



Learning to
LOVE,
Loving to
LEARN.



PARENT HANDBOOK 2017-2018



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All About Us

Overview

Whether your child is 12 months or 5 years old, we believe that your child's first experience away from home and in a group environment should be both positive and stimulating. We believe that each child is unique and special and we strive to meet the needs of each one. We hope that every child will leave WMDS with a love for others and know the joy of learning.

WMDS offers many programs for young children. The Jump Start program is for children 12-36 months old as of September 1, and the Preschool program is for children 3-5 years old as of September 1. Additional opportunities are offered as an extension to the Jump Start and Preschool programs.

Academic Goals

Each child is guided and encouraged to develop age appropriate skills and developmental milestones. Our goals are consistent with the Texas Prekindergarten and Kindergarten Guidelines including:

Social and Emotional Development

Language and Communications

Reading and Writing

Fine Art

Physical Development

Technological Applications

Faith Based Goals

Our goal is to provide a Christian atmosphere where God's love and caring are shown to every child. Grace is said before snacks and meals. The regular curriculum is enhanced with Bible stories, verses, songs, and activities. Preschool children will participate in chapel time once a week. This consists of a song, a story, and a prayer. Parents are welcome to attend.

Jump Start Curriculum

Jump Start is for children 12 months to 36 months of age, on or before September 1 of the current school year. Children are lovingly introduced to what may be their first school experience and will have time for learning, play, lunch and rest. Through group activities and play-learning centers, children will discover art, story time, recreation, music, the Bible, and more. Classes meet from 9:00 a.m. to 1:45 p.m. A detailed daily schedule for each class is posted outside each classroom.

Preschool Curriculum

The educational program of WMDS considers the developmental needs of the child and tries to emphasize growth in all areas—physical, emotional, mental, social, and spiritual.

Our preschool uses a Bible-based curriculum. The curriculum is divided into monthly themes with correlating Bible story. Unit activities touch all subject areas. Zoo Phonics is included as part of our Language Arts program.

Independence and the ability to learn through discovery is a major goal for each child. The child sets his/her own pace. Play is a major vehicle for learning. Since children learn by doing, many opportunities are given through unit activities. Some examples are:

Art	Language Arts	Sand/Water	Phonics
Block Play	Math	Science	Pre-reading
Computer	Music	Social Studies	Spanish
Gross Motor	Play	Storytelling	Library

Discipline and Guidance Policy

At WMDS discipline is individualized and consistent for each child, appropriate to the child's level of understanding, and directed toward teaching the child acceptable behavior and self-control. Our teachers use positive methods of discipline which include the following elements:

1. Using praise and encouragement of good behavior instead of focusing on undesirable behavior.
2. Reminding a child of behavior expectations daily by using clear, positive statement.
3. Redirecting behavior using positive statements.
4. Peer modeling and group interaction.
5. Using brief supervised separation or time alone from the group, when appropriate for the child's age and development. It is limited to no more than one minute per year of the child's age.

We believe that discipline and guidance should be consistent and based on an understanding of individual needs and development. A positive guidance technique promotes self-discipline and acceptable behavior.

Discipline offenses will be documented using the following steps per offense:

- 1. Warning:** Written warning/communication by the teacher to the parents if a child reaches the “low” level on the discipline chart. (Notes to parents regarding minor infractions may not be considered an official warning). Parents must sign and return the **Official Warning** notification.
- 2. Discipline Notice:** Parents will receive a written notification from the teacher and director stating the child is having discipline problems. The parents must sign and return the form and participate in a conference by phone or in person to discuss behaviors and strategies that work at home.
- 3. Dismissal:** Parents will be notified of the discipline offense by the director and in writing stating that any further incident will result in immediate dismissal.

We understand that different children have different needs. If we, at WMDS do not feel that the program is right for any child or family, we reserve the right to remove them from the program.

State Licensing

WMDS is fully licensed by the State of Texas. We strive to operate our school meeting or exceeding minimum standards of childcare. State and city health, fire, and licensing offices routinely inspect the facility. Under the Texas Penal Code, WMDS is recognized as a gang-free zone. There is no discrimination in the enrollment based upon race, color, or religion.

The Texas Department of Family and Protective Services is the Licensing Agency of Child Care Centers. WMDS is required by law to comply with the Minimum Standard Rules that are set by the Texas Department of Family and Protective Services. If at any time you would like to review these rules you may come by the office and request to see a copy or you may also get online at <http://www.tdprs.state.tx.us/child-care/>.

Results of our most recent visit and our license are posted on the bulletin board outside of the office.

