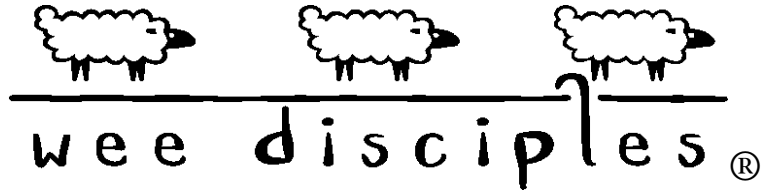


Handbook



And Jesus said, "Let the children come to me."
(Matthew 19:14)

Wee Disciples Christian Academy

Kindergarten

2019 - 2020 Handbook

Wee Disciples Christian Academy 2019 - 2020 Kindergarten Handbook

Welcome

Welcome, welcome, welcome to Kindergarten! We are looking forward to an exciting year. The following is a guideline of general information about our day here at Wee Disciples.

Important Numbers:

Wee Disciples Office:

304-707-6812

Yvonne White:

304-676-4296

Mission Statement

Wee Disciples provides a Christian atmosphere for young children to grow academically, socially, emotionally, and spiritually. We provide a safe, secure, loving, and fun environment while celebrating life through music, dance, and art. We offer a setting rich in cultural diversity, teaching children to value the uniqueness of others.

More About Wee Disciples Christian Academy

Wee Disciples began as a “Burning Bush” Ministry of Asbury United Methodist Church in 1998. Reverend Jim Chambly assisted the four founders of the program in establishing the first Wee Disciples’ class. Wee Disciples Christian Academy is non-profit, incorporated, and is governed by its Board of Directors.

Statement of Purpose

Wee Disciples Christian Academy does not discriminate against anyone on the basis of age, race, color, religion, creed, national origin, sex, handicap, or any other factors that may be protected by law. Every child is an individual in our eyes.

Wee Disciples Christian Academy has liability insurance coverage for all students and staff.

Important Contact Information/Meet the Staff

<u>Name</u>	<u>Home</u>	<u>Cell</u>	<u>Email</u>
Yvonne White	304-724-2193	304-676-4296	ywhite27@comcast.net

Head Teacher.....	Yvonne White	Art.....	Sherri Lagana
Aide	Julia Howell	Music.....	Kelly Bennett
Spanish	Mabel Kaudy	Physical Education.....	Donna Falso

Director of Operations.....Laura Scherer
 Director of Business/FinanceKathy Barker
 Assistant Director.....Danielle Lineburg

Fundraising/Missions CoordinatorDonna Falso
 Before School Site Supervisor.....Robin Breeden
 After School Site SupervisorRobin Breeden
 Wee Disciples Board.....Kelly DeRonda (Chair), Annde Bailey,
 Monica Lingenfelter, Brigette Irving,
 Melody Browning, Kathy Dilley and
 Carrie Turney.

Wee Disciples Corporate Board of Directors ..Danielle Lineburg, Kelly DeRonda,
 Laura Scherer and Kathy Barker.

Registration and Fees

Appropriate registration forms are necessary prior to the start of the program. We also ask that you give us a copy of the child’s shot records from the pediatrician and birth certificate as soon as possible. **An aide will assist the kindergarten teacher once enrollment reaches 10 students. The maximum enrollment for kindergarten will be 15 students.** The cost of the program is:

***Kindergarten Fee** \$ 500.00 a month for 10 months

****An Administrative fee will be added if tuition is not paid in a timely manner****

One-Time, Non-Refundable Registration Fee \$ 200.00

Any families with more than one (1) child enrolled in any Wee Disciples class will get a 10% discount on the second child.

*If tuition is paid in full, you will receive a discount of \$100.00.

We request payment by the first (1st) of the month. If tuition is not paid by the 5th, a \$10.00 late fee will be assessed. Tuition may be dropped off or mailed to Wee Disciples. The address is 114 Poor Farm Road, Suite 101, Kearneysville, WV 25430. *If tuition is 30 days past due, we will send a written request that your child not attend until tuition is paid. After 45 days, we will assume you are no longer interested in your child attending Wee Disciples. As always, if you are having financial difficulties, you may contact Kathy Barker, Wee Disciples’ Financial Manager, before the 30 day period expires to discuss other payment options.* There will be a service charge of \$30.00 for all returned checks. Wee Disciples will not release test scores or school records if tuition is past due or not paid in full before May 15th.



