

WEPC *Community*
Preschool 

Parent Handbook

West End Presbyterian Church Community Preschool
a ministry of
West End Presbyterian Church
9008 Quioccasin Road
Richmond, VA 23229
(804) 741-6562 ext.12
www.wepc.org/preschool

Table of Contents

Part 1 – Mission Statement & Goals	1
Part 2 – General Preschool Information	2
• Preschool Hours, Arrival, Dismissal, First Week of School Schedule, School Supplies, Yellow Folder, Children’s Clothing, Lunch Bunch	
Part 3 – Classroom Details	5
• Discipline & Behavior Guidelines, Curriculum, Field Trips, Food Policy, Holidays & Birthdays, Communication, Separation Difficulties	
Part 4 – Preschool Policies	9
• Releasing Students, Attendance, Payment Policy, School Closing or Late Start, Preschool Volunteers, Bathroom Use, Diaper Changing, Potty Training, How To Contact Us	
Part 5 - Health & Safety	12
• Daily Health Screening, When to Keep A Child Home, Sick While At School, Medication, Lice, Allergies, Accidents, Emergencies, Head Counting Policy, Universal Health Care Precautions, Facility Safety, Insurance	
Part 6 – Code Compliance Statements	16
Part 7 - 2019–2020 Preschool Calendar	19

Part 1

Mission Statement & Goals

Mission Statement

West End Presbyterian Church's Preschool is a ministry, which exists to serve the families, neighbors, and the surrounding community of West End Presbyterian Church. Believing that each child is a unique and precious gift from our loving God, we seek to nurture and care for children in Jesus' name. Through the use of a developmentally appropriate curriculum we strive to foster growth in children so that they may reach their highest potential—spiritually, emotionally, physically, socially, and cognitively.

Goals

Our goal is to offer a safe, Christ-centered environment in which children will:

- Develop an awareness of Jesus' love, the Gospel, and God's creation;
- Learn to express feelings in healthy ways;
- Learn to work and play with others;
- Develop a healthy self-image and self-confidence;
- Form secure relationships with peers and adults;
- Develop listening and communication skills;
- Develop age appropriate gross and fine motor skills;
- Develop the ability to think and solve problems.

Part 2

General Preschool Information

Preschool Hours

Toddler & 2 Year Old Classes - 9:00 – 11:45

3 & 4/5 Year Old Classes & Monday 2/3 Year Old Class - 9:00 – 12:00

Arrival

Our building and classroom doors opens at 8:55. If you arrive before 8:55, you'll need to wait in your car or the playground area. Only staff and parents working in the classrooms will be able to enter the building before 8:55.

Please arrive no later than 9:05 and walk your child to his/her classroom. Follow this procedure each morning:

1. Take your child to the bathroom (toddler & 2s - if not potty trained, please make sure diaper is dry).
2. Sign your child in & follow the arrival procedure posted by your child's classroom door.
3. Wait outside the classroom with your child until the teacher or assistant welcomes your child in.

Dismissal

Beginning September 18 (through end of school year)

- **Toddler & 2 Year Old Class** – Pick up your child from the classroom at 11:45.
 - If you also have a child in the 3 or 4 year old class, park in the pick up line. After you pick up your 2 year old, please return to your car and wait for the 12:00 dismissal.
 - If you only have a child in the toddler or 2 year old class, park in the parking lot.
- **3 & 4 Year Old Classes & Monday 2/3 Class** – Pick up child from dismissal car line outside at 12:00.

Car Line (required if you drive to WEPC)

- DO:
 - Place child's name card in your front windshield – hanging from or under your rear view mirror.
 - Use main entrance at Quioccasin. Take first left and drive straight down to edge of parking lot. Turn right along edge then right again to pull up along sidewalk. Pull up to next available cone.
 - Wait until you're the first car in line before pulling away.
 - Pull up to steps by playground or into a parking spot to buckle your child.
- DO NOT:
 - Do not cut across the parking lot or cut into the line.
 - Do not get out of your car (A teacher will walk your child to your car and load him/her into car).

Walkers' Line (only for families who walk to WEPC)

- Wait for your child outside at the end of the middle walkway by the blue cone. Do not wait inside or walk up to the door as this causes a disruption in our dismissal routine.
- Form a line at the blue cone, on the right side of the walkway so we can see parents in one orderly location.
- Hold your child's name card so the preschool staff can see it.

Late Pick Up Fee

- If you arrive after 12:05, and the pick up line is done, you will be charged a late fee of \$0.50 per minute per child (due next school day). Come inside and pickup your child in director's office or his/her classroom.

