



WARRENSBURG CHRISTIAN SCHOOL

Parent/Student Handbook

Home of the Lions



WARRENSBURG CHRISTIAN SCHOOL

OUR VISION

Warrensburg Christian School seeks to provide each child with quality care, as well as an opportunity to learn and grow in a positive, nurturing, Christ-centered environment that promotes optimal, individualized academic and spiritual development. It is our desire to inspire students to lead a life that honors and reflects God and Family.

OUR STORY

The Warrensburg Christian School(WCS) formerly known as ECOC/CCCS was started in 2008 in a modular trailer in the back parking lot with 13 children and 5 teachers. Within the first year, WCS grew to 50 children when rooms were added in the Parish house. In 2010, we added a new building that held 80 children birth-5 years. We then expanded to our second location in 2012 which started our private school and before and after school care. In 2013 we tore down the Parish and built another 4000 square foot building that attached to our current school. This added another 60 children and an indoor play area. In 2015, we became our own 501C3 non-profit business under the name "Christ Church Christian School" today know as Warrensburg Christian School.

With this change, we also became license exempt. We operate under licensing guidelines and are governed by a Board of Directors. We also purchased our first property at 610 E. Young Street. This added 150 children that included PreK, K-5th grade private school and before and after school care. We also closed the location on Mitchell that was the original start of the private school. With both locations, we were up to 300 children birth-5th grade and 65 staff. We then added on to our location on E. Young Street in the Fall of 2019 which joined the 2 buildings together and gave us 4 new classrooms, multi-purpose room, new kitchen and administrative offices.

We now have a Christ-centered Childcare and Elementary School for birth through 8th grade with almost 400 children and 75 staff. We are so excited and very thankful for our continuous growth over the years.

God has surely blessed us!

Thank you for being a part of the WCS family.

Welcome to Warrensburg Christian School

We are very pleased you have chosen WCS for your child's preschool education. We hope to make your experience educational, fun, and memorable for your child.

Please read through the Parent Handbook carefully. We want you to be well informed of our policies and procedures at WCS. If, at any time, you have questions or concerns about your child, please bring it to our attention immediately. We want your family to feel comfortable at WCS. We want to encourage open lines of communication so that your needs are being satisfied.

If there is anything that you feel is not covered in the handbook, please let us know.

Hours of Operation

WCS is open from 6:30 a.m. to 5:30 p.m. (Gay St.) or 5:45 p.m. (Young St.), Monday through Friday. We are closed the following days of the year: **New Year's Eve, New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day & the day after Thanksgiving, Christmas Eve, and Christmas Day.**

Tuition

Tuition is due every **Monday** for that week. There is a tuition box located by the front office for payment. We accept payment in cash, check, credit card or automatic withdrawal from a bank account. If you would like automatic payments, please fill out the form in the enrollment packet or online at our website www.wcswarrensburg.com under Admission&Tuition. You can also go to <http://www.ezcaresoftware.com/parentportal> to enroll in your account. There is an additional 1% convenience fee added to debit card and checking transactions and a 3% convenience fee added to credit card transactions. The tuition rate for your child will drop during their birthday week as appropriate for their age.

Tuition rates are as follows:(updated January 2022)

- Birth- 2 Years: \$210/week
- Two Years \$180/week
- Three Years and Up \$165/week
- Part-Time 2 Days Week \$95/week
- Part-Time 3 Days Week (Birth-2) \$130/week
- Part-Time 3 Days Week (2 & Up) \$125/week

There is a \$10.00 per week per family, "sibling discount" given to families who have children enrolled in our program full time. There is a one-time Enrollment Fee of \$50.00.

Weekly tuition payments are due on Mondays. If we do not receive payment by Monday evening, late fees will be assessed. You will be charged \$5 a day (Including Saturdays and Sundays) until payment is received. If payment is still not made by the following Monday, the daily fee will double to \$10 a day.

After two weeks, if tuition is still not paid, your child may be dismissed from the program.

Late Pick-up Fees

After closing times of 5:30 or 5:45 p.m. if you have not picked up your child, your account will be charged \$1.00 per minute until your child is picked up.

Returned Check Fee

If a check is returned there will be a charge of \$25 on your account. Also, payment must be made (the day the check is returned) in cash. You will be notified the day the check is returned. If payment is not received that day, your child may not attend school the next day or until payment is received.

