



Summer Program

Parent Handbook

June 10, 2024 — July 26, 2024

(CLOSED JULY 1—JULY 5)

9am—2pm only

4405 Main Street
Rowlett, Texas 75088
972.412.2820 Phone
972.412.4611 Fax

Elizabeth Harper

Director

Liz.Harper@firstrowlett.org

Roberta Smith

Assistant Director

Roberta.Smith@firstrowlett.org

Robin Forbis

Office Assistant

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 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.

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 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 families.

Relationships with the community.

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

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

Operations

Our office hours are 8:30 am to 2:30 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 classes.

Toddlers/Twos:

The East side entrance under the portico by the church worship center.

Pre-K 3s/Pre-K 4s/Kindergarten:

The main WCA entrance closest to the WCA office.

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 2:10pm 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.

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 our website (www.firstrowlett.org/WCA) or outside the main office. Each year beginning in January, all students must re-register for the upcoming summer program to be placed in the program. New students are encouraged to enroll in January as well. Children will be placed in the same age group just completed or in the designated age group determined by the child's age as of September 1, 2023.

Registration will be closed at the start of the summer program.

Current students will not be able to re-enroll if they have outstanding balances on their account.

We will not hold any student's place on the roster without registration payment.

Registration & Supply Fees

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

Withdrawal

Upon withdrawal of the program, we would appreciate 2 weeks notification. An e-mail should be sent to the Director or Assistant Director 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 Payment

The tuition payment is due the 1st day of class (June 10, 2024). Invoices will be sent home with the current balance due. Tuition is considered late after 10 days of the start of the program (June 20, 2024) 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.

Checks returned by the bank will result in an additional \$20 non-sufficient funds fee assessed to your account.

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 will be 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 should be picked up no later than 2:10 pm. Repetitious late pickups can be addressed for possible removal from the program.

Drop-In Fees and Policy

Day drop-in opportunities (9am—2pm only) are based on space availability. 24-hours' notice must be given to the WCA office and payment made in advance. The cost for a student drop-in from 9am—2pm is \$30.

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 in order 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

Toddlers & twos classes will need a nap mat for rest 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, as long as 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 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.

Lesson Plans & Class Schedules

Teachers are required to submit a lesson plan that follows the general theme of the summer program. These lesson plans, calendars and class schedules are also available for parental review.

Specials

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

Outdoor/Indoor Physical Activity

Our program provides opportunity 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 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. 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 emergency, First Baptist Church of Rowlett (4309 Main St., Rowlett) will be our initial location to relocate all staff and students. If an alternate location is deemed necessary, all students and staff will be shuttled to the Rowlett Community Center (5300 Main St., Rowlett). The office staff will contact parents by phone and email.

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 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 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.

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.

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 immunization records 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 child's name should be clearly and plainly marked on the outside of the lunch box. Please send only finger foods (except for infants). 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 easy-open 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 in 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; and 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; and 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 also place 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 do recommend that our staff have annual flu vaccines and any other recommended preventative vaccinations.

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. This screening is usually performed at a child's 4-year well-check.

Sunscreen & Insect Repellent

WCA staff will not apply sunscreen to children unless we have an authorization form on file. Please apply sunscreen on your child prior to drop-off during the Summer.

WCA will not apply insect repellent to any child.

Infant Safe Sleep Procedures

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

- 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.

Swaddling of an infant is not allowed in our Infant Room

COMMUNICATION

Each classroom teacher will communicate directly with the families in their class by one or more of the following ways:

- Daily notes home (toddlers and infant rooms)
- A communication notebook in the child's folder
- Weekly/monthly newsletters or emails sent directly to parents
- Class Bulletin Boards either inside or outside of the classroom
- Communication APPS

The WCA Directors communicates to families in the following ways:

- A program informational bulletin board is outside the main office
- A monthly email is sent out to all families via Constant Contact
- Personal communication as needed

2024 Summer Program Choices

Registration Fee: \$25 for 2-day, \$50 for 3-day, & \$75 for 5-day

\$50 Activity/Supply Fee due at enrollment

Tuition rates for the 6-week session. Due by 1st class day of session: June 10

	Infants	Toddlers/ Two Year Olds	Pre-K Threes, Fours & Kinder
TTH	_____ \$390.00	_____ \$370.00	_____ \$350.00
MWF	_____ \$550.00	_____ \$520.00	_____ \$510.00
M-F	_____ \$940.00	_____ \$890.00	_____ \$860.00

Tuition Payments

Tuition is considered late after the 10th day of the program (June 20) and a **\$25 late fee** will be assessed to the account. If payment is over 15 days late, WCA can remove the child from the program. Payment options are:

Check/money order made payable to WCA

Cash payment

Bill pay through the bank

We do not accept credit cards.

Checks returned by the bank will result in an additional \$20 non-sufficient funds fee assessed to your account.