



# **Wichita Christian Preschool School**

## **PARENT/STUDENT HANDBOOK**

*Our Vision:*

*Students equipped for this world and the next.*

*Our Mission:*

*Wichita Christian School provides a quality education in a Christian environment that inspires hearts, minds and souls for successful living.*

*Wichita Christian School does not discriminate on the basis of race, gender, creed or religious preference.*

## **Administration**

### **DISTRICT**

**Courtney Cummings**, Head of Schools

**Heather McNeil**, Admissions Director

**Julie Barger**, Business Manager

**Danielle Coppola**, Director of Development

**Clint Bennett**, IT Director

### **PRESCHOOL CAMPUS**

**Margaret Gfeller**, Preschool Director

**Laura Whetzel**, Assistant Preschool Director

### **K-12 CAMPUS**

**Laura Bristo**, K-12 Principal

**Donna Burch**, Vice Principal

**Seth Nolan**, Athletic Director

**Chris Swanson**, Fine Arts Director

**Clay Miller**, Grounds & Maintenance/Transportation Director

### **2025-2026 WCS Board Members**

Bill Lockwood, President

Kelly Fristoe, Vice President

Jessica Vasquez, Secretary

Sarah Landes, Treasurer

Samantha Hopson, Past President

Tina Griffith

Karen Pipes

Bonnie McCabe

Stephen Wolf

### **OUR VISION**

The vision of Wichita Christian School: Equipping students for this world and the next by:

- Educating and developing in students the commitment to lead productive, faithful lives of service to God, family, church, community, and country.
- Equipping students to excel in higher education, in the workplace, in family life, and in Christian ministry.
- Encouraging students to grow intellectually, physically, spiritually, and socially, just as Jesus did (Luke 2:52).

### **MISSION STATEMENT**

The mission of Wichita Christian School is to provide a quality education in a Christian environment that inspires hearts, minds and souls for successful living. ☐

### **STATEMENT OF FAITH**

The Wichita Christian School community believes that:

- God is the creator of the universe and author of life (Genesis 1);
- Jesus Christ is God's son who was born of a virgin, lived a sinless life, was crucified for the sins of the world, was resurrected from the dead, and is coming again to judge the world (Matthew 1:22, Hebrews 4:14-15, 1 Corinthians 15:3-4, Acts 17:30-31);
- The Holy Spirit indwells Christians and helps them live a godly life (John 14:26);
- The Bible is the inspired word of God given to humankind to reveal God's love and his will for our lives (2 Timothy 3:14-17);
- The church is God's community of believers who encourage one another and communicate God's message to the world (1 Timothy 3:15, 2 Corinthians 13:11); and,
- The family is the social unit God has designed to shape the faith of children and help them realize their God-given value (Deuteronomy 6:4-9, Ephesians 6:4).

### **STATEMENT OF EDUCATIONAL PHILOSOPHY**

1. WCS views parents as the primary educators of their children with the responsibility for choosing and/or providing appropriate education and training for their children.
2. WCS believes that the church has an integral role in helping families train their children to be committed, steadfast Christians with moral strength, courage, character and responsibility.
3. WCS believes that the purpose of Christian education is to collaborate with families and churches in providing for the intellectual, physical, spiritual, and social growth of children, and WCS values its role as a partner in this endeavor.
4. WCS will strive to educate the whole child by integrating God's Word into all of its curriculum.
5. WCS will arm its students with a Christian faith and a Biblical world-view with which they can overcome sin and show God's love to a sinful world.
6. WCS will equip students to exercise Christian leadership in the world by providing for them a Christian environment for academic and spiritual instruction.

## **STATEMENT OF FAITH REGARDING MARRIAGE AND SEXUALITY (Article XIII in Board Policy)**

### **Religious Beliefs**

The beliefs of Wichita Christian School are based on Holy Scripture and the constant moral teaching of the universal Church. Following is an abbreviated statement of those beliefs, the full text of which can be found in the WCS Board Policy Manual.

#### **Who is God?**

God is the Creator and Sustainer of the universe (Genesis 1) who exists as one God with three distinct persons: The Father (1 Corinthians 8:5-6), the Son (John 1:14 and 10:30, Matthew 16:16), and the Spirit (John 14:16-17, 2 Corinthians 3:17).

#### **Who is The Father?**

God is the Heavenly Father (Matthew 23:9) who is the personification of love (1 John 4:7-12) and sent his Son, Jesus to save the earth (John 3:16).

