

General Procedures

Arrival/Departure/Early Room

The school day is from 9:00 am until 12:00 pm. We do provide an Early Room from 8:00am to 9:00am for an additional \$4.00 per day, if needed.

Please park in front of the church or across Caldwell Street in FUMC parking lot. In effort to be a good neighbor, please avoid parking in College Plaza.

Parents are required to bring their children to the classroom and sign them in with the appropriate information: who drops them off, who is picking them up, and phone number of pick up person. If you call for someone different to pick your child up, for us to release your child to them, they will have to provide a valid Driver's License.

*Please be aware that there is a late fee of \$5.00 per every 15 minutes after 12:00 pm.

*The Early Room will be billed monthly in arrears. And there is no Early Room service on B schedule days.

Inclement Weather

Please listen to the local radio and/or television station for any announcements regarding school closings due to inclement weather. WCP follows the decisions made by Transylvania County Schools.

We also subscribe to "One Call Now" to send messages to all the parents. The first time a message is sent, you will have to agree to accept our messages, from that point on you will receive our reminders and important information.

Please refer to Inclement Weather Policy for more details.

Absences

If a child is absent at any time, please let us know by 9am the day of the absence.

Clothing

Dress your child in comfortable clothes which allow a lot of movement. Please also bring a seasonal change of clothes to be left at school, with diapers and wipes for the ones and twos, please label clothes and diapers. We highly recommend rubber-soled, closed toed shoes. **No flipflops please.** Since we play outside whenever possible, please dress your child appropriately for weather conditions.

Snacks

Parents are asked in the twos, threes, and fours class to donate a nutritious snack at least once a month. Suggestions: fruit, crackers, cheese, veggie straws and vegetables. If your child has food allergies, please supply them with a daily snack.

The one-year old class are asked to bring their own snack and drink every day.

Please provide a water bottle every day for snack and your child's needs throughout the morning.

Birthdays

You are welcome to celebrate your child's Birthday during snack. Please see your child's teacher for specific classroom needs and requirements.

Toys

Children are encouraged to bring books and items of special interest only for Sharing Time. We discourage special, loved toys shared as it is traumatic for a child if the toy is broken or misplaced. **Toys which encourage rough and violent play are to be left at home.** Please keep all personal toys at home except at designated Share Time.

Potty Training

This is an important step in the development of the child. Teachers will not push for this accomplishment, but will, through regular scheduled trips to the bathroom, encourage and give verbal rewards when the child is successful. Potty training requires communication between the parent and teacher. Please feel free to discuss any problems and questions with your teacher.

Potty training is encouraged before enrollment in the three-year-old class. We do not have diapering facilities in the threes or fours class.