

Policies and Guidelines

Classes: There are four different classes currently at Wesley Preschool and Kindergarten, all are held from 9:00 a.m. till 12:00 p.m. Children ages range from 3 to 5 years old. The four classes are:

2-Day Class	Tues. and Thurs.
3-Day Class	Mon., Wed., and Fri.
Pre-Kindergarten	Mon., Tues., Wed., Thurs., and Fri.
Kindergarten	Mon., Tues., Wed., Thurs., and Fri.

Registration: A \$60.00 non-refundable registration fee secures your placement in a class. (\$30.00 for each additional child in the same family.) In-house registration (children already registered, Church members and siblings) begins the March 1st. Outside registration begins two weeks after in-house registration. An official Physical Form, a registration application, an Emergency Information Form, and an Identity Verification Form must be submitted on the first day of school. **All students must be totally toilet-trained, no pull-ups, no diapers, no exceptions! If students are not totally toilet trained, they will be disenrolled, without a refund of the registration fee, however, they will be placed on the wait-list until potty training is completed.**

Tuition: Payments are due on the 1st day of each month. Please add a \$15.00 late charge to all tuition payments received after the 10th of the month. A fee of \$25.00 will be added to your account for all returned checks. Tuition checks should be placed in the box on the director's desk marked "checks." Tuition rates are:

Kindergarten	\$220.00 per month
Pre-K	\$180.00 per month
3-Day	\$140.00 per month
2-Day	\$120.00 per month

Important Note:

Tuition remains the same every month regardless of holidays, family vacations, snow-days, or illness.

Attendance: If your child is going to be absent, please call the director before 9:30 a.m., otherwise, we will call you to find out the reason for the absence. We care about your child and miss them when they are not in school.

Inclement Weather Policy: Wesley Preschool and Kindergarten follows the Fairfax County public schools' guidelines for inclement weather with the following modifications:

Fairfax County closed.	Wesley Preschool and Kindergarten closed.
Fairfax County 1-hour delay.	Wesley Preschool and Kindergarten 1-hour delay.
Fairfax County 2-hour delay	Wesley Preschool and Kindergarten closed.
Fairfax County dismisses early.	Wesley Preschool and Kindergarten dismisses early.

Changing of this policy is at the Director's discretion.

Calendar: Wesley Preschool and Kindergarten follows closely to the calendar of Fairfax County Public Schools. A calendar will be distributed at the beginning of the year, please take note of the differences. Please note that our programs are all in the morning school hours.

Withdrawal: Should a child be removed from our school for any reason, please give a one month notice so that we may fill the space. If a child attends any part of the month, tuition is due in full.

Arrival and Pick-up: Prompt arrival and pick-up is required. Doors open at 8:55 a.m. For safety reasons, parents are required to escort their child to the classroom. Do not leave a child unattended if their teacher is not in the classroom. Please try not to bring your child much later than 9:00 a.m. The child may feel uncomfortable about arriving after the class has started and they miss out on the project introduction for the day.

The teacher will dismiss children directly from the classroom. Please do not go into the classroom to retrieve your child. Class ends at 12:00 p.m. promptly. If you arrive early, please wait *quietly* outside of the classroom for dismissal. ***A fee of \$10.00 is charged for late pick-up of children over 15 minutes.*** Your child will never be released to anyone not on his or her pick-up list. Please let us know in writing if someone not listed will be picking up your child. They ***must*** provide a picture I.D. for verification before your child will be released. No exceptions to this policy.

Safety Precautions at Wesley

At Wesley Preschool and Kindergarten we take precautions each and every day to insure the safety and well being of our students. For example, all our employees must pass a VA State Police background check. Also, it is our policy to lock the doors to the school after all of the children have arrived for the day. The doors remained locked until it is time for our students to be picked-up at the end of the school day. Children are never left unattended at any time. We are observant in order to identify any “unknown” visitors at our school.

In an effort to create the safest possible environment within and outside of Wesley, we are asking for your help. We will be enforcing our policy *that no child shall be left alone in a vehicle, on the church grounds, or in the building without an adult in supervision at all times.* It is a VA state law that no child shall be left unattended in a vehicle at any time for any reason. Please take this to heart. Remain attentive when bringing your child to class. Please do not let a child walk alone to class for any reason. If you are responsible for delivering more than one child to different classes, please accompany each child to class. Each child should enter their classroom with an adult by their side and that adult should stay with the child until a teacher is present.

Wesley is registered with the VA State Police in order to receive information on any sex offender who moves into the same zip code area as our school. There is a website to check information about sexual offenders in your neighborhood. The website can be located at <http://sexoffender.vsp.state.va.us/static/se>.

Health: It is best to keep your child at home if he or she has not had a good night's sleep or if they show signs of illness. Any child with a fever will not be allowed to attend school. Please notify the school if your child is ill. All contagious/communicable diseases will be reported to the whole student body. A child will not be able to return to school until they are considered non-contagious. We request a child to be fever-free for 24 hours before coming back to school.

If a child becomes ill or is injured at school, parents will be notified by phone. Please make sure all of your emergency numbers remain up-to-date for that reason. If we cannot contact you, your child will be isolated and cared for until you come at the regular time. If there is an emergency situation, we will make contact with the emergency numbers that you have provided for us and utilize the emergency release form.