You may contact the local licensing office by calling 409-730-2424. The Texas DFPS child abuse hotline is 1-800-252-5400. The child care licensing website is: <http://www.dfps.state.tx.us>.

School Calendar

The WMDS school year is September until May and closely follows the Beaumont ISD school calendar. A complete school calendar will be issued at parent orientation and can also be found at www.wesleyumc.com/wesley-day-school.

School Hours/Days of Operation

Preschool & Jump Start	M-T-W-TH	9:00 a.m.-1:45 p.m.
Early Drop Off	M-T-W-TH	8:00 a.m.-9:00 a.m.
WOW (After School)	M-T-W-TH	1:45 p.m.-5:30 p.m.

The WMDS doors open at 8:55 a.m. An Early Drop Off option is also available at 8:00 a.m. for an additional fee of \$140 per month.

School Closings

The safety of the children and their families is of utmost importance when decisions are made concerning the opening of school on bad weather days.

- When Beaumont ISD schools close or open late due to inclement weather or other regional emergencies, WMDS will be closed.
- If Beaumont ISD schools close early due to inclement weather or other regional emergencies, WMDS will close early. In the event of an early closure, a text alert will be sent to all parents via the Remind app. It will be placed on the school's voice mail system and email message may be sent to families
- Beaumont ISD school closing information can be found at www.bmtisd.com. Public school closings are also announced on local TV channels.

WMDS **will not** make up days missed due to inclement weather or other regional emergencies.

Administrative Policies and Procedures

Enrollment and Tuition Fees

WMDS is a non-profit ministry of Wesley United Methodist Church, Beaumont, Texas. The school is self-sustaining, but under the umbrella of the church. The school operates under the direction of the WMDS Ministries Board.

The tuition for each school year is determined by the school's yearly budget requirements. **The assessed tuition is then divided into nine equal monthly payments with the last month's (May) tuition payment due up from August 1. Once the school year begins, the last month's tuition is not refundable if a child withdraws from school before the end of the year and a 30 day notice is not given.** Tuition is due on the first of each month and late after the tenth. A \$25.00 late fee is assessed on any tuition received after the tenth of the month. If tuition has not been paid for 1 month, your child will

be dropped from the school until your account is made current. You will be expected to pay your past due bill. Parents will be required to sign a tuition agreement outlining the terms of payment.

Please make checks payable to “WMDS”. You may write one check for multiple children. Please place your tuition check in an envelope with your child(ren)’s name on the outside and place in the tuition box in the office. **Cash payments should be given to someone in the WMDS office and a receipt will be given. Do not leave cash in the tuition box.** WMDS is not responsible for cash payments left in the tuition basket. Do not give your tuition payments to your child’s teacher or aide. Payments MUST go through the WMDS Office.

An annual registration fee is due to secure your child’s spot upon registration. The Registration Fee is NOT REFUNDABLE.

Early Drop Off and the WOW programs are operated like WMDS. Fees are a financial commitment and must be treated in the same manner. Late fees and the termination policy will be in effect for these programs.

A \$25 fee will be charged for any insufficient funds and only cash or a money order will be accepted for future payments. Please note that a child may not return to WMDS the following year, if there is an outstanding balance remaining. Your tuition obligation must be paid in full.

The tuition is pro-rated over nine months to include any holidays. The tuition or fees will not be waived or refunded for missed dates. As a self-sustaining program, it is impossible to operate on a basis of days present only.

Jump Start

Registration \$180 Tuition \$310/month

Preschool

Registration \$180 Tuition \$310/month

Early Drop Off \$140/month

WOW (After School) \$300/month

There will be a Parent Orientation on Thursday, September 14, 2017 at 9:15 a.m., in the Sanctuary after your child has been dropped off in their classroom. We will review our school year and discuss WMDS’s policies. **There will be a drawing for one month’s free tuition.**

Policy Changes

All WMDS policies are included in the parent handbook which can be found on our website. Parents annually sign an agreement that they have read, understand, and comply with the parent handbook. Parents will receive written notice of any policy changes occurring after enrollment during the school year. The Parent Handbook may change from school year and comply with the rules spelled out within the handbook.

Withdrawals

If you need to withdraw your child from WMDS before the end of the school year, 30 days written notice is required.

