



ROWLETT, TEXAS

**WESLEYAN**  
**CHRISTIAN ACADEMY**

**Parent Handbook**  
**Fall/Spring Program**  
**August 2024—May 2025**  
**9am—2pm or 7:30am—5:30pm**

4405 Main Street  
Rowlett, Texas 75088

Or

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Rowlett, Texas 75030  
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A ministry of First Rowlett UMC

## **WELCOME**

*On behalf of our staff, teachers, administrators, and Pastors, we want to welcome you to our faith-based early childhood & kindergarten program. We strive each day to make Wesleyan Christian Academy (WCA) a special place that provides wonderful and nurturing care for all children.*

*We hope that you have been greeted warmly and feel secure in your selection of our program for your child(ren). Children are our most precious gift, and we thank you for allowing us the opportunity to be a part of their early learning and growing years.*

### **WCA Prayer**

Dear Lord,

Help me to be kind to everyone I meet.

Help me to be respectful to all people I see.

Help me to use kind words and to do good deeds,  
today and every day.

Amen.

## **PROGRAM OVERVIEW**

*Wesleyan Christian Academy provides children a safe, nurturing, Christian environment where they can grow and develop spiritually, physically, academically, socially, and emotionally.*

### **Governance**

WCA, a non-profit, interracial, Christian-oriented program of First Rowlett United Methodist Church is an integral part of the total educational ministry of the church. The governing body of WCA is a hybrid board of First Rowlett UMC members, WCA parents, WCA staff & administration to run the business of the preschool and to minister to the children, their families, faculty, and community. The Board is responsible for establishing WCA's policies, communicating within the First Rowlett UMC governing committees, and setting and reviewing administrative and financial aspects of the program's performance. Any concerns or questions about the policies and procedures of the child-care center's operation and or policies may be addressed to the director. If the results are unsatisfactory, parents may then request a meeting with the WCA Board.

### **History**

Reverend Buist and Violet Wilson had a vision of providing the growing community of Rowlett with a Mother's Day Out program. Reverend John Allen agreed, if an enrollment of 25 children could be met. In 1992, First Rowlett UMC opened its doors with an enrollment of 60 students and 12 staff. The school, now known as Wesleyan Christian Academy, has continued to grow and expand enriching the lives of children and families throughout Rowlett and the surrounding communities.

### **State Licensing**

WCA is a licensed childcare facility. To view the state required minimum standards, as well as the most recent inspection of WCA, access [hhs.texas.gov/services/safety/child-care](https://hhs.texas.gov/services/safety/child-care) or call 800-582-6036. Our local childcare licensing office is located at 8700 North Stemmons Freeway, Ste. 104, Dallas, TX 75247 and can be reached at 214-583-4253. They are available Monday– Friday, 8 am to 5 pm. The most recent inspection is always posted on the parent bulletin board by the WCA Office.

## **EDUCATIONAL FRAMEWORK**

### **Core Values**

At WCA, we value relationships in fostering early growth and education.

Relationships with children.

Relationships with the community.

Relationships with families.

Relationships with Christ.

### **Curriculum Goals**

Our goal is to build relationships and partner with parents and families to support each child in learning and developing to the best of his/her ability. By embracing each child's unique attributes and incorporating curriculum objectives to meet his/her developmental needs, we strive to instill a love of learning and lay an educational foundation that inspires and nurtures future learning endeavors.

## **INTERACTION GUIDELINES**

### **Channels of Communication**

Positive and open communication is valuable to parents and teachers. Should any issues arise, please initiate discussion with the immediate parties involved. Should an issue go unresolved or need further intervention, please contact the Director.

### **Confidentiality**

Our practice at WCA is to only discuss financial, developmental, or behavioral topics with the parents or legal guardians of a child unless otherwise noted in the child's file by the parent. Drop-off and pick-up times are not a time to discuss these confidential matters while in the presence of other parents and children. A note, email or call to set up an alternative time to meet with teachers is best for discussion.

### **Email & Telephone Communication**

We utilize an online email service, Constant Contact, for our school-wide monthly newsletters. We ask parents to maintain a current email address in the main office, so we can communicate vital program information. Please do not "opt out" of this email when received.

Should you call during business hours, and we are unable to answer the phone, please leave a message for an expedient response.

Our teachers will also utilize email, social media APS, daily folders, and class bulletin boards as a method to communicate about classroom events, parent/teacher conferences, class projects and much more.

