



West Point Christian Preschool

A great place to play, learn and grow together

Student & Parent Handbook

184 Hartfield Road

Hattiesburg, MS 39402

www.thewestpointchurch.org

westpointchristianpreschool.org

Facebook: West Point Christian Preschool

Instagram: WPCP2011

Phone: 601-271-2585/Fax: 601-271-7855

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West Point Christian Preschool Parent & Student Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the **West Point Christian Preschool Student & Parent Handbook**, and I have reviewed the handbook with a member of the **West Point Christian Preschool** staff. It is my responsibility to understand and familiarize myself the Student & Parent Handbook and to ask center management for clarification of any policy, procedure or information contained in the **West Point Christian Preschool Student & Parent Handbook** that I do not understand.

Parent's Signature

Marneshia S. Cathey, Director

Center Staff Signature

Date

Date

WELCOME!

“And Jesus said, ‘Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. I tell you the truth, anyone who will not receive the kingdom of God like a little child will never enter it.’ And he took the children in his arms, put his hands on them and blessed them.” Mark 10:14-16

West Point Christian Preschool is the licensed weekday preschool of West Point Baptist Church, serving **ALL** families, non-members and members of West Point Church, with children from eight weeks to five years old. At West Point Christian Preschool we strive to make every day a learning day, filled with new and wonderful experiences to help young learners find what interests and inspires them. Our year-round program runs Monday through Friday from 7:00am-6:00pm. We also provide early drop off at 6:30 am to meet our parent's needs. There is an additional cost of \$10 per week for early drop-off.

It is our joy and pleasure to help families find just the right early education setting for their children and we're sure it's here with us, in a safe and comfortable place where learning is full of fun.

We created this handbook as a communication channel between home and school. Our handbook will be updated periodically to keep current and prospective families informed of our services and any new programs that will be offered in the future. The services and programs that we provide are unique in the way that they are taught in our preschool in a caring and child-friendly environment.

Although the handbook is designed to be a helpful guide, please direct questions about daily activities or your child's behavior to your child's teachers. Please feel free to contact us at any time with questions or comments.

Thank you for entrusting your child to us. We're looking forward to a great year.

Marcus Cathey, Senior Pastor/Founder
Marneshia Cathey, Preschool Executive Director

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Email: wpcp@thewpchurch.org

Facebook Page: West Point Christian

PreschoolInstagram: WPCP2011

OUR MISSION AND ABOUT US

WEST POINT CHURCH MISSION STATEMENT

West Point Church exists to impact our community with the love of Christ in a culturally relevant manner in order to make more and better disciples.

ABOUT US

[West Point Baptist Church](#) is located in the heart of Hattiesburg, Mississippi, with easy access to all points south—New Orleans, Mobile, Jackson, Birmingham as well as the Mississippi Gulf Coast. In 1998, a group of 10 people gathered for a weekday Bible Study which exponentially grew into a congregation of approximately 2,000 members.

[West Point Christian Preschool](#) not only grew out of a need to meet the growing demand for quality childcare at an affordable price but also to help further the mission of West Point Church.

Our Mission (Why we exist?)

West Point Christian Preschool (WPCP) was created to help further **the mission** of West Point Church *(to impact our community with the love of Christ in a culturally relevant manner in order to make more and better disciples)* by providing quality childcare at affordable rates helping to meet the childcare needs of diverse families within the Hattiesburg and surrounding areas with the support of West Point Baptist Church. We provide a wide range of age-appropriate learning opportunities to meet the developmental, social/emotional and cognitive needs of our students.

Our vision (What we will accomplish)

To create relevant environments to foster a lifelong love of learning in each student.

Our Strategy (How we plan to accomplish the vision)

- Create positive learning experiences & environments through love and respect of each child and their family.
- Offer quality academic instruction which integrates faith and learning through hands-on activities in the curriculum area of language arts, math, science, dramatic play and music/movement.
- Value parental involvement.
- Recognize the way children learn is through watching, hearing and modeling; therefore, be aware of the role we play in the development of our children.

Our Goal (What we want each child to receive)

Emotional

- Become independent and learn to be in control of their emotions
- Able to express and deal with their emotions
- Learn how others express and deal with their emotions
- Develop empathy with others

Social

- Be able to interact with their caregiver and others regardless of the differences
- Be able to respect others and the property of others
- Be able to function well in group settings
- Be able to develop meaningful friendships

Physical

- Develop large and fine motor skills
- Learn the importance of good nutrition
- Develop healthy habits

Intellectual

- Develop a lifelong love of learning
- Learn observation and discussion skills
- Develop a love for reading
- Build natural curiosity
- Develop the foundation to advance in the primary grades

History

West Point Christian Preschool opened in August 2011, with just 18 students and five classrooms- infants-pre-K. We have served students ages six weeks-5yrs, with full and part-time staff members in the classrooms.

