West Point Christian Preschool

A great place to play, learn and grow together

Student & Parent Handbook

184 Hartfield Road
Hattiesburg, MS 39402
www.westpointchristianpreschool.org
Facebook: West Point Christian Preschool
Instagram: WPCP2011
Phone: 601-271-2585/Fax: 601-271-7855

West Point Christian Preschool
Parent & Student Handbook
Acknowledgement

Please sign this acknowledgement and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented. No handbook can anticipate every circumstance or question about policies. As West Point Christian Preschool changes, the need may arise to change policies described in this handbook. West Point Christian Preschool reserves the right to revise, supplement, or rescind any policies or portions of the handbook from time to time as it deems appropriate in its sole and absolute discretion.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have been advised to access **West Point Christian Preschool Student & Parent Handbook** through their website at www.westpointchristianpreschool.org. It is my responsibility to understand and familiarize myself with the Student & Parent Handbook and to ask center management for clarification of any policy, procedure or information contained in the **West Point Christian Preschool Student & Parent Handbook** that I do not understand.

_____ _____

Student's Name | Class (infant, toddler 1yr, toddler 2yr, Pre-K3, Pre-K4)

_____ _____

Parent's Signature | Date

Marneshia S. Cathey, Director

Center Staff Signature

CHILD CARE REGULATIONS SUMMARY FOR PARENTS

Dear Parents,

The *Regulations Governing Licensure of Child Care Facilities* requires that child care providers supply you with a summary of the Child Care Regulations that govern the licensure of child care facilities.
The Child Care Regulations are the rules and regulations that each child care facility in Mississippi must follow in order to maintain its Child Care License. You, as a parent, are entitled to access these regulations. Among the subjects covered in the Child Care Regulations are:

- Licensing Requirements
- Buildings & Grounds
- Rights of Entry & Violations
- Health, Hygiene, Safety
- Facility Policies & Procedures
- Nutrition & Meals
- Personnel Requirements
- Discipline & Guidance
- Records
- Transportation
- Reports
- Diapering & Toileting
- Staff Requirements
- Swimming & Water Activities
- Program Activities
- Feeding of Infants & Toddlers
- Children with Special Needs
- Night Care
- School Age Care
- Summer Day Camp & School Age Programs
- Hourly Child Care
- Hearings, Emergency Suspensions, Legal Actions & Penalties
- Release of Information
- Rest Periods
- Equipment, Toys, Materials

APPENDICES

Appendix A – Child Abuse & Neglect Reporting
Appendix B – Reportable Diseases
Appendix C – Nutritional Standards
Appendix D – Playground Safety Standards
Appendix E – Dishwashing Procedure
Appendix F – Handwashing Procedure
Appendix G – Diaper Changing Procedure
Appendix H – Cleaning & Disinfection Procedure
Appendix I – Communicable Disease/Conditions & Return to Child Care Guidelines
Appendix J – Rules & Procedures for State Level Administrative Hearings

A full copy of the Child Care Regulations should be located in the Director's office of your child care facility. It should be available for your examination upon request. You may also access the Regulations at www.healthyms.com (from the left menu, select *Licensure,* then *Child Care & Youth Camps.)* You may direct your questions to your local licensing officials, or you may contact the Child Care Licensure office in Jackson at (601) 364-2827.

Should you have a complaint concerning a child care facility
email the Investigation Unit at CC.ComplaintUnit@msdh.ms.gov or mail the complaint to:

Mississippi State Department of Health Child Care Facilities Licensure
PO Box 1700
Jackson, MS 39215

WELCOME!

"And Jesus said, 'Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. I tell you the truth, anyone who will not receive the kingdom of God like a little child will never enter it.' And he took the children in his arms, put his hands on them and blessed them." Mark 10:14-16

West Point Christian Preschool is the licensed weekday preschool of West Point Baptist Church, serving **ALL** families, non-members, and members of West Point Church, with children from eight weeks to five years old along with students who have completed the Pre-K4 class – rising 1st graders for our summer camp. At West Point Christian Preschool, we strive to make every day a learning day, filled with new and wonderful experiences to help young learners find what interests and inspires them.

It is our joy and pleasure to help families find just the right early education setting for their children and we're sure it's here with us, in a safe and comfortable place where learning is full of fun.

We created this handbook as a communication channel between home and school. Our handbook will be updated periodically to keep current and prospective families informed of our services and any new programs that will be offered in the future. The services and programs that we provide are unique in the way that they are taught in our preschool in a caring and child-friendly environment.

Although the handbook is designed to be a helpful guide, please direct questions about daily activities or your child's behavior to your child's teachers. Please feel free to contact us at any time with questions or comments.

Thank you for entrusting your child to us. We're looking forward to a great year.