***The beautiful
thing about
learning is that no
one can take it
away from you.”***

B.B. King

Amy Dillow Memorial Scholarship

Our former Co-Director and Co-Founder, Amy Dillow, lost her brave, five-year battle with breast cancer on April 13, 2009. Amy inspired all of us as a friend, co-worker and woman who loved life and our Lord. She shared this love with the children and staff at Wee Disciples and it is that love which will be Amy's legacy. Her presence, her smile, and her laughter will be greatly missed here on earth. However, we are truly blessed to know that she will always be with us as our special Wee Disciples angel. Amy will forever be in our hearts.

Wee Disciples is pleased to be able to financially assist children who qualify for our Amy Dillow Memorial Scholarship. Scholarship applications are available in the office. Each year we hope to replenish our scholarship fund so we are able to continue “just a small portion” of Amy Dillow's dream for Wee Disciples. Your tax deductible donations towards this fund can be made payable to the Amy Dillow Memorial Fund and can be given to the office.

Class Times and Student Drop Off Policy

Class Times: Class begins promptly at 8:30 a.m. Please be sure your child arrives on time. **The doors will remain locked until 8:25 a.m. Please do not attempt to enter the building prior to this time** unless you are dropping your child off for before school care. Between 8:25 a.m. and 8:40 a.m. a teacher or administrator will be at the door to greet all kindergarten, first and second grade students. Parents will park in the lot, walk students to the door, and leave them with the teacher or administrator after saying goodbye. Please do not enter the building or corridor to drop off your child until a teacher or administrator is present at the door. Please do not leave your child in corridor alone. By 8:40 a.m. all students should be in class. Any student arriving after 8:40 a.m. must be taken to the office for their parent or guardian to sign them into school for the day. An office administrator will then escort the child to his/her class. Any child arriving after 8:40 a.m. will be considered tardy. Please refer to the policy on tardiness below. **If you need to conference with your child's teacher , we ask that you leave a note in your child's folder, call or email the office.** As soon as your child has been dropped off, please exit the parking area to allow space for the preschool parents. Parking is limited and we have a very full preschool enrollment. Thanks for your understanding. The doors will be open for parents to enter the building at 2:55 p.m. to pick up children from the classrooms. Please refrain from entering the building before this time unless you are scheduled to volunteer for your child's class.

Tardiness

Please make every attempt to drop your child off between 8:25 and 8:40. Any child arriving after 8:40 is considered tardy. Once a child has been tardy more than five times within a grading period (nine weeks), the teacher will address the issue with the parents. If tardiness continues, parents will be asked to meet with a director to discuss the matter.

Curriculum

Wee Disciples Christian Academy uses the Abeka curriculum. For more information, visit their website at www.Abeka.com.

Supplies Needed – Kindergarten

- Yoga Mat , small pillow, book bag and lunch box.
- Extra change of clothes for those unexpected spills
- Two boxes of tissues (the sniffles will be here before we know it).
- Coloring book or drawing paper to keep in desk when work is finished
- Three – 2 pack large glue sticks (Elmers).
- Two large containers anti-bacterial wipes, one box of baby wipes
- One roll of select-a-size paper towels
- One pack of 10 count Crayola markers and three packs of 24 count Crayola crayons
- One pack Crayola twistables colored pencils (12)
- 1 pack of 9 inch paper plates

Dress Code

Boys:

Pants/Shorts/Other pant styles- Boys may wear pants that are neat in appearance and navy blue, khaki, or blue jean material.

Shirts/Sweatshirts – Boys may wear long or short sleeved solid color shirts with screen printed or embroidered logo which can be purchased through Wee Disciples (screen printed) or from www.frenchtoast.com, source code: QS5LYIC (embroidered). Kindergarten color is green, please order at least one.

Tennis shoes must be worn on physical education days unless schedule changes occur.

Closed toe shoes must be worn at all times. (no sandals or flip flops)

Girls:

Pants/Capris/Shorts/Skirts/Skorts – Girls may wear these styles and they must be neat in appearance and navy blue, khaki, or blue jean material.