NON-DISCRIMINATORY ACT

West Point Christian Preschool admits students of any sex, religion, 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 sex, religion, color, national or ethnic origin in administration of its educational policies, admission policies, and other school-administered programs. West Point Christian Preschool believes that all would benefit from an educational experience. In reality, however, due to limited financial resources we are not able to effectively provide appropriate educational programs for all students. Some students require certain educational program modifications and resources that we are not able to provide within our schools. The law recognizes this in the fact that, while public schools must make a "reasonable accommodation" to educate all students, we are called upon to make ONLY "minor adjustment. Provided that your child is otherwise qualified for admission, if the required program modification constitutes "minor adjustment" the child may be admitted, however, if more than a "minor adjustment" is needed then the child would be better served by an institution equipped to serve that particular need. ANY TIME IT BECOMES APPARENT THAT THE CHILD REQUIRES MORE THAN "MINOR ADJUSTMENTS" TO BE EFFECTIVELY SERVED, THE SCHOOL RESERVES THE RIGHT TO MAKE THIS KNOWN TO THE PARENTS ALONG WITH THE FACT THAT THE CHILD'S NEEDS COULD BE BETTER SERVED ELSEWHERE.

ADMISSION, PAYMENT POLICIES & TUITION

ENROLLMENT REQUIREMENTS

All children age eight (8) weeks through five years of age (5) are eligible for acceptance at the West Point Christian Preschool as space is available. Admission to West Point Christian Preschool is based on a rolling enrollment system. Families may enroll children at any time. A registration fee is required two weeks prior to your child's start date. A \$25 waiting list fee can be applied and your child's name added to the wait list if space is not currently available.

Age groupings are generally based on the child's age as of September 1st of each year. Groupings are flexible and a child may be moved from one group to another to meet the needs of the child and the center.

Programs

There are 5 childcare programs offered at WPCP:

<u>Classroom</u>	<u>Children Served</u>	<u>Total Children</u>
•Infant Room	8 weeks to 18 months	8 children
•Toddler Room	19 months to 24 months	12 children
•Two Year Room	25 months to 36 months	14 children
•Pre-K Three Year Room	37 months to 48 months	17 children
•Pre-K Four Year Room	49 months to 60 months	17 children

Ratios

At West Point Christian Preschool, we maintain the following staff -to-child ratios at all times in our classrooms:

<u>Age of Children</u>	<u>Minimum Ratio of Staff to Children</u>
8 weeks to 18 months	1 staff to every 4 children
19 months to 24 months	1 staff for every 7 children
25 months to 60 months	1 staff for every 9 children

All necessary forms for each student's file are required to be completed prior to the first day a child attends school. Please keep the school updated when changes occur to personal information.

Requirements for Enrollment:

- Completed Enrollment Agreement
- Completed Lunch Form
- Copy of child's immunization records (Form 121)
- Speech, Language & Hearing Screening Permission Form
- Copies of any documents (i.e child custody, visitation, allergy documentation)
- Uniform Order-see p.14
- Sign-up for preschool's social media pages

- Remind 101 by texting @wpcpparent to 81010 and for classroom Remind 101(see teacher for number)
- Like our Facebook page: West Point Christian Preschool
- Like our Instagram page: WPCP2011
- Payment of fees (ALL FEES ARE DUE JUNE 1 AND ARE NON-REFUNDABLE AND NON-TRANSFERRABLE)
 - **Enrollment Fees**
 - Registration - \$50 per child (annual fee); \$5 multiple child discount
 - Supply Fee - \$50 per child
 - Curriculum and Activity Fee - \$50 per child
 - Cot Fee - \$25 per child (one-time fee)
 - **Tuition** (*\$5 multiple child discount given to **NON-MEMBERS** of WPBC or WPCP*)
 - **Tuition for Infant Rooms**
 - Monthly - \$585
 - Bi-Weekly - \$270
 - Weekly - \$135
 - **Tuition for Toddler & Pre-K Rooms**
 - Monthly - \$520
 - Bi-Weekly - \$240
 - Weekly - \$120
 - **Tuition for Members of West Point Church (Toddler & Pre-K Rooms ONLY)**-must have completed the “Starting Point” class and have been a member for three (3) months before you are eligible for member rate (parent is responsible for communicating with management when it’s time for tuition change). No sibling discount given.
 - Monthly - \$477
 - Bi-Weekly - \$220
 - Weekly - \$110
 - **After School Tuition Rate**
 - Monthly - \$260
 - Bi-Weekly - \$120
 - Weekly - \$60
 - Additional \$5/day if child arrives before 3pm
 - **Rate to hold your child’s spot during the summer**
 - \$400 (\$200 payment due June 1st & July 1st)
 - Additional Fees
 - Credit card payments for charges other than tuition will incur a \$5 processing fee.

After a child has been enrolled for one consecutive year (without any breaks during summer unless summer break tuition is being paid), your family will be eligible to receive one vacation week credited to your account per child per year (account must be current). This vacation week

does not accrue or roll-over from year to year and will be lost if not used within the current school year. Child cannot be on campus during this tuition free week. You are responsible for payment for the remaining 51 weeks of the year regardless of if your child is in attendance. You will communicate with the director in writing two weeks in advance about your tuition free vacation week. Your account must be current with no past due balance to use your tuition free week.

Our preschool accepts Childcare Certificates from the Department of Human Services, is part of the military assistance program (NACCRRA) and the Federal Aviation Administration Child Care Subsidy Program (FAA).