Marcus Cathey, Senior Pastor/Founder
Marneshia Cathey, Preschool Executive Director

Office (601) 271-2585

Fax (601) 271-7855

www.westpointchristianpreschool.org

Email: mscathey@thewpbc.org

Email: wpcp@thewpbc.org

Facebook Page: West Point Christian Preschool

Instagram: WPCP2011

NON-DISCRIMINATORY ACT

West Point Christian Preschool admits students of any sex, religion, race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, religion, color, national or ethnic origin in administration of its educational policies, admission policies, and other school- administered programs. West Point Christian Preschool believes that all would benefit from an educational experience. However, due to limited financial resources we are not able to effectively provide appropriate educational programs for all students. Some students require certain educational program modifications and resources that we are not able to provide within our schools. The law recognizes this in the fact that, while public schools must make a "reasonable accommodation" to educate all students, we are called upon to make ONLY "minor adjustments. Provided that your child is otherwise qualified for admission, if the required program modification constitutes "minor adjustment" the child may be admitted, however, if more than a "minor adjustment" is needed then the child would be better served by an institution equipped to serve that need. ANY TIME IT BECOMES APPARENT THAT THE CHILD REQUIRES MORE THAN "MINOR ADJUSTMENTS" TO BE EFFECTIVELY SERVED, THE SCHOOL RESERVES THE RIGHT TO MAKE THIS KNOWN TO THE PARENTS ALONG WITH THE FACT THAT THE CHILD'S NEEDS COULD BE BETTER SERVED ELSEWHERE.

OUR MISSION AND ABOUT US

WEST POINT CHURCH MISSION STATEMENT
West Point Church exists to impact our community with the love of Christ in a culturally relevant manner to make more and better disciples.

ABOUT US
West Point Baptist Church in 1998, a group of 10 people gathered for a weekday Bible Study which exponentially grew into a congregation of approximately 2,000 members.

West Point Christian Preschool not only grew out of a need to meet the growing demand for quality childcare at an affordable price but also to help further the mission of West Point Church.

West Point Christian Preschool opened in August 2011, with just 18 students and five classrooms- infants-pre-K. We have served students ages six weeks-5yrs, with full and part-time staff members in the classrooms.

Our Mission (Why we exist?)
West Point Christian Preschool (WPCP) was created to provide consistent quality care while meeting the developmental and educational needs of children from diverse families.

Our vision (What we will accomplish)
To create relevant environments to foster a lifelong love of learning in each student.

Our Strategy (How we plan to accomplish the vision)
- Create positive learning experiences & environments through love and respect of each child and their family.
- Offer positive learning experiences through hands-on activities.
- Support collaboration with everyone in a child's eco-system.

Our Goal (What we want each child to receive)
- Emotional- Become independent and learn to be in control of their emotions.
- Social- Be able to interact with their caregiver and others.
- Physical- Develop large and fine motor skills.
- Intellectual- Build natural curiosity.

ADMISSION, PAYMENT POLICIES & TUITION

ENROLLMENT REQUIREMENTS

Children age eight (8) weeks through five years of age (5) are eligible for acceptance at the West Point Christian Preschool as space is available. Admission to West Point Christian Preschool is based on a rolling enrollment system. Families may enroll children at any time. New parents may secure their child's spot with the $175 paid non-refundable registration fee. Your child's spot will be held for 30 days or less if there is a demand for enrollment into a class. If the child is not enrolled within this time frame your registration fee will be forfeited and you must start the process again.

Age grouping are generally based on the child's age as of September 1st of each year. A child may be moved from one group to another to meet the needs of the child and the center.

Programs

There are 5 childcare programs offered at WPCP:

Classroom	Children Served	Student to Teacher Ratio
Infant Room	8 weeks to 15 months	5 children
Toddler 1yr Room	16 months to 24 months	9 children
Toddler 2yr Room	25 months to 36 months	12 children
Pre-K Three Year Room	37 months to 48 months	14 children
Pre-K Four Year Room	49 months to 60 months	16 children
Summer Camp	Completed Pre-K4-rising 1st grade	17 children

All necessary forms for each student's file are required to be completed prior to the first day a child attends school and each July thereafter. Please keep the school updated when changes occur to personal information. Re-enrollment fees will be due in March of each year.

Requirements for Enrollment (these forms and information are located on our website at www.westpointchristianpreschoo.org)

- Enrollment Agreement
- Lunch Form
- Tuition Express Form
- Copy of child's immunization records (Form 121)
- Copies of any documents (i.e child custody, visitation, allergy documentation)
- Uniform/Dress Code Policy
- Download Procare App

TUITION/REGISTRATION and ADDITIONAL FEES

Please see Admissions and Fees document on our website at www.westpointchristianpreschool.org. Please note that ALL Registrations and Additional Fees are non-refundable and non-transferable. After a child has been enrolled for one year, without interruption, parents are eligible to receive a vacation 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. 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, prior to the first day of your vacation use and before the next tuition draft. 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, members of West Point Baptist Church or parents who receive the Childcare Certificate or any other childcare tuition assistance.

Our preschool accepts Childcare Certificates from the Department of Human Services, is part of the military assistance program (NACCRRA) and the Federal Aviation Administration Child Care Subsidy Program (FAA).

