

## Frequently Asked Questions

West Point Christian Preschool believes that every child has been uniquely created by God and should be educated in an environment and manner that recognizes and promotes their unique learning style. Thank you for taking an interest in your child's education to inquire how West Point Christian Preschool might assist you in ensuring your child is ready for kindergarten and beyond!

### West Point Christian Preschool offers:

- ❖ Creative environment
- ❖ Clean and modern facility
- ❖ Caring staff

### Communication

Like our Facebook Page (west point christian preschool); Instagram (wpcp2011) and visit our website at [www.westpointchristianpreschool.org](http://www.westpointchristianpreschool.org)

### What are the hours of West Point Christian Preschool?

- ❖ Monday-Friday, 7am-6:00pm
- ❖ Early drop-off, 6:30am-6:55am (additional \$25/wk per child is due at time of drop-off)
- ❖ Arrivals/Departures:
  - Students should be present on campus no later than 9am unless director approved or have a doctor's excuse.
  - NO student will be accepted after 11:00am without a doctor's excuse.
  - Late Pickup: Students picked up after 6:01pm will be charged \$15 and \$1 for every minute thereafter. This will be according to the school's clock. Call and inform school about late pick up does not exempt late pick up charge.

### What curriculum will be used to help enhance my child's learning?

We will use Frog Street & ABEKA Curricula

### Will my child need school supplies?

Most school supplies are included in your registration fee, but additional supplies may be requested by your child's teacher. Pre-K4 students will require additional fees and supplies.

### What will I need for my child's admission or re-enrollment to WPCP?

You will need:

- ❖ Confirmation of your child's start date
- ❖ Completed Student Enrollment & Tuition Express Fee Agreement
- ❖ Completed Lunch Form
- ❖ Copy of child's immunization records
- ❖ Uniform (Frenchtoast.com; School Code QS5RVXZ). Uniform shirts not purchased through Frenchtoast.com must be brought to school (in bag with student's name and payment) to be monogrammed by our local vendor.
- ❖ Classroom Supplies
- ❖ Payment of following fees
- **Enrollment Fees-these fees are non-refundable and non-transferrable**
  - Includes student registration & liability insurance fee, supply & activity fee, cot rental fee
    - New Student Registration Fee per child
      - \$175 (start date June-Feb); \$125 (start date in Mar)
      - \$100 (start date in Apr); \$75 (start date in May)
    - Returning Student Annual Registration
      - \$150 (due before June 1<sup>st</sup>) to secure student's spot for fall and to continue enrollment during the summer
    - Curriculum Fee per child (Pre-K4 students ONLY)
      - \$150
    - Whiz Kids Technology Fee per child (PreK-4 students ONLY)
      - \$30 per month
    - STAR Literacy Assessment (PreK-4 students ONLY)
      - \$30 annually

- Parent Committee Fee
      - \$15 per year (due before June 1<sup>st</sup>)
  - All students are required to keep 121 form updated in order to continue enrollment.
  - Make any changes to phone numbers, addresses, or emails through the [www.myprocare.com](http://www.myprocare.com) portal
  - All parents must submit the appropriate forms and pay fees upon enrollment (enrollment application, current 121 form, USDA Lunch form, Tuition Express Form, Parent Handbook Acknowledgement).
- **Tuition**
  - Each child's tuition is an ongoing fee, which may be separated into bi-weekly or monthly payments. Payments will be drafted from a checking/savings account on the first Monday of the month for monthly payments and every other Monday for bi-weekly payments (see Tuition Payment Schedule for specific dates). We do not accept checks. Tuition payment will be drafted even during school closing. Any payment not received on the due date will incur a late payment fee of \$25. If your account is five (5) days past due another \$25 late fee will be applied and continue until balance is paid. There is a processing fee of \$40 for any returned payment by bank or credit card.

#### **Inclement Weather/School Closing**

- If WPCP closes due to inclement weather children must be picked up by the specified time given.
- WPCP will contact you via text, email, or phone call about school closing. We will also post on our social media pages.
- No credit on tuition is given for scheduled holidays or school closing for various reasons (COVID-19, inclement weather, flood, fire, loss of electricity, water or other vital services).

#### **Are any fees refundable if my child withdraws from school?**

- No, all fees are non-refundable and non-transferrable

#### **Is there a waiting list?**

You can place your child on the waiting list (\$25 waiting list fee) and you will be contacted when a spot is available, but we cannot hold a child's spot without paid registration. Upon paid registration your child's spot will be held for one month.

#### **Do you accept the District or are you a part of the military assistance program?**

Yes.

#### **Will WPCP have part-time fees or drop-in rates?**

No.

#### **Will there be vacation time allotted where the tuition is prorated?**

After a child has been enrolled for one year, parents are eligible to receive a credit to their account which could amount to one week of tuition. Parents who pay full tuition will be credited according to your tuition rate; Parents who receive the certificate will be credited according to their co-payment for the month the tuition free week is being requested (please see director for exact amount); and parents who receive an employee rate are not eligible to receive this discount. You are responsible for payment for the remaining 51 weeks of the year regardless of if your child is in attendance. You will communicate with the director in writing two weeks in advance. The student cannot be present on campus during this week (student cannot withdraw during this period to be eligible). Your account must be current to use your tuition free week. This benefit does not apply to WPCP or WPBC employees.

#### **Will you offer after school care?**

No.

