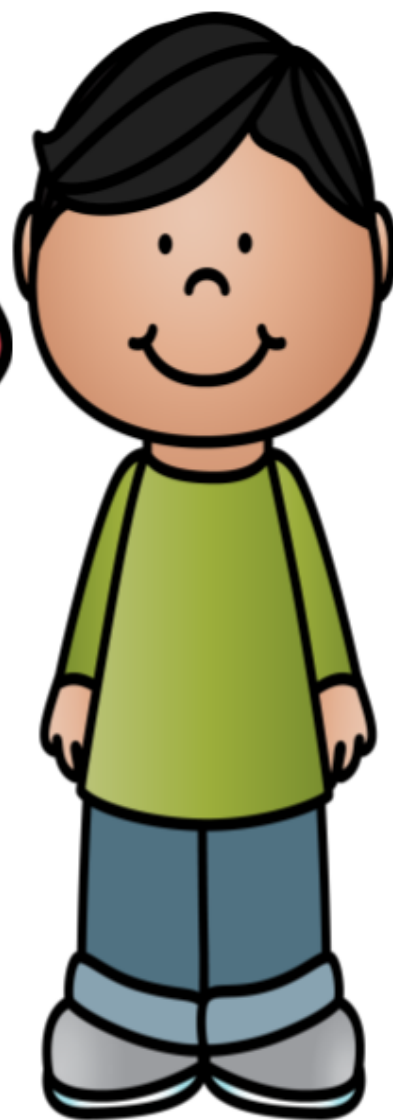
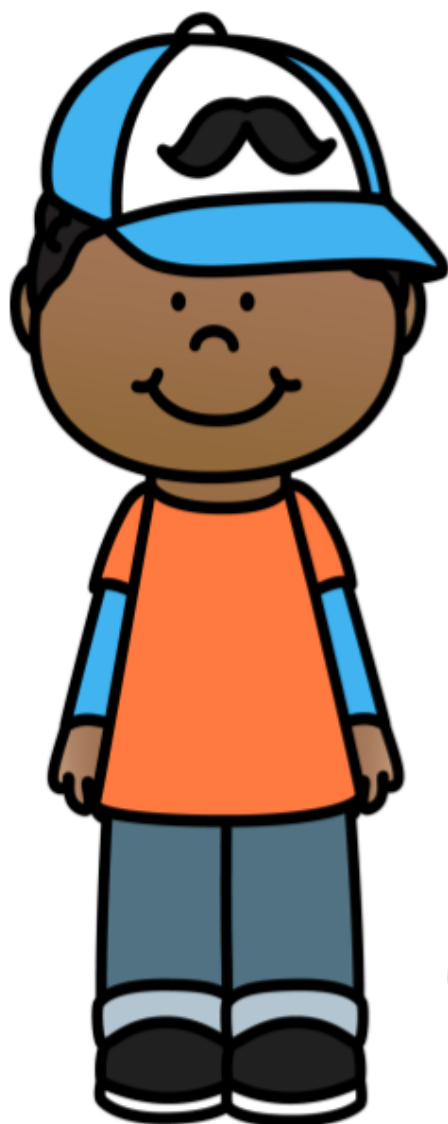




2023-2024  
Weekday Children's Program

Parent Handbook



Dear Families,

Welcome! We are so excited for the start of the 23-24 school year. If this is your first time here, welcome to our wonderful preschool community. We are here to partner with you as you navigate the joys and challenges of life with young children. It is truly the deepest honor to be blessed with the opportunity to care for your greatest treasures. We promise that while they are here we will love and care for them. They will be treated with respect and kindness. We strive to create meaningful learning opportunities that are fun and rooted in play. Our goal is to create a foundation that begins a lifetime love of learning. If ever you have questions or concerns, please do not hesitate to reach out. My door and ears are always open. Thank you for choosing Weekday Children's Program.

