students to be the age of the program they will be attending in fall by August 1st.

CURRICULUM

We use the A Beka curriculum in both our Three and Four year old Preschool and Pre-Kindergarten programs. A Beka is an accelerated, Christian based curriculum, which is very strong in phonics and reading.

Our Pre-Kindergarten classes will work on: phonics, reading sentences and stories with one and two vowel words, cursive writing, and arithmetic - recognition and counting 1-100, before and after, smallest and largest, addition families 1-5, language development and listening skills, Bible, P.E. and Music. Pre-Kindergarten students will have approximately 15 minutes of homework each night.

PROBATION PERIOD

After the student has been accepted for enrollment into the school, the student will be observed for a ninety (90) day period beginning with the student's first day at Willott Road Christian Academy. During this period, the teacher and principal will monitor the student's academic abilities and behavior. The teacher and principal will discuss any problems with academic and/or behavioral performance with the parents. Any problems, encountered with students that are considered a significant impairment of the teacher's freedom to teach and other students' freedom to learn in the classroom, will be grounds for removal of the student from the classroom.

WRCA asks that you carefully consider your decision to enroll your child at our school. Willott Road Christian Academy utilizes an accelerated curriculum which progresses at a faster pace than the public school system. Because of this, our teachers have limited time and ability to address significant behavioral and academic deficiencies that may exist with a particular student without jeopardizing their responsibilities to effectively teach the other students.

We are committed to working with our students to give them every chance they deserve to have a successful educational experience at WRCA.

Because of limited resources, Willott Road Christian Academy is not equipped to provide special education courses to children with significant academic and behavioral problems.

SECURITY

EACH SCHOOL YEAR WE ASSIGN EACH CHILD/FAMILY A NEW SECURITY NUMBER. You will be given 4 cards with this number on it, one for yourself, or the person who normally picks up your child, and 3 others for any other adult who might have an occasion to pick your child up for you. The teachers will ask you to show the number every time you pick up your child. If at any time someone other than the adult who normally picks up your child is going to pick them up, they **must** show or be able to verbally give your child's security number to the teacher, or **we will not release your child until we make the necessary phone calls to confirm that the person picking your child up has your permission to do so, even if the adult is someone that the child recognizes, such as a dad, grandparent, aunt, uncle, etc.** We want to be sure that any adult picking up your child has your permission to do so. If they have your child's security number we know that they have spoken to you. **PLEASE MAKE SURE YOU HAVE THE CURRENT YEAR'S NUMBER.**

We also ask that you call the office in the event that someone else will be picking up your child to give us the name of that person. When you call it gives us the opportunity to remind you to make sure the person picking up your child has their security number.

If you need for your child to be dismissed early from school, we ask that you inform their teacher when you drop your student off in the morning. When you come to pick them up, you must sign them out at the office **before** the child will be brought to you.

REPORTING SUSPECTED CHILD ABUSE

In accordance with state law and school policy, school staffs are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

RESTRAINING ORDERS

Our school will abide by all lawful orders of a court of competent jurisdiction. However, we do not wish to be placed in a position of determining which orders are lawful and still in effect. Therefore, it is the policy of this school that **WE ONLY ACCEPT A CERTIFIED COPY OF THE RESTRAINING ORDER WHICH HAS BEEN SERVED UPON THIS SCHOOL BY AN OFFICIAL OFFICER OF THE COURT.** Any parent that has been restrained from contact and has subsequently had the restraining order rescinded must have a certified copy of said rescission served upon this school by an officer of the court.

DIVORCE SITUATIONS

In the case of divorce in a family, we will make duplicates of anything that is going home, **if you indicate you would like duplicates on your enrollment form.** The duplicates will go home in the student's backpack. It will be **your** responsibility to see the other parent is given the duplicate.

TUITION

Tuition payments are made in 10 monthly installments. The first tuition payment will be made on July 1st and the last is due May 1st. The withdrawal procedure applies to these payments.

