



Welcome

Winchester Christian Academy Preschool welcomes you and your child! Together we can make this a wonderful year of development for your child ...in mind, in body, and in soul.

Please feel free to contact us with any suggestions, questions, or concerns. We are very excited to begin the 2025-26 school year!

For the children,

Mrs. Caroline Simmons

Mrs. Caroline Simmons, Head of Schools

caroline.simmons@wcaedu.net

Mrs. Shelby Steele

Mrs. Shelby Steele, Principal

shelby.steele@wcaedu.net

4 year old classes

Mon./Wed. – Mrs. Becky Lawlor
Mrs. April Livingston

becky.lawlor@wcacedu.net
april.livingston@wcaedu.net

Tues./Thurs. - Mrs. Cristie Wells
Mrs. LeeAnn Childers

cristie.wells@wcaedu.net
leeann.childers@wcaedu.net

3 year old classes

Mon.-Thurs. Mrs. Ginny Robertson
Mon/Wed Mrs. Sherrie Greene
Tues./Thurs. Mrs. Norma Foster

ginny.robertson@wcaedu.net
sherrie.greene@wcaedu.net
norma.foster@wcaedu.net

2 year old classes

Mon.-Thurs. Mrs. Jenny Rayburn
Mrs. Jennifer Prince

jenny.rayburn@wcaedu.net
jennifer.prince@wcaedu.net

Mission

The mission of Winchester Christian Academy Preschool is to provide students with excellent academic training in a loving, Christian environment. Our goal is to assist in your child's academic, physical, and spiritual growth.

Curriculum Overview

Our curriculum offers social, spiritual, and academic excellence of age-appropriate development. We model Christ's love daily through teaching and example. Bible stories and scripture are taught daily. The children will attend chapel one day a week (Monday or Thursday). Our primary approach to learning is through purposeful, inquiry-based play. Optimal learning environments invite children's participation through hands-on, experiential exploration using all five senses. Children learn best through interactions with other children and adults with the aid of educational materials in multiple, varied contexts. Age-appropriate centers that enhance auditory, visual, kinesthetic learning and fine and gross motor skills are taught.

Our School Rules

Our goal is to have a safe and positive environment that is conducive to learning. Every child has the right to learn and the right to be safe. Each class will have classroom rules and expectations that will be clear and understandable along with the consequences. The rules will be posted in the classroom and be communicated with the families.

Registration

A (non-refundable) registration fee of \$200 is required of each student. Registration forms must be submitted in the FACTS portal along with a Certified Birth Certificate and an immunization record signed by a health provider. **All forms are to be submitted before students can be enrolled.*

Tuition

Tuition payment is based on individual plans through FACTS management. A 5% discount is given for full payment at the beginning of the school year. A 10% discount is given for families with multiple children. This discount is given to each student's sibling.

The following annual tuition rates apply for all preschool classes:
\$220.00 month / \$2,200.00 year (based on a 10-month school schedule)

Preschool Hours

An official day at WCA Preschool is 8:30 a.m. to 2:15 p.m. For optimal learning, all students are expected to be at school on time each day and remain at school each day until dismissal. It makes for a smoother transition when students arrive and leave at the same time together.

Arrival and Dismissal

For safety and smooth traffic flow, please remain in your car during arrival and dismissal times. Please pull up to the preschool door. A staff member will greet you each morning and afternoon at your car. They will keep a record of attendance including tardies and early dismissals.

Meals and Snacks

Send a morning snack, sack lunch, and drinks for your child each day along with utensils needed. Pack an ice pack if needed. Please send your snack prepared so that it is ready to be eaten. No lunches will be heated.

Birthdays & Class Parties

We will have special treats on holidays and /or birthdays. Please notify your child's teacher in advance if you would like to send a treat or lunch on your child's birthday so that we can inform the other parents.

******As indicated on the student registration form, please inform the school of any food allergies.**

Medical Policies & Procedures

Medication Information (*will be shared with school nurse)

No medication will be supplied by the preschool. Medications may be administered at school ONLY if the parent supplies the medication and has completed the **Medication Permission Form**.