#### **Who is Jesus?**

Jesus, the Son, is the only way to get to heaven (John 14:6). Jesus was born of a virgin (Luke 1:31-35) walked the earth as the only perfect human to ever live (2 Corinthians 5:21). Jesus was fully God and fully man (Colossians 2:9), died on a cross for our sins, was buried, rose again and is coming back. (Philippians 2:6-11 Acts 10:39-43)

#### **Who is The Holy Spirit?**

The Holy Spirit is the indwelling of God in the heart of man, the Counselor and Advocate that remains present and active on Earth today (John 14:16-17). Living with the Spirit pulls us away from sin and toward righteous living that produces good fruit in the lives of believers (Galatians 5:16-25).

#### **Importance of the Bible**

Scripture is found only in the Bible and is the only inerrant, that is without error, Word of God (1 Corinthians 2:13). It is written by the Holy Spirit through the use of men (2 Peter 3:15-16). It is imperative that all people know the Bible, as we must understand and follow the will of God found in His Word (James 1:22-25).

#### **Importance of the Church**

The Church is the body and the bride of Christ (Ephesians 5:25-30). It is necessary to be involved and active in the Church (Hebrews 10:24-25). The job of the Church is to spread the message of Jesus Christ, making believers, and baptizing people all over the world (Matthew 28:19-20).

## **Importance of the Family**

The family is the social unit God has designed to shape the faith of children and help them realize their God-given value (Deuteronomy 6:4-9, Ephesians 6:4).

## **Sex, Marriage and Gender**

God designed sex to be a blessing to take place within the confines of marriage (Proverbs 6:27-29 Hebrews 13:4). God designed marriage as a covenant between one man and one woman (Genesis 2:24 Romans 1:24-26) and should last a lifetime (Matthew 19:4-6). God intentionally created each of us (Psalm 139:13) either male or female (Genesis 1:27) and our “gender-identity” is chosen by God before we are even born and coincides with our biological or natural sex (Genesis 5:1-2, Matthew 19:4).

## **INTRODUCTION**

This handbook was adopted by the Board of Directors of Wichita Christian School (WCS). The entire document is considered official Board policy. The Board reserves the right to change portions of this document throughout the course of the school year as might be necessary. Parents/guardians will be given prompt notification should changes occur.

WCS is governed by a Board of Directors made up of responsible Christians whose function is to set policy for the operation of the school. The administration of the school is assigned to the superintendent who oversees the total school program and who, in turn, delegates responsibility to campus administrators who supervise academic programs, student activities and disciplinary procedures. Parents who have questions and concerns about the governing principles and the administration of school policies will follow the “Steps for Problem Resolution.”

The intent of this handbook is to provide information about the policies of WCS. The following pages will help you, as a student or as a parent of a student, to understand the standards that WCS seeks to maintain. The faculty and staff are dedicated to these ideals of Christian education and seek to help each student realize his/her full potential.

## **OUR PLEDGE TO WCS FAMILIES**

WCS provides a curriculum that will enable the student to develop academically, spiritually, physically, socially and culturally. In each subject or course a conscious effort is made to integrate the Bible. In addition to our curriculum, a Christian environment is created to allow God’s Word to dwell in our students (Colossians 3:17). Students must strive to help us maintain this environment so our school will be recognized as a godly Christian school.

WCS maintains a discipline policy that is biblical, firm and loving. See Proverbs 22:6. The purpose of discipline is to teach the student to discipline oneself. When this is learned at an early age, it brings joy to the students and lasting joy for the parents. The goal of WCS is to assist parents in producing committed, steadfast Christians with moral strength, courage and character and whose personal goals are to glorify God.

Christian education is the goal of Wichita Christian School. We believe in educating the child to know God as our Creator, Protector, Provider and Friend. Every teacher is a committed Christian; thus, every subject is taught from a Christian worldview. A large majority of the students are Christians, and Bible classes are offered at all grade levels. Chapel programs and devotional periods within the classrooms are an integral part of the program, with special emphasis placed on training service.

### **ACCREDITATION**

Wichita Christian School is accredited by AdvancED (Southern Association of Colleges and Schools, or SACS), and the National Christian School Association (NCSA), and is a member of Texas Christian Schools Association (TCSA), Texas Private School Association (TPSA), and the Texas Association of Private and Parochial Schools (TAPPS).

### **Parents for Christian Education (PCE)**

WCS parents have organized PCE to work for the mutual interest of the students and the school. Parent involvement is encouraged at WCS, and PCE encourages all families to support WCS thru PCE membership.

### **Partnership between School and Home**

Parents can help to reinforce Christian values, responsibilities and conduct. To accomplish these objectives, the parent:

- Recognizes that the school is an extension of the parent while the child is at school;
- Teaches the child respect for the law, for authority, for the rights of others and for private and public property;
- Teaches the child that he/she will be held accountable for a high standard of conduct;
- Shares with the child and with the school an active interest in the child's schoolwork and personal development;
- Arranges for the child's regular school attendance and complies with the attendance regulations and procedures;
- Works with the school in carrying out recommendations that the school believes are in the best interests of the child; and
- Cooperates with the school in carrying out our disciplinary plan when such action is necessary.