There will be no grace period for the first and last payment. Your child will be removed from our class lists if the payment is not made by July 1st and May 1st. **If a formal withdrawal form is not filled out by June 18th the family is still responsible for the July 1st payment.** No tuition payment will be made in August to allow our families to pay for their books.

Payments are always due on the first of each month and become delinquent after the tenth of the month. A late fee of \$25.00 is then added to your tuition fee for that month. If your payment is not received by 5 p.m. on the 16th of the month, your child will not be able to attend classes until payment is received. The absence will be an unexcused absence and the student will receive a zero for work missed. If payment is not received before the 1st of the following month, the student will be dropped from the rolls. If you chose to re-enroll, you will be required to be current on all your financial obligations and will be charged a \$25.00 re-enrollment fee per child.

Tuition checks should be made to **WRCA** and brought or mailed to the office, or sent in your child's backpack. It is the responsibility of the parent/guardian to make timely tuition payments.

TUITION DISCOUNTS

Prepay Discount is a 5% discount given to anyone paying the entire tuition by no later than July 1st. No exceptions to the July 1st date will be made.

Member's Discounts: A discount of 10% is given to Willott Road Community Church members who are in good standing. A member in good standing is someone who has attended C.L.A.S.S. 101, our new member's class, and regularly attends weekly services. In addition, members are expected to be supportive of the vision that God has given our church with their gifts, talents, and weekly offerings to the church.

Pastoral Discount: A Pastor's discount of 25% is given to full time pastors, youth minister, music ministers, ministers of education, senior adult ministers, children's ministers, etc., whose majority and main source of income is from the church of which they are on staff.

Church Employee Discount is a 15% discount given to full time church staff, i.e. church administrators, financial administrators, secretarial staff, custodial staff, etc., whose majority & main source of income is from the church of which they are on staff.

Multi-Child Discount: The 10% multi-child discount will begin with the second child. The oldest child will pay full tuition and the following siblings will each be given the multi-child discount. **Fourth Child attends free.**

WITHDRAWAL PROCEDURE

If a student withdraws at anytime, (whether prior to the official start of school or during the school year), it is the parent's responsibility to **obtain the withdrawal form from the office or on our website.** This form must be turned in **two weeks** in advance or the full tuition for the following month must be paid. **If a formal withdrawal form is not filled out by June 18th the family is still responsible for the July 1st payment.** Tuition will not be refunded for the month in which the child has already attended. **ALL FEES ARE NON REFUNDABLE.**

RETURNED CHECKS

A \$32.00 fee will be assessed for each returned check. **After the second returned check occurrence, you will be required to pay with either cash or money order for all financial transactions for the remainder of the year.**

HEALTH

Maintaining the health and safety of the children at Willott Road Christian Academy is an important responsibility for the parents and the school, thus requiring full cooperation and communication to fulfill this obligation.

The following health and safety policies have been established by Willott Road Christian Academy to strive to protect the student's well being and to safeguard against injury.

HEALTH RECORDS

IMMUNIZATIONS- DUE BY JULY 1ST

The state law of Missouri requires all children to be immunized or exempted from immunization against certain communicable diseases. Children who have not been immunized or exempted will not be allowed to attend WRCA. Exemption is typically allowed, upon certification of a licensed physician, if the immunization would seriously endanger the child's health or life. **A current immunization record must be on file prior to the first day of school.**

MEDICAL RELEASE FORMS – DUE BY JULY 1ST.

All students are required yearly to turn in a signed and completed Medical Release form with the enrollment form. This form allows the school to seek emergency medical care for your child, if needed.

SICKNESS/ACCIDENTS

If a child becomes ill at school, the parents will be contacted to transport the student home. Minor injuries at school will be treated in the clinic. Parents will be contacted immediately if a serious injury has occurred to their child. Parents are not to bring their child to school if there is a question as to the seriousness of their child's illness. If a child has a fever of 100 degrees or greater, the parents are required to keep their child home until he/she has been fever free for 24 hours. If a child is vomiting or has diarrhea, the same applies and 24 hours must pass **after the last occurrence.**

MEDICAL ABSENCES

If a child must miss school for medical reasons, the parents are asked to notify the school before **9:00 a.m. each day the student is absent or it will be counted as an unexcused absence.** Parents are also asked to call the office if the child has contracted a communicable disease, is hospitalized, or is expected to be out of school for an extended period of time.