All prescription medications must be brought to school in the original container by the parent/guardian. These medicines should be delivered to the preschool office/classroom teacher. The medication should be with a pharmacy label and must contain the child's name, prescription number, medication and dosage, directions, date, licensed prescriber's name, and pharmacy name.

Prescription Medications do include epi-pens, inhalers, breathing treatments, and insulin. Medication permission forms for these should be filed with the preschool office/classroom teacher at registration.

If treatments (such as epi-pens or inhalers) should be kept with the student, the school must receive a consent form from the physician. The nurse and school staff need to be notified where these will be kept in case of an emergency.

At the end of the school year, you will be contacted to pick up any unused medication. These medications will only be sent home with a parent/guardian.

*All OTC (over the counter) medicines will follow the same guidelines.

Illness or Injury

At the beginning of the school year, all parents must complete the student health information on the registration form (FACTS), paying special attention to allergies and emergency contact information. If a child becomes ill or is injured during the school day, a parent will be notified. If a child requires emergency care, the school will contact emergency medical services.

Phone numbers and emergency contact information must be kept current.

To prevent sickness from spreading among students, children should NOT attend school if they are sick.

Emergency Drills

Fire drills will be scheduled each month during the school year. Tornado and lock-down drills will be practiced once each semester. All classes will practice these safety drills in preparation for such emergencies.

Publicity Release

Winchester Christian Academy and Preschool produces a variety of materials each year for marketing and publicity purposes. Such material may include newsletters, newspaper articles, radio spots, television ads, billboards, web-site information, social media, and other media. Unless otherwise indicated in writing, parents who enroll their children in WCA Preschool give consent to the use of their child's picture, voice, likeness, and / or name in such material.

Field Trips

Children learn from their experiences. Field trips create activities that will allow children to enhance their learning and build on what they have experienced. Parents will be notified in advance of a field trip and must sign a permission note before a child may leave the school to participate in the field trip. *A parent or guardian will be asked to accompany their child.

Weather-Related / Emergency School Closing

From time to time, weather conditions may force schools to close early, open late, or be cancelled. Announcements will be made as early as possible and posted on our web site (winchesterchristianacademy.org), through FACTS group text, and announced on the local radio stations.

Dress

Wear comfortable clothes and shoes! (closed toe and heel are best) We will learn through play and spend much time outside. The children will also be creative through painting, playdough, and shaving cream activities, etc. When your child comes home dirty...it's been a great day!

Potty Training

2 year olds: It is our goal to help you and your child through their potty-training efforts. We will give encouragement and praise to children attempting to use the potty at school so that their experience will be a very positive one. Please allow your child to wear pull-ups to school (and replenish as needed) when they are ready to begin using the potty. Also, supply a change of clothes to keep at school or in the book bag labeled with your child's name.

3 & 4 year olds: We expect the 3- and 4-year-olds to be potty trained and encourage independence of restroom skills without use of diapers/pull-ups. In case of accidents, please supply a change of clothes to keep at school or in the book bag labeled with your child's name.

Nap/Rest Time

2 year olds:

Please send a kinder mat and a sheet or blanket for your child. Nap sheets/blankets will be sent home each week for cleaning.

3 & 4 year olds:

Please send a sheet and/or blanket for your child. Cots are provided. Nap sheets/blankets will be sent home each week for cleaning.

Parent/Teacher Communication

Please check your child's book bag when they come home for important notes, upcoming events, and work that they have done at school. It is most important that we keep an open line of communication. Please send a note, email, or call if you have any questions or concerns.

Preschool 967-1919 Academy 967-5466

*Visit our website winchesterchristianacademy.org for the school calendar, special activities, and updates.

**The Winchester Christian Academy 2-day Preschool is not required to be licensed by the state as a childcare agency.

Notice of Non-Discriminatory Policy

Winchester Christian Academy & Preschool shall not discriminate against any person based on race, color, national or ethnic origin, sex, or age.