Jumpers – Girls may wear jumpers that are navy blue and have the Wee Disciples logo on it which can be purchased through www.frenchtoast.com, source code: QS5LYIC (embroidered)

Leggings – Girls can wear only black or navy blue leggings under skirts or skorts.

Shirts/Sweatshirts/Sweaters/Blouses – Girls may wear long or short sleeved solid color shirts with screen printed or embroidered logo which can be purchased through Wee Disciples (screen printed) or from www.frenchtoast.com, source code: QS5LYIC (embroidered). Kindergarten color is green, please order at least one.

Tennis shoes must be worn on physical education days unless schedule changes occur.

Closed toe shoes must be worn at all times (no sandals, flip flops, or heels)



I look forward to having you and your child in our program this year. We know this will be a wonderful experience for us all!

Yvonne White

Lunch and Snack Procedure

Lunch: Your child may pack a lunch or you can order food from our Pizza City menu for a small fee. Order forms will be outside the classroom. **When packing lunches, pack food that does not need to be reheated.**

Snacks: We have a small 10-minute snack break every day around 10:15. Your child needs to bring in his/her own snack. No juice is needed for snack time; the children will have their own water cup.

Homework

When homework is given, it will be written on the calendars in their folder. Please initial off on any homework assignments. We will have sticker rewards for every time homework is signed.

Folders

Each child will be given a folder that will be brought home daily. There will be a “leave at home” side and a “bring back” side. Please make a point to check this folder every day. All the work they did that day and any letters from me or the school will be in there. I will also give you a calendar each month with important dates and homework assignments. This folder is a means of communication between us. We check all their folders as they come in.

Journals

Each child will be given a marble notebook and we will start journal writing the first day of school. These will be sent home often throughout the year for you to look at and comment on. Please send back the next school day as these are a big part to our morning. It is amazing to see the progress in these books as we go through the year.

Attendance Policy

Our expectation is that each child will attend school daily unless they are ill or there is a family emergency. If your child needs to miss school for vacations, appointments, or other non-illness related reasons, the teacher needs to be notified and prior approval given.

If your child misses one (1) or two (2) days of school, a parent note stating reason for absence must be given to your child’s teacher upon return.

If your child misses greater than two (2) days of school in a row, they must have a doctor’s excuse before returning to school. If your child misses five (5) days total during the school year, a letter will be sent home and a parent conference will be scheduled with a Director and your child’s teacher.

If your child has excessive tardiness (at the discretion of the teacher) a note will be sent home and a conference will be scheduled.

Fundraising/Missions

Wee Disciples Christian Academy, in keeping with our original mission feels committed to “giving back” to the community that continues to bless us. We will send information throughout the year about our Mission Outreach.

We also plan fundraisers to assist in our operating expenses. Examples of our Mission Outreach and fundraising efforts include: Jefferson County Community Ministries, Jefferson County Animal Welfare and our Art Show.

Conflict Resolution

The Director will attempt to resolve all parent concerns to the parent's satisfaction. Please submit any concerns within seven (7) days to the Directors. If the concern is unresolved within seven (7) days after being brought to the Director's attention, the parent has the right to formally bring the complaint before the Board. The complainant should submit the concern in writing to the Wee Disciples Christian Academy's Board of Directors within three (3) days after the previous two (2) week period and should include a detailed description of the complaint. Please mail all letters to 114 Poor Farm House Road, Kearneysville, WV 25430. The Board will respond in writing within 30 days. Any decision made by the Board is final. A copy of the WV Child Care Licensing Regulations is available in our office or online. Wee Disciples does not tolerate harassment of any kind and such harassment should be brought to the Director's attention as soon as possible.

Student Conduct/Suspension/Expulsion

Wee Disciples Christian Academy places a strong emphasis on good student conduct and citizenship. We expect our students to meet the standards of common courtesy, respect for themselves and others, self-discipline, and accountability.

The discipline policy is designed to prevent discipline problems. It is our belief that students learn best in a safe, orderly environment of mutual respect in which all students are given responsibility for their own behavior. In order to achieve this goal, the teacher will discuss school rules and consequences with the students at the beginning of each school year, apply rules consistently throughout the school year, and review and reteach behavior as needed.

