

WCA Preschool Handbook 2018-19

TABLE OF CONTENTS

PURPOSE, CORE VALUES	1
HOME AND SCHOOL RELATIONSHIP	2
ADMISSIONS	3
FINANCIAL POLICIES	4
THE SCHOOL DAY	6
ACADEMICS	8
DISCIPLINE	10
HEALTH, SAFETY, AND SECURITY	11
ADDITIONAL INFORMATION	14
ACCREDITATION, RELIGIOUS EXEMPTION	15
RECOMMENDED PARENT RESOURCES	18

PRESCHOOL PURPOSE STATEMENT

*Westover Christian Academy Preschool
seeks to glorify God by providing a positive, caring
educational environment that encourages
preschool children to grow developmentally,
academically, socially, and spiritually.*

CORE VALUES

*Encouragement of Christian Families
Pursuit of Academic Excellence
Enablement of Qualified Teachers
Development of Spiritual Vitality
Management of Available Resources
Commitment to a Nurturing Environment*

HOME AND SCHOOL RELATIONSHIP

WCA is in partnership with the home. **It is essential that parents, teachers and administration work together as a team for the benefit of the students.** Through mutual prayer, support and communication, much can be accomplished in the spiritual, academic, physical and social development of the students. Therefore, at the time of registration, parents are required to sign the following Parent Commitment.

- We understand the general philosophy of education and are in agreement with the purpose and intent of WCA. We recognize that Westover Christian Academy accepts the Bible as the authoritative and final standard for belief and conduct, and that all classes are taught with a biblical worldview. This includes, but is not limited to the following: sanctity of life (respect and protection of every human life, from conception to death), gender identity (recognizing each person created by God as uniquely male or female), biblical marriage (the life-long covenant between one man and one woman), and appropriate sexual expression (limited to the bounds of biblical marriage).
- We agree to support the standards of conduct, discipline and student dress as detailed in the student handbook. We agree to help our child abide by the guidelines of the handbook and will maintain a cooperative and supportive spirit towards the faculty and administration of WCA. We further invest authority to the teacher and administration to discipline our child when necessary. We further agree that we will cooperate and discipline our child in the home as needed.
- We will uphold the spiritual emphasis of WCA by regularly attending church services and encouraging our child to actively attend church services and will support their involvement in youth programs.
- We agree to uphold and support the high academic standards of the school by providing a place at home for our child to study and to give our child encouragement in the completion of homework and assignments.
- We recognize that there are factors in a student's life that may affect his/her school performance. In the spirit of partnership, we understand that it may be in our child's best interest to discuss new family situations, prescribed medication, and/or counseling with the school nurse and/or the appropriate director.
- We will faithfully support the school through our prayer and positive attitude and share any complaints, questionable or negative comments with only the people involved, and not around our child.
- We understand that monetary assessments will be made to cover damages to the school including breakage of windows and destruction or abuse of other property, as a result of my child's actions.
- We agree to fulfill our financial obligations to WCA as detailed on the Family Registration Form.

ADMISSIONS

ADMISSION STANDARDS FOR NEW STUDENTS

K2, K3, K4

- Parent's agreement to the Parent Commitment
- Satisfactory Pastor's Recommendation
- **K2, K3 and K4 children must be 2, 3, or 4 years old respectively, on or before September 30.**
- **Three year olds should be potty-trained; four year olds must be potty-trained.**

ADMISSIONS PROCEDURE

The mission of Westover Christian Academy is to serve families with a Christ-centered educational environment that encourages each student to grow spiritually, academically, physically and socially. The purpose of the application process is to help ensure that the student and the school are a good "fit". To help families through the application process, the following is a summary of the steps for admission:

1. *Each completed application form must be accompanied by the appropriate non-refundable registration fee.*
2. *A complete application to be submitted includes a completed application form and a completed pastor's reference form. After the application file is complete, the Admissions Committee reviews its contents and makes a decision regarding the applicant's admission to Westover Christian Academy. Only those applications with the appropriate signatures are considered.*
3. *Upon acceptance, parents must complete the financial agreement and pay the registration fee. A copy of the student's birth certificate and up-to-date immunization record must be submitted before the student may attend Westover Christian Academy.*

Class placement of new students rests with the faculty and school administration.

New students are placed on probation for a period of twelve weeks. A parent conference may be requested at any time during the probation period.

POLICY OF NON-DISCRIMINATION

Westover Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admission policies, financial aid policies, and athletic and other school-administered programs.

FINANCIAL POLICIES

Westover Christian Academy seeks to provide a quality education at a reasonable cost. The school does not seek nor receive any federal or state assistance. The school is supported by tuition and gifts.