Each child's tuition is an ongoing fee, which may be separated into bi-monthly or monthly payments. Payments will be drafted from a checking/savings account on the first Monday of the month for monthly payments and the 1st & 3rd Monday for bi-monthly 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.

When any portion of an account is past due, the school will send a text, email or make a telephone call to the responsible party requesting payment of all past due sums owed to the school. If payment has not been received by the school, within one day after responsible party has been notified, all children of such party will not be allowed in class and continuing until such payment has been received.

1. No student will be permitted to participate in the graduation program/activities or end of the year program if their account has not been paid in full.
2. All tuition accounts must be current before a child can register for the following school year.

NOTE: Tuition is required if your child attends the school or does not attend, as long as the child is enrolled. There are no refunds, make up days or credits for days missed or school closing. Please note: Students enrolled for any portion of the week will be charged for the entire week's tuition. If a tuition payment arrangement is requested the parent must complete and submit a Child Action form 3-5 business days prior to the tuition draft. Tuition payment arrangements will only be approved for a week after the tuition draft date. All tuition must be paid by due date or student will be unable to clock-in.

SCHOOL CLOSINGS

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).

WITHDRAWAL FROM SCHOOL

If any student withdraws from WPCP, the parent is financially responsible and obligated to pay two weeks of tuition. Parents wanting to withdraw a student from WPCP must notify the Director a minimum of two weeks prior to withdrawing the child and the next tuition draft. This allows us the time to enroll a student. No school records will be released for any student where there is a balance owed on the student's account. WPCP reserved the right to terminate a child's enrollment effective immediately, if any of the following occur:

- In judgment of the preschool's director, the child's behavior threatens the physical or mental health of other children or staff
- Tuition is not paid within five days after payment is due
- If parent does not adhere to the policies outline in the handbook
- If the parent fails to promptly respond to the preschool's request to pick up the child or attend to the needs of the child (i.e., change of clothing, child is sick and need doctor's excuse to return)
- If the child has been absent from school for two weeks or more with no communication from the parent

A**NNUAL FUND RAISER**

West Point Christian Preschool operates an annual fundraising program and anticipate each child's and/or parents' participation in helping us raise the additional funds needed for the designated school projects.

DAYS AND HOURS of OPERATION & STUDENT ARRIVAL AND DEPARTURE

Hours of Operation

West Point Christian Preschool is licensed by the Mississippi State Department of Health. WPCP operates from 7:00 am to 6:00 pm

To adequately schedule staff and maintain student-teacher ratio, students must adhere to the schedule parents choose on their Enrollment Form. No student may be on campus longer than 9.5 hrs. If you need to change your student's schedule contact the office.

- In case of emergencies or delays, parents should call the school (601-271-2585). Phone calls to notify of late pick up will not exempt a late pick-up charge.
- Starting at 6:01-there will be a $15 late fee per child and $1 for every minute after.
- Only a child with a medical appointment will be allowed to enter the school between 9am-2pm; you must call the office to inform management you will be late and provide a doctor's excuse/verification of appointment. Students with appointments or return times later than 2pm will not be able to return to school.
- Students should be on campus no later than 9am. Late arrivals are disruptive to the classroom learning and schedule. Students arriving after 9am must have already communicated with the office to be admitted to class. If you have been given permission to sign-in after 9am student must be signed in by 9:15am. Once the "Closed" sign has been displayed no students will be permitted to sign-in.
- If a child is not picked-up from school by 6:30 p.m. and after the office has exhausted all efforts to contact an authorized person to pick up the child (ren), state law requires that the Department of Human Services be notified, and the child will be taken to the nearest Sheriff's Office.

SIGNING IN and OUT (preschools doors are unlocked 7am-9am; 3:30pm-5:30pm)

As per Health Department Regulations, all students must be SIGNED IN AND OUT DAILY. Please make sure that you use the app to sign your student in/out. Your child should arrive to school by 9:00am unless accompanied with a doctor's excuse or permission from the preschool director.

Arriving after the 9:00am drop-off time disrupts the classroom and the child's routine so please remember this when scheduling appointments.

You are welcome to volunteer in your child's classroom or other areas of the preschool, you should communicate with your child's teacher about where assistance is needed and the best times to volunteer. To maintain our school schedule and limit disruptions to our normal daily activities parental access shall be limited to 10 minutes unless you are scheduled to volunteer in your child's classroom.

PARKING
Keep the driveway clear in order that traffic may flow uninhibited. When coming to drop-off or pickup children, please enter the campus driveway that's closest to the electronic sign and drive to the back of the building parking on the side closest to the grass. Traffic flows from East to West.

DISMISSING YOUR CHILD
Your child will be sent home ONLY with people known by the staff to be authorized and listed on the Enrollment Application unless you give us your verbal or written permission for someone else to pick up your child. Authorized people must submit a copy of their driver's license. Please inform the office when information changes so we may update our records.

RESTRICTION ON CHILD PICK UP
If parents are divorced or separated and one parent is not allowed to see or pick up the child, we must have on file in the office a certified copy of the court order of Final Judgment. WPCP Staff are not allowed to pick-up or drop-off students at preschool.