Disenrollment

Disenrollment is at the discretion of WMDS administration and will be determined on an individual basis. Disenrollment may be invoked for such reasons, but not limited to: significant reoccurring behavior issues, special student needs that are not best met in the general education large group setting or are detrimental to other students in the class, parent refusal to arrange for or disclose diagnostic testing and results, late fees and or non- payment in excess of 2 months, frequent tardiness at student pick up (see late pick up policy and fees), and other reasons at the discretion of the school administration. Parent contact will be made no less than 3 times in the form of parent/teacher conferences, parent/teacher/administration conference(s) and anecdotal documentation will be required to show proper communication has taken place.

Student Records

The following forms and fees are due to the school office prior to admission. Your child will be prohibited from attending the first day of the required information is not complete.

- Registration Fee (non-refundable, due on September 14)
- Current Immunization record signed by physician or the state's Affidavit fir Immunization exemption signed by a notary (<https://corequest.dshs.texas.gov/>) All immunizations required for each age must be up to date or affidavit must be presented prior to admission.
- Doctor's Statement with Physician's signature (stating that child is healthy and able to attend childcare) and with Vision/Hearing confirmed.
- Food Allergy Emergency Plan (FAEP) must be on file for any food issues. If you have a physician signed FAEP, please send your child with an alternate snack each day your child is here. If you do not submit a FAEP, no food allowances will be made.
- Forms are available in the WMDS office. Parents are responsible for keeping current emergency numbers and release authorizations on file at the WMDS office.

Vision and Hearing Screening

All children who turn four years of age by September 1 of each school year are required by the State Health Department to have a hearing and vision screening by a licensed physician, qualified professional or certified screener within 30 days of 4th birthday. Please bring the screening to the front office when your child turns four.

Address, Telephone or Work Changes

Any changes in address, telephone numbers or work location must be reported promptly in writing. Emergency telephone numbers and individuals authorized to pick up the child must also be kept current.

Student Drop Off and Pick Up

- Children should be brought to the classroom door in the morning, signed in on the classroom clipboard, picked up at the classroom door after school and signed out on the classroom clipboard. For your child's protection. Please complete all sections of the sign in sheet.
- The doors into the classroom area and the individual classrooms will remain closed until 8:55am.
- Classroom doors will remain closed at all time. Doors will be opened by the teacher to admit one student at a time.
- Children arriving later than 9:15 a.m. should be brought to the school office. A staff member will take your child to the classroom.
- If you need to pick your child up before 1:30 p.m., please report to the school office, and a staff member will bring your child to you.
- To help maintain order in the classroom, we ask that parents say a quick goodbye at the classroom door in the morning and wait outside the classroom for the teacher to dismiss children at the end of the school day.

Early morning care begins at 8:00 a.m. in room 113. There is an extra fee for each child of \$140 per month for this service. The fee is to be paid to the WMDS office and may be included with your regular tuition payment. All early arrivals should be taken to the designated classroom. Children arriving at or after 9:00 a.m. should be taken directly to their individual classrooms or to their teacher. Please remember late arrivals can be very disruptive to the entire classroom.

Parents or a designated adult must sign in their child with the arrival time and initials upon arrival and sign out their child indicating departure time and initials on the SIGN IN/SIGN OUT SHEET. SIGN IN/SIGN OUT SHEETS are located near the classroom door or with the teacher if class is not in classroom at time of drop off or pick up (playground, chapel, etc). Children arriving for early arrival must

also be signed in and out on the appropriate sign in/out sheets. If parents fail to sign their child in they will be called and asked to come back to do it. Since the staff must continue to assume supervision of the child until the parent and child leave the playground or classroom, parents should indicate the departure as the time they actually depart with their child and not the time they arrived to pick up their child or the scheduled departure time. Punctuality is very important! Please allow sufficient time when bringing your child to school so that your child will be relaxed and ready for the day.

Please use the large parking lot on Major Drive to enter and exit the building. For the safety of all during arrival and departure, WMDS requests that parents maintain strict supervision of their child in and around the parking lots and the grassy area around the church premises. Children should not be allowed in any classrooms or church rooms or to wander the premises without an adult supervising them closely. Even though the parking lot can be seen from many of the classrooms, **parents must not leave any infant or child under the age of 10 in the car at any time of the year, even for a few minutes to drop off a sibling, since it is considered leaving a child in a potentially dangerous situation (especially due to extreme weather in South Texas).**

When children are picked up from the school, be sure to sign them out and inform the assigned staff. Children will be asked to pick up materials they are using before they leave the classroom or playground. Please check cubbies and mailboxes for artwork, soiled clothing and notes to parents. The policy for release of children is as follows:

- A child is released only to a parent or an adult designated by the parent in writing (on emergency card or letter written by parent).
- If a person authorized to pick up a child is unknown to the staff, the staff will require that the individual present a driver's license and staff will record the license number.
- If a parent calls to authorize the emergency release of a child, the school will verify that the caller is actually the parent.
- The Day School is unable to accept or release children from/to older siblings under the age of sixteen.