## **Operations**

WCA closely follows the Garland ISD calendar. Our office hours are 7:30 am to 5:30 pm, when school is in session. We will maintain limited office hours during school breaks.

## **Release of Children**

Students will only be released to a parent or to a person designated by the parent on the enrollment form. If an authorized person is picking up a child for the first time, a request for a photo ID will be made. If a person asks to pick up a student and is not on the designated list, a parent will be contacted and the “emergency code word” will be requested for security. Students will not be released to anyone suspected to be under the influence of drugs or alcohol. Students will not be released to anyone prohibited to do so per a legal document.

## **Non-discrimination Policy**

WCA is committed to meeting the needs of all students within our licensed age requirements. We strive to foster growth and development of all children to the best of our abilities within the context of our facility, materials, tools, and accommodations.

## **Drop-off**

Beginning at 8:45am, the designated drop-off locations for the different age groups of students are as follows:

Infants: The entrance at the front of the church closest to the infant classrooms.

Toddlers/Twos: The East side entrance under the portico by the church sanctuary.

Pre-K 3s/Pre-K 4s: The West entrance on the playground side of the church closest to the gym.

AM Extended Care, Kindergarten, & Late Arriving Students: The main WCA entrance closest to the WCA office. Infants will drop off at the entrance at the front of the church closest to the infant classrooms.

AM Extended Care drop off begins at 7:30am through 8:45am. Drop off for all other students begins at 8:45am (through 9:10am) at their designated entrance.

## **Pick-up**

Parents will utilize the WCA Office entrance to pick up their children at the classroom. Pick-up begins at 1:45pm. Parents are considered late after 2:10 pm and their children will be brought to the WCA office. The Infant parents will utilize the entrance at the front of the church where they were dropped off in the morning. PM Extended Care pick up (from 2:10pm—5:30pm) will be via the WCA Office entrance to each designated extended care class.

## **Child Abuse & Neglect**

The State of Texas requires that we provide parents with contact information for reporting child abuse or neglect of a child. Contact the State of Texas by calling 1-800-252-5400 or through the abuse hotline website at <https://www.txabusehotline.org>. WCA Staff are trained annually on awareness and prevention of child abuse. Visit <http://www.helpandhope.org> to learn more about a parent's role in the fight against child abuse.

## **Child Custody Issues**

If a court order denies parental access to a child, the custodial parent must furnish a copy of the court-ordered document to the main office. Without a court order we cannot deny access of a child to either parent.

## **PROCEDURES & GUIDELINES**

### **ENROLLMENT**

WCA registration forms are located on the website ([www.firstrowlett.org/WCA](http://www.firstrowlett.org/WCA)) or outside the main office. Each year beginning in February, all students must re-register for the next academic year to be placed in the program. New students are encouraged to enroll in February as well. For class placement, we strictly adhere to the September 1st birthday enrollment policy in accordance with the school district. Following open enrollment, placement in our program is subject to space availability. **Current students will not be able to re-enroll if they have outstanding balances on their account.**

**All students, including unborn infants, who enroll with an intended start date later than August 19, 2022, must pay each month of tuition. We will not hold any student's place on the roster without tuition payment.**

Any policy changes made during the school year will be communicated to parents via e-mail.

### **Registration & Supply Fees**

The annual registration fee and bi-annual supply fees are non-refundable. Completed paperwork and registration fee must be submitted together for enrollment to be complete.

### **Withdrawal**

Upon withdrawal of the program, we appreciate 2 weeks' notification. To withdraw a student, an e-mail should be sent to Roberta Smith with the specific last day noted. Student records will not be released unless all finances or outstanding balances have been cleared through the WCA office.

### **Tuition Payments**

Monthly tuition is due the 1<sup>st</sup> class day of each month, August through May. Invoices will be sent home each month with the current balance due. Tuition payments have been divided

equally over the program year, and the same tuition payment amount is due each month (unless otherwise indicated). Tuition is considered late after the 10<sup>th</sup> of the month (or other designated date), and a **\$25 late fee** will be assessed to the account. If payment is over 30 days late, WCA can remove the child from the program.

Our payment options are:

A check made payable to WCA or Wesleyan Christian Academy, cash payment, or bill pay through your bank account. We do not accept credit cards.