Do not send medication to school. We do not administer any type of medication, no exceptions.

Health and Immunization Record: Each child is required by law to have a state health form, signed by a physician by the **first day of school**. The standard immunization and tuberculin clearance is required. All children must have a full physical for admission as required by the Department of Health.

Identity Verification: Please read the following carefully. Wesley's first and foremost interests are our children and because we are concerned with the welfare of our children we will comply with all state laws and regulations. The purpose of 63.1-196.002 of the Code of Virginia is to help identify missing children in regulated child day programs. It requires religiously exempt child day centers and certified preschools to require the person enrolling the child in their programs to provide information regarding the child's previous child care and school attendance and to present proof of the child's identity and age. ***If the person enrolling the child does not provide the above information within seven business days of initial attendance, the regulated program must immediately notify the local law-enforcement agency in the area.*** The law enforcement agency will, if available information warrants immediately submit an inquiry to the Missing Children Information Clearinghouse and, with the assistance of the local department of social services, if available information warrants conduct the appropriate investigation to determine whether the child is missing. Proof of the child's identity and age may include:

- A certified copy of the child's birth certificate;
- Birth registration card;
- Notification of birth (hospital, physician or midwife record);
- Passport;
- Copy of the placement agreement or other proof of the child's identity from a child placing agency (foster care and adoption agency)
- Record from a public school in VA;
- Baptismal record;
- Certification by a principal or his designee of a public school in the U.S. that a certified copy of the child's birth record was previously presented; or
- Copy of the entrustment agreement conferring temporary legal custody of a child to an independent foster parent.

You need only provide the above information to us once, and not on an annual basis.

Clothing and Personal possessions: Please mark any and all removable clothing and/or personal possessions with your child's name. Send in an extra set of clothing in a plastic sealed bag marked with their name, in case of an accident where they get their clothing soiled or wet. Dress your child in appropriate clothing for school activities and weather. Select shoes that provide comfort, support and freedom of movement for climbing, skipping, dancing, and running. Loose sandals, cowboy boots, and shoes that slip off easily inhibit activity and comfort in the loose mulch that covers our playground

Show and tell items should be brought only when requested by the teacher. All other toys and personal items should remain at home or in the car. Guns, ropes, knives and other toys that encourage rough and violent play are to be left at home.

Snacks: Your child should bring a **healthy snack** to school each day. Healthy snacks are fruits, vegetables, raisins, cheese, crackers, peanut butter, etc. All snacks should be peeled and cut, ready to eat. Do not send in fruit gummy snacks or candy as a snack. We will substitute any snack that is of a "candy type" or is deemed as not suitable or healthy. Please do not send juice boxes, thermoses or water bottles. Water is provided to the children upon request.

Birthdays: Birthdays are a special time and we encourage parents to participate in celebrating your child's birthday with his or her classmates. We celebrate the occasion at snack time. We have only about 15 to 20 minutes to celebrate. Please plan accordingly. Teachers are not allowed to hand out birthday invitations. Please do not ask. We suggest that they be mailed or given out before or after school by the parent giving the party.

Summer birthdays are celebrated in May with a Un-birthday party celebrated by the whole school.

Visitations and Conferences: Wesley Preschool and Kindergarten has an open door policy. An open-door policy states that as a parent you are welcome to come to our school anytime unannounced. This policy communicates to you, as a parent that you are welcomed at all times. We do hope that this policy helps to establish a foundation of trust and mutual respect.

While we have a liberal open door policy, we do not encourage parents to linger in the morning after dropping off your child. Lingering may become disruptive to the whole class. In order to provide a smooth transition for all the children, all parents need to "kiss and leave" their student by 9:00 a.m. unless volunteering work or observation time has been arranged in advance.

Parents are encouraged to be a part of the preschool and Kindergarten in an organized structured way. To allow a smooth transition, volunteer work and or observation time will be available beginning in October.

Parent Volunteers: Parents are encouraged to be a part of the Preschool and Kindergarten classes in a structured way, such as volunteering. Children enjoy and greatly benefit from having their parents involved in their school activities. You are encouraged to participate! In order to participate in any school activity, you must have a TB tine test result on file in our office. Also, you must sign a Department of Social

Services, “Sworn Disclosure Statement” that will be filed in our office. This is a Fairfax County ordinance and is for the protection of our children.

You can also schedule observation periods in your child’s classroom. Volunteer work and/or observation time will be available starting October 1st. Please talk to your child’s teacher for details on either activity.

Finally, each teacher will schedule a one-on-one session with the parent to discuss his or her child’s progress. Preschool Teacher/Parent Conferences will be held in January. We will not schedule conferences concurrent with a classroom observation.

If you have an immediate concern on any issue, please contact the teacher and make an appointment to discuss the issue. Also, the Director is always available to you at school or by phone.

Toileting: Cares for ordinary toilet needs without assistance. Manages clothing, cleansing, (papering) and washing of hands. Please send your child to school in clothing that is manageable. Sometimes, seconds count! Teachers and assistants do assist when necessary and supervise all bathroom breaks.

Child Abuse: We have a zero tolerance policy regarding any type of child abuse. Any suspected child abuser will be reported to the Child Protection Services immediately.