Wichita Christian School and a student's parents are partners in the education of their students at WCS. When a student has applied to and been accepted by WCS, it is understood that the parent(s) and the student have read and accepted the regulations outlined in this handbook and agreed to abide by these in full support of the school program from the time of acceptance until graduation or until a student's enrollment in WCS is terminated. WCS reserves the right, in its sole discretion, to enforce the policies in this handbook, and the "spirit thereof," as they pertain to student accountability. If parent(s)/guardian(s) fail to support a WCS administrator's enforcement of handbook policies as applicable to their student, WCS may, in its sole discretion, determine that there is no effective partnership between the school and the home, and accordingly the student will not be permitted to continue in the school.

## **Change of Residence/Employment/Custody**

WCS administration believes in the importance of close working relationships with our parents. This is especially critical in terms of every student's safety, health and security. As a result, all parents are required to notify the school promptly of any changes in addresses, phone numbers (home and work) or custodial arrangements that might occur during the course of the year. In cases where parents are divorced, WCS will provide school records upon request to both parents UNLESS supplied with a copy of court order/divorce decree that prohibits this. It is the parents' responsibility to provide the school with updates of any court orders. Only the custodial parent will be allowed to check a child out of school unless WCS is otherwise notified in writing by the courts or by the custodial parent.

### **FINANCIAL POLICY:**

Tuition: Tuition may be paid by one of the following:

- 10 or 12 month payment plan through FACTS Tuition Management Company
- Semester payment plan through FACTS Tuition Management Company
- Paid in full through FACTS or by credit card/check in the Wichita Christian School Business Office

All enrolled families paying tuition monthly or by semester are required to create a FACTS account to arrange for the collection of tuition payments. It is highly recommended that ALL FAMILIES create a FACTS account for ease of paying for hot lunches, field trip fees and incidental expenses that may occur during the school year.

Wichita Christian School makes financial and employment decisions based on anticipated enrollment. When a family withdraws anytime following enrollment and prior to the end of the school year it causes a hardship on the school. Therefore, non-exemption withdrawals, withdrawals for reasons other than those stated below, will result in the payment of a full semester's tuition after the student has attended any portion of the year. Once a non-exemption withdrawal has occurred, whether it is the decision of the school or the parent, transcripts will not be released until the remainder of the tuition owed for the year has been paid in full. Administration will not be able to grant any exceptions to this policy.

To give the Business Office ample time to change your payment amount, changes must be received in writing at the Preschool Office by December 10th. All changes must be approved by the Preschool Director in order to ensure proper staffing needs.

**Tuition Payment Options:** Wichita Christian School offers three tuition payment options. The first is a pre-pay (pay in full) option. Pre-payments must be made by August 1st in order to receive the 5% discount, no exceptions or extensions will be made. The second option is a semester payment. The first semester tuition is due by August 1st. The second semester tuition is due by January 1st. If the second payment is not made by January 1st, the remaining total amount due will be divided over the next six months and a FACTS account will be required for monthly payments. The third option is the monthly payment plan, in which the total tuition will be divided over a ten or twelve month period.

**Fees:** All fees (application, enrollment, athletics, field trips, etc.) are non-refundable and non-transferable. No exceptions.

**Delinquency:** If circumstances occur that force a delayed payment, a call should be made to the business office one week in advance of the due date so that arrangements can be made. If a family account payment/draft is missed at the first of the month a \$30 fee will be added to the balance. If the payment/draft is missed 14 days later a \$25 fee will also be added to the balance. Contact with the school must be made at that point. The fees will be added again if the drafts do not work the second month. When a family account has reached 60 days in delinquency, and no arrangement for payment has been made and adhered to, the student(s) continued enrollment will be in jeopardy and may be denied admittance to Wichita Christian School immediately after the 60 day delinquency period.

**Tuition Assistance:** The School Board at Wichita Christian School is aware that many families are affected by the rising cost of tuition. In an effort to make Christian education affordable to as many as possible, we are pleased to offer tuition assistance to those who qualify. Tuition assistance is offered to families who have students in Kindergarten through 12th grade only. It does not apply to Preschool students.

Wichita Christian School has enlisted the services of FACTS Grant & Aid Assessment to help us evaluate requests for financial aid. FACTS works with nearly 5,000 educational institutions and over one million families each year. FACTS processes and recommends tuition assistance based on a thorough and professional financial needs assessment. FACTS provides third-party objectivity and will make a recommendation to the school Financial Aid Committee who will, in turn, make the final decision regarding tuition assistance awards.