Name Cards (You will be given a name card during the first week of school)

- Drivers –
 - Hang your child's name card from your rear view mirror (clipping it to a pants hanger works well)
 - Hang up your name card as soon as you get in line.
- Walkers – Hold your name card so preschool staff can easily see it.

School Supplies

Bring To Open House, Parents Night or First Day of School

Toddler Class

- **Change of Clothes** (socks, underwear, shorts/pants, shirt)
- **Diapers** - 10 (if your child is not yet potty trained)
- **Baby Wipes** – 3 packs of unscented baby wipes
- **Quart Size Ziploc Bags** – 1 Box
- **Snacks** (allergy-friendly snacks for the year)
2 boxes of Original Cheerios, Trader Joe's Joe's O's or Honey Maid HONEY Graham Crackers
***Due to allergies, snacks MUST be these exact brands/types**

2 Year Old Classes

- **Change of Clothes** (socks, underwear, shorts/pants, shirt)
- **Diapers** - 10 (if your child is not yet potty trained)
- **Baby Wipes** – 3 packs of unscented baby wipes
- **Quart Size Ziploc Bags** – 1 Box
- **Snacks** (allergy-friendly snacks for the year)
3 large bags/boxes of Rold Gold Tiny Twists Pretzels or Honey Maid HONEY Graham Crackers
***Due to allergies, snacks MUST be these exact brands/types**

3 Year Old Classes

- **Change of Clothes** (socks, underwear, shorts/pants, shirt)
- **Glue Sticks** – 6-8 Elmer's Washable Purple Glue Sticks (any size)
- **Paper Towels** – 4 Rolls of paper towels
- **Gallon Size Ziploc Bags** – 1 Box

4/5 Year Old Classes

- **Change of Clothes** (socks, underwear, shorts/pants, shirt)
- **Glue Sticks** – 6-8 Elmer's Washable Purple Glue Sticks (any size)
- **Blue Painters Tape** – 2 Rolls (any size)
- **Crayola Washable Markers** – 1 box (any size box – broad or thin line)

Send Daily

Mid-morning snack

- Toddler & 2 Year Old Classes – Sippy cup with water for your child. (no snack needed)
- 3 & 4/5 Year Old Classes – Healthy snack & water for your child (no cookies/candy/gum/juice, etc.).

Tote Bag (no backpacks) - labeled and large enough for school folder & small art projects.

Do Not Send – TOYS

- Toys from home are not allowed at school unless specifically requested by the teacher.

Yellow School Folder

Your child will be given a yellow school folder at the beginning of the school year. Please get in the habit of checking your child's yellow folder after preschool each day.

The yellow folder will contain:

- Your child's artwork and craft projects. These are their masterpieces and should be noticed and celebrated as such! ☺ Please take all artwork out of the folder and keep at home.
- Notes from the teacher and/or preschool director. Please read these and take them out of the folder.

Return the yellow folder to school each day.

Children's Clothing

- Dress your child to have fun and get messy!
- We will play outside everyday as weather permits. Please remember this as you dress your child.
- Tennis shoes and closed toe sandals are best for the playground and gym.
- Please label coats with your child's name.
- Your 3 & 4/5 year old child needs to be independent in using the restroom. Do not send your child in pants/shorts/skirts they cannot fasten by themselves. Please practice dressing and re-dressing at home!

Lunch Bunch

Lunch Bunch is an optional program for children in our 3 & 4/5 year old classes. Lunch Bunch starts in October and meets each Wednesday except the first Wednesday of each month.

Permission forms will be sent home at the end of each month to sign up for the following month. \$5 for each lunch date is due with the permission form. You may pay separately or include it with your tuition. Be specific on the memo line of your check or cash envelope by stating your child's name and the dates of lunch bunch.

Lunch Bunch Specifics

- For children in the 3 & 4/5 year old classes
- Sign-up forms will be sent home towards the end of each month (to sign up for upcoming month)
- \$5/child each Wednesday (money due with monthly sign-up form)
- All policies and procedures in the Preschool Handbook apply at Lunch Bunch.
- Lunch - Pack a nut-free lunch for your child in a separate bag than his/her snack.
- Drink – Send a separate drink for you child than the one for his/her snack.
- Lunch Bunch is NUT-FREE. You will be notified if there are any other foods you aren't allowed to send in due to allergies.
- Dismissal - Follow our normal pick up line procedure and pick your child up outside at 1:15.

Part 3

Classroom Details

Discipline & Behavior Guidelines

Statement on Discipline

The WEPC Community Preschool staff desire to teach and encourage each child out of love. Our focus in discipline is to teach the children about God's love for them and our need of Jesus.