Enrollment Fee & Hold Fee

There is a \$50.00 enrollment fee per family. Once you have completed an application form and paid the fee, your child will be enrolled at that time for the next available opening. If you temporarily disenroll during the summer there is a \$100 per month Hold Fee. Enrollment fees are non-refundable.

Vacation

Tuition is required whether the child is present at school not. The only exception is: once your child is enrolled full-time at WCS, you will receive 10 days free 'vacation time' that you may use for vacation, holidays, or illness. This will be given at the beginning of the calendar year. For example, if you enroll in May you will receive free vacation days upon January 1 the following calendar year. Please notify us when you plan to use these days so you are not billed. Your free vacation days will renew every year on January 1st. Families that use their vacation time other than absences, will need to have their days approved by the director.

Snow Days and Holidays

If Warrensburg School District and UCM close due to inclement weather, WCS will also be closed. Preschool and School-Age Care will attempt to open the next business day after the snow day even if the School Districts stay closed, (ex. after roads have been cleared and it is safe for WCS staff to travel.) You will be notified of this through the Facebook pages and Remind.

Please be aware that tuition is still charged for days the facility needs to close due to severe weather. For this reason, WCS will not be able to let part-time families switch out days.

WCS will be closed on the following holidays: ***New Years Eve, New Years Day, Christmas Eve, Christmas Day, Thanksgiving Day, Friday after Thanksgiving, Memorial Day, Labor Day, Independence Day, and Good Friday.***
(If the Holiday falls on a weekend, WCS will observe on the Monday.)

Attendance

We ask that all children arrive, ready for school by 8:30. We understand certain circumstances may arise and this is not always possible. If your child will be absent or arriving late (after 8:30), we ask that you call and notify us. This is for our lunch count that is taken in the morning and for optimum learning.

Drop off/ Pick up

Please exit children, from their vehicles, on the curb side. We are on a busy street and don't want anything to happen to our precious little ones. Parents need to walk children down to their classrooms and acknowledge with the teacher that they have arrived or are leaving.

Security

Doors will be locked at all times. To enter the building you must have the security code that will be given to you at time of enrollment. Also if anyone is picking up your child that we do not know or recognize we will check their ID's.

Immunization and Health/ Safety

All students are required by law to show current immunization and check-up records at the time of admission to WCS. Forms will be provided at the time of enrollment. A copy of these records shall be kept on file at all times. It is your responsibility that when your child receives their immunizations to provide us with an updated copy to put in their file. If at any time your child's immunization record is not up to date, your child will not be able to attend WCS until they are current. If for any reason you are unable to update your child's immunization records you will need to provide a note from your pediatrician saying that their immunizations are in progress and we will keep this on file until they are current. Please note that if you would like to remain exempt from immunization we will need an exemption card in their file. We are required by state law to always have a current immunization records on all children in our facility.

Sickness Policy

Students suffering from a communicable illness should remain at home. Please do not bring your child to school if they are displaying sickness or has a fever. These limits are designed to help sick children recover and to avoid the spread of disease.

When your child gets sick at WCS, the following measures will be taken

- Take the child's temperature and report all the symptoms to the person in charge
- Contact the parent and determine an appropriate course of action
- Separate the child from the other children. When asked to pick up your child from the school due to illness, we expect you to arrive at the school within 60 minutes.
- Parents will sign an Illness Form verifying the child's symptoms and acknowledge amount of time the child must remain home until 24 hours free of illness

Symptoms that may require parent contact are:

- Tears, redness of eye or eyelid lining or irritation followed by swelling or discharge of pus.
- Unusual spots or rashes
- Infected skin patch
- Fever of 100.5 degrees Fahrenheit under the arm, with Welch Allyn Sure Temp Dr. Grade thermometer
- Unusual urine or stool color
- Vomiting 1-2 times or diarrhea 2 or more times
- Ear tugging or drainage (ear infections)

The director will exclude a child from school when a child:

- Has a reportable illness or condition that is contagious. (Parents must inform us within 24 hours if their child has a contagious disease)
- Has contagious conjunctivitis, redness of eye or eyelid lining or irritation followed by swelling or discharge of pus draining from the eye (pink eye)

Please note: If your child is showing any signs of pink eye whether it be allergy related or not they may be sent home and will need a doctors note stating they are able to return to school.

- Has a bacterial infection (including strep throat, ear infections, bronchitis, etc...) and has not completed 24 hours of antibiotic
- Has unexplained lethargy and is unable to participate in all regular activities of the day.
- Has an undiagnosed rash or rash attributable to a contagious illness or condition.
- Requires more care than the teacher can provide without compromising the health and safety of the other children in care.