TUITION/REGISTRATION and ADDITIONAL FEES

Each child's tuition is an ongoing fee, which may be separated into weekly payments for cash/credit card/money order ONLY and bi-weekly or monthly payments for drafts, cash/credit card/money order. Payments will be drafted on the first Monday of the month for monthly payments and every other Monday for bi-weekly payments (see Tuition Payment Schedule for specific dates). Please note there is a processing time of 3-5 business days before you may see your tuition payment drafted from your account. If tuition payment due date falls on a day when the school offices are closed then your account will be drafted on the last business day prior to closing (i.e. Christmas holidays). Tuition payments received in the office between the hours of 6:30am-9:00am and 4:00pm-6:00pm. must be placed in the tuition drop box along with a completed envelop. Receipts and change will be given the next business day. Late payments can pose serious problems for our program. Therefore we have put procedures in place to reduce their impact. Any payment not received on the Tuition Payment Schedule day (including payment arrangements), a late fee of \$25.00 will be added to your tuition. If your account has not been paid in full within five (5) business days, an additional \$25 late fee will be added to your account, but it could result in your child being discharged from our program. There is an administrative processing fee of \$40 for any payment returned by bank or debit/credit card account.

When any portion of an account is past due, the school will send a letter or email and/or make a telephone call to the responsible party requesting payment of all past due sums owed to the school by such responsible party. If, such payment has not been received by the school, within one day after responsible party has been notified, all children of such party will not be allowed in class and continuing until such payment has been received.

1. No student will be permitted to participate in the graduation program/activities or end of the year program, if their account has not been paid in full.
2. All tuition accounts must be current before a child can register for the following school year.

NOTE: Tuition is required if your child attends the school or does not attend, as long as the child is enrolled. There are no refunds, make up days or credits for days missed. Please note: Students enrolled any portion of the week will be charged for the entire week's tuition.

SCHOOL CLOSINGS

No credit on tuition is given for scheduled holidays, school closing due to inclement weather, flood, fire, lost of electricity, water or other vital services.

WITHDRAWAL FROM SCHOOL

If any student withdraws from WPCP, the parent is financially responsible and obligated to pay the full two weeks or month's tuition per the tuition fee agreement contract. Parents wanting to withdraw a student from WPCP must notify the Director a minimum of two weeks prior to withdrawing the child. This allows us the time to enroll a student. Parents who do not give two weeks notice prior to withdrawing their child will forfeit their preference privilege for the next calendar school year. No school records will be released for any student where there is a balance owed on the student's account. WPCP reserved the right to terminate a child's enrollment effective immediately, if any of the following occur:

- In judgment of the preschool's director, the child's behavior threatens the physical or mental health of other children or staff
- Tuition is not paid within five days after payment is due
- Late fees are not paid within 24 hours after due
- If parent does not adhere to the policies outline in the handbook
- If the parent fails to promptly respond to the preschool's request to pick up the child or attend to the needs of the child (i.e. change of clothing, child is sick and need doctor's excuse to return)
- If the child has been absent from school for two weeks or more with no communication from the parent
 - **SUMMER BREAK** - Rate to hold your child's spot during the summer is
 - \$400 (\$200 payment due June 1st & July 1st)

ANNUAL FUND RAISER

West Point Christian Preschool is endeavoring to keep low tuition rates for the benefit of each parent. For this reason, we operate an annual fund raising program and anticipate each child's and/or parents' participation in helping us raise the additional funds needed for the designated school projects. The school receives no federal assistance neither is it endowed nor supported by any other organization. **All parents are expected to participate in the annual fundraiser.**

DAYS AND HOURS of OPERATION & STUDENT ARRIVAL AND DEPARTURE

Hours of Operation

West Point Christian Preschool is licensed by the Mississippi State Department of Health. WPCP operates from 7:00 am to 6:00 pm Monday through Friday with early drop-off available starting at 6:30 am for an additional \$10/wk. Tuition for Infant Rooms is \$135 per week; Tuition for all other rooms are as follows: West Point Church Non-Member (\$120/wk); West Point Church Member (\$110/wk). To adequately schedule staff for early drop-off, parents **MUST** sign-up the week prior to their need for early drop-off. Only students who have signed-up for early drop-off will be permitted to enter the preschool prior to 7am. The early drop-off fee is due on the first day of service.

- In case of emergencies or required delays, parents should call the school at 601-271-2585. ****Phone calls to notify of late pick up will not exempt a late fee charge.**
- Starting at 6:01-there will be a \$15 LATE FEE PER CHILD and \$1 for every minute thereafter.
- ONLY children with an appointment will be allowed to enter the school after 11:00am. You must provide a doctor's excuse or verification of your appointment. **ALL STUDENTS SHOULD BE ON CAMPUS BY 9AM IF NOT ATTENDING A DOCTOR'S APPOINTMENT.**
- Parents are expected to accompany their children and sign them in and walk them to their classroom or cafeteria
- We close at 6:00 PM. Please allow enough time to arrive, sign your child out, and leave by closing time.

If a child is not picked-up from school by 6:30 p.m. and after the office has exhausted all efforts to contact an authorized person to pick up the child (ren), state law requires that the Department of Human Services be notified and the child will be taken to the nearest Sheriff's Office.