ILLNESSES

If your child contracts chicken pox, head lice, or pink eye, the office must be notified immediately. For Chicken Pox, your child may not return to school for seven full days and/or all spots are scabbed over. For Head Lice, your child may not return to school until all of the proper procedures prescribed by the child's physician have been followed and you child has a physicians release. In both cases the office will alert parents immediately. If your child contracts any other illness that puts our students at risk, please contact the office immediately.

ADMINISTRATION OF PRESCRIPTION AND NON-PRESCRIPTION MEDICATION

WRCA is not obligated to supply or administer medication or treatment to students, however, we recognize that some students may require medication for chronic or short-term illness during the school day to enable them to remain in school and participate in their education. Therefore, the administration has established procedures for the administration of medication to students provided the following requirements are met. The administration of medications by the clinic shall be restricted to necessary medication(s), which cannot be given on an alternative schedule.

For a **prescription medication** to be administered at school, the student's physician must provide the school with a completed form, provided by the office, requesting that the student be given medication during school hours. This request must be completely filled out and returned to the office **prior** to the student receiving the medication at school. When possible and if indicated, descriptions of any adverse reactions and applicable emergency instructions should be provided.

The parent/guardian must completely fill out the section of the form giving the school their permission to comply with the physician's request that the medication be administered to the student during school hours. The parent/guardian must provide the medication in a **current, properly labeled container, one provided by a pharmacy**. Any specific instructions for special handling (such as refrigeration) should be provided.

For a **non-prescription** medication to be administered during school hours, the parent/guardian must complete a non-prescription medication form provided by the office **PRIOR** to the student receiving medication at school. (This includes cough drops)

SAFETY POLICIES

WRCA will provide a continuous positive program of safety education. Fire, tornado, earthquake and lock-down drills are conducted throughout the school year. Students are responsible to learn and follow the procedures in which they are instructed for each drill.

To keep WRCA's learning environment safe, all doors are locked throughout the day. Visitors to the school must check in at the main office on the upper level. Visitors are to sign in and receive a visitor's pass from the main office. So as not to interrupt the learning environment, parents are not to go to classrooms without permission.

PHOTOGRAPHING/VIDEO TAPING

From time to time we do photograph or video tape our students (class parties, school programs, etc). Videos of school programs may be sold to our school families.

CLASSROOMS

To maintain high academic standards and safety within our school, we do not allow parents to sit in on classes. Your child's safety is very important to us and allowing parents who have not been finger printed and screened to have continual access to students is not allowed. Also, our curriculum is so highly structured that extra persons in the room distract the children from what they are learning.

CHANGE OF ADDRESS/ PHONE NUMBER/E-MAIL ADDRESS

Parents or guardians are required for safety reasons to notify the school secretary and classroom teacher if there is a change of address, telephone number (business, home or cell), or e-mail address.

INSURANCE COVERAGE

The church carries proper liability insurance for the school as recommended by our insurance provider. It will pick up the excess that the student's family's private insurance does not pay.

SNACKS

Half Day & Full Day Preschool students are required to bring their own snack and drink each day. We ask that the drinks, Jello, and Jello Jigglers do not contain red, purple, or orange dye, as this will stain the carpet. We also ask that you send juices, not soda. Be sure that your child's snack and drink are in containers that are easy for them to open. Your child may also purchase milk at school for their snack time. If you forget to send a snack for your child, one will be provided at the cost of \$1.00.

Half Day & Full Day Pre-Kindergarten students do not have snacks.

LUNCH

M/W/F all day 3's Preschool and M-F all day Pre-Kindergarten:

We offer a nutritious lunch daily. There will be a salad bar and milk in addition to a hot entrée. Children may also opt out of the hot entrée and choose a peanut butter and jelly sandwich along with the salad bar. You may also choose to bring your own lunch. Students may purchase just milk if you choose. **NO SODA PERMITTED.** If a child forgets their lunch, they will purchase a lunch from school that day.