Being Proactive

To help teach the children and create a positive atmosphere, our preschool staff will be proactive by:

- Setting guidelines and expectations for the children.
- Being firm and consistent in upholding the guidelines and expectations.
- Planning ahead for times that are usually difficult (such as during transitions).

Discipline Procedures

The preschool staff will adhere to the following discipline procedures:

- First Time Offense
 - Give verbal reminder & redirect the child
- Repeated Offense

Each child will move from one step to the next at the preschool staff's discretion.

- Step One –
 - Time-out in classroom (or whatever setting the class is in) away from the group/activity
 - Teacher talks and prays with the child about the behavior and our need for Jesus
- Step Two –
 - Time out in Director's office
 - Director talks and prays with the child
 - Possible phone call to parents depending on situation (at director's discretion)
- Step Three –
 - Teacher will begin an individualized behavior management system (such as a sticker chart) for the child to help encourage him/her to choose the appropriate behavior
 - Teacher or director will contact the parent
- Step Four –
 - If steps 1-3 are not successful, or if it's a special circumstance, the teacher will schedule a meeting with the child's parents to discuss the concerns and work on a plan together.

Other Notes on Discipline and Behavior

- If a child is uncontrollable, the parents will be called and asked to pick up the child immediately.
- Physical punishment will never be used.
- The preschool director has the authority to remove a child from class temporarily or permanently.

Curriculum

Toddler, Two and Three Year Old Classes

Our toddler, two and three year old classes plan their own lessons, but are guided by a program of age appropriate standards based on child development research. These standards include the following: Language & Communication Skills, Self-Help Skills, Emotional Skills, Social Skills, Physical Skills (Gross & Fine Motor), Cognitive Skills (Science, Math, Literacy), Music and Art.

Four/Five Year Old Classes

Our four year old classes work to prepare the children for Kindergarten. Our teachers plan their own lessons, but use the following as a guide:

- Zaner-Bloser “On the Road to Reading & Writing”
 - To provide consistency, we use the preschool version of Zaner-Bloser, which is used in Henrico County Public Schools for handwriting.
 - The children will focus on one letter each week (identifying, writing, practicing the letter sound(s), and talking about words that start with that letter.
- Virginia’s Foundation Blocks for Early Learning: Comprehensive Standards for Four Year Olds
 - Literacy, Math, Science, History/Social Science, Physical Development, Motor Development, Personal Development, and Social Development.

Bible Curriculum

Teaching Little Ones – Learning About God

The “Learning About God” curriculum starts with foundational truths about God. It teaches the children about aspects of God such as God made, God loves, God speaks, God knows, God is kind, and God is good. Children are also introduced to prayer, to the Bible as God's book, and Jesus as God's Son. This curriculum will be used during our weekly chapel (held on Wednesdays) and daily in each preschool classroom.

Field Trips

We love taking the three and four/five year old classes on field trips. To make this happen, we rely on parents for transportation.

- Pumpkin Patch (fall) & Maymont (spring) Field Trips - Parents are responsible for bringing their child to the field trip location and staying with them during the trip.

If you are not able to drive your child to and from a field trip, you can arrange for your child to ride with another special adult (grandparent, aunt, family friend, etc.) or with another preschool parent.

Specific information about class field trips will be sent home closer to their dates.

Food Policy

In response to the growing presence of food allergies, we make every attempt possible to be a nut-free preschool. We also limit the food that is brought to preschool. You will be notified if there are additional foods you aren't allowed to send in due to allergies.

While we do our best to control what comes in and out of the classroom during preschool hours, please note that the building and our classrooms are used for a variety of purposes and we can not ensure those are nut-free.

Nut-Free:

- Do not send in peanuts, tree nuts, peanut butter or any other food containing peanuts or tree nuts.
- Food manufactured in a facility that also processes peanuts is safe to bring in (this may be changed in specific classes as needed).
- Please stress to your child the importance of not sharing their snack and not touching another child's snack.

Parents should follow these food policies:

- DO:
 - Send in a healthy snack and water for your child each day.
 - Only send in food for holiday parties if asked by the preschool staff.
- DO NOT:
 - Do not send in food/candy/drinks, etc. to share with the class.
 - Do not send in food/cupcakes/cookies/candy/drinks, etc. for your child's birthday.
 - Do not send in goody bags for your child's birthday.

Preschool Staff should follow these food policies:

- DO:
 - Communicate with parents to ensure allergy restrictions are followed when sending in snacks and planning food for holiday parties.
 - Communicate with all parents at least a week in advance and ensure all ingredients are allergy-friendly if planning a special cooking or food-involved project in class.
- DO NOT:
 - Do not use food as a reward.

Holidays and Birthdays

Holidays

We keep a Christian perspective on the holidays we celebrate. Please remember our food policy (see above) and do not send in any food or treats for holidays unless specifically asked by the preschool staff.