SIGNING IN and OUT

As per Health Department Regulations, all students must be SIGNED IN AND OUT DAILY. When signing students in and out of school, you must print your full name legibly - initials are not acceptable. You will enter the preschool area through the office doors. **Your child should arrive to school by 9:00am unless accompanied with a doctor's excuse or permission from the preschool director.** Arriving after the 9:00 am drop-off time disrupts the classroom and the child's routine so please remember this when scheduling appointments. We ask you to please refrain from picking up your child during nap times, usually between 11:00-2:00pm. This disrupts rest time for the entire class. You are welcomed to volunteer in your child's classroom or other areas of the preschool, you should communicate with your child's teacher about where assistance is needed and the best times to volunteer. **To maintain our school schedule and limit disruptions to our**

normal daily activities parental access shall be limited to 15 minutes unless you are scheduled to volunteer in your child's classroom.

PARKING

Keep the driveway clear in order that traffic may flow uninhibited. When coming to drop-off or pick up children, please enter the campus driveway that's closest to the electronic sign and drive to the back of the building parking on the side closest to the grass. Traffic flows from East to West.

DISMISSING YOUR CHILD

Your child will be sent home ONLY with persons known by the staff to be authorized and listed on the Enrollment Application, unless you give us your WRITTEN permission for someone else to pick up your child. Please inform the office in writing if the names on the authorization list or the contact telephone numbers should change throughout the year. Authorized person must submit a copy of their driver's license.

RESTRICTION ON CHILD PICK UP

If parents are divorced or separated and one parent is not allowed to see or pick up the child, we must have on file in the office a certified copy of the court order of Final Judgment.

DISMISSALS FROM SCHOOL

A child is not permitted to leave the school for any reason without being properly checked out. The process for checking out is for the child's protection. If you desire that your child be dismissed from school for any part of a day, please notify the office and your child's teacher in the morning and reason for the checking out.

VISITORS

Children who are not enrolled in the school may not visit unless they are accompanied by an adult. ALL VISITORS must report to the office upon entering the building and sign-in in the Visitor's Log. There is an open door policy for all family members-mom, dad, grandparents, aunts, uncles and siblings.

CELL PHONE USAGE

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the center.

INCLEMENT WEATHER

West Point Christian Preschool will cooperate with Lamar County Emergency Management Agency regarding closings due to inclement weather. Check local radio and television stations for school closings or we will notify you via text message (REMIND 101), telephone or email. In case of a tornado alert, our 1st priority and concern is for our children and our staff. If WPCP closes due to inclement weather children must be picked up by the specified time given by the director.

EMERGENCY RELOCATION

In case West Point Christian Preschool has to evacuate its students, your child(ren) will be at one of the following locations:

1. West Point Church Student Building located on campus
2. After School Academics and Arts Program (Oak Grove) · 10 Hunter Lane · Hattiesburg 39402
601-447-7386
3. After School Academics and Arts Program (Main) · 106 N. 38th Avenue · Hattiesburg 39402
601-447-7386

GENERAL INFORMATION

INSURANCE (secondary)

West Point Christian Preschool provides secondary liability insurance for the protection of the staff and students while at school or on a school-sponsored field trip or activity

CHANGE OF ADDRESS

Please promptly notify the office of any change in home/business addresses or home/business telephone numbers, mobile numbers, email addresses or names of persons who may pick up your child from school.

HOLIDAYS & SCHOOL CLOSING

West Point Christian Preschool will be closed on the following dates. These dates are subject to change and any changes will be communicated with the parent via email, text message, Facebook, & newsletter. For specific dates refer to our posted school closing schedule.

September- Labor Day	Closed
November- Thanksgiving & Day After	Closed
December- Christmas Eve & Christmas Day	Closed
December- New Year's Eve	Early Release Day @ 2:00pm
January-New Year's Day	Closed
January- MLK Day	Closed
March- Spring Break	Closed
Good Friday	Closed
May- End of the Year Program	Early Release Day @ 2:00pm
May- Memorial Day	Closed
July- 4 th of July	Closed
August Staff Development	Closed

UNIFORM POLICY

It is school policy that uniforms are worn by our preschool students in Pre-K 3 & 4 yr old classes. Each child should keep a full change of clothes in his/her cubby. These items should be changed out as the weather changes. Please make sure that all items are labeled with the child's name.

- 3-4 yr old classes may order uniforms through Frenchtoast.com or purchase uniform pieces from a local retailers. WPCP School's Frenchtoast.com Code is QS5RVXZ.
 - During monthly chapel 3-4 yr old students will wear the following – girls (jumper w/blouse and cross-tie; boys (blazer with button down shirt and tie)
 - Additional Uniform Requirements (soft bottom shoes with **NO shoe strings**)

These items are prohibited:

- hair beads
- necklaces
- dangling earrings
- shoe strings, hard bottom shoes, jelly bean/crocs shoes (Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities).

The school director reserves the right to initiate policies on new fads and changes in style during the school year. Beads, barrettes and other small hair accessories smaller than the box below are not permitted due to these accessories being choking hazards.