DISMISSALS FROM SCHOOL
A child is not permitted to leave the school for any reason without being properly checked out. The process for checking out is for the child's protection. If you desire your child be dismissed from school for any part of a day, please notify the office and your child's teacher in the morning and reason for the checking out. Students are only permitted to return to school after a dismissal with a doctor's excuse or support services appointment (IEP, ISFP, Child Find, First Steps). No student will be allowed to return after attending a school's district Pre-K4 assessment.

VISITORS
Children who are not enrolled in the school may not visit. ALL VISITORS must report to the office upon entering the building and sign-in the Visitor's Log. There is an open-door policy for all family members-mom, dad, grandparents, aunts, uncles, and siblings. We ask that parents notify management and schedule a time when wanting to visit their student's classroom.

INCLEMENT WEATHER
If WPCP closes due to inclement weather children must be picked up by the specified time given. We will not pick up After School Care students who are dismissed early due to inclement weather.

EMERGENCY RELOCATION
In case West Point Christian Preschool has to evacuate its students, your child(ren) will be at one of the following locations:
1. West Point Church Student Building located on campus
2. Beyond 360 Afterschool Program (Oak Grove) · 10 Hunter Lane · Hattiesburg 39402

GENERAL INFORMATION

INSURANCE (secondary)
West Point Christian Preschool provides secondary liability insurance for the protection of the staff and students while at school or on a school-sponsored field trip or activity.

HOLIDAYS & SCHOOL CLOSING
Please see School Closing Dates on our website at www.westpointchristainpreschool.org.

UNIFORM/CLOTHING
Please see Uniform Policy on our website at www.westpointchristainpreschool.org
ALL students should wear clothing that are non-restrictive and supports diapering or pottying (clothing to avoid -belts, buttons, overalls, clothing that snaps between the legs, pull-up that you step into, etc)

Preparations for the infant to transition to the toddler room start when your child turns 12 months. There is a month grace period given with the following things implemented on or before the student is 13 months:

- Bottle to sippy cup (formula to whole milk)
- Crib to cot
- Changing into onesies to keeping clothes on (child will no longer wear the onesies that snap between the legs). Clothes should be easy for diapering (pull-ups should have Velcro on side). Avoid clothing items such as overalls, rompers or items that snap between the legs.
- Shoes with no shoestrings-once child starts walking.

Please provide extra clothes for the child's cubby (does not have to be uniform).

- Out of Uniform
    - $25 (this includes incorrect uniform pieces, wrong monogram/logo, wrong shoes/shoestrings)
- Change of Clothes
    - $10 (if WPCP must provide change of clothes for accidents or other supplies (diapers, wipes, pull-ups, etc)

These items are prohibited:

- hair beads, small barrettes, and other small hair accessories
- necklaces, bracelets, dangling earrings
- shoestrings, light up shoes, hard bottom shoes, cowboy boots, open toe shoes or shoes with any holes, rain boots, jelly bean/crocs shoes (sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities).
- The school director reserves the right to initiate policies on new fads and changes in style during the school year.

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. The staff will not be held responsible for lost or damaged clothing, book bags or hair accessories. Please use thoughtfulness when dressing your child for school. One aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

TOYS AND PERSONAL BELONGINGS

Toys are to be brought ONLY on show and tell days or unless otherwise requested by the teacher. Children personal toys should be kept at home. The children's personal belongings will be kept in a cubby with the child's name clearly marked so you and teachers will be able to easily identify the child's cubby. Please label all your child's belongings. We are not responsible for lost items.

MEALS

All infant bottles must be prepared and labeled (with child's name and date) prior to bringing the child to school. Bottles cannot contain infant cereal. Infants 0-6 months should have a minimum of five bottles on campus. Infants 7-11 months should have a minimum of four bottles. Breastfeed infants' parents should consider more bottles since these infants would eat more frequently. A child 6-11 months will be offered a meal from the cafeteria given at a consistency that is appropriate for the child's age and ability or parents may bring fruit or vegetable for breakfast and fruit and vegetable for lunch and snacks. At 12 months the child will be given whole milk supplied by WPCP and will transition from bottle to a sippy cup supplied by parent.

WPCP serves breakfast, lunch and two afternoon snacks daily. All snacks will be provided by the school. If your child has food and/or milk allergies, you must provide a doctor's note to the director for substitutions to be made by the center (within reason). All outside vender foods are prohibited, only exception is for special events such as, birthday parties and holiday events. No homemade foods are acceptable.

TOILET TRAINING

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns. Please talk with your child's teacher about a "Potty Training Agreement." Toilet Training starts in the Toddler 2 Class. **Your child must meet certain criteria before we will consider her/him ready for toilet training at the preschool. Once training has started you must provide the following:**

- Five complete change of clothes including socks and shoes
- Pull-ups (that tear from the side) or panties & wipes (We require a package of pull-ups & wipes to be left for your child)
- If clothes are soiled, all items will be sent home in a sealed plastic bag and a new set of clean clothes should be sent back the next day. DHS prohibits the washing/cleaning of soiled clothing.
- A student will not transition to the three yr classroom without being fully potty trained.