- Halloween – We do not celebrate Halloween at preschool. No costumes or treats allowed at school.
- Thanksgiving – We'll focus on what God has given us and on being thankful.
 - School-wide Thanksgiving Feast. Please join us! See calendar.
- Christmas – We'll focus on this being Jesus' birthday.
 - Classroom Parties (as scheduled by teachers) – "Birthday Party for Jesus"
- Valentine's Day – We'll focus on God's love for us and loving others.
- Easter – We'll focus on Easter as a day to remember that God loves us so much He sent His son Jesus to die on a cross for our sin. Jesus conquered death and is no longer in the tomb. Jesus has risen!

Teachers will inform parents of special class activities during these holidays and how you can celebrate with us.

Birthdays

Your child's birthday is a time to celebrate and we'd love to join you in that. As stated in our food policy, we do not include food in our birthday celebrations at school. Each teacher will have a plan of how they'll be celebrating birthdays in the classroom and will share this with parents at the beginning of the school year.

Communication

If parents have a concern or question about something in this handbook, or about the preschool in general, they are welcome to contact the director.

If parents have a concern or question that relates specifically to their child's class or teacher, they should contact the teacher directly. If it remains a concern after talking with the teacher, the parent can then come to the director.

Separation Difficulties

It is natural for children to experience difficulty when first separating from parents.

Be positive and encouraging when talking about preschool and bringing your child to preschool. Parents' anxiety can create anxiety in the child. Children can easily read their parents' feelings and reactions. Our staff is trained and loving. We will notify you if we are unable to help your child adjust.

The following tips may help:

- Don't sneak off. If you disappear, your child may not trust that you will return. We encourage you to be honest with your child.
- Be firm and happy. No matter how you feel, put on a brave face. Acknowledge your child's feeling by saying something like, "I know you are sad that I am leaving. We will see each other in a little while and you are going to have a great time at preschool!"
- Establish a routine. Talk for a minute, hug, kiss and say the same thing each day. Then wave and go. Linger can make it worse.
- Make sure your child gets enough sleep so he/she is rested for the day.
- Make sure your child eats a healthy breakfast so he/she has energy for the day.

Through all of this, trust that your child is growing and developing self-esteem. We will do our best to provide a loving, safe, positive environment for your child to grow, discover and thrive.

Part 4

Preschool Policies

Releasing Students

WEPC Community Preschool will maintain the following requirements in an effort to keep your child safe:

- We will only release a child to a person listed on the ‘Child Pick-Up Permission Form’.
- We require a driver’s license, or other official picture ID, to release a child to someone we don’t know.
- We will not load a child into a car unless there is a safety seat and buckle in place for him/her to ride in.

Tell the director if somebody not listed on the ‘Child Pick-Up Permission Form’ will be picking up your child.

Attendance

Please call the preschool office at 741-6562 ext. 12 and notify the director if your child will be absent. We appreciate being notified if your child is sick, etc. This also helps us know how to pray for your child.

School Closing or Late Start

Holidays - In most cases, we follow Henrico County Public Schools for attending school. However, there are a few exceptions. Please see calendar for more information.

Inclement Weather Closings - In most cases, we will follow Henrico’s decisions for inclement weather closing. As a general rule:

- If Henrico County is closed, we will be closed.
- If Henrico County opens 1 or 2 hours late, we will open 1 hour late (10:00) and close at normal time.

However, we may make a different decision than Henrico does. Therefore, **parents need to check on the WEPC Community Preschool closing information** rather than Henrico County’s posting. When a decision has been made, parents will be notified of all closing decisions by email/text notification via “REMIND.” All parents will be required to register for “REMIND.” More information will be sent home during the first week of school.

We will not make up days missed due to inclement weather.

Payment Policies

Tuition Details

- **Monthly tuition** is based off an annual tuition that's divided into 9 equal monthly payments.
 - 1 Day Classes - \$495/year (\$55/month)
 - 2 Day Classes - \$1530/year (\$170/month)
 - 3 Day Classes - \$2025/year (\$225/month)
- **Due Date** – Monthly tuition is due the 1st of each month, *regardless of what day that falls on.*
- **September Tuition** - Due September 1 (late fee charged if not received by noon on September 11).
- **Receipts** - Not automatically written but are available upon request. Please contact the preschool's bookkeeper, Jennifer Hirt at jennifer@wepc.org.
- **Invoice** - Each month's tuition is the same so *we will not be sending home an invoice for each month.*

Tuition Payment Directions

- **DO**
 - Mail tuition to WEPC Community Preschool
 - Place tuition in Preschool lock box in the WEPC office
- **DO NOT**
 - Do not put tuition in the offering plate at church.
 - Do not give tuition to a preschool or church staff member or put in their work mailbox.
 - Do not put tuition in your child's green folder.
- **Checks** - Make checks payable to WEPC Preschool & put your child's name in the memo line.
- **Cash** - Only exact cash payment will be accepted. Place cash in envelope with your child's name on it.
- **Bill Pay** – You may set up an automatic payment plan with your bank. You may set up an automatic payment plan with your bank. Please make sure the check **will arrive on the 1st of each month.** Make checks payable to WEPC Preschool & put “preschool tuition” & your child's name in the memo line.