Non-contagious illnesses (ie teething, ear infections) can cause child fever, however a child may not be at school if they are clearly not feeling well and who have a fever. They can return to school once they are fever free without medicine or on an antibiotic for at least 24 hours.

Our **state issued** policy is that your child is to be fever (without medication), vomit and diarrhea free for at least 24 hours before they are able to return to come back to school. An illness form will be sent home with the sick child reminding about the policies.

Medication

All medication brought into the facility needs to be given to the director or person in charge and a medication form must be filled out. Medicine must be in it’s original container.

Antibiotics-If we are to administer any type of antibiotic to your child, then the child needs to be on the antibiotic for at least 24 hours and fever free before returning to school.

Over The Counter-Any type of over the counter medication with a fever reducer will not be given to any child unless brought in with a current prescription from a physician. This includes pain relievers for teething, ear infection, etc...

Teething

Teething is something that happens to all children at various ages. Sometimes a low grade fever (100 degrees) may accompany this along with loose stool, however if your child has a fever of 100.5 degrees F or higher or diarrhea they will be sent home and need to remain home until they are fever (without fever reducer medicine) and diarrhea free unless you provide a doctors note stating that it is teething related.

Virus	Bacteria
Virus causes disease such as the common cold, many sinus infections, acute bronchitis and most sore throats. The body fights against viral infections by producing a fever or inflammations	Bacteria cause infections such as strep throat by invading the body’s cells. The body fights against bacteria by producing a fever or inflammation. Symptoms of bacterial infections are similar to those caused by viral infections.
Antibiotics will not help a viral infection or stop the spread of a viral infection to others. Taking antibiotics for viral infections can increase the chance of an antibiotic-resistant infection later.	Bacterial infections usually need to be treated with an antibiotic-medications that kill bacteria.

Viral/Bacterial

Do you ever wonder what is causing your child’s illness? It could be a virus or a bacteria.... And the differences are important.

Sometimes a doctor may say your child has a viral illness, however, viral illnesses are just as contagious as bacterial ones.

We still have to implement our **state issued** policy which is that your child is to be fever (without medication), vomit and diarrhea free for at least 24 hours before they are able to return back to school.

Injury/Accident

If your child is injured at WCS, staff will provide initial emergency care. For more serious injuries, staff will initiate emergency first aid as required by the condition and call for help. Staff will record all injuries with an accident report. Parents will receive a copy of the accident report and one will go into the child's file.

When a child requires medical attention, staff will notify the director for assistance. Next, parents will be notified of the situation. If you cannot be reached, a decision will be made by the director as to whether to proceed to the emergency room via ambulance or staff car. We will continue to contact someone in the family for notification.

WCS Staff

All staff meets or exceeds the following:

- The teacher/ child ratio established by the Missouri Child Care Licensing Regulations
- Physical exam requirements
- Child abuse and neglect screening
- Criminal Background check requirements
- CPR/ First Aid certification, Sleep Safe Training, Food Safety and Trainings in areas of Child Development, Classroom Management, and Discipline
- Observations done by Director & Yearly Performance Evaluations by Director

Educational Program

Each classroom's program will vary due to different age levels. All activities and lessons are age appropriate and geared to assist development at all stages of a child's life. Below is a brief description of the program goals and structure.

Preschool Program (ages 1-2)

Children will learn basic preschool skills through various teaching techniques. This includes, story time, circle time, crafts, music and movement, and preschool games.

Preschool Program (ages 3-5): ELLC Curriculum

The Emerging Language and Literacy Curriculum is a theme-based curriculum developed for ages 3-5 years old. It is a comprehensive curriculum covering physical/ motor, cognitive/ academic, language/ literacy and social/emotional growth and development. The students will engage in hands-on learning experiences through centers, small groups and whole group activities, one-on-one correspondence, and group discussions (circle time). The ELLC Curriculum is one of the three state approved preschool programs for Kindergarten readiness.

Lesson Plans:

Each classroom has a monthly lesson plan, which is posted near the entrance of the classroom for parents to view. You will also receive your own paper copy. Lesson plans will include a 5-day schedule around monthly themes and will consist of special activities, crafts and circle time, small group skills, learning centers and theme-related literature.

Since we are so busy with learning centers, we ask that you not allow your child to bring in toys other than the appointed Show and Tell Day. The toys become a distraction and take away from the learning time.