Lunch Account

At the end of each month you will receive an invoice for the lunches and/or milk your child purchased that month. Payments are always due on the first of each month and become delinquent after the tenth of the month.

Lunch with your child:

Parents are invited to come enjoy lunch with your child. You are welcome to eat from our cafeteria or bring in a lunch for you and your child. This will be a special time that you can eat at a special table for luncheon guests. **We do ask for a one day notice by calling the school or sending a note with your child** so we can have a special place available for you.

To give teachers time to get students acclimated to the lunch procedures, we ask you to wait until after Labor Day to come enjoy lunch time with your child.

STUDENT RESPONSIBILITIES

The following is a summary of the student's responsibilities at Willott Road Christian Academy.

Each student is required to use all available school and home resources to perform at the highest potential so as to take full advantage of the educational program. Originality and creativity are encouraged within the organized framework of the classroom. The student is to be self-disciplined showing proper respect for the teacher and other students in the class. The following is a list of general school rules the student must follow:

1. Courteous speech and conduct are required.
2. Respect for God, home, church, teachers, school and nation is expected at all times.
3. Quiet voices are the norm in the classrooms and rest rooms.
4. Passage in the hallways is to be peaceful and orderly. Running in the hallways and stairways is not permitted.
5. Prompt and cheerful obedience is expected.

6. Gum chewing is not allowed in school.
7. Students are not allowed to leave the classroom or come to the office without the permission of the teacher.
8. Personal items such as toys, trading cards, radios, tape players, etc., are not allowed at school.

DRESS CODE

Pre-school and Pre-Kindergarten students are NOT required to wear uniforms.

Please dress your child in comfortable washable, non-restrictive clothing. Shoes are required at all times. Please no jellies or flip-flops. Shoes should be rubber-soled to prevent slipping on the blacktop.

We will go outside to play when the weather permits, (over 45 degrees), so please dress your child accordingly. Please put a coat on your child in cool/cold weather.

Please do not send your child in “onesie” body suit type shirts as this puts our teachers in an uncomfortable position when we have to snap and unsnap them for the children.

The dress code is to serve as a tool in fostering the academic and character development of the students as they participate in the activity of education. We ask that their dress exhibit modesty, neatness, and cleanliness, please refrain from “slogan” shirts that deal with the occult, witchcraft, etc, as they can be offensive to other families. This includes backpacks and lunch boxes. Boys should not wear earrings and no hoop earrings for girls.

Because we celebrate the religious aspect of Christmas and Easter, we ask that you are sensitive when dressing your child around those holidays. Please do not dress them in clothing with Santa or the Easter Bunny on them. We also do not celebrate Halloween, so please do not send your child in any clothing that reflects that holiday.

Parents should provide a paint shirt for their child; this can be an old shirt of Dad’s.

Please clearly mark all of your child’s things (Backpacks, coats, paint shirts...), as they can be easily confused with other student’s possessions.

CLASS TIMES

M/W/F 3’s and 4’s – morning classes: drop off time begins at 7:40; doors are locked at 8:12. If you arrive after that time you must check in at the office. Classes dismiss at 11:45.

M/W/F 3’s – all day classes: drop off time begins at 7:40; doors are locked at 8:12. If you arrive after that time you must check in at the office. Classes dismiss at 3:00

Mon – Fri Pre-Kindergarten classes: drop off time begins at 7:40; doors are locked at 8:12. If you arrive after that time you must check in at the office. Half day Pre-Kindergarten dismisses at 11:45, full day Pre-Kindergarten dismisses at 3:00.

Students may not arrive before the 7:40 drop-off time, as the teachers are still preparing for their classes and having prayer time.

ARRIVAL PROCEDURES

All students will use the drop off system. You will pull into the parking lot, stay to the left, circle around to the bottom lot. You will pull to the lines where there will be an adult present to help your child out of the car. Our Safety Patrol will escort your child safely into the building, and to their class.

