



**2022-2023**  
**Weekday Children's Program**

**Parent  
Information  
Handbook**

***WCP Office Phone #: 828-883-9026***

# General Procedures

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## **Arrival/Departure/Early Room:**

- The school day is from 9am to 12 noon, Monday through Fridays. Our School Calendar is very similar to the Transylvania County Public Schools Calendar. ***See Attachment #1: 22-23 WCP School Days Calendar***
- We provide an Early Room from 8-9am for an additional \$4/day, if needed. If you use the Early room, you will be billed at the end of each month.
- When arriving at the church, please park in spaces along the side of the church or in the Caldwell Parking lot. We wish to be good neighbors to the merchants in College Plaza and have agreed not to use their parking spaces.
- Parents are required to sign-in their children each day and provide information about who will pick up with their phone number (if it is different from who dropped them off). Temperature checks will be made at sign-in to assure the health of everyone.
- If you need to call in about a different pick-up person, that person will need to provide a valid form of identification.
- Children should be picked up at 12 noon and if there is a significant delay (10-15mins) in pick-up time, a late fee may be charged (\$5 for each 15 minutes).

## **COVID Restrictions:**

- WCP's current policy maintains that masks are optional for all ages.
- We follow the NC Health Dept.'s Toolkit for Childcare and CDC guidelines regarding direct exposure to COVID (no testing required but monitor for symptoms & test if they occur) or an actual positive test for COVID students & staff (exclusion from school for 5 days from on-set of symptoms and return to school wearing a mask for 5 days).
- We will continue with heightened sanitation practices and air filters in each classroom.
- COVID policy will be up-dated, if things change in the future.

## **Immunization Policy:**

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- All students must be fully immunized and current immunization records provided to WCP.
- We strongly recommend both the flu shots and COVID vaccination for our WCP children.

## **Inclement Weather Policy:**

- Please listen to the local radio/TV station for announcements regarding school closings due to inclement weather. A “One Call Now” message will be sent to the main contact person. WCP follows the decisions made by Transylvania County Public Schools.
- Virtual Days are non-school days for WCP.
- Please reference ***Attachment #2: Inclement Weather Policy***

## **Communications:**

- We subscribe to “One Call Now” that sends messages to parents. This will be set up for one number per family as soon as your child enrolls and will involve you agreeing to accept our messages. Future messages will just automatically be sent to you. This is a vital tool for reminders and important information from WCP.
- Teachers will set-up Facebook pages for each classroom to post photos and class news. Teachers will also use texts and e-mails to you directly, as needed.
- There will be a monthly WCP Newsletter from the Director sent to you via e-mail and posted on the Brevard FUMC.org web-site under the WCP tab. You may request a hard copy to be sent home with your child.

## **Absences:**

- Please notify us if your child will be absence. It is helpful to know before 9am, if possible. You may contact the teacher directly or call in a voice mail to the WCP Office @828-883-9026.

## **Dress Recommendations:**

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- Please dress your child in clothing that is comfortable and allows for lots of movement. Please bring a seasonal change of clothes to be left at the school, with diapers and wipes (if necessary) for 1's and 2's kids. Please label clothing and supplies.
- We highly suggest rubber-soled, close toed shoes. Please no flip flops. Sport sandals are okay.
- We play outside everyday the weather permits; so please dress your child for the weather conditions of the season.

## **Snack/Water Bottles:**

- Parents are asked to pack a snack for their child each day. We will have emergency snacks on hand, if needed.
- Please also provide a filled water bottle for snack time & for your child's use during the morning.

## **Birthday:**

- We are happy to celebrate your child's birthday during snack time.
- Please check with the teacher regarding any special requirements or food allergies that may exist in your child's class.

## **Toys:**

- Children are encouraged to bring books and items of special interest to be shared during sharing time.
- We have many toys for playtime; so please leave personal toys at home.
- Please do not bring "favorite", cherished items to school. It can be emotionally rough when these treasures get damaged while at school.

## **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.

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- Potty training requires communication between the parent and teacher. Please feel free to discuss any problems or questions with your teacher. We are here to support you and your child.
- Children in the 3's Class must be potty trained or very close to being trained. There are no diapering facilities in the 3's or 4's classrooms.