Cell Phones

Parents are encouraged to refrain from talking on their cell phones as they drop off or pick up their child. The arrival and departure times need to be a special 1 on 1 time between children and parents to say good-bye and to reconnect after a long day. Taking into consideration the view of the child, it can give your child the message that work or the other person on the phone is more important than they are at these special times.

Early Drop Off

- Early morning care begins at 8:00 a.m. in room 113. All early arrivals should be taken to the designated classroom.
- There is an extra fee for each child of \$140 per month for this service. The fee is to be paid to the WMDS office and may be included with your regular tuition payment.

Dismissal to Another Person

- In accordance with state law, we must have the names on file of the persons to whom your child may be released when you are not able to pick up your child yourself
- A CHANGE OF PICKUP must be submitted to the school office at drop off time, **WHENEVER A CHILD IS TO BE RELEASED TO ANYONE** other than a parent or guardian including those named on the childcare enrollment agreement.
- If an emergency occurs during the day and your child will have a change of pick up that day, and email message must be sent to the office by a parent.
- If a child is to be released to a person unknown to the WMDS staff, the parent should provide that person's driver's license number. The person picking up your child should be prepared to present their license upon arrival at the school.

Late Pick Up Policy

WMDS closes at 1:45 p.m. Parents are expected to pick their children up promptly. If for some reason you cannot pick up on time, you must call to let us know no later than 1:35 p.m. Penalties for late pick up will consistently be assessed as follows:

- At 2:00 p.m. a \$10 fee will be assessed.
- An additional \$10 will be added to any fee if we have not received a courtesy call by 1:35 p.m.
- \$1/minute for additional minute(s) will be added for every minute past 2:10 p.m.

Payment of penalty is due no later than the next scheduled school day.

Failure to promptly pay assessed penalties could result in disenrollment.

Students should be picked up in the WMDS office.

Please be prompt in picking up your child at 1:45p.m. Note: after 2: 00 p.m., you will be subject to an additional \$5. 00 late charges per every 5 minutes you are late. (This charge is payable to the teacher who will stay late with your child.) This rule is strictly enforced.

School Visitors

Forgotten lunches, snacks, rest mats or other items should be brought to the school office and will be delivered to your child's classroom by a staff member.

Parents are encouraged to visit school and do not need to secure prior approval to observe their child. All visitors must stop by the school office when arriving and before leaving.

Parents must notify the WMDS director and classroom teacher if a child development professional will be coming to observe their child. This individual must present identification and professional credentials (badge, business card, etc) or return at a later date with proper identification.

Registration Policies

WMDS holds an at large registration each year in early January. Currently enrolled families will get multiple notices regarding open registration before it actually starts. WMDS will enroll students on a first come, first served basis, based on receipt of registration fee. This registration fee, once paid, secures your child's spot for the coming school year.

A waiting list is maintained throughout the current school year to fill any openings that may occur during that school year. The waiting list does not carry over from one school year to the next.

We welcome parents of special needs children and encourage them to register their children for WMDS. Before the registration can become effective, WMDS staff members will meet with the parent and child to make an evaluation. This will enable the school to identify the needs of the child and the ability of the program to meet those needs while providing a quality experience for the special needs child and for the other children in the classroom.

Wesley Day School does not discriminate against any child based on the child's race, color, national origin, sex, religion or disabilities. Reasonable accommodation will be made to provide services to persons with disabilities. All children are accepted on a probationary basis. The staff and parents will assess the child's needs to insure that the program is able to meet the needs of the child. We reserve the right to refuse enrollment if we are unable to service a child's special needs.

Class Placement

All class and teacher assignments are made in August by the WMDS administration. Based on but not limited to the following factors:

- Age of each child as of September 1 of the current school year
- Teacher input

Every effort is made to ensure that each returning child has someone (a boy or a girl) in their class from their previous year's class.

Students are placed in classrooms based on age as of September 1 each school year. We want your child to be placed where his/her needs will be met and interest will be challenged. Occasionally, it is necessary to move children or combine groups. This is done only in emergencies and you will be informed if this occurs. The continuity of care is important to your child's development so every effort is made to minimize such disruptions.

Solicitations

Invitations to homebased business demonstrations and/or product catalogue or sports sign-ups, may not be distributed at school.