It is our policy to always work with any student with behavior difficulties and implement a plan to encourage improvement. Serious violations of school rules include fighting, profanity, bullying, destruction of property, disrespect to staff and/or classmates, or bringing knives or similar instruments to school.

If behavior assistance fails after three (3) written warnings or a student exhibits dangerous behavior, parents or guardians will be notified and the student will face suspension or possible expulsion. All behavior and actions will be documented and the Board will rule on the matter within two (2) weeks.

Child Abuse

Wee Disciples Christian Academy reports suspected child abuse and neglect to Child Protective Services or other law enforcement as deemed appropriate to the situation. All employees of Wee Disciples Christian Academy are mandated reporters.

Grievance Procedure for Families

Parents/families of Wee Disciples Christian Academy are welcome at any time to express concerns or complaints. If you have a concern or complaint regarding your child's class, please approach the teacher and request a conference. After speaking to the teacher, if you continue to have concerns, contact our office (304-707-6812) to set up a conference time.

If a parent/family member has a concern about a school policy, please come to the office or contact us by phone.

Withdrawal from Wee Disciples Christian Academy

If for any reason it becomes necessary to remove your child from Wee Disciples Christian Academy, please notify the office. **No records will be released until all balances are paid in full.**

Safety

1. Emergency Disaster Procedures.

In the event of an emergency evacuation of these premises, the Wee Disciples Christian Academy meeting place will be the Jefferson County Fairgrounds. Parents/guardians will be notified of the evacuation as soon as possible. Our first priority is to ensure the safety and well being of all children and staff. Before and After School programs have practice drills during the hours of operation.

2. Safety Drills

Wee Disciples Christian Academy practices fire drill procedures twice (2) per month. Children and staff evacuate the building and meet on the grass area near the playground. A fire drill form with date, time, and number of individuals evacuated and total time involved in the procedure is posted at all times in the office. Before and After School programs have practice drills during the hours of operation. In addition, lockdown drills will take place to ensure the safety of children and staff in the event of a serious threat.

Important Safety Rules

- Children are not permitted to sit in a vehicle unsupervised by an adult **AT ANY TIME**. Please do not disregard this rule. If necessary, the proper authorities will be notified.
- Do not leave your engine running while you are bringing in or picking up your child/children. The only exception to this rule is if another adult is in the vehicle.



Illness Policy

Temporary exclusion from Wee Disciples is required with the following symptoms, unless a health care professional determines the child's condition does not require exclusion and notifies Wee Disciples in writing.

- Fever of 100 degrees or more. A child must be fever free 24 hours without use of fever reducing medication.
- Diarrhea (more than one abnormally loose stool in one day) or bloody stool.
- Vomiting (one occurrence).
- Severe cough.
- Strep throat (Excluded until 24 hours after treatment has begun and child is able to participate)
- Redness of eyes
- Mouth sores.
- Yellow color of skin or eyes.
- Scabies – Excluded until treatment has begun
- Unidentified skin rashes, spots, or lesions, severe itching of body or scalp.
- Stiff neck with headache with one or more symptoms listed above with difficult breathing or wheezing.
- Complaints of severe pain or extreme irritability causing the child not to function adequately.
- Head lice – A child with live lice can return after treatment. An additional treatment may be needed 7 to 10 days later.
- Conjunctivitis (Pink Eye) – A child with bacterial conjunctivitis may return 24 hours after treatment has begun.
- Chicken Pox – A child can return when lesions have dried and formed scabs, usually six days after onset of rash.
- Hand, Foot & Mouth Disease – A child can return once fever free and blisters are healing (not open).

We will contact you to pick up your child if any symptoms of illness appear during the day. A sick child should be picked up within an hour of being contacted. We will isolate your child as much as possible while we wait for you to arrive.

In the case of a (suspected) contagious disease, rash or continuing symptoms, a doctor's note may be required for your child to return to school.

If a child is diagnosed with a communicable disease, such as chicken pox, pertussis (whooping cough), meningitis, [Methicillin](#)-resistant Staphylococcus aureus (MRSA) or rheumatic fever, Wee Disciples Christian Academy is required by state law to report the information to the local health department. Once diagnosed, a child may not return to Wee Disciples until they are cleared by their physician. All parents will be informed immediately of the presence of the disease and an Occurrence Report will be completed.