Additional Fees

- **Late Fee** - \$20 late fee if tuition not received by 12:00 noon on the 7th of each month. Due by the next month's tuition due date.
- **Returned Check Fee** - \$25
- **Late Pick-Up Fee** - \$0.50 per minute if late picking up your child after 12:05. Due the next school day.

Preschool Volunteers

In order to volunteer at WEPC Community Preschool, one of the following criteria must be met:

- Be a parent of a current WEPC Community Preschool student.
- Be a member of WEPC and have an approved Children's Ministry Volunteer Application on file.
- If not a member of WEPC, have an approved Preschool Volunteer Application on file.

Only approved volunteers and WEPC staff members will be allowed into any preschool classroom. For safety reasons, siblings and non-enrolled children are not permitted in the classroom unless the preschool staff specifically invites them for a special occasion.

No adult will be left alone with the preschool children unless they have a state background check.

Bathroom Use

Toddler & 2 Year Old Classes – Children do not need to be potty trained.

3 & 4 Year Old Classes –

- Children must be potty trained and able to independently use the bathroom (no pull-ups or diapers).
- Children should wear clothing that will allow him/her to use the bathroom independently.
- Classes will take a whole group bathroom break each day.
- Children will wash their hands with soap and water after each trip to the bathroom.

Accidents – If a child has an accident, we will follow this procedure:

- Your child will be cleaned up and dressed in their extra set of clothes.
- A note will be sent home to the parents along with the dirty set of clothes.
 - Send a clean set of clothes the next school day.

Diaper Changing (Toddler & 2 Year Old Classes)

Make sure your child's diaper is dry before dropping him/her off in the classroom.

The staff will change each child's diaper as needed. Only preschool staff, and substitutes who have a background check, will change diapers.

At the beginning of the year we ask that each family whose child is not potty trained bring in 10 diapers. As this supply runs out, we will ask each family to bring in more.

Potty Training (For Toddler & 2 Year Old Classes)

Instead of having a specific potty training program, we follow and support what parents are doing at home.

As your child begins to be potty trained, please do the following:

- Keep your child's teacher updated so she can help your child during preschool.
- Set your child and the preschool staff up for success as you begin potty training (keep your child home, use a pull-up at preschool, start potty training over a long break from school/holiday, etc.).
- Don't feel pressured to begin potty training your child based on other children in the class. It is not required for the toddler and 2s class. We want you to start when both you and your child are ready.

How to Contact Us

If you need to speak with your child's teacher or the preschool director, please call the preschool office at 741-6562 ext. 12. We ask that you only use the preschool office phone number and do not call your child's teacher or the director on their personal phones. Thank you.

You are also welcome to email the preschool director at casey@wepc.org.

Part 5

Health & Safety

Daily Health Screening

We are a well-child preschool and therefore children can't attend when they're sick. The State Department of Social Services requires us to have a simple daily health screening. This is a simple observation designed to alert the preschool staff to the signs of an illness. This allows us to protect the sick child from any health risks and to prevent exposing other children to an illness. Upon arrival, the preschool staff will quickly do the daily health screening before admitting the child to preschool for the day.

When to Keep a Child Home

WEPC Community Preschool is a well-child preschool. Please do not send your child to school:

- the first day of a cold
- when he/she has been diagnosed with a contagious illness or disease
- when he/she been exposed to or has symptoms of a contagious illness or disease (such as reddened eyes, sore throat, headache, stomach pain, rash, etc.)
- when he/she is fussy, cranky and just not himself/herself (these are often signs of a coming illness)
- when he/she has
 - a runny nose with heavy or discolored nasal discharge
 - a persistent cough
 - nausea
 - diarrhea (should remain home for 24 hours after it has stopped without medication)
 - vomited (should remain home for 24 hours after it has stopped without medication)
 - a fever of 100.4 degrees Fahrenheit or higher within the past 24 hours (must be fever and symptom free for 24 hours without fever reducing medication before returning to school)
 - open sores
 - new or unidentified rash
 - inflamed or draining eyes or ears
 - head lice or nits

Please call the preschool office at 741-6562 ext. 12 if you decide to keep your child home due to an illness. This will give the staff information about illnesses that could be going around the school.