DIAPERS / PULL-UPS & WIPES

WPCP requires that families leave a package of diapers/pull-ups (that tear from the side and wipes in your child's cubby at all times). Please label your child's diapering supplies with his/her name. We will notify you when your child's supply is running low. Each child should keep three complete changes of clothes in his/her cubby. It should include shirt, pants/shorts, underwear, socks. Please make sure that all items are labeled with the child's name**.** These items should be changed out as the weather changes.

CURRICULA & LEARNING

Each day, West Point Preschool provides a balanced approach to learning, giving you the peace of mind that your child will have fun as he/she develops socially, emotionally, physically, and intellectually. While academics play a role in development, we believe there are many other opportunities for enhancing the whole child.

We recognize that curriculum is more than what appears in manuals or a series of activities. We believe the curriculum is everything that happens in the classroom, from interactions and meals to singing and playing. We never miss an opportunity to educate. Our teachers use age-appropriate curriculum along with Early Learning Standards for each classroom. Our teachers also use developmental checklists to ensure that students are reaching their developmental and academic milestones. WPCP also partners with professionals to access our students to ensure they are reaching their developmental milestones.

- Frog Street Curriculum- Infant - PreK-4
- ABEKA– PreK-4
- STAR Literacy Assessment – PreK-4
- Frog Street Developmental Checklist & Learning Goals -Infant – PreK-3

Infant Classrooms
West Point Christian Preschool understands that the first year of life is an essential time for your child's development. Our infant classrooms provide personal, warm, and loving care in a colorful, stimulating, clean, and healthy environment. The small class size allows for plenty of one-to-one interaction. This encourages infants to develop, physically, cognitively, socially, and emotionally.
Because every infant has a unique routine for eating, sleeping, and playing, parents and caregivers establish a personalized plan that is continually updated to meet individual needs. Growth and developmental milestones are shared with parents and recorded daily. Rooms are filled with books and toys to encourage discovery and awareness. Explorations of texture, color, pattern, size, shape, smell, sound, and taste are all encouraged. Lots of movement, songs, books, and puppets are integrated daily.

Each child has a personal crib, providing a sense of familiarity and comfort. Infants are encouraged to reach, grasp, kick, hold, pull, crawl, and stand. We also provide many cognitive experiences for your infant. Caregivers model social language skills such as "please," "thank you," and "all done" so infants become familiar with language and sound. Whatever activities engage a child, caregivers promote with positive reinforcement. They expand on each experience at school using rich vocabulary, strong connections, and consistent care. Preparations for the infant to transition to the toddler room start when your child turns 12 months. There is a month grace period given with the following things implemented on or before the student is 13 months:

- Bottle to sippy cup (formula to whole milk)
- Crib to cot
- Changing into onesies to keeping clothes on (child will no longer wear the onesies that snap between the legs). Clothes should be durable yet easy for diapering.
- Shoes with no shoestrings

Toddler 1 Yr Classroom
The toddler curriculum is based on the belief that children learn best through active and engaging sensory experiences. Walking, climbing, and exploring are some of the activities toddlers enjoy each day. We focus on a toddler's growth, self-esteem, and natural curiosity. We encourage children to develop unique skills, interests, and strengths. We also encourage children to explore and discover while supporting their growing independence.

We provide endless opportunities for toddlers to learn and play in an inviting, age-appropriate, and safe environment. West Point Christian Preschool toddlers develop a variety of skills, including physical, language, social-emotional, cognitive, self-help, and gross and fine motor. These skills are integrated through music, art, table toys, movement, games, puzzles, and books. A predictable yet responsive daily schedule meets the needs of children with both structure and flexibility. Although teachers attend to individual needs, the group or whole class experience is a very important aspect of the classroom. By continually listening, talking, and describing actions to our toddlers, we help enhance vocabulary, expand expressive language skills, develop self-esteem, and increase awareness.

Toddler 2 Yr Classroom
Our program is designed to allow two-year-old to learn through play while encouraging individual interests. By promoting independence and developing an emerging awareness of social behavior, we help young learners expand their world beyond the home to the school community. Teachers support growing independence by providing opportunities for classroom jobs: putting things away, washing hands, and choosing materials and activities during center time. Many opportunities are provided to increase a child's ability to communicate by developing active listening and expressive language skills.

Throughout the day children make self-directed, but carefully guided choices, participate in small groups, take part in circle time, and build the confidence needed to try new things. Children enjoy free play to allow creativity and imagination to flourish. Teachers facilitate opportunities for children to engage in reading, writing, listening, and speaking using poems, finger plays, puppets, singing, and rhyming.

Pre-K3 Classroom
Three-year-old are full of wonder. This is an exciting time for these young learners, who are changing physically, cognitively, socially, and emotionally. The focus of the preschool program is to give children the opportunity to learn through play in a loving, caring environment. Days are filled with busy explorations, investigations, and discoveries. Children express themselves through art, music, and movement. They practice math and number concepts using age-appropriate materials to organize, sort, count, build, and sequence. They explore the world of science through weather, cooking, and seasonal activities. They develop motor skills and coordination while running, jumping, hopping, skipping, throwing, and catching on the playground and during music and movement. They demonstrate an emerging love of reading and writing, using growing literacy skills during read-aloud shared readings, reading groups, and writing centers.