ATTENDANCE

Attendance at school provides a student with the classroom environment in which we learn. This experience is comprised of participation in class activities and direct instruction conducted by the teacher. The instructional program is progressive and sequential in nature. It is generally impossible for that experience to be made up. For this reason, continuous failure by the student to attend class will have to be addressed with the student and parent by the Principal. **When a student will be out of school for any reason, it is the responsibility of the parents to contact the office before 9 a.m. EACH day the student is absent.**

TARDINESS

TARDINESS

Tardiness is disruptive to the classroom and also has an adverse effect on your child's educational progress. It is the responsibility of the parent to insure that their child is in the classroom on time. Arrival time ends promptly at 8:12 at which time the doors are locked. If you arrive after that time, you must check in through the office where you will be given a tardy slip. Please refer to the tardy consequences listed below. We want to instill in our children the importance of school. Anything important to us, we strive to be on time for. School certainly is one of those important things. Please help us to teach our children this very important truth by striving to be on time.

EXCUSED TARDY

Reasons for excused tardies include, but are not inclusive to:

- Doctor or dental appointments
- Specific car trouble
- Bad weather conditions
- Emergency in the family

UNEXCUSED TARDY

Reasons for unexcused tardies include, but are not inclusive:

- Getting a late start
- Forgetting to set the alarm
- Other family members or riders caused you to be late

CONSEQUENCES FOR TARDINESS:

First Offense: Verbal Warning- Parents must sign card in office.

Second Offense: Parents must sign card & will be required to pay a \$15 fine.

Third Offense: Parents are required to meet with the Principal and pay a \$20 fine

Each time after the third tardy a \$25.00 fine will be imposed.

Each semester starts a clean slate. It is the student's responsibility to get the work missed.

Excessive tardiness may result in other consequences.

DISMISSAL PROCEDURES

All Preschool and Pre-Kindergarten parents will pull around and pick up their children on the lower level. Parents who wish to pick their child up earlier than normal dismissal time should tell their teacher when they drop their child off in the morning and then come into the office to sign the student out when you come to pick them up. Your child will be brought to the office to you - do not go to the classroom to pick your child up.

We discourage parents from coming in and letting us know then that they need to pick up their child early. Please let the office know in advance. This is disruptive to our classes, as our teachers have to stop teaching to get the student's things together in order for them to leave. Be sure if you **have** to pick your child up early that it is indeed an emergency or a situation that cannot be handled after regular school dismissal time.

LATE PICK-UP POLICY FOR ½ DAY STUDENTS

We allow a 10 minute “grace” period after the dismissal time to allow for any unforeseen occurrences, however, children should be picked up **promptly** at the close of each session. It is very unsettling for your child when you are late picking him/her up. They become fearful that they have been “forgotten”. While we do understand that sometimes there are emergency situations, we have a late pick-up policy in place for the welfare of our students. We do adhere to this policy, so we appreciate your cooperation.

First Offense: Parent will be required to sign a card in the office stating that they have received a verbal reminder of the policy.

Each Offense thereafter: Parent will be required to sign a card in the office and will be charged a \$10 penalty for the first 10 minutes- past the “grace period” you are late. After the penalty time you will then be charged a \$1 for each minute thereafter you are late.

For all full day students if you are late - your child will be placed in Extended Care. The first offense will be a warning. The second offense you will be required to pay a \$25.00 enrollment fee and you will be charged the appropriate Extended Care fees that apply.

DISCIPLINE POLICY & PROCEDURES

The student will be observed for a ninety-day period beginning with the student’s first day of school. During this period, the teacher will monitor the student’s academic abilities and behavior. The teacher and Principal will discuss any problems with academic and/or behavioral performance with the parents. Due to the fact that our Preschool is an Academic Program, the teachers have limited time and ability to address significant behavioral and academic deficiencies that may exist with a particular student without jeopardizing their responsibilities to effectively teach the other students. The Principal reserves the right to remove any child who persistently disrupts the learning environment.