Sick While at School

If a child becomes sick at school, we will call parents immediately. At least one parent for each child must be available by phone at all times during preschool hours. Parents are required to pick up their child **right away** if their child is sick.

Medication

Give medication to your child either before or after school. If medication must be given during school hours it needs to meet **all** of the following criteria:

- Be prescribed by a licensed physician or clinic
- Have a current date and prescription label
- Be in the original pharmacy bottle

If medication must be given during school, follow this procedure:

- Obtain a 'Medication Permission Form' from the director or your child's teacher.
- Personally give the completed 'Medication Permission Form' and medicine (in a Ziploc bag with the appropriate measuring spoon) to your child's teacher. The form must be complete before the teacher can give any medicine to the child. Do not send medicine to school in your child's bag.

Lice

Head lice are very common for children in school. Having head lice does not mean a child is dirty or poorly groomed. Anyone can get head lice. It is not a reason to get alarmed or embarrassed.

When a child has head lice, siblings and every child in their class should be checked carefully by their parent or pediatrician. Lice spread very quickly. Because of this, parents should quickly and completely treat all members of the family and clean all bed linen, towels, hats, brushes, etc.

To check for head lice, parents can follow these simple tips:

- Pay attention to the child's behavior. Severe scalp itching is usually the first sign of lice.
- Examine the scalp and hair under good light.
- Lice are small grayish bugs and are about the size of a tiny ant.
- Lice lay small white eggs (nits) that are attached to the hair near the scalp & can be hard to remove.
- Sometimes nits are confused with dandruff (but dandruff can be very easily picked off of hair).

If the preschool staff discovers a child has head lice, parents will be called to pick up the child immediately. If a child has lice, parents should not send him/her back to school until the child has been treated and ALL signs of lice are gone. On the child's first day back at school the preschool staff will do a quick examination before allowing the child to return to class.

Allergies

Parents should inform the director of all allergies their child has. If a child has an allergy that could possibly be triggered at school and requires any type of treatment, parents need to fill out an Allergy Packet. This packet can be obtained from the preschool director.

In addition, all WEPC Community Preschool families will be notified of what food they are not allowed to send in due to an allergy in the classroom. The name of the child that has the allergy will be kept confidential.

We are currently a nut-free preschool. Please refer to our food policy on page 7 for more information.

Accidents

To help care for your child, more than half of our staff are certified in First Aid and CPR. Additionally, a first aid kit is kept in each classroom and playground area.

After an incident in which basic first aid was applied or there is any cause for concern, an “Incident Report Form” will be filled out. One copy of this form will be sent home and one copy will be kept on file in the director’s office.

Emergencies

Emergency Notes

- The WEPC Community Preschool has a plan in place for a variety of emergencies.
- Emergency evacuation maps are posted in each classroom.
- Fire drills will be practiced periodically throughout the school year.
- Our outside Emergency Holding Area is located in the back left corner of the church parking lot.
- In the event of a severe storm, the children will be moved to interior rooms:
 - 160 and/or 162 (if upstairs) and 20 and/or 22 (if downstairs)
- If children need to be sent home for their safety, parents will be called immediately. If parents cannot be reached the emergency contacts will be called.
- Parents need to make sure their emergency contact information is always up to date and that they’re enrolled in our “Remind” notification system.

Head Counting Policy

Either the teacher or assistant will count all children every time the class or a small group moves from one location to another. This will insure that the preschool staff is aware of where the children are at all times.

Universal Health Care Precautions

WASH HANDS (ALL adults & children)

- When arriving at preschool
- Before handling food
- After toileting and changing diapers

LATEX GLOVES (adults)

- Latex gloves should be worn by teachers when:
 - Changing diapers
 - Coming in contact with blood, vomit, nose discharge, etc.
- To remove gloves, pull from the wrist down over finger to turn glove inside out so you don't touch contamination.
- Wash your hands after you remove gloves.

SANITATION (adults)

Teachers should use disinfectant to:

- Sanitize all table surfaces before and after snack time
- Sanitize all items used by children before returning them to the supply closet
- Sanitize all items used by children approximately every other week:
 - Washing machine – dress up clothes, puppets, baby doll clothing, etc.
 - Dish washer – kitchen play items, etc.
 - Surface disinfect – large play items, manipulatives, etc.
- Sanitize item immediately if contaminated with blood, vomit, nose discharge (sneeze), etc.