#### **Financial Assistance FAQ:**

Do we qualify for financial aid?

Financial Aid is available to qualified students in grades K through 12th; Preschool students are not eligible.

To be eligible to qualify for aid, your account must be in good standing with no outstanding balance.

Do Employees qualify for financial aid? Employees do not qualify for financial aid as they already receive an employee discount.

#### **Time of Operation**

The Preschool hours are 8:00 a.m. to 3:00 p.m. The doors open at 7:00 for the convenience of working parents. A fee of \$5 per day will be charged for drop off between 7:00-7:30. There will be no charge for drop off after 7:30. Our school year is from August through May. Our Summer Adventure operates through June and July.



## Drop Off and Release of Children

### Arrival

All students must be dropped off at the South Building. Please enter the circle driveway from Neta Lane so that traffic flows from left to right (counterclockwise). Pull as far toward the exit as possible so that others may access the driveway behind you.

- **PULL ALL THE WAY FORWARD** in the circle driveway. **Please do not stop in front of the doors.** Check-in could take several minutes.
- **Please at NO TIME PARK IN THE CIRCLE DRIVEWAY DURING CARPOOL TO WALK YOUR CHILD TO THEIR CLASSROOM OR TO PICK THEM UP. CIRCLE DRIVEWAY DURING CARPOOL IS FOR QUICK DROP OFF/PICKUPS.**
  - You are always welcome to park in the north parking area and walk your child(ren) to their classroom.

**\*\*Main check-in location will be at South building front door.**

### Dismissal

Dismissal time is from 2:45 until 3:10. Teachers and children will remain in designated classroom. Preschool director and aides will walk children from the classroom to the car for parent/guardian to place them in the vehicle.

- If picking up between 2:45 p.m. and 3:10 p.m.
  - Please pull all the way forward, get out and stand beside your car and a staff member will bring your child(ren) to you.
  - North building students will be picked up in front of the gym. Please enter the parking lot of the North Building located on Jarmon St.
- If picking up during After School Care.
  - Upon arrival, please come to the front door of the south building, ring bell and a staff member will greet you at the door.

### **Procedure for Release of Children**

Children are released only to the parents and others that are listed on the enrollment form. Each teacher has a copy of that form in her room and is familiar with those who have been designated by the parent(s) to pick their child up from school. Under no circumstances will a child be allowed to leave with any unauthorized person. Persons other than the parents who are listed as those eligible to pick up their child may be asked to show identification before the child is released to them.

### **Clinic Guidelines for Injury, Illness, or Potentially Contagious Condition**

In the event a student becomes ill or injured during school hours, the parent will be contacted.

All students will check out through the office.

If you receive a call from the office that your child is sick or injured, please pick him/her up immediately.

If no response is received within 30 minutes, the school will call the emergency contact listed on the child's registration form.

A student that has experienced vomiting, diarrhea or fever must be asymptomatic for a period of 24 hours before returning to school.

Students who are found to have head lice or nits (eggs) will be separated immediately and parents will be called to pick up the child. All soft materials such as coats, scarves, and hats will be bagged and sent home to be washed or dry-cleaned.

Parents are responsible for any costs involved in a 911 call.

**Use the following guidelines in determining when to keep a student home from school due to illness or potentially contagious condition:**

1. Fever –Students will not be allowed to attend school if oral temperature is 100.4 degrees F or higher. Do not give students any fever reducing medicine and send them on to school. This practice only reduces the fever for a brief time and does not take care of the illness that is causing the fever. Also, coming to school sick can delay your child’s healing time and expose others to infection.
2. Uncontrolled Vomiting/Diarrhea – if vomiting or diarrhea occurs more than once in 24 hours, you must keep the student home.
3. Skin rashes – if the rash has any fluid or pus coming from it, students must remain out of school until the rash is gone (dried or scabbed over with no new spots appearing) or provide a physician note stating the student may return to school.
4. Red eyes, especially if there is also drainage or crusting around the eyes – If the eye/eyes are red with colored drainage present and there is crusting, the student must receive treatment and/or provide a physician note stating the student may return to school.
5. Head Lice – Students who are found to have head lice or nits (eggs) should not be sent to school. All soft materials such as coats, scarves, and hats must be washed or dry-cleaned. Any fabric item that cannot be cleaned must be sealed in a plastic bag for two weeks. Students may not return to school until their hair has been treated with a lice-killing shampoo, and all the nits have been removed.