Health and Safety

Illness/Injury Policy

- Any child that arrives at WMDS noticeably ill (exhibiting a rash, a fever, heavy nasal discharge, or other signs of illness such as vomiting, diarrhea, or persistent cough, etc.) will not be admitted for the day. A child exhibiting any of these signs of illness must be symptom-free without the aid of medicine, prescribed or OTC, for 24 hours before returning to school. Although these symptoms may not be contagious, their management may require excessive teacher time.
- If your child becomes ill at school, you will be notified immediately and required to come and pick up your child. Parents will be notified to pick up if a child develops a temperature reading 100 degrees or higher. As such, please be sure the school office has your most recently updated cell phone number with you with ringer on at all times while your child is at school.
- If your child is hurt or otherwise put at risk while at school but does not require emergency treatment, you will be provided with a written incident report signed by the teacher and the director. In the event of a serious medical emergency, 9-1-1 will be called, and you will be notified.
- Parents must notify the school immediately if their child contracts a communicable disease. Further, if your child is absent, please notify the school office as to the reason for absence.
- Parents will be notified if a communicable disease or lice infestation is reported in their child's class.
- A child with a communicable disease will not be allowed to return to the classroom until release by a doctor.
- Staff members receive CPR and First Aid training and as mandated by the Texas DPFS and are prepared to handle medical emergencies.

A child who has fever of 101 or higher and/or is otherwise ill (vomiting, pain, diarrhea, frequent coughing, excessive nasal discharge, signs of conjunctivitis, etc.) or generally not feeling well should be kept at home until he/she has been free of fever without fever-reducing medication or other symptoms for

at least 24 hours. The Day School will not administer medications, i.e. Tylenol to reduce a child's fever. We ask that parents keep their child at home if they are using a medication to reduce or "mask" their child's fever.

For the well-being of the child and others in the program, the parent will be notified so that the child can be picked up and taken home. When called, you (or an alternate emergency person) are expected to pick up your child immediately. This is to protect the health of your child and his/her classmates. We appreciate your cooperation in this matter.

If your child is not well enough to play outdoors, he/she should be kept home.

Outdoor play is an integral part of the day's program and the children go outdoors daily. Take the weather into account when dressing your child for school.

After your child has been ill, it is important to adhere to the following guidelines when determining whether or not your child is ready to return to school.

- Mood, appetite, behavior and activity are again normal.
- No fever for 24 hours or more (without fever-reducing medication).
- Antibiotics (if prescribed) have been used for a full 24 hours.
- No vomiting or diarrhea in the past 24 hours.
- Frequent coughing, excessive nasal discharge has been resolved,
- Pain (earache, cramps, headache, etc.) resolved,

Parents will be notified if their child is exposed to a potentially contagious disease while at school. Likewise, parents should notify the school if their child has been exposed to or has a contagious disease such as pink eye, head lice, ringworm, chicken pox, etc. One of the most serious challenges facing group care situations for young children is preventing illness. The staff will strive to maintain the highest standards of cleanliness. Proper hand washing procedures will be followed and taught to the children. The toys, eating surfaces, toileting and diaper equipment will be sanitized between children's use. One of the best ways to prevent the spread of disease is to have strictly enforced standards regarding the exclusion of ill children. We need your help with this. Do not bring ill children to the school and if your child becomes ill at the school, please pick the child up immediately.

According to the Texas Department of Protective and Regulatory Services, children cannot attend the school if one or more of the following conditions exist:

1. The illness prevents the child from participating comfortably in child-care center activities including outdoor play;
2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care;
3. The child has one of the following (unless a medical evaluation by a health-care professional indicates that you can include the child in the child-care center's activities):
 - a) An oral temperature above 101 degrees that is accompanied by behavior changes or other signs or symptoms of illness;
 - b) A tympanic (ear) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness. Tympanic thermometers are not recommended for children under six months old;
 - c) An axillary (armpit) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness; or
 - d) Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or
4. A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

In addition, WMDS's policy requires that your child be free of symptoms of illness: temperature, diarrhea or vomiting for at least 24 hours. Please keep in mind that if we send your child home because of illness, the child will not be admitted to the School the next day because the 24-hour period will not have elapsed. The School reserves the right to require a doctor's statement before the child can be re-admitted to the School.

Medication at School

No medication (except for medication required to control a life threatening situation) will be given at school by the WMDS staff. If your child requires medication during the school day, a parent will need to come to school to administer the medication.

Please do not send medications to school in your child's bag. Any medication required to control a life-threatening emergency, must be checked in to the school office and may be kept in the child's classroom depending upon need. A medication Administration Authorization form must be completed for each medication. No medication will be administered if beyond its expiration date.