Facility Safety

All classrooms will be equipped with the following:

- Fire-escape map
- Sign-in/out sheets
- Universal Health Care Precautions
- List of allergies & medical needs
- First-aid kit
- Age-appropriate toys
- Cleaning supplies (kept in secure location)

Playground

- WEPC's playground is for WEPC members, visitors and the surrounding community.
- Any use of the playground outside of official WEPC Children's Ministry and Preschool programs is at your own risk.
- Regulations have been met for maintaining cushioning material under playground equipment.

Insurance

WEPC Community Preschool has Liability and Student Accident Coverage.

\

Part 6

Code Compliance Statements

Exempt Status

WEPC Community Preschool operates as a religiously exempt preschool. This means that we are not licensed by the state of Virginia. However, we have to file certain information with the Virginia Department of Social Services (VDSS). By being religiously exempt, we are still required to meet certain standards and follow certain policies set by VDSS. Many standards and policies in this handbook are mandated from the state.

Staff Qualifications

Director Job Qualifications

Personal Characteristics and Values:

- Lives and ministers because they are well-loved by Christ
- Finds their identity as a son/daughter of Christ
- Committed to a covenantal approach to children's ministry
- Loves and relates well with children
- Loves and communicates well with parents and families

Credentials:

- College degree in education or related field
- Significant Experience in Early Childhood education
- WEPC member (current or before starting the position)

Teacher Job Qualifications

Personal Characteristics and Values:

- Lives and ministers because they are well-loved by Christ
- Finds their identity as a son/daughter of Christ
- Loves and relates well with children
- Is dependable
- Is patient, compassionate and merciful to all children and families

Credentials:

- Experience working with children between the ages of 1 and 5
- Coursework or training in Early Childhood Education preferred but not required
- 4 Year Old Class Teachers - Bachelor's Degree in Early Childhood Education or related field
- Member of a Christian church (WEPC member preferred but not required)

Additional Requirements:

- Has good organizational skills
- Can communicate effectively with the children and their parents
- Desires to share the love of Christ with preschool children and their families
- Desire to meet the needs of all children

Assistant Teacher Job Qualifications

Personal Characteristics and Values:

- Lives and ministers because they are well-loved by Christ
- Finds their identity as a son/daughter of Christ
- Loves and relates well with children
- Is dependable
- Is patient, compassionate and merciful to all children and families

Credentials:

- Experience working with children between the ages of 2 and 5
- Coursework or training in Early Childhood Education preferred but not required
- Member of a Christian church (WEPC member preferred but not required)

Additional Requirements:

- Has good organizational skills
- Has good communication skills
- Desires to share the love of Christ with preschool children and their families

Physical Facilities

WEPC Community Preschool operates in the building of West End Presbyterian Church. The church is located at 9008 Quioccasin Road in Richmond, Virginia. The building itself is 66,000 square feet and was completely renovated in 2000. The preschool uses eight classrooms along the back wall of the building. The windows of these classrooms look out to the back of the church and the classrooms are not visible from a church entrance. We also use the church library, chapel, fellowship hall and gym.

West End Presbyterian Church is set back away from Quioccasin Road and therefore the outside of the building is safe from traffic and away from visibility of the traffic. WEPC Community Preschool has use of the church's enclosed playground and picnic tables to the right of the church.

The playground consists of the following equipment:

- A wooden train with multiple cars that are large enough for children to climb into
- A raised wooden structure with a tree house, slide and chain ladder
- A second wooden structure with slides, different types of metal ladders/climbing poles, steps, monkey bars and a bridge
- A hard plastic climbing wall structure

The front of the building is designed in a convenient and safe way for parents to drive and pick up children.

Enrollment Capacity

The church classroom space we use can handle 120 children.

Staff to Children Ratio

WEPC Community Preschool follows the requirements of the Virginia Department of Social Services for our staff to children ratio:

- For children from birth-24 months, the ratio will not exceed 4 children for every one adult.
- For children ages 2-6, the ratio will not exceed 10 children for every one adult.

Food Service

Students bring their own snacks to school daily. The preschool only provides occasional snacks at special times throughout the year.

VDSS Requirements of Preschool Staff

All teachers and assistants are required to:

- Be certified annually by a practicing physician to be free from any disability that would prevent them from caring for children.
- Submit a report indicating the absence of tuberculosis in a communicable form.
- Be trained to recognize the signs of child abuse and neglect.
- Be mandated reporters of child abuse and neglect.
- Have criminal history and central registry clearances.

Possession of Liability Insurance

WEPC Community Preschool has liability insurance in the event that someone brings suit for personal or bodily harm suffered during the operation of the preschool as a result of negligence.

Non-Discriminatory Clause

The WEPC Community Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administrated programs.