## **Health and Safety Guidelines**

**Students and employees will be required to stay home or may be denied admittance at check-in if he/she exhibits any of the following:**

- Has a temperature of 100.4 or greater
- Headache
- Chills
- Sore throat
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Runny nose
- Diarrhea
- Vomiting
- Rash (without doctor’s release)

## **Classroom Ratios**

- 18-23 months – 7:1,12:2
- 2 years – 9:1
- 3 years and older – 11:1

## **Lunch Guidelines**

- All students must bring their own lunches from home. Please do **NOT** bring items listed due staff child ratio during scheduled lunch times.
  - Microwavable food
  - Certain Lunchables (pizza, hamburger, hot dog, sandwich, etc., which have to be assembled and/or warmed)
  - Carbonated beverages.
- Preferred to bring:
  - Lunches with cold packs.
  - Warm lunches brought in a thermos.
  - Utensils and all necessary preparation items (plates, bowls, straws etc.)
  - PLEASE LABEL ALL LUNCH ITEMS (Water bottles, utensils, lunch boxes etc.)

## **Lunch and Snack**

Morning snack will be provided by Wichita Christian Preschool and served on or before 8:30 AM. You can provide snacks for your child/children. If a child brings breakfast, they can eat it at snack time. A list of snacks will be posted. Your child/children's water bottle will always be available for them throughout the day. Filtered water stations are available for refilling.

All students must bring their own lunches from home. WCPS is in no way responsible for the nutritional value of the meals that are provided by the students' parents. Teachers/aides help all children with opening their lunches. They also help and encourage each child to eat his/her lunch. WCPS does not use food as a reward or punishment.

## **Individually wrapped snacks (If your child/children stay for Afterschool care)**

- No snacks that require **SPOONS**
- **No candy like snacks** (i.e.: Fruit Roll Ups, No Pop-Tarts, No Cookies)
- Please bring healthy snacks that are low in sugar.

## **B. Nap Time Guidelines**

- Vinyl nap mats **ONLY**.
  - **No cloth roll up nap mats. No pillows. No toys.**
- After nap, mats are sanitized and air dried.
- Nap mats will be stored in large Ziploc storage bags.

## **Chapel**

WCS chapel is a key element in the Christian educational program, and time is devoted regularly to Christian edification. Student attendance is required. Chapel is also an appropriate forum for announcements and for recognition of outstanding performances.

### **Field Trips**

An important part of the curriculum of Wichita Christian Preschool is providing the children with many and varied experiences within the community. Several field trips are built into the school's curriculum for children three years old or older.

- Parents are informed of field trips in advance through notes sent home for each trip. They are encouraged to volunteer to accompany the class if space is available. If parents choose not to have their child participate in a field trip, they must make arrangements to keep their child home that day or pick up the child at the time when the class is scheduled to leave for the field trip.
- While on field trips we provide a supervision ratio of one (1) caregiver to ten (10) 3-year-old children, and a one (1) caregiver to twelve (12) four-year-old or five-year-old children.
- At least one of the caregivers accompanying the children on field trips will be certified in CPR and First Aid with training in rescue breathing and choking response.
- WCPS requires each child to wear a school approved t-shirt on all field trips.

### **Fundraising and Logo Policies**

The Wichita Christian logo or name may not be used in conjunction with any fundraising event, activity or solicitation without permission of the WCS Superintendent. All fund-raising events, activities, functions and/or solicitations must receive approval by the Development and Marketing Director before any correspondence, notification or other communication is made. All fund raising must be coordinated through the WCS Administration.

### **Insect Repellent & Sunscreen application**

WCPS will only apply insect repellent and sunscreen as needed. Parents must inform teacher or director **in writing** if your child/children has an allergy to either insect repellent or sunscreen, and one or both must be provided to the teacher. It is a good plan to apply insect repellent and sunscreen before arriving at school.

### **Napping Policy**

The state requires that all students enrolled be provided a rest time for at least one hour after lunch. Each child should bring a sleeping mat along with a **small** blanket that can be left in the classroom for a week at a time. These blankets will be sent home each Friday to be washed and returned to school on Monday.

- Children are encouraged to go to sleep; however, if they are not able to go to sleep, we ask that they rest quietly until their friends wake up.
- Children who are being disruptive during nap may be removed to an alternate and supervised resting place.

### **Parties and Other Activities-Special Activities**

Each parent is encouraged to help by signing up with the teacher to help provide the class with snacks, special treats, and drinks for parties such as the Christmas, Valentines and End of Year parties. Birthdays may be celebrated with a special treat, but only after checking with the office for class nutritional/allergy special requirements.

## **Pet Policy**

WCPS does not permit animals in the classroom without prior consent from the director.