No sunscreen or bug spray may be applied at WMDS by teachers or parents. Parents are free to apply these on their child prior to arrival at school.

Peanut/Tree Nut Policy

- Any food item that lists peanuts, peanut oil, tree nuts, or tree nut oils as an ingredient or is produced in a facility that also processes peanut and/or tree nut products or may contain traces of peanut/tree nut products will not be purchased and/or served by WMDS for any purpose. Meals and Snacks
- Parents should provide a healthy breakfast for their child before arriving at school and a healthy, balanced lunch to be eaten at school. WMDS is not responsible for the nutritional value of parent-provided meals and snacks or for meeting the children's daily nutritional requirements.
- WMDS must adhere to the state mandated allergy policy. Any child with a food allergy **must** have a FAEP - Food Allergy Emergency Plan **signed by their physician** on file at WMDS in order for WMDS to comply with any food requests.
- Parents should provide a leak proof, reusable, labeled water bottle each day that will be used at snack and lunchtime. The water bottle should be no larger than 16 ounces.
- WMDS requires that parents prepare and send peanut/tree nut – free lunch items for their children. Lunch items containing peanut/tree nut food item will be returned to the parents. Questionable food items may or may not be served.

Parents are asked to bring snacks on a given day arranged by the individual teacher for her class.

Lunches should be nutritious and include milk or juice (100% fruit juice, is recommended). Water will be served upon request. Items from each of the four basic food groups should be included (milk/milk products; vegetables and fruits; protein; breads and cereals). Items high in sugar and salt from “other” food groups such as cookies, fruit roll ups, chips, etc. are discouraged for nutritional reasons. Candy and gum are not allowed. Sugar consumption can cause restlessness in many children and may prevent them from being able to sleep. Teachers are not able to warm up foods but parents may send hot food in a thermos that will be warm at lunch time for their child. We also discourage you from sending your child's lunches from “fast food” restaurants or bringing “fast food” if you have forgotten to pack a lunch.

Brest Feeding Accommodations

WMDS has a room on-site which allows a comfortable and private location for breastfeeding mothers.

Human milk is the best source of milk for infants. Additionally, breastfeeding supports optimal health and development. Parents have the right to breastfeed or provide breast milk for their child while in care. Wesley Day School offers a comfortable place with a table, chair and access to water.

Rest Time

Children in our Jump Start classes have supervised rest period after the conclusion of the academic day (starting approximately at 12). A cloth bedroll or towel is required. Should you need to pick up your child

before the end of the school day at 1:45 p.m., we ask that you make every effort to do so after the conclusion of the academic day for your child's age level. A light blanket or large towel is required. No nap mat is needed in the 3's & 4's classes.

Safe Sleep

All staff, substitute staff, and volunteers at WMDS will follow the safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS). Each family must sign a form recognizing these recommendations.

Drug Free/ Gang Free Zone

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers. The following is a tip sheet to assist in complying with the new law. This information may be posted at your child care operation or copies may be provided to parents.

For further information please contact your licensing representative or your local licensing office.

Child Abuse and Neglect

In an effort to protect the well-being and safety of children, the State of Texas requires anyone who suspects child abuse and neglect to report it to the proper authorities. The school staff has been trained to identify the signs and symptoms of abuse and neglect. All suspect indicators will be documented and reported. The school is required by law to cooperate with any investigation of child abuse and neglect. You will be notified if your child is questioned as part of the investigation.

Remember: Never shake a baby or young child

Because of our continuing concern about the welfare of children, we have provided the following information for families. Parents are encouraged to discuss child abuse and neglect with the director and/or their child's teacher. It is important for even suspected abuse or neglect to be reported (toll-free Child Abuse Hotline: 1-800-252-5400) so that specialists can intervene before more harm is done.

Abuse includes the following acts or omissions:

- Physical injury that results in substantial harm to the child, or genuine threat of substantial harm from physical injury to the child.
- Failure to make a reasonable effort to prevent an action by another person that results in causing substantial harm to the child.
- Mental or emotional injury to a child, causing or permitting the child to be in a situation that results in an observable and material impairment in the child's growth, development or psychological functioning.
- Sexual conduct harmful to, or failure to make a reasonable effort to prevent, sexual conduct harmful to a child's mental, emotional or physical welfare.