Sincerely,

Sabrina Tyler  
WCP Director  
[wcpdirector@brevardfumc.org](mailto:wcpdirector@brevardfumc.org)  
(828)883-9026

Assistant to the Director:  
Kelly Merrill  
[kmerrill@brevardfumc.org](mailto:kmerrill@brevardfumc.org)

## **OUR PURPOSE**

- To provide a Christian Program for children ages one to five that is economically and racially inclusive, that presents an atmosphere of learning, caring, and nurturing, that enables children to experience and learn of God's loving care, and that enhances their growth in self-esteem and care for others.**
- To create a network of support and caring communication between parents of young children; to offer parents a time away from children and at the same time offer assurance of the child's safety and well-being.**
- To provide children of the First United Methodist Church families a vital connection with their own church beyond regular Sunday activities.**
- To service as an avenue of outreach and ministry to the community beyond First United Methodist Church, to provide a doorway through which persons may learn of the ministries and fellowship of the First United Methodist Church, and to foster faith and friendship for parents and children.**

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**Child Eligibility/Class Structures:**

- A. **Inchworms**- must be 4 months of age when the school year begins
- B. **Wildflowers**- Children must be one year old by August 31 of the current school year
- C. **Happy Hedgehogs**- Children must be two years old by August 31 of the current school year.
- D. **Grateful Gnomes**- Children must be three years old by August 31 of the current school year. Children must be potty trained or extremely close, as there are no diapering facilities.
- E. **Forest Friends**- Children must be four years old by August 31 of the current school year.

\*\*Weekday Children's Program strictly complies or exceeds child care regulations regarding child-to-staff ratios.

**Registration Requirements:**

1. A copy of your child's immunization record
2. Physician's Statement
3. Signed written permission to seek emergency care
4. Emergency contact information
5. Photograph statement

**Equal Opportunity:**

No child will be denied care on the basis of race, color, sex, disability, national origin or religion of either the parent or the child.

**Tuition:**

Weekday Children's Program charges \$75.00 per child as an initial registration fee. The registration fee is nonrefundable and is not applied to any child care fees.

Tuition is **due on the first of each month**. You can pay by cash, check or credit card ([www.brevardfumc.org](http://www.brevardfumc.org)). Automatic draft is also available.

Tuition will not be adjusted for the days during which the Weekday Children's Program facility is closed. No credits or refunds will be given for absences or vacations.

## 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.
- Scholarships are provided by fundraisers throughout the year such as our Pumpkin Patch and Father Daughter Dance. We are also blessed by the support of our congregation and families. Without these the scholarship program would not be available.

## Arrival/Departure/Early Room:

- The school day is from **9am to 12 noon**, Monday through Friday. Our School Calendar is very similar to the Transylvania County Public Schools Calendar. **See Attachment #1: 23-24 WCP School Days Calendar**
- We provide an Early Room from 8-9am for an additional \$5/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 along with their phone number. Telephone numbers for the person picking up is extremely important in case of an emergency.
- Temperature checks will be made at sign-in to assure the health of everyone.
- Any new or unknown person picking up a child, whether called in or on the pick up sheet will need to provide a **valid form of identification** at pickup.
- Children should be ***picked up between 11:50- 12 noon***
- *For the safety of all the children we ask that you not allow children to play on playground equipment that is not age specific to their class at pick up time. After 12:30 our playground is open to the public and you are welcome to play and picnic then. Ex. If you have a child in the Wildflower or Happy Hedgehogs class, after you have signed them out, children cannot play on the large playground.*

### **Late Drop Off/Pick Up:**

Teachers understand that occasionally there are circumstances beyond our control that may cause late drop off or pick up.

Young children appreciate routine. A late drop off can be disruptive to the classroom. Please make sure you arrive on time for preschool, **drop off is between 8:50-9am**.

Children should be **picked up between 11:50- 12 noon**. If there is a significant or repeated delay in pick-up time, a late fee may be charged (*\$5 for each 10 minute increment*.)