ONLINE APPLICATION AND ENROLLMENT- NEW STUDENTS

New student applications must be submitted online through the WCA website (www.westoverchristian.org) and application fee of \$75.00 is required when submitted. This application fee covers the evaluation of the application and is then applied to the \$120.00 new student enrollment fee upon acceptance to the school. The website gives complete and easy instructions for making an application. **Please note the application fee is non-refundable.**

ONLINE REENROLLMENT- RETURNING STUDENTS

The \$120.00 reenrollment fee covers administrative cost of enrollment. These fees are non-refundable. Returning students are emailed an invitation to return to WCA through Parent's Renweb. The emailed invitation will give complete and easy instructions for reenrollment. To complete the process, the \$120.00 reenrollment fee must be paid online. **All accounts for the present school year must be current before registering children for the next school year. Please note the reenrollment fee is non-refundable.**

TUITION RATES

Tuition rates are set annually. It is the desire of the school to keep tuition rates as reasonable as possible while at the same time providing funds for an excellent Christian education. Any questions regarding tuition cost should be addressed to the business office.

DISCOUNTS

Tuition discounts are available to pastors, alumni of Southhall/Westover Christian Academy, and tithing members of Westover Baptist Church. Discounts must be renewed each year. Please note that discounts are only available for tuition and not for other fees incurred.

ENVELOPE POLICY

Whenever sending money to the school office with a student (for tuition, lunch tickets, fundraisers, etc.), parents are asked to put the money (cash or check) in a sealed envelope. On the outside of the envelope, put the student's name, grade, teacher, amount enclosed, and purpose.

TUITION PAYMENT OPTIONS

Westover Christian Academy has partnered with FACTS Management Company to help manage our tuition payment program. FACTS is used by many schools locally and over 6,500 schools nationally. This partnership program offers greater efficiency and financial stability for

our school while providing convenience to our families. New students will be directed to the FACTS website during their application process and returning students will be directed to the FACTS website during their reenrollment process through the Parent's Web portal. Below are benefits of using FACTS for tuition payment plans:

1. **Payment Dates:** You may choose either the 1st or 16th of each month as your payment date. Automatic payments can be made from a checking or savings account or from a variety of credit cards.
2. **Convenience & Security:** Along with multiple payment plan options, your payments are processed securely through a bank to bank transaction.
3. **Peace of Mind Insurance:** FACTS offers this optional insurance benefit for only \$17 per year per family. In the event of death of the responsible party or spouse, the remaining tuition balance owed for the current school year is paid to the school.
4. **Consumer Account:** You may check your personal account or make payments online from the convenience of your home or office anytime.

SUPPLEMENTAL FUND FOR EXCELLENCE IN EDUCATION

This annual fee of **\$275.00 per family of full-time students or \$100.00 for part-time students** covers school improvement, technology, accreditation, and campus security. Families may pay this fee in one payment or roll into their monthly tuition. **NOTE:** The supplemental fund fee will be drafted along with the tuition under the FACTS agreement. Only tuition and supplemental fund fee are available for drafts. All other fees are paid directly to WCA.

OTHER FEES AS APPLICABLE

- ◆ **LUNCH CHARGE:** WCA school cafeteria offers a lunch program catered by various vendors. Students may bring lunches from home or purchase lunch in the cafeteria. Cafeteria items may be purchased using cash on day of purchase or from a **prepaid lunch account**. The **prepaid lunch account** can be taken care of online through Ren-web or money sent to the cafeteria (cash or check).
- ◆ **TEXTBOOK CHARGE:** One half of textbook charges and supplementary fees are due on June 1 and second half is due on July 1.
- ◆ **AFTER-SCHOOL CARE AND SUMMER DAY CAMP:** Information regarding after-school care and summer day camp fees is available at the WCA office. Charges are payable weekly.
- ◆ **YEARBOOK CHARGE:** This is an optional charge for each student.

RETURNED CHECKS AND LATE FEES

The returned check fee is \$30.00. If an account receives two (2) non-sufficient fund checks during a school year, the family will be required to pay all tuition and fees in cash for the remainder of that school year.

FACTS will inform families of the late fee policy in advance when setting up agreements for tuition drafts.

PAST DUE ACCOUNTS

Accounts falling two months past due receive a letter of notification giving an additional ten-day grace period to pay the account in full. If the account is not paid in full by the designated date, the family's children will not be permitted to attend school. Once the account is paid in full, the children may return to school. Repeat offenses are not acceptable.