Children use language to share, communicate, and interact with friends. They enjoy books, stories, games, projects, and songs based on curricular themes that are introduced in a whole-group setting, then extended to small-group work and individual lessons. A print-rich environment and a love of reading are fostered to allow the children to practice literacy skills in real-life situations. Our children begin to develop a rich vocabulary and use language daily through informal conversations with their teachers. They discover a new way to express themselves both in words and ideas. This allows their social world to expand even further. Days are filled with making meaning of every learning opportunity encountered at school.

Pre-K4 Classroom

The pre-k curriculum is designed to encourage four-year-old to be imaginative, energetic, inquiry-based learners who explore the classroom environment with curiosity and purpose. Preschoolers are eager to learn, and school activities are designed to involve and engage these young students with interesting lessons and materials. Our teachers plan lessons in math, literacy, science, social studies, art, music, and movement to thoroughly prepare children for a smooth transition to kindergarten with a rich, robust learning foundation.

Students make independent choices in a child-centered learning environment, following well- established structures and routines to guide them. Opportunities for hands-on learning are presented daily, allowing students to grow through play and real-world experiences. Daily activities are scheduled in whole group and small groups to promote socialization and community building. Students engage in conversations with teachers and friends daily, learning to take turns, listen, and share.

Print-rich classrooms enable students to be immersed in literacy acquisition, developing letter and word recognition. Throughout the day, physical, cognitive, social, and emotional development are nurtured in a warm, caring, safe environment, providing students with the early skills to become lifelong learners.

Summer Camp

We offer summer camp for students who completed Pre-K4-rising 1st grade during June and July.

Pre-K4 Transition Policy

Smooth transitions from pre-K4 to kindergarten to public/private schools are a result of connections between schools and families, and between pre-kindergarten and kindergarten teachers and classrooms. Purposeful coordination between the pre-kindergarten and elementary settings can maintain and potentially maximize gains that children achieved in pre-kindergarten.

Test prep activities are embedded in the curriculum to prepare our pre-k students to take the pre-admission exams to public & private school kindergarten programs. Our students will also visit the campuses of up to three elementary schools, meeting teachers and other staff along with visiting a traditional classroom, an activity classroom, and the cafeteria.

Transition

Your child's transition in childcare should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Television Time

Our normal daily routine does not include television watching, but from time-to-time, we may watch a television show without advertisements as a teaching aid and discussion stimulator. Television consumption will not be longer than [one] hour and the program will be screened prior to showing. Programs will consist of non-violent and high-quality educational material. Our focus is to provide your child with a positive experience with increased understanding of the world.

Multiculturalism
Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

Rest Time
Infants sleep according to their own schedule and are put to sleep on their backs with nothing in their crib. After lunch, all children participate in a quiet rest time. A cot is provided for all students in toddler class-pre-K classes. Parents are encouraged to provide their child with a child-size blanket. These blankets are sent home every Friday to be laundered and should be returned on Monday.

WEST POINT CHRISTIAN PRESCHOOL STATEMENT ON DISCIPLINE and BEHAVIOR POLICY

Because we are a Christian school, our Statement of discipline will necessarily have a scriptural base, hence, "Train up a child in the way he should go and when he is old, he will not depart from it" (Proverbs 22:6). Our goal is to create a safe, respectful and nurturing environment where children can learn, grow and thrive. The director and teachers at our school have the following goals in mind for our discipline program:

1. To create and preserve the conditions essential to the orderly progress of the school.
2. To prepare the student for effective participation in preschool and lay the foundation for adult life.
3. To instill the fundamental lessons of self-control.

This behavior policy outlines the expectations and guidelines for behavior at our preschool to ensure a positive experience for all children and staff.

GENERAL PRINCIPLES

Children of West Point Christian Preschool will be granted a great deal of freedom of conduct provided they assume responsibility for their own behavior.

- Respect for All: Children, staff and parents are expected to always treat others with respect and kindness. Disrespectful conduct or attitudes, disruptions in class, unruly behavior, or repeated violations of prescribed school policy will not be allowed.
    - Speak kindly
    - Listen to others
    - Polite manners
- Safety First: The safety of and well-being of every child is our top priority.
    - Follow safety rules
    - Keep hands and feet to themselves
    - Use material and equipment appropriately
- Be Responsible
    - Take care of personal belonging
    - Help clean up
    - Follow directions from staff
- Be Cooperative
    - Share with others
    - Take turns
    - Work together to resolve conflict peacefully

BEHAVIORAL EXPECTATIONS

We focus on promoting positive behavior through positive reinforcement:

- Staff Modeling-staff model appropriate behavior and guide children in developing social skills
- Encouragement, Praise-regularly recognize and praise positive behavior
- Rewards-Age-appropriate reward system (ie snack shack, treasure box, stickers)

DISCIPLINE

One of the major aims of education is to prepare the individual to live with and for others in society. Discipline does not mean merely punishment but training for life.