Bible Curriculum

All ages of children will have the opportunity to learn about Jesus and his Love for them through daily Bible stories, songs, activities and prayers. The Preschool Program (ages 3-5) also incorporates Bible activities into its own learning center that is included in daily work. We also have Chapel times for the 3-5 year old children, every other week.

Monthly Newsletters and Calendars

At the end of each month, WCS will release a newsletter for the following month, which will inform parents of the upcoming themes, activities, and fieldtrips. It may also include any WCS announcements, new policies, etc. This is primarily to keep parents informed of upcoming events and involved in their child's development.

Birthdays and Holiday Parties

If it's your child's Birthday, you are welcome to bring birthday treats for your child's class. We encourage parents to come celebrate with their child and his/her friends. Our staff keeps track of upcoming birthdays. Please let your child's teacher know if you plan to bring treats for your child's birthday. Holiday parties will be teachers requesting money or food donations to assist with celebrating the holiday.

Screen Time

Videos are used sparingly in the classroom. Staff consults with the director about the suitability of any videos. We allow each classroom a "Movie Day" once a month as a special event. All other times, videos are used for educational purposes only.

Outdoor/Indoor Play

Children play outdoors for a minimum of 1 hour each day unless prevented by weather conditions or special medical reasons. Weather conditions where the heat index is at a dangerous level or the wind chill is below freezing would prohibit children from outdoor play. If weather doesn't allow us to go outside, the student will still get to have their recess times in the indoor play area.

Nap and Rest Time

Nap and rest time begins at approximately 12:00 p.m. and ends at approximately 2:30p.m. WCS provides cots and clean sheets for children to rest on. Parents are required to provide a child size pillow and blanket for their child. Parents may also bring a naptime stuffed animal for their child. Children who are quiet and do not fall asleep after 30 minutes may be allowed to engage in a quiet activity (reading a book or coloring) until nap time is over. If you have any questions or concerns about nap/rest time please speak with the director.

Parents As Teachers

Parents As Teachers from the Warrensburg School District comes to our preschool in the fall to do developmentally age-appropriate screenings with children Birth-36 months in their classrooms. This is a

good way to know if your child is on target developmentally and will identify any concerns with parents in a private conference that they will set up. We also have therapists that come in to our facility to work with children if deemed necessary.

Parent-Teacher Conferences

WCS holds parent-teacher conferences annually. Parents will be notified in the monthly newsletter when it is time for conferences. Staff will schedule times for parents to come and discuss issues such as progress or behavior. Parents are encouraged to voice opinions, suggestions and other comments relating to their child's development. All conferences will be scheduled in the spring during regular business hours and will be scheduled the week before.

Observers

There may be times when our students might be observed by WHS/UCM students for educational purposes as this is requirements for class.

Potty Training

We do offer potty training only after parents have had success with it at home. Most times it begins while your child is in one of the two year old rooms. However, children cannot transition into a 3 year old room until they are potty trained.

Please see Potty Training Policy for more info.

Clothing

All children need to have at least one change of clothes, two, if potty training, in their cubby at all times. Parents need to make sure that the extra clothes are weather and size appropriate. Children need to be dressed for play and free from worry about ruining good clothes. Children tend to get dirty from outside play. If a child would need to be changed from a potty accident or spill and there are no extra clothes for them, they may be sent home or parent will be called to bring clothes immediately.

Meals and Snacks

We offer nutritionally balanced meals and snacks (breakfast, morning snack, lunch, and afternoon snack). Food is prepared by our experienced cook and is served in the child's classroom by staff. All meals and snacks meet the state licensing regulations. If you would like a copy of our menu please let your child's teacher or the director know.

· Please let us know of any physician documented food allergies your child might have, but then you will be responsible to provide other food for your child. These allergies will be noted in the classroom and in the kitchen.

Discipline

Guiding the behavior, fostering good human relationships and building healthy personalities are important tasks for children to become self-regulated. This can be accomplished by talking through situations with children and setting up necessary limits so unacceptable behavior patterns do not develop. Children are responsible for their own behavior. Care givers provide support for children as they move toward self discipline.

Children are encouraged to verbalize and negotiate with each other, using words to settle disputes. Sometimes a child will need to move to a "safe spot" until he/she gains self control. Younger children are encouraged to use conflict resolution techniques. We NEVER use corporal punishment, such as hitting a child, as a means of discipline.