### **Long-term Absence**

Tuition payment is required during long-term absence due to travel, illness, or other circumstances to ensure space availability upon return. We ask that the main office be contacted when a student is absent for an extended period via email, note or phone call.

### **Termination or Expulsion**

The program reserves the right to remove a child, and/or family, for reasons of non-cooperation, delinquency in payment, or when the inability of the child or parent to adjust to the program negatively impacts the performance and success of others in the class, as determined by the Director. A child or parent who displays repeated disruptive, aggressive, or inappropriate behavior while in our care, or on our campus, is subject to removal from the program.

### **Late Pick Up Fees**

There is a \$5 fee for every 3 minutes a child is left past pick up time. Children in our preschool program (9 am to 2 pm) should be picked up no later than 2:10 pm. Children in the extended care program should be picked up no later than 5:30 pm. Repetitious late pickups can be addressed for possible removal from the program.

## **CLASSROOM GUIDELINES**

### **Discipline & Guidance**

Teachers will maintain an environment that is conducive to learning and growing in which Christian behavior will always be emphasized. Discipline and guidance will be consistent, age-appropriate, and based on an understanding of individual needs and child development. Positive methods that encourage self-esteem, self-control, and self-direction will be used. Any form of physical aggression that could cause harm to oneself or others will result in temporary removal from the classroom or environment until the behavior is within control.

### **Toilet Training**

Children enrolled in the Pre-K 3s through kindergarten classes should be toilet trained and able to manage themselves in the restroom unassisted to be successful in the program.

## **Ratios**

We maintain a low teacher/child ratio in all age groups of our program. Infants– 2 teachers/ 6 infants, Toddlers– 2 teachers/ 10 toddlers, Twos– 2 teachers/ 12 children, Pre-K Threes– 2 teachers/ 12 children, Pre-K Fours & Kindergarten– 2 teachers/ 16 children.

## **Rest Time**

Walking toddlers & two-year olds will need a nap mat for rest time each day. Pre-K 3, 4 & Kinder students in pm extended care will also need a nap mat for quiet time each day.

Infants will be placed in a face-up sleeping position to sleep in an infant's own empty crib for nap periods that allow the infant to maintain his or her own pattern of sleeping. An infant may remain in the crib for up to 30 minutes after awakening, if the infant is content and responsive. If an infant falls asleep in a restrictive device (car seat, swing, etc.), the infant will be removed from the device and placed in a crib as soon as possible.

Parents may complete a Sleep Exception Form that includes a signed statement from a health-care professional stating that there is a medically necessary reason for a child to 1) sleep in a restrictive device or 2) may sleep in a different sleeping position than face-up.

## **Toys**

Please do not send toys from home with your child unless specifically requested by the teacher for a specific event or activity. Exception: a toy or blanket to soothe at naptime. The classrooms are furnished with toys that all the children can share without ownership concerns. We do not accept responsibility for lost or broken toys that come from home.

# **CLASSROOM CURRICULUM**

## **Assessment**

At WCA, assessment is ongoing and takes place in the child's natural setting and classroom environment. Our teachers have each child's growth and development as their primary focus in planning and implementing an age-appropriate curriculum.

## **Chapel**

Children from twos through kindergarten age will attend chapel each week. It consists of a non-denominational, Christian message that is age appropriate. This class has scripture, music, & stories to help teach God's word.

## **Conferences**

Parents are always welcome to set an appointment to speak with their child's teacher regarding growth and development. Teachers from Pre-K 3s through kindergarten will initiate parent/teacher conference opportunities each year. This opportunity is typically in February but is also on an as-needed basis.



## **Lesson Plans & Class Schedules**

Teachers are required to submit a monthly lesson plan that follows the general scope and sequence of academic requirements. These lesson plans, calendars and class schedules are also available for parental review.

## **Portfolios**

Our program utilizes a binder portfolio as another method of assessment. Portfolios exhibit development over the academic school year. Each student's portfolio will be sent home at the conclusion of the year.

## **Specials Classes**

Our program provides participation in classes outside of the regular classroom including music, library, computer technology, physical education, art, and Spanish. Attendance in these classes is based on the age of the child.

## **Outdoor/Indoor Physical Activity**

Our program provides opportunities for daily play in which all infants and children use both small and large muscles. Children 12 months and older are scheduled for indoor organized music/play and outside moderate to vigorous free play. (In increments of 20 minutes.) In the case of inclement weather there is a designated playroom for infants and toddlers and a gymnasium is available for children 2 and older.