## **Safe Sleep**

All staff, substitute staff, and volunteers at will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional [§746.2427 and §747.2327].
- Place infants on a firm mattress, with a tight-fitting sheet, in a crib that meets the CPSC federal requirements for full-size cribs and for non-full-size cribs [§746.2409 and §747.2309].
- For infants who are younger than 12 months of age, cribs should be bare except for a tight-fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices [§746.2415(b) and §747.2315(b)]. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing [§746.2429 and §747.2329].
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation [§746.2415(b) and §747.2315(b)].
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [§746.3407(10) and §747.3203(10)].
- If an infant needs extra warmth, use sleep clothing (insert type of sleep clothing that will be used, such as sleepers or footed pajamas) as an alternative to blankets [§746.2415(b) and §747.2315(b)].
- Place only one infant in a crib to sleep [§746.2405 and §747.2305].
- Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal [§746.2415(b) and §747.2315(b)] or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk [§746.2401(6) and §747.2315(b)].
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health-care professional [§746.2426 and §747.2326].
- Our childcare program is smoke-free. Smoking is not allowed in Texas childcare operations (this includes e-cigarettes and any type of vaporizers) [§746.3703(d) and §747.3503(d)].
- Actively observe sleeping infants by sight and sound [§746.2403 and §747.2303].
- If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position [§746.2427 and §747.2327].
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally [§746.2427 and §747.2327].
- Do not swaddle an infant for sleep or rest unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional [§746.2428 and §747.2328].

### **Toys**

It is the policy of Wichita Christian Preschool that **NO** toys be brought from home. Personal toys can cause disruption, and/or they may be broken or lost. An exception will be made for special days such as "Show and Tell".

### **Visitors**

Parents are welcome to join their children for lunch and parties/special events with prior notice. We ask that you allow WCS staff to walk your child to class in the mornings. Please do not park in carpool lanes to enter school. If you need to come inside, we have extra parking available.

### **Water Activities**

It is the policy of WCS to not provide water activities during the August-May school year unless prior notice is given from the director.

## **Admission Requirements and Policies**

### **Age Requirements**

The State of Texas has no age requirements for preschool children. WCS Preschool provides classes for children 18 months to five years old, and places children in classes based on their attained age as of September 1. WCS does not admit children into its two-year-old classes before their second birthday, and those accepted must reach their second birthday before January 1. Children must be 5 before November 1<sup>st</sup> to enroll in Transitional Kindergarten. Please note that if a child's birthday is after September 1, that child will not be admitted to kindergarten until he/she has reached his/her 5<sup>th</sup> birthday, regardless of how many years the child spends in preschool.

### **Enrollment Procedures**

Unless your student is returning under a continuous Enrollment Agreement signed previously, you must complete the enrollment process online (through a link found on our website) and submit payment of the non-refundable registration fee to our business office. Summer Adventure enrollment is a separate process, and details are provided early in the spring semester. Registration is not complete until immunization records (see "Immunization Requirement" below), Statement of Health (see "Statement of Health Requirement" below), and Birth Certificates are on file in the Preschool office.

### **Toilet Training Policy**

The school policy regarding children who are two years of age before Sept. 1, is that the teachers with parents will be working with children on toilet training throughout the school year. All children three years of age and above are required to be toilet-trained (**not in diapers or pull-ups**). We understand having occasional accidents and possible nap time pull ups in our 3-year-old program. Please notify the director if your child does not meet the following definition of toilet-trained before school starts:

#### **Definition of Toilet-Trained**

- Child consistently communicates verbally their toileting needs.
- Child is able to undress and dress themselves.
- Child is able to wipe themselves.

### **After School Care/Supervision**

Supervised After School Care (ASC) is available for preschool and elementary students for a monthly charge. This fee may be added to tuition and collected through FACTS. Please see the current registration form for ASC fees. All students must be picked up from the school by 5:30 P.M. After 5:30, a charge of an additional **\$1 will be assessed for every minute late the child is picked up.**

## **Health Guidelines and Policies**

### **Dispensing Medications**

If your child requires medication during the school day the parent will be required to fill out the “Over the Counter Medication Authorization Form.” The parent will list the name of the medication, dosage, and the time it is to be administered, and sign the document. They will also notify the staff if the medication requires refrigeration or any other special means of storage.

If your child requires prescribed medication to be kept at school, such as an asthma inhaler or Epi pen, a “Prescribed Medication Authorization Form” must be completed by a physician. Medication must be in original package that lists the name of the pharmacy, the physician’s name, and directions.

These forms are located on the website and in the secretary’s office. Once completed and turned in, forms will be kept on file in the secretary’s office. The secretary or director will notify parent/guardian before administering medication. The staff will record the dosage, date and time it was given, and print their name and initial after the dosage is administered

### **Immunization Requirement**

Parents must provide a copy of their child’s immunization records upon registration. The copy will then be kept in the student’s folder. The school nurse will review each record and will alert the parents of any student whose immunizations are not current. The parent will be required to arrange for the required immunizations. Children may be denied access to school if they do not receive the immunizations requested by the school.