If you suspect your child is getting sick, it might be beneficial to keep the child home or take him/her to the doctor. This will protect a sick child from getting worse and protect healthy children and staff at Wee Disciples Christian Academy. It is our duty to maintain a healthy Center.



We look forward to having you and your child in our program this year. We know this will be a wonderful experience for us all!

Office Staff

Medication Administration

Wee Disciples requires a signed consent form to administer any medication. Medication must be in the original container with the label attached to the front with the prescription number, name of the medication, date the prescription was filled, the physician’s name, the child’s first and last name, specific legible directions for administration and storage, and the expiration date. Medication is stored in a locked cabinet or in the office, which is locked each day. Any medication containing benzocaine or topical containing diphenhydramine hydrochloride requires a health care provider’s written instructions for use. Please do not send lip balm to school with your child without written authorization. The balm must stay with the teacher who will supervise usage.

In case of accidental injury, we will make an immediate attempt to contact a parent/guardian. If we can’t reach you we will call the child’s physician, if necessary. We will also call an ambulance or paramedics, if warranted. Until the arrival of a parent/guardian, physician, or paramedic, a staff member will be in charge and make all decisions about the care of your child. You will be expected to assume responsibility for any resultant expense. The Center will maintain a signed emergency consent form agreeing to this provision. It is to your child’s benefit that you keep the Center up-to-date on phone numbers, emergency numbers, and other pertinent information. This should be done on a daily basis if you will not be at your regular home or work number.

Birthdays

Birthdays are a special occasion for a young child. Feel free to send in cupcakes, cookies, or any other special treat for your child’s birthday.

Outdoor Recess

We will go outdoors for recess as much as we possibly can. Please send an appropriate jacket or sweater in anticipation of your child playing outside. We will not go outside if the temperature falls below 40 degrees.

Before and After School Care Programs

If school is closed or dismissed early due to inclement weather, there will be no Before and After School Care. You must register and prepay for each week. Please refer to our Before and After School Care Brochure for further information. ***Pre-registration is mandatory for Before/After School Care to ensure proper staffing is available.**

<u>Program</u>	<u>Site Supervisor</u>	<u>Time</u>	<u>Daily</u>	<u>Weekly</u>
Before School	Robin Breeden	7:30 a.m. to 8:30 a.m.	\$ 5.00	\$ 25.00
		6:30 a.m. to 8:30 a.m.	\$10.00	\$ 50.00
After School	Robin Breeden	3:00 p.m. to 4:30 p.m.	\$ 5.00	\$ 25.00
		3:00 p.m. to 6:00 p.m.	\$10.00	\$ 50.00

Before School – A healthy breakfast will be provided. Breakfast is served at 8:00 a.m. If your child has dietary restrictions, please speak to the Before Care supervisor. Unless prior arrangements have been discussed, please refrain from bringing food from your home to be served or prepared for your child.

After School - Healthy snacks, homework help, and activities.

Closings/Holidays

Before and After Care

There will be no Before and After School Care when schools are closed for holidays or weather conditions.

Two-Hour Delays

If there is a two (2) hour delay for Jefferson County Schools, Wee Disciples preschool, Kindergarten and First/Second will operate on schedule. There will be no delays for our school day. However, there will be no Before School Care when Jefferson County Schools have a weather related two-hour delay. If Jefferson County Public School has a non-weather related scheduled two-hour delay Before School Care will be offered, as usual.

Please be aware that Jefferson County Schools announce two-hour delays by 6:00 a.m., and if weather conditions do not improve, school is canceled no later than 8:00 a.m. Please keep this in mind and check for possible closings after a two-hour delay is announced. You may sign up to receive school closing notifications from Jefferson County by visiting boe.jeff.k12.wv.us. You may also tune into Channel 18 for school closings.

On days when Jefferson County is operating on a delay because of weather conditions, the Wee Disciples staff will be arriving before class begins, but will not be expected to be early on these days. Please keep this in mind and do not arrive early. Use safe judgement regarding road conditions and feel free to arrive late if need be.