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits. The staff will not be held responsible for lost or damaged clothing, book bags or hair accessories. Please use thoughtfulness when dressing your child for school.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

TOYS AND PERSONAL BELONGINGS

Toys are to be brought only on show and tell days or unless otherwise requested by the teacher. The children's personal belongings will be kept in a cubby with the child's name clearly marked so you and teachers will be able to easily identify the child's cubby. **Please label all of your child's belongings. We are not responsible for lost or stolen items.**

MEALS

All infant bottles must be prepared and labeled (with child's name and date) prior to bringing the child to the school. WPCP serves breakfast, lunch and two afternoon snacks daily. All snacks will be provided by the school. If your child has food and/or beverage allergies you must provide a doctor's note to the director for substitutions to be brought from home. All outside vender foods are prohibited, only exception is for special events such as, birthday parties and holiday events.

TOILET TRAINING

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns. Please talk with your child's teacher about a "Potty Training Agreement."

Your child must meet certain criteria before we will consider her/him ready for toilet training. Once training has started you must provide the following:

- Two complete change of clothes including socks and shoes
- Pull-ups or panties & wipes (We require a package of pull-ups & wipes to be left for your child)
- All children that have not established bladder control, must wear pull-ups during nap time

If clothes are soiled, all items will be sent home in a sealed plastic bag and a new set of clean clothes should be sent back the next day. DHS prohibits the washing/cleaning of soiled clothing.

DIAPERS / PULL-UPS & WIPES

WPCP requires that families leave a package of diapers/pull-ups and wipes in your child's cubby at all times. Please label your child's diapering supplies with his/her name. We will notify you when your child's supply is running low. If it becomes necessary for WPCP to supply diapers/pull-ups and wipes, the following fees will be added to the following week's tuition:

\$1.00 per diaper	\$1.50 per pull-up	\$.50 per wipe
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Each child should keep two complete changes of clothes in his/her cubby. It should include shirt, pants/shorts, underwear, socks. Please make sure that all items are labeled with the child's name. These items should be changed out as the weather changes.

CURRICULA & LEARNING

Each day, West Point Preschool provides a balanced approach to learning, giving you the peace of mind that your child will have fun as he/she develops socially, emotionally, physically, and intellectually. While academics play a role in development, we believe there are many other opportunities for enhancing the whole child.

We recognize that curriculum is more than what appears in manuals or a series of activities. We believe curriculum is everything that happens in the classroom, from interactions and meals to singing and playing. We never miss an opportunity to educate. Our teachers use age appropriate curriculum along with Early Learning Standards for each classroom:

- A-Beka
- Read Between the Lions
- The Encyclopedia of Infant and Toddler Activities
- Learning in a Baby's World Using the state Early Learning Guidelines

There are five childcare programs and two specialty programs offered at West Point Christian Preschool. Our student to teacher ratio is less than state mandated student to teacher ratio. Our programs are:

- Infant Room One - 8 weeks to 18 months
- Infant Room Two - 9 months to 17 months
- Toddler Room - 19 months to 24 months
- 2 Yr Old Room - 25-36 months
- Pre-K 3 Room - 37-48 months
- Pre-K 4 Room - 49-60 months

Infant Classrooms

West Point Christian Preschool understands that the first year of life is an essential time for your child's development. Our infant classrooms provide personal, warm and loving care in a colorful, stimulating, clean, and healthy environment. The small child to teacher ratio in these classes allow for plenty of one-to-one interaction. This encourages infants to develop, physically, cognitively, socially, and emotionally.

Because every infant has a unique routine for eating, sleeping, and playing, parents and caregivers establish a personalized plan that is continually updated to meet individual needs. Growth and developmental milestones are shared with parents and recorded on a daily basis. Rooms are filled with books and toys to encourage discovery and awareness. Explorations of texture, color, pattern, size, shape, smell, sound, and taste are all encouraged. Lots of movement, songs, books, and puppets are integrated on a daily basis.

Each child has a personal crib, providing a sense of familiarity and comfort. Infants are encouraged to reach, grasp, kick, hold, pull, crawl, and stand. We also provide many cognitive experiences for

your infant. Caregivers model social language skills such as “please,” “thank you,” and “good job” so infants become familiar with language and sound. Whatever activities engage a child, caregivers promote with positive reinforcement. They expand on each experience at school using rich vocabulary, strong connections, and consistent care.

Toddler Classroom

The toddler curriculum is based on the belief that children learn best through active and engaging sensory experiences. Walking, climbing, and exploring are some of the activities toddlers enjoy each day. We focus on a toddler’s growth, self-esteem, and natural curiosity. We encourage children to develop unique skills, interests, and strengths. We also encourage children to explore and discover while supporting their growing independence.

We provide endless opportunities for toddlers to learn and play in an inviting, age-appropriate, and safe environment. West Point Christian Preschool toddlers develop a variety of skills, including physical, language, social-emotional, cognitive, self-help, and gross and fine motor. These skills are integrated through music, art, table toys, movement, games, puzzles, and books. A predictable yet responsive daily schedule meets the needs of children with both structure and flexibility. Although teachers attend to individual needs, the group or whole class experience is a very important aspect of the classroom. By continually listening, talking, and describing actions to our toddlers, we help enhance vocabulary, expand expressive language skills, develop self-esteem, and increase awareness.

2 Yr Old Classroom

Our program is designed to allow two-year-olds to learn through play while encouraging individual interests. By promoting independence and developing an emerging awareness of social behavior, we help young learners expand their world beyond the home to the school community. Teachers support growing independence by providing opportunities for classroom jobs: putting things away, washing hands, and choosing materials and activities during center time. Many opportunities are provided to increase a child’s ability to communicate by developing active listening and expressive language skills.