Each child will be taught that his conduct should not interfere with others, but rather, that it should be an example to others. Each teacher, along with the director, will assist the parents in instilling and developing acceptable behavior in the children. When discipline problems arise, the teacher will use one or a combination of the following methods of discipline to correct and discourage the unacceptable behavior:

1. Redirection-gently redirect the child to a more appropriate activity.
2. Reminders and Warnings-provide clear reminders of classroom rules and expected behavior.
3. Allow students to quietly deliberate about the application of the principle.
4. Natural Consequences- allow natural consequences when safe and appropriate, helping children understand the impact of their actions.

Serious or Repeated Behavior

5. Documented Behavior Reports in Procare
6. Deny privileges.
7. Take the child to the Director's office.
8. Parent Conferences-to discuss behavior and develop a plan.
9. Suspension/Withdrawal- remove the child from school until such behavior has been corrected.

If your student receives three re-directions from a WPCP staff, you will receive a notification call. For offenses that injury a staff, another student or the student himself parents will be called to pick up your student and they will have a 24-hour dismissal from school.

Our goal is to provide regular updates about your student's behavior, both good and bad, have open dialogue and partner with you for the overall success of the student, WPCP will continue to provide staff development on positive behavior management techniques and child development.

BITING

Biting occurs for many reasons:

1. Toddlers 1yr and 2yr are oral beings and still put everything into their mouths.
2. Toddlers 1yr and 2yr often bite because they are frustrated, tired or hungry and don't have the words to communicate their emotions.
3. Toddlers 1yr and 2yr bite when there are too many children in close proximity. They will bite to move another child out of the way.
4. Toddlers 1yr and 2yr bite for attention from caregivers
5. Toddlers 1yr and 2yr tend to be territorial in their behavior. They need a certain amount of space around them and their toys and don't want another child intruding on what they are playing with or doing. When another child comes too close, they may bite that child to remove them from their "space."

When biting occurs, the caregiver will:

1. Focus on the victim and not the child who bit.
2. Clean the bite area with antiseptic and apply bandage, even if the bite doesn't break skin.
3. Notify parent if the bite has broken skin or is in a prominent place.
4. Complete an incident report for every biting incident.
5. At the appropriate time will bring the two children back together to allow time for the biter to gently stroke the victim so both children learn appropriate ways to touch.
6. Communicate with parent to find out about any changes that have occurred in the home that may be attributing to this behavior.

How will WPCP communicate with the parent?

WPCP will have a parent conference or a phone conference when biting has taken place.

Preventative Steps

Caregivers can take steps to prevent biting:

1. Communicate with parents to let them know that it will happen and why it will happen. Director will communicate with parents via educational flyers or meetings about biting.
2. Director will try to keep group size low as possible.
3. Preschool will provide appropriate toys for kids to bite (teethers, thick rattles, etc)
4. Caregivers will work with the children to give them the words to express their frustrations.
5. Caregivers may provide frequent biters with a teether safely attached to their clothing.
6. Caregivers will keep a behavior log on children, especially frequent biters.

Caregivers will not:

1. Use physical punishment for biting.
2. Put anything in child's mouth.
3. Encourage delayed punishment by parent.

HEALTH AND MEDICAL PROCEDURES

HEALTH 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 within two hours after receiving the phone call. We are not equipped to accept children with special medical/physical needs. We are depending on parents to help us maintain this policy.

Children will be sent home as soon as possible if any of the following is experienced:

- **I**llness prevents the child from participating in activities.
- Fever above 100° accompanied by behavior changes or other signs/symptoms of illness – should be free of symptoms, without medication, 24 hrs prior to returning to school.
    - Signs/symptoms of severe illness, including lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing, flushed skin, earaches, chills, headaches, sneezing, skin eruptions, sore throat, runny nose, fatigue, body aches, night sweats, etc
    - Diarrhea (not associated with diet changes or medication) until diarrhea stops or the continued diarrhea is deemed not to be infectious by a licensed health care professional - should be free of symptoms 24 hrs prior to returning to school.
    - Vomiting (two or more instances in past 24 hrs) until vomiting resolves or until a health care provider determines the cause for vomiting is not contagious.
    - Pink eye (conjunctivitis) until after treatment has been initiated
    - Head lice, from the end of the day until after first treatment
    - Impetigo, until 24 hours after treatment has been initiated
    - Strep throat, until 24 hrs after treatment has been initiated
    - Ringworm, until 24 hrs after treatment has been initiated

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 100^0 and above must remain out of school for 24 hours (may return when symptom free with a doctor's excuse).
- You must pick up your student within 2 hrs of being contacted by the preschool.
- Students being sent home because of COVID related symptoms must present a negative test or the student must quarantine for five days.

MEDICATION
All medication should be handed to management in the office 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. Parents should complete the medication log with a description of the type of medicine, how much and how often. The 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.