Early Dismissal

If Jefferson County Schools dismissed early for worsening weather conditions our class will dismiss early and no After Care services will be offered.

Refund Policy

There will be no refunds for snow days. In the event of an unusually harsh winter with many school closings, Wee Disciples is not required to make up snow days. Please see the following page for our Calendar of Holidays.

2019 – 2020 Calendar of Holidays/No School

August 26 (Monday).....First Day of School (Half Day)

September 2 (Monday)Holiday – Labor Day

November 11 (Monday)Veteran’s Day – No School

November 25-29 (Monday –Friday).....Thanksgiving Break – No School

December 20-January 3.....Christmas Break – No School

January 6 (Monday).....Return to School

January 20 (Monday).....Martin Luther King Jr. Day-No School

February 14 (Friday).....Winter Break - No School

February 17 (Monday).....Winter Break -No School

April 6-13 (Monday-Monday).....Spring Break – No School

May 22 (Friday).....Last Day of School (subject to change)

West Virginia Immunization Program
350 Capitol Street – Room 125
Charleston, WV 25301
(304) 558-2188



Minimum Immunizations for Pre-Kindergarten Program Entry

All children entering Pre-Kindergarten programs should be age appropriately immunized.¹ The following guidelines for parents and school personnel indicate the **minimum** number of doses for each vaccine needed for Pre-Kindergarten entry.^{2,3}

Hepatitis A	2 doses (1 st dose after 1 st birthday) (2 nd dose at least 6 months after 1 st dose)	Hepatitis B	3 doses (Final dose at age 24 weeks or older)
DTaP	4 doses (Booster dose should not be given prior to 4 th birthday)	Varicella	1 dose (After 1 st birthday)
IPV	3 doses	MMR	1 dose (After 1 st birthday)
Hib	4 doses (3 doses if Pedvax® or Comvax® are used for full series) However, for children starting series at greater than 6 months of age: 3 doses if the first dose was given between 7-11 months of age 2 doses if the first dose was given between 12-14 months of age 1 dose if that dose was given between 15 and 59 months of age Generally not recommended for children age 5 and older		
PCV	4 doses However, for children starting series at greater than 6 months of age: 3 doses if the first dose was given between 7-11 months of age 2 doses if the first dose was given at 12-23 months of age 1 dose if that dose was given between 24-59 months of age Not routinely recommended for children age 5 and older		

Students may be provisionally enrolled in pre-kindergarten with at least one dose of each required vaccine and allowed up to eight months to obtain up-to-date status.

For questions about the Pre-Kindergarten Entry Immunization Guidelines above, call the West Virginia Immunization Program at 1-800-642-3634.

¹ Applicable immunization schedules can be found at <http://www.cdc.gov> by searching under "Immunization Schedules".

² The term "Pre-Kindergarten" or "Pre-K" applies to designated programs for children ages 3 and 4 years old. The above vaccines are requirements for all WV public Pre-K programs in accordance with WVDE Policy 2525 (126CSR28), Universal Access to a Quality Early Education System. This includes any "WV Collaborative" Pre-K program supported through local education agencies (LEAs). Similarly, WV Code §16-3-4 and 64CSR95, Immunization Requirements for New School Enterers, requires the same in all other Pre-K programs held in a building housing K-12 students (with the exception that 64CSR95 does not address Hep A, PCV, or Hib). Most other Pre-K programs adhere to the above through other authorizations. Medical exemptions to the above should be granted in accordance with current standards of immunization practice endorsed by the AAP, AAFP, and ACIP.

³ These guidelines are also applicable to children age 18 months and older entering most childcare or preschool settings.

Student Handbook/Calendar Verification

I have received the Wee Disciples Student Handbook/Calendar for the 2019 - 2020 School Year

 Print Name of Student

 Grade

 Print Name of Parent/Legal Guardian

 Signature of Parent/Legal Guardian

 Date

WDCA Parental Consent Form for iPad and Internet Use

I agree to let my child _____ use the iPad/internet for educational purposes only.

_____ My child is in Kindergarten and I understand the iPads will be used in small groups or independently under the direction of a teacher.

Parent name (printed) _____ Date _____

Parent signature _____

Child's class _____

Please sign this page and return to your child's teacher.