Neglect includes:

- Leaving of a child in a situation where their child would be exposed to a substantial risk of physical or mental harm, without arranging for necessary care for the child.
- Placing the child in or failing to remove the child from a situation that requires judgment or actions beyond the child's level of maturity, physical condition or mental abilities and that result in injury or substantial risk of harm to the child.
- Failure to seek, obtain, or follow through with medical care for the child, with the failure resulting in an observable and material impairment to the growth, development or functioning of the child.
- Failure to provide the child with food, clothing, or shelter necessary to sustain life or health of the child, excluding failure caused primarily by financial inability unless relief services had been offered and refused.

Communication

Communication with Parents

Upon enrollment parents are asked to download the free “Remind” app for school communications purposes.

WMDS encourages parents to contact the Director and/or the teachers with questions or concerns. However, conferencing with the teachers at the classroom door during the arrival and the departure of the children is inappropriate. Please understand that the children come first during class time.

Our main method of communication is through the “Remind” app, parents must download the free “remind” app as soon as possible to ensure you are receiving school news and updates. Parents may be informed of activities through monthly newsletters, e-mail/text reminders, calendars and the posting of lesson plans, daily schedules, and illness alerts.

If you wish to speak with your child's teacher, you may contact them through the school office. Messages may take up to 24 hours to be returned. If your message is urgent, please call the school office at (409) 892-7012.

You may communicate with the school through e-mail at mlove@wesleyumc.com.

You will also see what's going on in the daily life of our school when you visit and like our **Facebook** page and **Instagram** account.

WMDS Board

WMDS operates with guidance from the WMDS Board that meets monthly and corresponds frequently electronically. The school board is composed of:

- WUMC Senior Pastor
- WUMC Financial Secretary
- WUMC church members
- Day School director

Parents wishing to express their thoughts on school matters to the Board must do so in a letter detailing their thoughts and submitted to the WMDS Director who will present the letter to the Board.

Getting Acquainted

Parent orientation is held September 14, at 9:30am before school begins. At orientation, parents have an opportunity to meet the director and the teachers and to receive specific class information and ask questions.

Children and parents also have the opportunity to visit the classroom and to meet their teachers before school begins.

Classroom Visitation

During the first month of school, the teachers are working with the children to establish classroom routines and schedules. We ask that parents wait until after the initial period of adjustment before visiting the classroom.

Parents are welcome to observe their child's class at any time through the doorway windows. Consult your child's daily schedule to determine a time when the children will be participating in activities in the classroom.

Jump Start Observation Forms

An adjustment and progress update will be distributed to parents of Jump Start students in November, and

a more comprehensive progress report at year-end. The purpose of these is to inform parents about the child's adjustment to school, preferred activities and classroom behaviors. The Jump Start classes will have formal parent/teacher conferences in January.

Preschool Progress Reports and Parent/Teacher Conferences

One day each school year is set aside for parent/teacher conferences for three and four-year old classes. Parent-initiated conferences are welcomed any time. If you would like to speak to your child's teacher, please contact your teacher(s) through the school office, (409) 892-7012.

Parent Volunteers

WMDS has several activities throughout the school year that require the assistance of parent volunteers. All parents who choose to volunteer as a homeroom parent or classroom tutor/helper, must have a background check and fingerprint on file in the WMDS office. All other parents who choose to help with the school's events must have a background check only.

Birthday Celebrations

Birthdays are special days for children. If you want to send a special treat for your child's birthday, please let his/her teacher know in advance. Please do not send party invitations to school unless all the children in the class are invited. For safety reasons, we would appreciate it if you would not send balloons. Birthday parties are not allowed in the school. Cookies or cupcakes are appropriate, but no cake or candles.

Holiday Parties

Jumpstart

The party days will be directed by your child's teacher and the party chairperson, with the help of a room mom. We find that the children in Jump Start Program tend to get upset when a parent attends their party and leaves without them. For this reason, we ask that if you attend a party, please be prepared to take your child home with you.

Preschool

Each year the Preschool will have “Party Chairpersons” to coordinate Preschool-wide parties and special events. The yearly party fee, included in the registration fee, supports these events. Additionally, each class will have a “Room Mom” who will be in charge of classroom parties during the school year. Parents will be asked to help in planning and in making special favors and snacks for these parties. Room Moms will also help with the school-wide events under the direction of Party Chairpersons.

What to Bring/Not Bring To School

Appropriate clothing

Children should be dressed in comfortable and washable clothing. Clothing which is easy to put on and take off encourages independence at toilet time. Our program promotes exploration and direct experiences of many kinds. Please understand that this kind of philosophy is not consistent with staying clean and that it helps if a child’s school clothing is selected with this in mind.