Part 7

2019-2020 Preschool Calendar

September

9	September Tuition Due	
9	Classroom Visit Day (Parents & Preschoolers)	11:30 or 12:00
9	Parents' Night (Parents Only)	7:00pm - 8:15pm
11	1st Day of Preschool - Dismissal from Classrooms	3s & 4s - 9:00 - 12:00
		Tots & 2s - 9:00 - 11:45
16	Outside Dismissal Pick-Up Line Begins (all Monday classes)	11:55-12:00
18	Early Drop Off Program Begins (for those enrolled)	8:15-8:55 (M/W/F)
18	Outside Dismissal Pick-Up Line Begins (all 3s & 4s W/F classes)	11:55-12:00
18 & 25	Chapel	

October

1	October Tuition Due	
2, 9, 16, 23 & 30	Chapel	9:45 - 10:00
9, 16, 23 & 30	Lunch Bunch	12:00 - 1:15
9	Fire Truck Visit - All Classes	more info coming later
11	Fire Drill (all Friday classes)	more info coming later
16	Toddler Class Library Story Time @ WEPC	10:00
18	2s, 3s & 4s Library Story Time @ WEPC	10:00, 10:35 & 11:10
14	No School - Columbus Day	
23	4 Year Old Classes - Pumpkin Patch Field Trip	more info coming later
25	3 Year Old Classes - Pumpkin Patch Field Trip	more info coming later

November

1	November Tuition Due	
6, 13 & 20	Chapel	9:45 - 10:00
13 & 20	Lunch Bunch	12:00 - 1:15
13	Fire Drill (all Wednesday classes)	more info coming later
22	Preschool Community Feast - All Classes	more info coming later
27-29	No School - Thanksgiving Break	closed

December

1	December Tuition Due	
4, 11 & 18	Chapel	9:45 - 10:00
11 & 18	Lunch Bunch	12:00 - 1:15
13	2s, 3s & 4s Library Story Time @ WEPC	10:00, 10:35 & 11:10
20	Class Christmas Parties	more info coming later
23 - 31	No School - Christmas Break	closed

January

1	January Tuition Due	
1-3	No School - Christmas Break	
6	No School - Student Holiday - Staff Work Day	9:00 - 12:00
8	School Re-Opens	9:00 - 12:00
8, 15, 22 & 29	Chapel	9:45 - 10:00
8, 15, 22 & 29	Lunch Bunch	12:00 - 1:15
20	No School - Martin Luther King Holiday	closed
31	Preschool Pajama Day - All Friday Classes	more info coming later

February

1	February Tuition Due & Enrollment Opens for '20-'21 School Year	
5, 12, 19 & 26	Chapel	9:45 - 10:00
12, 19 & 26	Lunch Bunch	12:00 - 1:15
19	Toddler Class Library Story Time @ WEPC	10:00
21	2s, 3s & 4s Library Story Time @ WEPC	10:00, 10:35 & 11:10
24	4/5 Year Old Classes - Morning of Donuts (w/dad, grandfather, or special friend)	9:00 - more info coming

March

1	March Tuition Due	
4	Early Dismissal For Staff Meeting	11:00 Dismissal
4, 11, 18 & 25	Chapel	9:45 - 10:00
11, 18 & 25	Lunch Bunch	12:00 - 1:15
20	Preschool Fun Day - All Classes (rain date March 27)	more info coming later
30 - 31	4 Year Old Class Parent/Teacher Conferences	more info coming later

April

1	April Tuition Due	
1-3	4 Year Old Class Parent/Teacher Conferences	more info coming later
6 - 13	No School - Spring Break & Easter Monday	closed
15	School Re-Opens	9:00 - 12:00
15	Toddler Class Library Story Time @ WEPC	10:00
1, 15, 22 & 29	Chapel	9:45 - 10:00
16	Henrico County Kindergarten Registration	
17	2s, 3s & 4s Library Story Time @ WEPC	10:00, 10:35 & 11:10
22 & 29	Lunch Bunch	12:00 - 1:15
22	4 Year Old Classes - Maymont Nature Center Field Trip (rain date 4/29)	more info coming later
24	3 Year Old Classes - Maymont Nature Center Field Trip (rain date 5/1)	more info coming later

May

1	May Tuition Due	
6 & 13	Chapel	9:45 - 10:00
6 & 13	Lunch Bunch	12:00 - 1:15
6	Bike Day - All Classes (rain date 5/8)	more info coming later
8	4/5 Year Old Classes - Morning of Muffins (w/mom, grandmother, or special friend)	9:00 - more info coming
13	Water Day - All Classes (rain date 5/15)	more info coming later
20	Last Day of School - Popsicle Party	9:00-12:00
20	4/5 Year Old Graduation	6:00pm - 7:00pm