#### **Will WPCP have fundraisers?**

Yes. Our school is primarily funded by tuition payments. For this reason, we have to operate an annual fundraising program and anticipate each child and parents' participation in helping us raise additional funds needed for the designated school projects. **ALL** parents are expected to participate.

## Uniform/Clothing

Students in Pre-K3 & Pre-K4 classes wear uniforms and will be ordered from Frenchtoast.com. School Code: QS5RVXZ. School shirts not ordered through Frenchtoast.com will be monogrammed by our local vendor and must be brought to the school in bag with student's name and payment. Soft bottom Shoes with **NO shoestrings or lights**– Daily **(NO open toe shoes, rain boots, cowboy/girl boots, crocs, light up shoes)**. No hair beads or small hair accessories permitted

Student out of uniform or with clothing not permissible will incur a \$25 out-of-uniform fee (this includes but not limited to incorrect uniform pieces, wrong monogram/logo, wrong shoes, shoestrings, etc). This fee will be automatically added to your account and drafted with the upcoming tuition payment.

### Do we have to purchase all the pieces of the uniform?

You are not required to purchase a certain number of uniform pieces, but the student must have the appropriate uniform. Please provide extra clothes for the child's cubby (does not have to be uniform).

- If we have to provide change of clothes for accidents or wipes, diapers/pull-ups there will be a \$10 fee assessed to your account.

## Health & Weather Policy

A daily health inspection is given upon each child's arrival to the preschool. You will be contacted to pick up your child if any symptoms of illness appear during the day. We are not equipped to accept children with special medical/physical needs. We are depending on parents to help us maintain this policy. Symptoms that are reasons for keeping your child home are: severe cold, coughing, flushed skin, earaches, red eyes, chills, headaches, sneezing, skin eruptions, sore throat, fever, etc. Should your child have a contagious disease, please let the teacher know immediately so that other parents can be notified. A child who has been absent from school because of a contagious disease must upon his/her return bring a written note from his/her doctor indicating that the illness is no longer communicable by contact. If your child is sent home because of an illness or symptoms of an illness the child must remain out of school for 24 hours. The child may return to school when the child has been symptom-free and fever-free for 24 hours without medication.

When a child has a contagious illness ONLY parents of students who have come in direct contact with the student will be notified. WPCP management will make the decision If it becomes necessary to notify all center parents.

- Closely review our Health and Medical Policy that states children with physical signs of contagious diseases or have a fever 100<sup>0</sup> and above must remain out of school for 24 hours (may return after the 24hrs period when symptom free without medication and a doctor's excuse).
- You must pick up your student within 2 hrs of being contacted by the preschool
- Outside time daily unless heat index is 99 degree or greater or 37 degree or lower
- Toilet Training – students being promoted to 3yr old class must be toilet trained

## Medication

All medication should be handed to the director or co-director with specific written instructions for administration in our medication log. Medications should never be left in the child's cubby or with the child to administer on their own. We will administer or disburse medication to the children only with the parents' permission. Parent should complete the medication log with a description of the type of medicine, how much and how often. Director reserves the right to amend if it's for the overall health of the child. Medication will ONLY be administered at 8am, 11am & 3pm.

### How will I know what is happening during my child's day?

You are always welcome to contact your child's teacher during the day via the Procure Connect App. Your child's teacher will note how well he/she is doing and any special projects for the week.

**How does the preschool discipline?** Discipline and punishment are not the same. Discipline is a means of actively engaging our students to help mold their moral character. With discipline we are teaching our students self-control and restraint. Because we foster loving caring relationships with our students, we encourage good behavior, set limits and consequences and be specific with our instructions.

If your student receives two re-directions from a WPCP staff, you will receive a notification call. On the third re-direction you will be called to pick up your student and they will have a 24 hr dismissal from school.

**How will I know that my child is safe while I am at work?**

WPCP staff is committed to the safety and security of the children and teachers. In addition to formal security, WPCP provide the most effective security - that of a personal nature. Visitors are required to present identification and register in Visitor Logs. Alternate caregivers, authorized by children's parents, must present identification.

**Will my child be challenged academically?**

Yes. At West Point Christian Preschool, we think the best academic preparation is to encourage your child's enthusiasm for learning. Teachers who have a keen interest in your child's success create lesson plans based on Developmental Guidelines. By providing individual attention in a small group setting, West Point teachers will nurture each child's confidence. Learning to ask questions, discovering cause and effect, negotiating fair play and making new friends are all academic building blocks at WPCP.

**Will my child be eating a healthy meal?**

Yes. Your child will be given a healthy and nutritious breakfast, lunch, and afternoon snack. We will offer each meal and snack to your child but will not force your child to eat.

- No outside foods are permitted inside the school facility (exception for class parties)
- All infant bottles should be pre-made and labeled with child’s name and date. Cereal cannot be placed in infant bottle/cups

**Who will be my child’s teacher?**

WPCP will communicate with parents about staff in your child’s classroom.

**What is your teacher to student ratio?**

We will follow Mississippi Department of Health Teacher-to-child ratio:

<u>Ages of Children</u>	<u>Number of Children to Teacher</u>
Less than 1yr	5
1year	9
2 years	12
3 years	14
4-5 years	16

**Parent Participation**

- We strongly encourage and welcome you to participate in school functions/events and your child’s education.
- We ask that all parents participate in our annual school fundraisers.
- We ask that you attend all Parent/Teacher conferences or send a representative
- Join our Parent Committee and volunteer

**I have more questions, who should I contact?**

You may contact the preschool’s director at 601-271-2585