- Rubber soled shoes are best for active young children on the playground; boots (except on Western Day), dressy shoes, flip flops, sandals or similar shoes can be hazardous and are highly discouraged. Shoes are required for all children including those not yet walking to wear on the playground.
- A complete change of clothing must be kept in a child’s back pack at all times.
- All articles of removable clothing (jackets, sweaters, hats, etc.) should be marked clearly with child’s name.
- Please have your girls wear shorts under their dresses.
- The children will go outside every day (unless it is raining) so dress them accordingly.

Supplies to provide from home

Recommended daily needs each clearly marked with child’s name:

Infants under 18 months

Diapers

2 changes of clothing

2 small blankets

Baby food as needed

Bibs for each day

Toddlers 18months-36 months

Diapers or training underwear

2 changes of clothing

Lunchbox

Small blanket or beach towel

Small, soft cuddly toy (naptime)

Pre-school age 3-4

One change of clothing

Lunchbox

Full size backpack

***Milk or formula bottles (labeled)**

Tips for a Successful Preschool Experience

- Exhibit a positive attitude toward school.
- Allow ample time getting ready for school so that your child will not be hurried.
- Bring your child to school on time. Entering a classroom already in progress is difficult for many children.
- Please be prompt for pick-up. Many children become upset and worry when the parent is late.
- Please pack a well-balanced and nutritionally dense lunch each day.
- Think of the teachers as friends who want to know about your child in an effort to provide your child with a happy and successful preschool experience.
- Please let us know of any changes that might affect your child, such as medications, new baby, family circumstances, visitors, or moving.

2017-2018 Wesley Day School Calendar

Sept. 14	Wesley Day School's Parent Orientation 9:30 a.m. in Sanctuary
Sept. 18	School starts at 9:00 a.m.
Oct.3	Preschool Fall Individual Pictures
Oct 4	Jump Start Fall Individual Pictures
Oct 10	Fire Truck Visits 10:00 a.m.
Oct.	Pumpkin Patch
Oct.26	Preschool Fall Festival-12:30 p.m.
Oct. 31	Trick or Treat in the Hallways (Wear costumes) Time TBA
Nov. 1 -15	Food Drive
Nov. 16	Jump Start - Thanksgiving Party in classroom
Nov. 16	Preschool Thanksgiving Feast-12:30 in gym
Nov. 20-24	Thanksgiving Holidays
Nov. 29	Christmas Pictures- Preschool-Jump Start
<i>Dec.13</i>	<i>Christmas Parties-classroom- Preschool</i>
<i>Dec. 14</i>	<i>Christmas Parties-classroom-JumpStart</i>
Dec.14	Jump Start dismissal at 12:00.
Dec. 14	Wesley Day School's Christmas Programs- 12:30 p.m. (Preschool Event)
Dec. 18-Jan 2	Christmas Holidays
Jan. 3	Welcome Back!
Jan. 10	Group Pictures- Preschool & Jump Start
Jan. 15	Martin Luther King Day- <u>No School</u>
Jan. 25	Parent Conferences- <u>No school</u>
Jan. 25	In-house (2018-2019) registration for currently enrolled students.
<i>Feb.14</i>	<i>Valentines' Party Jump Start</i>
<i>Feb. 14</i>	<i>Valentines Party PreSchool</i>
<i>Feb. 19</i>	President's Day- No School
Feb. 20	Registration open to the Wait List
March 1	Registration open for the Public
March 6	Preschool-Individual Spring Pictures
March 7	Jump Start-Individual Spring Pictures
Mar. 8	Preschool Dudes 'n Dogs-12:00 p.m. in gym and dining hall (Preschool Event)
Mar. 12-16	Spring Break
March 29th	Easter Egg Hunt on playground/ <i>Easter Parties</i> Jump Start and Preschool (time to be announced)
April 2	Easter Holiday- No school
April 12	Trike-a-Thon (Parking Lot 3)
April 26	End-of-School Art Show/Book Fair- 5:00 in gym and dining hall (Jump Start and Preschool) <u>No School!</u>
May 10	Muffins for Mom-4 Year olds- in dining hall
May 16	<i>Preschool End of Year Party 12:30 p.m.</i>
May 17	<i>Jump Start End-of-the Year Party 10:30 a.m. in classroom</i> (Dismissal after the party)
May 17`	Preschool Spring Program-Graduation 12:30 p.m.

Bold items indicate activities the party chairmen help coordinate with party moms. *ITALIC* items indicate responsibility of the party moms; party will be in individual classrooms.