## **HEALTH AND SAFETY**

### **Dress Code**

Children should be dressed in play clothes appropriate for the current weather conditions. Weather permitting, children will be outdoors at least a portion of each day as required by state licensing standards. It is recommended that children wear rubber-soled, closed-toe shoes to school.

### **Emergency Procedure/ Drills**

As required by state law, WCA practices monthly fire drills and bi-monthly severe weather & lock-down drills. These drills are usually conducted immediately after morning announcements but may occur at any time of day. Students may not be dropped off during any of these drills.

All staff are trained in emergency procedures during annual in-service training. These procedure details are found in each classroom binder for regular review and guidance in the event of an evacuation or an injury.

All WCA faculty members are trained in basic first aid & CPR. In the event of injury, first aid will be administered, and parents will be notified, either by phone or at the end of the day, depending on the severity of the injury. Emergency assistance will be called in case of a severe injury.

**The Emergency evacuation sites are First Baptist Rowlett at 4309 Main Street and Rowlett Community Center at 5300 Main St.**

### **Gang-Free Zone**

Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

### **Illness**

A child who shows any sign of illness should be kept at home for the protection of that child and other children. If you are unsure about whether to bring the child to school, please contact your pediatrician's office. If a child appears to have multiple symptoms or shows signs of possible severe illness during the day, the parent(s) will be contacted. The child will be expected to be picked up for the following indications (per TX State Minimum Standards): fever greater than 100.4 degrees, 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 a child may be severely ill.

**Children must be symptom- and fever-free for at least 24 hours (or one entire school day) before returning to WCA. Fever-free is defined as having a normal temperature reading without the use of fever-reducing medications.**

### **Immunizations**

A copy of current immunization records, or an original affidavit for exemption, along with a doctor's signed statement of good health must be submitted to the office before a child may participate in the program. Each time a child receives an immunization, an updated shot record must be turned in to the school office. If an immunization record & a signed/dated Wellness Statement have not been provided to WCA before the first day of school, the child may not attend until we have a copy of the records.

### **Lunch**

Each child should bring lunch daily. The lunch box should be clearly and plainly marked on the outside with the child's name. Prepare food in advance, such as slicing apples or peeling oranges. For hot dogs or Vienna sausages, please cut them lengthwise to minimize choking hazards. Food containers should be easily opened to increase independence. Due to the

length of the WCA school day, state guidelines require children to have a portion of their daily dairy as well as a nutritious meal while in care. This can be cheese on a sandwich, yogurt, string cheese, or milk.

## **Medications**

When possible, medications (including insect repellent and/or sunscreen) should be administered by the parent before or after program hours. If a child must be given medication during the school day, state requirements will be followed. Medications will only be administered to the child with written parental permission and according to prescription or label directions. All medications must be signed in to the WCA office; medications may not be kept in student backpacks/bags.

### **Medications brought by parents for their child must be:**

a prescription in the original container; be labeled with the child's name; be labeled with the date; include directions for administration; include the physician's name; not be past the expiration date.

an over-the-counter medication recommended for the child's age/weight; be in the original container; include directions for administration by label instructions or from physician; not be past the expiration date.

## **School Zone Safety**

We consider our parking lot and facility to be a school zone space. We ask that all patrons drive slowly and cautiously in our parking lot area maintaining a watchful eye for children and parents. We also ask that patrons not be in use of a cell phone during drop off and pick up times or while driving in our parking lot.

## **Special Services**

WCA will allow outside services obtained by parents to meet with a child during our school day (speech therapy, occupational therapy, etc.). We will need written permission from the parents, and a photocopy of the therapist's id for the student's file.

## **Vaccinations– Employee**

We do not require that staff receive any specific vaccinations to be employed at WCA. We recommend that our staff have annual flu vaccines and COVID-19 vaccines.

## **Vision & Hearing**

Children four years of age or older, who are enrolled in any facility for the first time, **must** be screened for possible vision and hearing problems within 120 calendar days of enrollment. If a child is enrolled within 60 days of the date a facility closes for the summer, the child's vision and hearing must be tested by December 31 of that year. Documentation of this testing must

be kept in student files in the WCA office. WCA may refuse admission if this information is not received for the file by the required date.