### **Managing Medical Emergencies**

In case of medical emergency, first-aid will be administered, and the parent will be notified as quickly as possible. If it appears that more than first aid is needed, 911 will be called to assess and take the child to the hospital if necessary. If the parent has not yet arrived, a member of Wichita Christian Preschool staff will accompany the child to the hospital and will stay with the child until the parent, guardian, or other designated person arrives.

### **Parental Notification**

Parents will be notified any time a child becomes ill at school and has an elevated temperature and/or is throwing up or presenting any symptoms which the teacher believes may be communicable or if the teacher believes the student is too ill to participate in regular classroom activities. Parents will also be notified in case of a medical emergency which requires a student to be transported by ambulance to the local hospital. In addition, if a student’s behavior is such that they are being disruptive to the class and will not respond to redirection and/or timeout, a parent will be called.

## **Statement of Health Requirement**

Parents must provide a copy of their child's Statement of Health upon registration. The copy will then be kept in the student's folder. Statement of Health must be completed and signed by a physician. Children may be denied access to school if they do not receive the Statement of Health requested by the school.

## **Tuberculin Testing**

TB testing is not required in Wichita County at this time.

## **Vision and Hearing screening**

Your child is required to have vision and hearing screening when they are four (4) years old. This is provided by the WCS school nurse. If a follow up is needed the parents will be notified by the nurse.

# **School Safety**

## **Emergency Preparedness Plan**

There are two buildings which house students at the Neta Lane Campus. One is designated the North Building and the other the South Building. In the event that either of the buildings becomes unsafe for occupancy the students will be evacuated to the opposite building.

- **If both the North and South Buildings become unsafe**, the students and staff will exit buildings and proceed directly across the street to the Edgemere Church of Christ located at 4728 Neta Lane.
- **In case the whole block area is unsafe including the church building** across the street, the students will be transported to the gymnasium of Wichita Christian School at 1615 Midwestern Parkway.
- **In the event of an emergency evacuation, parents will be notified by Parent Alert text message regarding any change in dismissal procedures.**

## **Fire and Tornado Drills**

There will be unannounced fire and tornado drills during the year. Instructions for evacuation of the buildings and/or where to find a place of safety will be posted in each room. During these drills, students must keep in line, walk (no running) and be quiet. Each student is to remain with his/her class. After all students are accounted for, an "All Clear" will be given. In the event of a tornado drill or real tornado, students will be directed to the designated area and will be required to sit on the floor in a tucked position with arms covering their heads as practiced in the drill. (*See crisis management document for other emergency situations.*)

## **Stranger Drills**

We will practice announced and unannounced stranger drills. Students and teachers will lock down in the location that they currently occupy. Deadbolts have been installed on all doors in classrooms, and all teachers have walkie-talkies to communicate to each other safely. All drills will be announced to parents through our Facebook page.



### **Insurance**

Accident insurance is provided by WCS. Contact the business office for paperwork in case of school accident. Parents are encouraged to maintain health insurance.

### **School Cancellations**

If school is to be cancelled or dismissed early due to weather conditions, WCS Parents will be notified through the following: Two television network affiliates, KAUZ (channel 6 or 4 on cable) and KFDX (channel 3 or 12 on cable); RenWeb Parent Alert; Facebook; and KMOC (89.5 FM radio station).

### **Transportation of Students**

Students participating in a school activity requiring transportation to another school or site must ride in transportation provided by or approved by the school. For the protection and safety of all students who ride the vans and/or buses, rules of courtesy and safety are to be observed at ALL TIMES. Seat belts will be worn at all times when vehicles are in motion. Your child's cooperation will be expected. Any student who does not comply with these rules will lose the privilege and parents will be expected to provide transportation. Students will be expected to clean out the transportation vehicles after every trip.

### **Gang free zone**

Wichita Christian Preschool is a gang free zone where criminal offenses related to organized criminal activity within 1000 feet of a child-care center are subject to harsher penalty under the *Texas Penal Code*.

### **Procedure for Parents to Review the Minimum Standards and the Most Recent Licensing Inspection Report**

A copy of the minimum standards and the preschool's most recent Licensing Inspection may be reviewed by parents upon request by calling 940-687-0298.

### **Procedure for Contacting the Local Licensing Office, DFPS Child Abuse Hotline and the DFPS Website**

You may contact Norah Orchard by calling 325-201-8128, or by email at [Norah.Orchard@dfps.state.tx.us](mailto:Norah.Orchard@dfps.state.tx.us). To Contact the Child Abuse Hotline, call 800-252-5400, or you may view the Department of Families and Protective Services website at [www.txchildcaresearch.org](http://www.txchildcaresearch.org).