### **Communications:**

- We subscribe to “One Call Now” which sends messages to parents. This will be set up for one number per family as soon as your child enrolls. You must accept in order to receive calls/texts. After the initial call you may also opt for text communications. This is a vital tool for reminders and important information from WCP.
- The school has a public Facebook page, Weekday Children’s Program. There are many school wide announcements and photos posted there. Please like and follow!
- Each classroom has a private facebook page to post photos and class news. Class Facebook pages are only for parents and grandparents of students. Teachers will also communicate with 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 website under the WCP tab. You may request a hard copy to be sent home with your child.

### **Inclement Weather Policy:**

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

**Sick Policy:**

The goal of Weekday Children's Program is to keep both the children and the caregivers healthy. It is important that you keep your child home when he/she is ill. Sick children attending WCP risk passing their illness onto other children. Being exposed to an illness may be of particular risk for children/family members with chronic illness. Please be considerate of other families as you would expect them to be of your family.

**See Attachment #3**

**Medication:** Parents/guardians are urged to develop a time schedule which allows the student's medication to be taken at home before and after school hours, when possible and appropriate. Any medication, including OTC such as diaper cream, must be accompanied by a completed medication form.

**COVID Restrictions:**

- 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 there are changes in guidelines.

**Immunization Policy:**

- 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.

**Health Care Plan:**

We know and understand that it takes a village to keep everyone safe and healthy. While at school, all staff and children are required to wash their hands before starting the day, before handling food or eating, after using the restroom, and when soiled.

- Toys and equipment are sanitized daily.
- Surfaces that are used for food are cleaned and sanitized before and after eating.



**Absences:**

Please notify us if your child will be absent from school, before 9am, if possible. You may contact your child's teacher directly, call the WCP Office at 828-883-9026 or email the director at [wcpdirector@brevardfumc.org](mailto:wcpdirector@brevardfumc.org)

**Accidents, Incidents and Emergencies:**

If/When a child experiences an accident or injury, the teachers will evaluate and care for your child. The parent/guardian will be notified immediately.

In case of a medical emergency, Weekday Children's Program will obtain the necessary emergency medical care for your child, including but not limited to transportation to an emergency room. In the case that an ambulance is needed and the parent/guardian cannot make it to the school before the ambulance leaves, a WCP staff member will accompany the child to the hospital and will stay until a parent/guardian has arrived.

All classrooms have procedures posted for handling accidents, incidents and emergencies.

**Security/Drills:**

Security protocols are in place at Brevard FUMC and WCP. The doors are locked and are to remain locked during school hours, after drop off. You will need to be "buzzed" in by the office during school hours. If there is not someone available in the office, please contact your child's teacher to have someone let you in.

Emergency evacuation plans are posted at each exit.

Fire Drills are practiced monthly at random with all age groups.

**Supplies, Snack, Water Bottles:**

- Parents are responsible for providing the following items: formula or breastmilk, diapers, wipes, extra clothes, snacks and water bottles.
- Parents are asked to pack a snack for their child each day. We suggest 2-3 items such as a cheese stick, applesauce pouch, and pretzels. If children seem to be hungrier than normal, we will let you know. Please be sure to provide an icepack if food requires being cold as we are not able to refrigerate.
- Please provide a labeled and freshly filled water bottle daily.

*Some items are not allowed due to the choking hazards that they present. There should be no nuts, popcorn, uncut grapes, or cherry tomatoes in the Wildflower or Happy Hedgehog classes. However, we prefer CUT grapes and cherry tomatoes for all age groups. We will be unable to serve your children these things. Your child's teacher will offer other helpful classroom guidelines you may need.*

### **Dress Recommendations:**

Please dress your child in comfortable clothing that allows for lots of movement. We encourage children to explore through art and other messy activities so please choose clothes that can get dirty.

We highly suggest rubber-soled, close toed shoes. Please no flip flops or heels. Sport sandals are okay.