CLASSROOM DISCIPLINE

For good classroom management, Willott Road Christian Academy uses positive reinforcement, which affirms a child for appropriate behavior. We appreciate the parents’ support. When there is a need for discipline, we use the “Time-Out” method. We refer to it as our “Stop and Think” time. If other disciplinary measures need to be taken, the teacher or principal will contact the parents to discuss the procedures to be used.

CLASSROOM RULES

1. Do not talk without permission
2. Do not get out of chair without permission.
3. Follow teacher’s directions. First time obedience.

POTTY TRAINING

If your child is attending the Early Childhood classes, (3’s, 4’s and Pre-K), ***they must be completely potty trained by the first day of school.*** If there are occasional accidents we will call the parent or the emergency contact to come and change the child. If the accidents are frequent, (more than 3 times in a short period of time) your child will be removed from the preschool/pre-kindergarten program.

RESOLVING PARENTAL CONCERNS

A parent(s) who has a personal issue, concern, or question regarding their child is asked to adhere to the following steps:

1. Discuss the issue with the child's teacher.
The teacher and the parent(s) should try to resolve the issue between themselves.
2. If the issue remains unresolved to the parents' satisfaction, then the parent(s) should contact the Principal and set up a private meeting to discuss the issue with the Principal and the teacher. The school recognizes that in certain circumstances, depending on the nature of the parental concern, it may be appropriate for the parent(s) to omit the first step.
3. If the issue remains unresolved after meeting with the Principal and the teacher, it may require a meeting with the Pastor of Administration.

Confidence and respect of others is expected to protect the health of our community. Failure to follow this process may be considered grounds for removal from this school.

SCHEDULED SPECIAL EVENTS

Show and Tell days are every Friday for all 3 year and 4 year-old **Preschool** classes. Show and Tell is a learning tool emphasizing a letter or concept for that particular month. The children take turns - by table - bringing in items for show and tell.

We do not have "out of house" field trips for our Preschool or Pre-Kindergarten classes for safety and security; however we will occasionally have in-house field trips.

We celebrate birthdays and half birthdays (if your child's birthday falls in the summer months). You may bring a special treat for your child's class on that day. This is prearranged with your teacher. **Please check with your teacher for any known food allergies in your child's class. All treats must be prepackaged and purchased from the grocery store.** If your child is going to have a birthday party that requires invitations, **unless the whole class is invited, you may not hand them out at school.** We do not want any of our children to have hurt feelings because they were not invited. Class lists will be provided to the whole class within a few weeks of the beginning of school.

SPECIAL PARTY DAYS

We have special parties for Thanksgiving, Christmas, Valentines Day, and Easter. If you would like to work as room mom or dad, or would like to just work at one of the parties, you may sign up to do so with our Parent Teacher Fellowship (PTF). We ask that you only sign up to work at one party so that all of our parents will have an opportunity to attend one party in their child's classroom.

You will also have the opportunity to help supply the food items for the parties. We do require that all of our food items are pre-packaged and bought from the store. Please make sure all food items are alike (example: all chocolate or all vanilla). The snack should also not be anything gooey. Please check with your teacher to see if any student in your child's class has a food allergy. **NO SIBLINGS MAY BE BROUGHT TO PARTIES. THIS IS A SCHOOL DAY AND THE FOCUS IS ON OUR STUDENTS.**

We do not celebrate Halloween at WRCA, so we ask for your cooperation in not dressing your child in Halloween attire or sending any snacks or treats pertaining to Halloween, during the month of October. **If your child brings any Halloween items to school, they will be placed back in his/her backpack or lunchbox.**

A STUDENT MAY NOT ATTEND A PARTY IF THEY DO NOT ATTEND SCHOOL THAT DAY.

WRCA PARTY POLICIES

ROOM PARENT RESPONSIBILITIES

Room Parent's, it is your responsibility to make sure that school policies are made clear to your party helpers.

