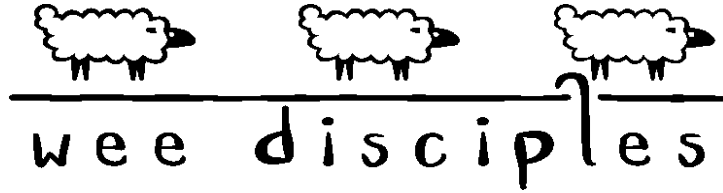


Handbook



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

Wee Disciples Christian Academy

Kindergarten

2015 - 2016 Handbook

Wee Disciples Christian Academy 2015 - 2016 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 is a Christian educational program designed for children ages two to five. Our curriculum is Christian-based and we focus on Bible stories and Christian values. There is one (1) class offered for 2 year old children (Wee Tots), three (3) classes offered for 3 year old children and five (5) classes offered for 4 year old children. We also offer a Wee Care class for 3 year olds on MWF. Our licensing capacity is 77 children each day for preschool. Our hours of operation are Monday through Friday 6:30 a.m. to 6:00 p.m. A Before and After School Program is offered, as well as an Extended Day Program for our preschool students. Preschool classes begin in September and end in May.

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.....	Sherrri Lagana
Aide	Becky Schwartz	Music.....	Kelly Bennett
Spanish	Amariliz Kelley	Physical Education.....	Donna Falso
Director of OperationsLaura Scherer			
Director of Business/FinanceKathy Barker			
Assistant DirectorDanielle Lineburg			
Fundraising/Missions CoordinatorDonna Falso			
Before School Site Supervisor.....Robin Breeden			
After School Site SupervisorRobin Breeden			
Wee Disciples Board.....Kelly DeRonda (Chair), Vicki Propps, Paula Wilt, Monica Lingenfelter, Brigette Irving, Heather Morrow, 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. The cost of the program is:

***Kindergarten Fee** \$ 450.00 a month for 10 months

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.



*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 Location

Class Times: Class begins promptly at 8:30 a.m., so please make your best effort to be on time. Pick-up is 3:00 p.m.

Drop-off and Pick-up: Wee Disciples will meet every morning and pick up every afternoon at Rock Spring Church in Kearneysville, WV.

Curriculum

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

Supplies Needed – Kindergarten

- Rest mat or small blanket. (Please no sleeping bags; we are limited on space)
- Book bag and lunch box.
- Extra change of clothes for those unexpected spills (please put clothes in large Ziploc baggie with name).
- Three (3) 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) packs of glue sticks (Elmers).
- Three (3) boxes of baby wipes.
- Three (3) large containers anti-bacterial wipes.

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 weedisciples.blogspot.com (embroidered.)

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 the above website.

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

Shirts/Sweatshirts/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 weedisciples.blogspot.com (embroidered.)

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 10:45. 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.

New 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, Homemade Easter Eggs, 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.

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.

Children are not permitted to run or play in any parking area or any place that is outside the Wee Disciples Christian Academy playground fence unless supervised by a parent/caregiver.

Illness Policy

Wee Disciples Christian Academy will not admit or retain in care, except with the written approval of a physician, a child whom:

- Is diagnosed as having or being a carrier of a communicable disease, such as strep throat, pink eye, chicken pox, or hand, foot and mouth disease.
- Has one of the following symptoms, or a combination of any of them:
- Fever of 100 degrees or more.
- Diarrhea (more than one abnormally loose stool in one day)
- Vomiting (one occurrence).
- Severe cough.
- Sore throat.
- Mouth sores.
- Yellow color of skin or eyes.
- Redness of eyes.

- 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.

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.

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.

Injuries

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.

A child may return to Wee Disciples Christian Academy when the symptoms have disappeared for 24 hours (including fevers) or when the child has taken an antibiotic for 24 hours or longer. 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.

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. A menu will be provided to all parents for breakfast and Before and After School food.

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 and Kindergarten 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 judgment 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.

2015 – 2016 Kindergarten Calendar

- August 19 (Wednesday).....1/2 day of school
- September 7 (Monday) Holiday – Labor Day
- November 11 (Wednesday) Holiday – Veteran’s Day
- November 23 – 27 Thanksgiving Holiday (Monday – Friday)
- December 21 – January 1 Christmas Holiday
- January 4 (Monday)..... Return to School
- January 18 (Monday)..... Holiday – Martin Luther King Birthday
- February 12 (Friday)..... No School
- February 15 (Monday)..... No School
- March 28 – April 1 Spring Break (Monday – Friday)
- May 27 (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 2015 - 2016 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, First or Second grade and I understand the iPads will be used in small groups or independently under the direction of a teacher.

_____ My child is in the Wee Tots or Preschool program and I understand the iPads will be used only under the direct supervision of a teacher.

Parent name _____
 (printed) _____ Date _____

Parent signature _____

Child's class _____

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