ACCIDENTS AND ILLNESSES
In case of student illness or an accident resulting in injury, the child will be cared for as well as possible. The Director, Co-Director, or some other staff member will notify the parent or guardian. Any child who is injured or becomes ill at school will be kept under observation by school personnel until the parent or another properly designated person takes charge of the child. If parents cannot be reached, the family doctor will be called. If a severe emergency develops, the child will be sent to the emergency room at one of the hospitals at once.

ACTIVITIES INFORMATION

HOLIDAYS

Christmas
Observance of the birth of Christ is done annually. As a Christian school, we stress the true meaning of Christmas - the birth of our Lord and Savior Jesus Christ.

Easter
Easter is foundational to the doctrine of Christianity, for it is at Easter that we celebrate the death, burial and resurrection of our Lord and Savior, Jesus Christ. School is closed on Good Friday.

Valentine's Day
Valentine parties may be held in the classroom. This is an optional activity. In order to prevent interruption of class, NO gift deliveries are allowed to students.

Thanksgiving
Thanksgiving is observed.

Halloween
*We **do not** observe Halloween*. No Jack-O- Lantern, witches, cats, scary costumes, etc. will be allowed at school. The school may sponsor a Character Dress-Up Day for the children. West Point Baptist Church sponsors a Fall Festival as an alternative for parents and children.

FELLOWSHIPS/BIRTHDAY PARTIES

There will be no party without the approval of the management. The parents, along with the teacher, are responsible for organizing the birthday party. Birthday parties will start at 2:00pm and conclude by 2:30pm (this includes cleanup). Party must take place in the child's classroom and parent must supply all food, paper goods, utensils, etc. (anything needed to conduct the party). Parents should drop party items off no later than 1:30pm. No balloons, candles, homemade food, nuts and beverages must be 100% fruit juice (please ask staff about student allergies). There is a two person minimum for birthday parties.

Invitations to special occasions (birthdays, etc.) may be passed out at school only if invitations are given to all members of the class. If the whole class cannot be invited, parents are asked to handle invitations by phone or mail. No invitation will be shared via our Procare App. Staff in other classes may not hand out invitations unless the entire class is being invited.

WPCP OUTDOOR PLAY

Per The Department of Health Child Care Regulations, we must spend time outdoors each day except when it is too hot, cold or raining. Outdoor play will not occur if the outside temperature is greater than [99] °F or less than [37] °F degrees. If outside play is not possible the teacher should already have rainy day activities prepared. If your child is unable to participate in outside activities, it is the parent's responsibility to pick up their child from school before outside time takes place.

FIELD TRIPS AND EXCURSIONS

Any field trips taken will be during the summer (June/July) for our Pre-K4 & Summer Camp students. When field trips are planned parents will be notified in advance. Transportation to the field trips will be by a licensed van. All state safety regulations will be adhered to. Authority must be given by parents for their child to participate in such activities. A "Field Trip Notice" will be sent to the parents at the specific time of the planned activity. A statement regarding your permission and signature for your child's participation will be required. Parents will be informed of the various activities throughout the year by your child's teacher.

There may be times when we need parents to assist us on field trips. Interested parents should indicate it on the enrollment form of their availability for field trips. Students with disciplinary problems on field trips may not be allowed on the subsequent field. All students must wear assigned shirt for field trips. Students will not be allowed to participate in off campus activities without proper attire.

From time to time there will be additional fees associated with special activities, supplies or field trips. These fees are due prior to the event, activity, trip or upon request.

Procedures for Parent/Guardian Concerns

If a parent has a concern or disagreement, they should:
a) Discuss matters with the teacher and attempt to resolve the disagreement through informal discussion.
b) If there is no resolution to the situation, the parent should contact the director; the director will mediate with all parties involved.

COMMUNICATION

Daily Communications. Daily Activity notes through our Procare App will keep you informed about your child's activities and experiences at the center.

Bulletin Boards. Located throughout the center, provide you with information and upcoming events,.

Newsletters. Monthly newsletters provide center news, events, announcements, etc.

Email. We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates.

Website, Facebook & Instagram. We encourage you to visit our website at www.westpointchristianpreschool.org for updated information and to print forms. **Instagram**- wpcp2011; **Facebook**-west point christian preschool

Family Visits. Family participation is encouraged but must be scheduled. Signing in and out is required for the safety and protection of our children.

Family Night. These nights include snacks, drinks and fun filled age-appropriate activities for families. Family Nights allow families and children time to share, learn, and have fun. Families have an opportunity to be a part of their child's learning experience and connect with other families.

Conferences. Family & teacher conferences occur [twice] a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

OPEN DOOR POLICY

We are delighted to have family members participate in our program. Stakeholders in a child's life are welcome to visit the program any time during regular program hours. We do ask that you schedule a time and day with management. The infant room welcomes parents/guardians to nurse or feed their infants. Unless you are volunteering in your child's classroom, we ask that you keep your visit to 5 min or less to minimize classroom disruption and so your child's teacher can devote their time to caring for your child.

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.