Forms of discipline used:

- Redirection
- F.L.I.P.
- Time in “safe spot”
- Loss of classroom privileges and/or classroom activities (ex. field trips, pizza day, class parties)
- Special discipline system in child’s room
- Individual behavior report to monitor when problem behaviors are taking place and to help teachers and parents find ways to encourage positive behavior.

If the teacher has used the discipline techniques and the child is still a disruption to the classroom he/she will be removed from the classroom and placed in the director’s (or person in charge’s) care. If the child’s behavior has caused harm to another child or teacher, it must be documented on an incident report. It is then up to the director on whether that child is able to stay at school or be dismissed from school for the day.

Policy on Biting

Biting is a natural developmental stage that many children go through. Children bite for different reasons at different stages. For infants, developmental theorists suggest that biting is a form of exploration—infants use their mouths to explore. For toddlers, biting is a form of communication (i.e., to communicate frustration). They do not have the language to control the situation or their communication is not understood. For a preschooler, it may be for attention, defense strategy, or out of extreme frustration or anger. Whatever the stage, the safety of the children is our primary concern. The school’s biting policy addresses the actions the staff will take if a biting incident

Procedures to Prevent a Bite

- Classrooms will always maintain teacher/child ratios
- Classrooms will only have number of children that room allows.
- Classrooms will have enough toys for number of children in room
- Once a teacher identifies a child who is biting consistently, the teacher shadow (or watch the child closely) to hopefully, intercede a bite.
- If a child is a biter, the child will be limited to children in their space.
- Provide appropriate teeth toys for the child

Once a Bite Occurs

- The biting will be interrupted with a firm “No... we don’t bite
- Teachers will always remain calm and not overreact.
- The bitten child will be comforted
- Teachers will remove the biter from the situation and place them in a safe place.
- The biter will be given something that is satisfying (i.e. teether, bottle, paci)
- The wound of the bitten child will be cleaned and assessed.
- An incident report for both the victim and the biter will be filled out, copied, and given to the parent to be signed that day.
- Parent of either child may be called in extreme cases.
- Confidentiality of all children involved will be maintained.

Extreme Biting Cases

According to experts, biting can last anywhere from a few days to a few weeks. If we have followed all of our procedures, and biting occurs consistently for more than 2 weeks, the child may be dismissed from the program for a determined amount of time

- Extreme cases will be determined, observed, and evaluated by the director after biting is on-going for more than 3 days.
- At the end of the first week, the director will meet with the parents of the biter to determine a plan of action for the school and for home.
- After one week of implementing the “plan of action” and biting still continues, the child will be dismissed from the program.
- Remember the safety of all the children is always our number one priority.

If you are concerned about your child’s biting and would like additional information, please ask the director for materials that you can take home and read.

Transportation

At times children will go on stroller rides, walking field trips, or ride in the WCS van for field trips and to and from Warrensburg Public schools. During these walks or rides we will follow these safety guidelines:

- Children will be buckled at all times while in stroller or van.
- Only children 2 and above would go on walking trips. There is always 2 or more staff that go with them. School age children will walk two by two or hold hands.
- Children will use a walking rope or hold hands.
- Only children who have turned 4, (unless you have signed a waiver) would be allowed to ride in the van in booster seats with a chauffeur licensed staff /driver and parents will know ahead of time when this occurs. School-age children who qualify will ride in the vans for transportation to and from public school.

Transitioning to the Next Classroom

When a child moves to the next age classroom there is a transitioning process that we use that helps the child become comfortable in the new room with new teachers. When this is going to happen, parents will be notified via a Transition Info sheet

*Please note that the tuition rate will change the week of your child’s birthday, if applicable.

Press Release Agreement

There may be times that WCS will be in the local paper. We also promote the program on the internet, by using our website, which is www.WCSwarrensburg.com and facebook.

We invite you to promote our school by leaving a Happy Review on our website or Warrensburg Christian School facebook page. If you let us know that you have left a review or shared the page, you will receive a \$10 credit.

By signing and acknowledging the parent handbook, you give WCS permission to use photos of your child for promotional purposes and community articles.

Facebook

Find and like us on Facebook at www.facebook.com/WCS2019 and join your child's private classroom page by requesting WCS (Their Animal Name) Room.

Remind

We use an app called Remind, to make important notifications to our families. Please ask your child's teacher or a director about how to set this up so you do not miss out on any important announcements or closures.

*where CHRIST
is the center
of your child's education*