### **Asbestos Management Plan**

#### **NOTIFICATIONS**

#### **August 15, 2023**

Dear Parents, Students, and Staff:

I am pleased to let you know that Wichita Christian School is working hard to maintain compliance with federal and state regulation concerning asbestos. Should you desire to review the asbestos

management plan for your child's school, a copy of the plan is available in the principal's office as well as in the office of the superintendent.

If you have questions about the plan or this federally mandated program, please contact me at 940-687-1643.

Sincerely, Asbestos Designated Person

**August 15, 2023**

To: Wichita Christian School Staff and Parents

From: Asbestos Coordinator, Wichita Christian School

**Asbestos Management Continued:**

RE: Federal regulations concerning the inspection, re-inspection, periodic surveillance, response activities and management planning for our Wichita Christian School.

I am pleased to advise you that Wichita Christian School is working hard to maintain compliance with the federal AHERA regulations.

We recently completed the process of re-inspecting and updating the management plan for each of our school campuses as required.

Should you desire to review the management plan for your child's school, a copy of the plan is available in the principal's office and in the office of the superintendent.

If you have any questions about the plans or this federally mandated program, please contact me at 940-687-1643. Sincerely, Asbestos Coordinator for WCS

## **Policy Regarding Clothing and Belongings**

You are encouraged to send your child to school in play clothes and tennis shoes. If your child is wearing a dress, please have shorts on underneath. **Absolutely no flip flops will be allowed at any time.** Daily school activities include active and sometime messy play. The children should feel comfortable to enjoy themselves and not worry about getting their clothes dirty. Please clearly mark your child's outerwear to ensure proper return. We ask that you provide a change of clothes for your child in case of accident, including underwear and socks. Please provide a backpack for your child that is big enough to hold his/her change of clothes, lunchbox, and folder. Please clearly mark both the backpack and the lunchbox with your child's name. A WCS t-shirt is provided for each child to wear during special campus and field trip activities. Additional t-shirts may be purchased for your child.

## **Discipline and Guidance Policies**

Positive guidance teaches children skills which help them get along in their physical and social environment. Giving children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior. Our teachers use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
- **Discipline Continued:**
- Reminding a child of behavior expectations daily by using clear positive statements.
- Redirecting behavior using positive statements
- Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.
- If a child exhibits aggressive behavior such as biting, hitting, kicking, scratching, spitting, pushing, or other abusive behavior towards other children or faculty, the child will be removed from the classroom and/or parents will be notified.

## **Teacher Conferences and Problem Resolution**

Please contact the office at any time if you wish to arrange a conference with your child's teacher.

### **Problem Resolution**

*It is the school's intent that all disagreements be resolved at the level where they originated.*

Throughout the appeal or resolution process, all parties must demonstrate mutual respect and the dignity of all parties involved will be preserved. The focus of discussions shall be on problem resolution rather than on developing an adversarial conclusion. No reprisals or retaliation of any kind shall be taken against a student or parent for utilizing this procedure.

### ***Steps for Problem Resolution:***

1. Questions and other concerns should be directed first to the person where clarification/resolution is desired – usually the classroom teacher.
2. If resolution is not reached, the complaint should next be directed to the campus administrator.
3. Complaints and/or problems may be brought to the superintendent if a remedy is not possible at the campus level.
4. Requests can be made to address the board regarding unresolved concerns at a regularly scheduled board meeting **ONLY** after following steps 1-3. Meetings are usually held on the 3<sup>rd</sup> Thursday of each month, and written requests to appear before the board must be submitted by Friday before the Monday meeting.

## **Absences and Withdrawal Policy**

Parents are responsible for their child's attendance to class. There is no reimbursement of tuition if your child is absent from class, nor will makeup days be allowed. If it becomes necessary for you to withdraw your child from school, we ask that you give the school a one-month notice. Please contact the school business office to stop payments to FACTS and remove your child's name from our computer-generated school roster.

## Suspension and Dismissal

In the event of repeated aggressive behavior, a child may be placed under suspension or dismissed, or parents may be asked to withdraw the child from school. Suspensions are given only by the director and take effect immediately and parents are required to remove the student from the campus.

## Signature Pages

Please find and sign the following pages on the website:

<https://www.wichitachristian.com/about/handbooks-documents>

- Over the Counter Medication Authorization Form
- Prescription Medication Authorization Form
- Privacy Form
- Student Health Information Form
- Healthcare Professional Statement Form

### Wichita Christian Preschool Parent/Student Handbook

Please sign and return this form to the office to indicate you have read the Wichita Christian Preschool Parent/Student Handbook:

"I have read the Parent/Student Handbook of Wichita Christian Preschool and agree to abide by the rules and regulations as stated."

Please print name of Student: \_\_\_\_\_

Please print name of Parent/Guardian: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date \_\_\_\_\_