Please bring a seasonal change of clothes to be left at the school. Children in Inchworms, Wildflowers, and Happy Hedgehogs will also need diapers(or pull ups with velcro tabs) and wipes.

### **Outdoor Dress:**

We play outside everyday, weather permitting, so please dress your child for the weather conditions of the season.

During the winter months please send hats, mittens and a heavy coat.

During the warmer months please apply **sunscreen and bug spray** at home before school

### **Infants:**

Infants will be fed either formula or breast milk and when the infant is ready, baby food, all of which are to be supplied by the parent. We do have refrigeration in this classroom only.

Diapers are checked on a regular basis and changed whenever necessary. After the diaper is changed, the diaper-changing area will be sterilized and the provider's hands washed.

### **Birthdays:**

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.

Some suggestions are bite sized cupcakes, cookies, and two bite brownies. Children often are unable to finish full sized items.

## Toys:

- Children should only bring toys to school when they are scheduled for “share time”. Any toys brought to school must be kept in your child’s backpack until instructed to remove them.
- Please do not bring “favorite”, cherished items to school. It can be emotionally rough when these treasures get damaged while at school. WCP is not responsible for lost or broken toys brought from home.

## Potty Training:

- A child is ready for toilet training when he/she can make known their need to use the bathroom and can perform basic hygiene needs.
- Toilet training 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.
- Children using pull ups should have velcro closures to make handling accidents easier.
- 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.
  - *In situations where there have been multiple accidents involving bowel movements, pullups will be necessary for the health and hygiene of the classroom.*
- ***Children in the Grateful Gnomes (3’s) Class must be potty trained or very close. There are no diapering facilities in the Grateful Gnomes or Forest Friends classrooms.***

## Parent Participation

- Parents are welcome to visit the program at any time. Parent involvement strengthens our preschool community in many ways. Parents who are unable to make it into the classroom can help in other ways. Please ask your child’s classroom teacher how you may be able to help.

## Volunteering:

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. Please complete the Volunteer Opportunities page in the enrollment packet to let us know how you might help-out.

Volunteers must complete a background check.

**Supervision of Classroom Volunteers:** All classroom volunteers will be supervised by the paid staff. No volunteer will be allowed to be with children alone (other than his or her own).

### **Substituting:**

. PLEASE 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.

**\*\*Parents, volunteers and substitute teachers are expected to respect the confidentiality of what is seen and heard in the classroom and school building\*\***

### **Safe Sanctuary Policy:**

Safe Sanctuary is a policy that the United Methodist Church has adopted. Safe Sanctuaries® is a “*social structure that is consistent with the gospel*” allowing our sanctuaries, classrooms, mission encounters, camps and retreats, and all spaces where we gather to worship and serve God to be places of trust.

WCP follows the guidelines of the Safe Sanctuary Policy.

### **Parent-Teacher Conferences:**

Parent-teacher conferences are held twice a year. Parents/Guardians can request a conference at any time. Parents are strongly encouraged to discuss any concerns with their child’s teacher. We are here to listen, help and provide any welcome feedback.

### **Discipline:**

In order for children to learn, they must feel safe and secure.

We want to equip children with tools and skills that help them to effectively communicate and interact with their peers and teachers. When behaviors arise we employ a variety of age appropriate methods to help children learn. Our goal is to help children learn self-regulation, recognize and employ acceptable patterns of behavior, and navigate tricky social situations within their peer group.