Throughout the day children make self-directed, but carefully guided choices, participate in small groups, take part in circle time, and build the confidence needed to try new things. Children enjoy free play to allow creativity and imagination to flourish. Teachers facilitate opportunities for children to engage in reading, writing, listening, and speaking using poems, finger plays, puppets, singing, and rhyming.

Pre-K 3 Classroom

Three-year-olds are full of wonder. This is an exciting time for these young learners, who are changing physically, cognitively, socially, and emotionally. The focus of the preschool program is to give children the opportunity to learn through play in a loving, caring environment. Days are filled with busy explorations, investigations, and discoveries. Children express themselves through

art, music, and movement. They practice math and number concepts using age-appropriate materials to organize, sort, count, build, and sequence. They explore the world of science through weather, cooking, and seasonal activities. They develop motor skills and coordination while running, jumping, hopping, skipping, throwing, and catching on the playground and during music and movement. They demonstrate an emerging love of reading and writing, using growing literacy skills during read-alouds, shared readings, reading groups, and writing centers.

Children use language to share, communicate, and interact with friends. They enjoy books, stories, games, projects, and songs based on curricular themes that are introduced in a whole-group setting, then extended to small-group work and individual lessons. A print-rich environment and a love of reading are fostered to allow the children to practice literacy skills in real-life situations. Our children begin to develop a rich vocabulary and use language on a daily basis through informal conversations with their teachers. They discover a new way to express themselves both in words and ideas. This allows their social world to expand even further. Days are filled with making meaning of every learning opportunity encountered at school.

Pre-K 4 Classroom

The pre-k curriculum is designed to encourage four-year-olds to be imaginative, energetic, inquiry-based learners who explore the classroom environment with curiosity and purpose. Preschoolers are eager to learn, and school activities are designed to involve and engage these young students with interesting lessons and materials. Our teachers plan lessons in math, literacy, science, social studies, art, music, and movement to thoroughly prepare children for a smooth transition to kindergarten with a rich, robust learning foundation.

Students make independent choices in a child-centered learning environment, following well-established structures and routines to guide them. Opportunities for hands-on learning are presented daily, allowing students to grow through play and real-world experiences. Daily activities are scheduled in whole group and small groups to promote socialization and community building. Students engage in conversations with teachers and friends daily, learning to take turns, listen, and share.

Print-rich classrooms enable students to be immersed in literacy acquisition, developing letter and word recognition. Throughout the day, physical, cognitive, social, and emotional development are nurtured in a warm, caring, safe environment, providing students with the early skills to become lifelong learners.

Kindergarten Transition Policy

Smooth transitions from pre-kindergarten to kindergarten are a result of connections between schools and families, and between pre-kindergarten and kindergarten teachers and classrooms. Purposeful coordination between the pre-kindergarten and elementary settings can maintain and potentially maximize gains that children achieved in pre-kindergarten.

Test prep activities are embedded in the curriculum to prepare our pre-k students to take the pre-admission exams to public & private school kindergarten programs. Our Pre-K students will also visit the campuses of up to three elementary schools meeting teachers and other staff along with visiting a traditional classroom, an activity classroom and the cafeteria.

SPECIALTY PROGRAMS

- **After School Program** - serving children ages 3-5 who attend other half day programs (including headstart, Moms Day Out and preschool classes in our area elementary schools) and parents need additional after-school hours, school holidays and other school closings.
- **Summer Camp** - A Nine Week Hands-on-learning Summer Camp during June and July where our camp allows kids to discover new and exciting things and make friends. This camp is catered to meet the needs of parents who need temporary childcare for the summer for their young child. This camp serves students ages 3-5 yrs old and students who have completed Kindergarten during current school year (3 yr olds must have turned 3 by December of previous year).
- **Monthly Devotion** - During our weekly devotion we use engaging activities to introduce pre-school children (ages 8 weeks to 5 years) to God. Our curriculum gives children a first impression of their heavenly Father and the wonder of His love for each one of them.

Transition

Your child's transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Television Time

Our normal daily routine does not include television watching, but from time-to-time, we may watch a television show without advertisements as a teaching aid and discussion stimulator. Television consumption will not be longer than [one] hour and the program will be screened prior to showing. Programs will consist of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with increased understanding of the world.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

Rest Time

Infants sleep according to their own schedule and are put to sleep on their backs. After lunch, all children participate in a quiet rest time. A cot and cot sheet is provided for all students in toddler class-pre-K class. Parents are encourage to provide their child with a child-size blanket. These blankets are sent home every Friday to be laundered and should be returned on Monday.

WEST POINT CHRISTIAN PRESCHOOL STATEMENT ON DISCIPLINE

Because we are a Christian school, our Statement of discipline will necessarily have a scriptural base, hence, "Train up a child in the way he should go and when he is old, he will not depart from it" (Proverbs 22:6)

BEHAVIOR

Children of West Point Christian Preschool will be granted a great deal of freedom of conduct provided they assume responsibility for their own behavior. We believe that our children will act in accordance with the accepted standards of behavior. Respect for authority is expected of each student towards any staff member at any time either in or out of school. Disrespectful conduct or attitudes, disruptions in class, unruly behavior, or repeated violations of prescribed school policy will not be allowed.