For convenience, WCA offers a hearing/vision & speech screening opportunity in the fall of each year on site through a specialist at an affordable cost. However, this screening is usually performed at a child's 4-year well-check.

### **Sunscreen & Insect Repellent**

WCA staff will not apply sunscreen to any child throughout the school year unless an authorization is on file with the office. Please apply sunscreen on your child prior to drop off during the summer months.

WCA staff will not apply insect repellent to any child.

### **Infant Safe Sleep Procedures**

WCA will follow the following safe-sleep procedures in our Infant room:

- Each child will be assigned their own individual safety-approved crib with a firm mattress. Toys, blankets, pillows, or bedding are not allowed in a crib being used by a child except for fitted sheets. Pacifiers with attached items such as stuffed animals are also not allowed.
- All infants are placed in a face-up sleeping position. An Infant Sleep Exception, Form 2710, may be completed by a health-care professional stating that a different sleeping position is medically necessary for your child.
- Infants may not sleep in restrictive devices. If an infant falls asleep in a restrictive device, he/she must be placed in a crib as soon as possible. An Infant Sleep Exception Form may be completed by a health-care professional stating that sleeping in a restrictive device is medically necessary for your child.
- The swaddling of an infant is not allowed in our infant room.

## **PARENTS AS PARTNERS**

### **PARENT INVOLVEMENT**

There are many ways that parents can become involved in our program: as room parent for the classroom, volunteering for special events, fundraisers, and other annual activities such as our Scholastic Book Fair. Guidance for appropriate involvement with students during the school day should come from the classroom teacher and/or Director.

### **Birthdays**

Parents may provide cookies or other snacks to celebrate a child's birthday. Arrangements should be made in advance with the child's teacher. Care should be taken if there are students in the class with identified food allergies or sensitivities. A store-purchased edible treat with the list of ingredients included is required.

## **Support of Breastfeeding**

We welcome and support our breastfeeding moms by providing opportunity, convenience, and comfort for breastfeeding.

## **Fundraisers**

WCA is a non-profit program. Our tuition costs provide compensation to our highly qualified staff and our monthly tithe to First Rowlett as well as operating costs. Our fundraisers are our only means to replacing, replenishing, and purchasing classroom learning materials and tools. Each year we work to implement fundraisers to support our program. Parental participation and contributions are desired and welcomed.

## **Open-door Policy**

WCA has an open-door policy. Parents/family members are welcome to visit our program to observe their child, activities, the building, the premises, and the equipment at any time without prior approval. However, it can be very distracting to the class for a parent to visit in the classroom for extended periods, and it is in violation of TX Minimum Standards for anyone who has not been background checked or fingerprinted to be around children other than their own for extended periods of time.

**(COVID-19 or other communicable disease protocols will be enforced when required by the CDC and/or the local health departments.)**

## **Parent Participation Opportunities:**

Classroom parent	Teacher Appreciation Week
Classroom parent coordinator(s)	Classroom Holiday Parties
Book Fair	Other fundraisers
Any/all children's events for 1st Rowlett UMC	

### Monthly Tuition Rates

#### Academic Hours 9am—2pm

	Inf	Tods/Twos	Pre-K 3s/4s	Kinder
TTH	\$250.00	\$240.00	\$235.00	
MWF	\$385.00	\$360.00	\$340.00	
M-F	\$635.00	\$600.00	\$575.00	\$585.00

#### Academic Plus Extended Care Hours: 7:30 am to 5:30 pm

	Inf	Tods/Twos	Pre-K 3s/4s	Kinder
TTH	\$375.00	\$355.00	\$345.00	
MWF	\$535.00	\$530.00	\$515.00	
M-F	\$910.00	\$885.00	\$860.00	\$860.00

**NOTE: August 2024 & May 2025 tuition rate will be 1/2 the regular amount.**

**\$50 supply fee is due with Sept. & Jan. tuition.**

### Tuition Payments

Monthly tuition is due each month, August—May. Invoices will be sent home each month with the current balance due. Tuition payments have been divided equally over the program year, and the same tuition payment amount is due each month (unless otherwise stated). Tuition is considered late after the 10<sup>th</sup> of the month and a **\$25 late fee** will be assessed to the account. If payment is over 30 days late, WCA can remove the child from the program. Payment options are:

A check or money order made payable to WCA (or Wesleyan Christian Academy), cash payment, bill-pay through your bank. We do not accept credit cards.