- Room Parents should be present at every party. It is your job to contact parent helpers and organize the party. Teachers are not responsible for any party planning in their class.
- Christmas Parties should always focus on the birth of Christ. For this reason we do not want any decorations, crafts or goodies with Santa or reindeer on them.
- The Easter theme is "Jesus is Risen"; so again, we ask that you refrain from using the Easter bunny when planning your party. Eggs are permissible, as we explain to our children the emphasis of "new life."
- Be thoughtful when planning your craft or game and consider such things as time constraints, ease and ability of craft for your grade level and space limitations.
- When planning games, consider that children often get their feelings hurt and try to avoid "elimination" games. Also, if prizes are made available, everyone should get something.
- When planning your snacks, remember to contact your teacher to ask about any allergies in the classroom. Also, we ask that you bring Capri suns or juices with no dyes. Soda is never permitted. All snacks and goodies must be store-bought and pre-packaged. A suggested snack list is included in this book for the Early Childhood Department. Room-Parents can plan their own snack ideas and be creative as long as it follows the school guidelines. If you have any questions, we will be happy to help.
- NO SIBLINGS are to be brought with the Room-parents or party helpers. NO EXCEPTIONS. This is a school day and our priority on party days is our students.
- Please tell your helpers to let you know as soon as possible if they are unable to fulfill a commitment so you can find a replacement. We do not want our children to be disappointed.
- All written communication, as it relates to school parties or Teacher gifts, must be approved through the PTF before it can be sent home with students!
- Party Invitations that are handed out at school must include everyone in your child's class.
- Party fees have been collected as Activity fees for Grades K- 5th. You may be reimbursed up to \$3.00 per student per party. All receipts must be turned in to school office. Please include a copy of the "Room- Parent Request" form. Any additional contributions you ask for must be voluntary and approved by PTF.

EXTENDED CARE

You are welcome to enroll your child/children in our extended care program at any time throughout the school year. You may use our Extended Care Program on a regular schedule or on an as needed basis. We do ask for notice so we can ensure proper staffing. However, we do understand emergency meetings, etc. **If school is not in session, there will be NO Extended Care.**

Any student enrolled at WRCA may take advantage of “before care” (6 a.m. - 7:45 a.m.) and **full** day students may attend “after school care” (3:15 p.m. - 6:00 p.m.). This requires the parent filling out an Extended Care enrollment form and turning it in to the office with a \$25 enrollment fee for the first child and \$5.00 per child thereafter. Enrollment must be completed prior to using this service.

A snack will be provided for the children in aftercare. A \$.50 charge per day per child will be added to your monthly bill to cover the snack. You may choose to send your child with their own snack.

You will be invoiced, for all sessions your child attended, at the end of the month with the payment due by the 10th of the following month for the extended program

The following sessions and fees apply only to those students enrolled at WRCA.

Session 1	(6:00 a.m. - 7:45 a.m.)	- \$7.00 per session per child
Session 2	(3:15 p.m. - 4:30 p.m.)	- \$7.00 per session per child
Session 3	(3:15 p.m. - 6:00 p.m.)	- \$15.00 per session per child

After 6 p.m. a late fee of \$1.00 per minute per child will be assessed.

SCHOOL CLOSINGS

Our school will announce weather-related closings on Channel 2, Channel 4, Channel 5, and KMOX-Radio, Station 1120 AM. You may also log on to Channel 5’s website at www.ksdk.com, Channel 2’s website at www.fox2now.com, or our website at www.wrcca.org. We do reserve the right to close anytime we determine weather conditions are unsafe. If weather conditions are expected to worsen before regular dismissal time, please listen to the stations above. To keep classroom interruptions to a minimum, we ask that you do not pick up your child before the specified early dismissal time. If local road conditions are expected to improve later in the morning after schools regular starting times, watch the above stations for “Snow Schedule”. Snow schedule means we will delay opening until 10 a.m.

On a snow schedule the morning preschool classes will NOT be in session.
If school is cancelled for inclement weather, there will be NO Extended Care.

AMENDMENTS

Policies may be added, deleted, or modified at any time as determined by the WRCA Administration. The procedures contained in the Handbook may also be subject to interpretation or modification at the discretion of the Administration.