DISCIPLINE

One of the major aims of education is to prepare the individual to live with and for others in society. Discipline does not mean merely punishment but training for life. The director and teachers of our school have the following goals in mind for our discipline program:

1. To create and preserve the conditions essential to the orderly progress of the school.
2. To prepare the student for effective participation in preschool and lay the foundation for adult life.
3. To instill the fundamental lessons of self-control.

Each child will be taught that his conduct should not interfere with others, but rather, that it should be an example to others. Each teacher, along with the director, will assist the parents in instilling and developing acceptable behavior in the children. When discipline problems arise, the teacher will use one or a combination of the following methods of discipline in an effort to correct and discourage the unacceptable behavior:

1. Allow students to quietly deliberate about the application of the principle.
2. Talk with the child explaining why his/her behavior is unacceptable and offer suggestions for or assist the student in choosing alternate behaviors.
3. Deny privileges.
4. Take the child to the Director's office.
5. Contact the parent for assistance in correcting the problem.
6. Remove the child from school until such behavior has been corrected.
7. Ultimately, the child could be dismissed from school. This is seriously considered when the health, safety and welfare of the child, and/or other children and teachers are at risk.

BITING

Biting occurs for many reasons:

1. Toddlers and 2-year olds are oral beings and still put everything into their mouths.
2. Toddlers and 2-year olds often bite because they are frustrated, tired or hungry and don't have the words to communicate their emotions.
3. Toddlers and 2-year olds bite when there are too many children in close proximity. They will bite to move another child out of the way.
4. Some toddlers and 2-year olds bite for attention from caregivers
5. Toddlers and 2-year olds tend to be territorial in their behavior. They need a certain amount of space around them and their toys and don't want another child intruding on what they are playing with or doing. When another child comes too close, they may bite that child to remove them from their "space."

When biting occurs the caregiver will:

1. Focus on the victim and not the child who bit.
2. Clean the bite area with antiseptic and apply bandage, even if the bite didn't break skin.
3. Notify parent if the bite has broken skin or is in a prominent place.
4. Complete an incident report for every biting incident.
5. At the appropriate time will bring the two children back together to allow time for the biter to gently stroke the victim so both children learn appropriate ways to touch.
6. Communicate with parent to find out about any changes that have occurred in the home that may be attributing to this behavior.

How will WPCP communicate with the parent?

WPCP will have a parent conference or a phone conference when biting has taken place

Preventative Steps

Caregivers can take steps to prevent biting:

1. Communicate with parents to let them know that it will happen and why it will happen. Director will communicate with parents via educational flyers or meetings about biting
2. Director will try to keep group size low as possible
3. Preschool will provide appropriate toys for kids to bite (teethers, thick rattles, etc)
4. Caregivers will work with the children to give them the words to express their frustrations.
5. Caregivers may provide frequent biters with a teether safely attached to their clothing.
6. Caregivers will keep a behavior log on children, especially frequent biters.

Caregivers will not:

1. Use physical punishment for biting
2. Put anything in child's mouth
3. Encourage delayed punishment by parent

HEALTH AND MEDICAL PROCEDURES

HEALTH

A daily health inspection is given upon each child's arrival to the preschool. The person bringing the child must wait until the inspection is completed before leaving the premises. You will be contacted to pick up your child if any symptoms of illness appear during the day. We are not equipped to accept children with special medical/physical needs. We are depending on parents to help us maintain this policy. Symptoms that are reasons for keeping your child home are: A severe cold, coughing, flushed skin, earaches, red eyes, chills, headaches, sneezing, skin eruptions, sore throat, fever, etc. Should your child have a contagious disease, please let the teacher know immediately so that other parents can be notified. A child who has been absent from school because of a contagious disease must upon his/her return bring a written statement from his/her doctor indicating that the illness is no longer communicable by contact. If your child is sent home because of an illness or symptoms of an illness the child must remain out of school for 24 hours. The child may return to school when the child has been symptom-free and fever-free for 24 hours.

List of all diseases and conditions with which a child should not attend school until they have been cleared by a doctor:

Disease

- Chicken Pox
- Rubella
- Red Measles
- Roseola
- Mumps
- Hepatitis
- Mononucleosis
- Conjunctivitis(pink eye)
- Impetigo
- Scabies
- Surgery
- Irritability
- Pediculast

Exclusion from school

7 days after eruption appears
4 days after eruption appears
7 days after onset of rash
Onset of fever-until rash disappears
9 days after glands swell
Clearance by a physician
Clearance by a physician
Clearance by a physician
Clearance by a physician
Clearance by a physician
Clearance by a physician
continuous irritability and crying

MEDICATION

All medications should be handed to the director or co-director with specific written instructions for administration in our medication log. Medications should never be left in the child's cubby or with the child to administer on their own. We will administer or disburse medication to the children only with the parents' permission. Parent should complete the medication log with a description of the type of medicine, how much medicine and how often. Director reserves the right to amend if it's for the overall health of the child. Medication will ONLY be administered at 8am, 11am & 3pm

- **Prescription medications** require a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.
- **Non-prescription medications** require a note signed by the parent. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received.
- **Non-prescription topical ointments** (e.g., diaper cream) require a note signed by the parent, specifying frequency and dosage to be administered.