**Discipline:**

- Praise and positive reinforcement are effective methods for the behavior management of children. Guiding children toward acceptable patterns of behavior is the goal of WCP.
- We encourage each child toward self-discipline. Each classroom has certain rules for safety and health. We emphasize prevention and re-directing as strategies to help with self-discipline. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem-solving abilities and self-discipline.
- Additional strategies used by teachers may include: thinking time, cool-down time, or decompression time, when a little time away from the group will be helpful.
- Parents will be contacted if there is a situation in which a child is not responding to positive methods to solve a behavior problem. It is our goal to always keep our young children safe and happy while at WCP. No corporal punishment or verbal abuse will be allowed on the premises.

**Child Abuse Policy:**

- All professionals (including doctors, teachers, pastoral staff, etc.) are required by state law to report any cases of suspected child abuse or neglect to the Department of Social Services for investigation.

**Scholarships:**

- Brevard First United Methodist Church sees WCP as a ministry of its church. To that end scholarships are available to families who find themselves in need of financial support for tuition and fees.
- The Scholarships are based on family size, income, availability of funds and special circumstances. Applications are available in the

WCP Director's Office and all information is kept confidential. Qualification is based on the free/reduced lunch program criteria used locally.

- We conduct fund-raisers each year to support scholarships. We are blessed by the support of our congregation and families. This year we will once again, host the Pumpkin Patch, to increase scholarship funds.

**Parent Participation/Volunteerism:**

- Parents are welcome to visit the program at any time. Volunteering provides an opportunity to observe your child in a different setting and the opportunity to get to know the teachers and the other children. Parent involvement strengthens our program in many ways.
- Please complete the Volunteer Opportunities page in the enrollment packet to let us know how you might help-out.
- Consider being a substitute teacher for WCP, if you are available. At times, it has become very difficult to cover classes when unexpected illnesses occur either for staff or their children. All that is required is a love of small children and a quick background check. Compensation is \$12/hour. Please contact the WCP Director for more information about becoming a substitute teacher.

**22-23 WCP School Calendar (with Teacher Workdays)**

WCP School days *un-highlighted*

**No WCP School: Holiday**      **No WCP School: WCP Teacher Workdays**

**No WCP School: TC Schools Virtual Day or Teacher Workday**

**August '22**

**29 30 31**

**September '22**

			<b>1</b>	<b>2</b>
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>

**February '23**

		<b>1</b>	<b>2</b>	<b>3</b>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
<b>27</b>	<b>28</b>			

**October '22**

<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>31</b>				

**March '23**

		<b>1</b>	<b>2</b>	<b>3</b>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>

**November '22**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>28</b>	<b>29</b>	<b>30</b>		

**April '23**

<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>

**December '22**

			<b>1</b>	<b>2</b>
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>

**May '23**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>29</b>	<b>30</b>	<b>31</b>		

**January '23**

<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>30</b>	<b>31</b>			

**June '23**

			<b>1</b>	<b>2</b>
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>

**FUMC Weekday Children's Program**  
**Inclement Weather Policy**

Approved by Board of Directors: January 28, 2019

The **Weekday Children's Program (WCP)** will make a best effort to notify families of school closings **no later than 8:15am.**

If there is a Transylvania County School Delay, Virtual Day, or School Closing, the "early room" will be automatically canceled. In the event of **Transylvania County Schools Closing**, parents will be notified the night before or as soon as possible that WCP will be closed. A make-up day for WCP will be schedule to coincide with the public school make-up day, so long as it falls within the school year and on a weekday.\*

In the event of a **Transylvania County Virtual Day**, parents will be notified the night before or as soon as possible that WCP will be closed. Three(3) Virtual Days will be allowed per school year. WCP teachers are to receive pay for those days.

If there are more than 3 Virtual Days per school year, it will be up to the WCP Board and Director to approve additional teacher pay. WCP Families are entitled to request reimbursement for virtual days beyond the 3 days per year. These requests will be submitted by form in May and will be assessed on the end of year tuition statement.

In the event of a **Transylvania County School Delayed Opening, Virtual Day, or School Closing that is enacted after 7am**, it will be up to the discretion of the WCP Director whether to keep the school open or to delay opening time. The Director will make this decision after consulting with the WCP staff to ensure that they are available to work and that adequate staffing is in place to open. WCP Families will be notified by 8:15am, if possible, about the status of school opening or closing.

If **Transylvania County Schools are Dismissed Early**, WCP will continue until noon on a normal schedule unless otherwise notified.

*\*In the event of a make-up day outside of the normal school calendar or on another special occurrence not specified in this policy, the WCP Board will vote to determine teacher compensation and family re-imbusement.*