- Praise and positive reinforcement are often effective methods for the behavior management of children. Our goal is for children to feel empowered by the positive choices that they make.
- We emphasize prevention and re-direction as strategies to help with behavior and classroom management. This is especially helpful in our younger rooms.
  - When behavior challenges arise teachers will communicate with children on the why of the behavior challenge, the reason that the behavior is unacceptable and then together create plans and strategies for a more acceptable outcome
  - Sometimes a child needs time away from a toy, group, or activity in order to decompress and think. While we do not utilize a traditional time out, we do recognize that sometimes every human needs a minute. If a thinking or cool down time is utilized, children will be directed to a safe area where they can take that moment to recollect themselves.
  - - When children receive positive, non-violent, and compassionate interactions from adults and others, they develop good self-concepts, problem-solving abilities and self-regulation.
- Parents will be contacted if there is a situation in which a child is not responding to positive methods to solve a challenging behavior. In situations where there becomes a pattern of behaviors or a safety concern parents and teachers will meet to make a plan of action to best serve the child.
- 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.

**Confidentiality:**

Weekday Children’s Program will keep files on each child confidential. All private information exchanged between the parent and the provider will remain confidential.

Attachment #1

# Weekday Children's Program 2023-2024 Calendar

August							September							October							November								
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT		
		1	2	3	4	5						1	2	1	2	3	4	5	6	7				1	2	3	4	8/30	Open House
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	13	5	6	7	8	9	10	11	8/31	First Day
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	9/4	No School
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	10-30-10/31	No School
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			11/10	No School
December							January							February							March								
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT		
					1	2	1	2	3	4	5	6					1	2	3						1	2	11/22-11/24	No School	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	12/20-1/2	No School
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	1/15	No School
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	1/22-1/23	No School
<sup>24</sup> / <sub>31</sub>	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29			<sup>24</sup> / <sub>31</sub>	25	26	27	28	29	30	3/25-4/1	Spring Break
April							May							June															
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT									
	1	2	3	4	5	6					1	2	3	4							1								
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8									
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15									
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22									
28	29	30					26	27	28	29	30	31	<sup>23</sup> / <sub>30</sub>	24	25	26	27	28	29										

No School
Teacher Workday/No Students
First/Last Day of School

## Attachment #2

### 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 scheduled 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 outcome related to WCP.*

### Attachment #3

#### WCP SICK POLICY- as cited from: NCDHHS

([https://ncchildcare.ncdhhs.gov/Portals/0/documents/pdf/C/Communicable\\_Diseases\\_and\\_Exclusion.pdf?ver=2U5iu6C2l1d209fHKIHp0A%3D%3D](https://ncchildcare.ncdhhs.gov/Portals/0/documents/pdf/C/Communicable_Diseases_and_Exclusion.pdf?ver=2U5iu6C2l1d209fHKIHp0A%3D%3D))

Germs spread quickly in a preschool environment. All children and staff stay healthier when sick persons stay at home.

- If one or more of the following symptoms is present in your child, we will call you to pick up your child from Weekday Children's Program:
  - temperature higher than 100F
  - nausea or vomiting
  - red, pink, or crusted eyes
  - diarrhea
  - rash/infections
  - sore throat
  - change in regular behavior

- **When can my child return to school?**

Children are expected to remain at home if they have a fever or any contagious illness.

- Children with fever, vomiting, and/or diarrhea must be free of these symptoms for 24 hours before returning to WCP
- Children who have had a fever, must be fever free WITHOUT fever reducing medication for 24 hours to return to school.
- If a child is sent home with a fever, he/she cannot return to school the next day
- Pink Eye-
  - Bacterial- must be on antibiotic for 24 hours
  - Viral- No discharge- Doctor's note required.
- Strep Throat- 24 hours of antibiotic
- Lice- must be treated and nit free before returning
- Hand Foot and Mouth- fever free for 24 hours and blisters must be healing

Children should **NOT** be in attendance if they cannot take part in all activities, regardless of symptoms.

Parent(s) **must** notify us **immediately** if a child: - Is diagnosed with any communicable diseases including covid, flu, strep throat, pink eye, lice, RSV, Hand Foot and Mouth, or any other of the diseases common to a school environment.

\*\*This notification is important so that WCP can inform the parents within your child's program to be on the lookout for symptoms. We will not disclose any personal information.