ACCIDENTS AND ILLNESSES

In case of student illness or an accident resulting in injury, the child will be cared for as well as possible. The Director, Co-Director, school secretary, or some other staff member will notify the parent or guardian. Any child who is injured or becomes ill at school will be kept under observation by school personnel until the parent or another properly designated person takes charge of the child. If parents cannot be reached, the family doctor will be called. If a severe emergency develops, the child will be sent to the emergency room at one of the hospitals at once.

ACTIVITIES INFORMATION

HOLIDAYS

Christmas

Observance of the birth of Christ is done annually. As a Christian school, we stress the true meaning of Christmas - the birth of our Lord and Savior Jesus Christ.

Easter

Easter is foundational to the doctrine of Christianity, for it is at Easter that we celebrate the death, burial and resurrection of our Lord and Savior, Jesus Christ. School is closed on Good Friday.

Valentine's Day

Valentine parties may be held in the classroom. This is an optional activity.

Thanksgiving

Thanksgiving is observed.

Halloween

We do not observe Halloween. No Jack-O- Lantern, witches, cats, scary costumes, etc. will be allowed at school. The school may sponsor a Character Dress-Up Day for the children. West Point Baptist Church sponsors a Fall Festival as an alternative for parents and children.

FELLOWSHIPS/BIRTHDAY PARTIES

There will be no fellowships without the approval of the director. The parents, along with the teacher, are responsible for organizing the fellowships/birthday parties. Parent sponsored fellowships/birthday parties should start at 2:30pm and will conclude by 3:30pm. Party must take place in the child's classroom and parent must supply all food, paper goods, utensils, etc. (anything needed to conduct the party).

Invitations to special occasions (birthday, etc.) may be passed out at school only if invitations are given to all members of the class. If the whole class cannot be invited, parents are asked to handle invitations by phone or mail. Please see our Classroom Party and Birthday Celebration Policy prior to planning any celebration.

WPCP OUTDOOR PLAY

Per The Department of Health Child Care Regulations we must spend time outdoors each day except when it is too hot, cold or raining. Outdoor play will not occur if the outside temperature is greater than [99] °F or less than [37] °F degrees. If outside play is not possible teacher should already have rainy day activities prepared. If your child is unable to participate in outside activities, it is the parent's responsibility to pick up their child from school before outside time takes place.

FIELD TRIPS AND EXCURSIONS

The majority of the field trips will be held during the summer camp (June/July). Transportation to the field trips will be by a licensed van. All state safety regulations will be adhered to. Children under the age of 3 years (3yr olds must have turned 3 by December of the previous year) will not be allowed to attend field trips. Authority must be given by parents for their child to participate in such activities. A "Field Trip Notice" will be sent to the parents at the specific time of the planned activity. A statement regarding your permission and signature for your child's participation will be required. Parents will be informed of the various activities throughout the year by your child's teacher.

We need parents to assist us on field trips. Interested parents should notify the Director of their availability for field trips. Students with disciplinary problems on field trips may not be allowed on the subsequent field.

From time-to-time there will be additional fees associated with special activities, supplies or field trips. These fees are due prior to the event, activity, trip or upon request

FAMILY INVOLVEMENT

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

Parent/Teacher Conferences & Meetings

Parent/guardian meet with the teachers to discuss child's progress.

Procedures for Parent/Guardian Concerns

If a parent has a concern or disagreement they should:

- a) Discuss matter with the teacher and attempt to resolve the disagreement through informal discussion.
- b) If there is no resolution to the situation, the parent should contact the director; the director will mediate with all parties involved.

COMMUNICATION

Daily Communications. Daily notes from center staff will keep you informed about your child's activities and experiences at the center. Notes will be placed into your child's cubby, book bag or designated area by the teacher at the end of the day.

Bulletin Boards. Located throughout the center, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

Newsletters. Monthly newsletters provide center news, events, announcements, etc. These newsletters are emailed and are available at the parent resource display for your taking.

Email. We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates.

Parent Remind 101. We encourage you to sign-up for the preschool text message system by texting "wpcpparent" to 601-339-6550

Website, Facebook & Instagram. We encourage you to visit our website at www.westpointchristianpreschool.org for updated information and to print forms. **Instagram-** wpcp2011; **Facebook-** west point christian preschool

Family Visits. Family participation is encouraged. Visit our classrooms, volunteer, come along on a field trip, or eat a meal with your child. Signing in and out is required for the safety and protection of our children

Family Night. Family nights are scheduled on a regular basis. These nights include snacks, drinks and fun filled age-appropriate activities for families. Family Nights allow families and children time to share, learn, and have fun. Families have an opportunity to be a part of their child's learning experience and connect with other families.

Conferences. Family & teacher conferences occur [twice] a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

OPEN DOOR POLICY

We are delighted to have family members participate in our program. Parents/Guardians, grandparents, aunts, uncles, siblings are welcome to visit the program any time during regular program hours. The infant room welcomes parents/guardians to nurse or feed their infants. Unless you are volunteering in your child's classroom we ask that you keep your visit to 15min or less to minimize classroom disruption and so your child's teacher can devote their time to caring for your child.

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.