END OF SCHOOL YEAR / WITHDRAWAL

At the end of the school year or at the time of withdrawal, all outstanding bills are to be paid. Accounts must be current to re-apply for the following year. Fees are nonrefundable; refunds on tuition are pro-rated, based on the number of months enrolled at WCA. Partial months are not refundable.

THE SCHOOL DAY

PRE-SCHOOL HOURS

Full Day	8:30 am - 3:00 pm
Half Day	8:30 am - 12:00 noon

Attendance is taken on a daily basis. All students are strongly encouraged to attend school every day and to be on time for school.

BEFORE SCHOOL

- ◆ Preschool students are to report directly to the designated preschool classrooms where they will be supervised by a preschool teacher.
- ◆ Doors do not open and no supervisors are on duty before 7:30 a.m. on school days. Students should not arrive at school before that time.

AFTER-SCHOOL CARE

All students who have not been picked up by 3:20 pm must be supervised by after-school care. The after-school care program is available each full school day, 3:00 - 5:30 pm.

At no time should a child be left at school unsupervised.

SNACKS

SNACK: Parents provide a daily nutritious morning snack. Juice packs are preferred or students may drink water from the school water fountain.

LUNCH

Students may bring lunches from home or purchase lunch items from the WCA cafeteria. A current lunch menu is available in the office. Cafeteria items may be purchased daily using cash or with a **prepaid lunch account**; (checks for **prepaid lunch account** are payable to Westover Christian Academy).

Lunch orders must be placed at the beginning of the school day. If a student is going to arrive at school after 9:00 am, he/she may order lunch by phone before 9:00. On late arrival days (due to inclement weather) no lunch orders are taken; students need to bring lunch from home. **No lunches are served on half days.**

Preschool students eat lunch in the classroom. Each classroom has a microwave for heating lunch items brought from home. The use of cold packs is strongly encouraged to keep student snacks and lunches cool in the lunchbox.

ACTIVITIES

Preschool students participate in exercise activities in the gym and/or playground on a daily basis. Music and art are provided in the classroom as a component of the preschool curriculum.

REST TIME

Preschool students have an afternoon rest time during which each child should be quiet and rest. Cots are provided for K2 students; each student in K3 and K4 needs a "child" size tri-fold mat for rest time.

DRESS STANDARD

Students in K2, K3, and K4 are to be dressed neatly and appropriately for the weather and school activity. Girls and boys may wear pants, jeans, sweat suits, and shorts; girls may also wear dresses, and skirts.

Shoes must be suitable for outside play; flip-flops are not recommended.

Parents are asked to dress modestly and follow the school dress standard guidelines when on campus or participating in school activities as an official volunteer or chaperone.

ACADEMICS

CURRICULUM/TEXTBOOKS

The preschool curriculum provides an introduction to the academic and developmental skills that students will need to start their academic careers. Through small group activities, students develop fine and gross motor skills as well as phonics, language, and math concepts. Hands-on activities reinforce the learning process in all areas. In a nurturing, Christ-centered environment, each student is encouraged to grow academically, socially and spiritually. Character development goals include obedience, self control, and positive peer interaction.

K4 students utilize the ABeka curriculum and receive pages from their “textbooks” one page at a time.

PROGRESS REPORTS/REPORT CARDS

Parents of K2 and K3 students receive academic progress reports two times per year, at the end of each semester. Parents of K4 students receive quarterly academic progress report cards.

PARENT/TEACHER CONFERENCES

Parents may request a conference with the teacher at anytime. Parent/teacher conference dates are designated on the school calendar.

PROMOTION/RETENTION POLICY

Students are promoted to the next grade level based on academic performance, physical, social development and emotional maturity. If there is a question regarding promotion, a screening may be given.

PARENTAL TIPS TO ENCOURAGE READINESS SKILLS

Below are some necessary skills that will increase your child's success in school.

- **Focused Attention:** Before communicating instructions to the child, have the child make direct eye contact with you and/or call the child's name.
- **Desire to Listen:** When giving a direction, tell the child once and expect obedience the first time.
- **Conversing with Others:** Your child will learn to carry on conversations with others by talking to you. Let them be present with you as you converse with other adults. Speak to them in descriptive language and ask open ended questions.
- **Verbal Expression:** Express yourself clearly; children learn by your example. Allow them to ask questions when they do not understand.
- **Completing Tasks in a Timely Manner:** Give the child a task to complete in a certain amount of time. Help him/her keep track of the passage of time and to understand the difference between hours, minutes, and other units of time. (Use a timer of some sort.) Encourage your child to complete a task and to clean up after a job is done.
- **Understanding the Use of Numbers:** Parents can help teach children to develop their number sense by:
 - Using toys and every day household items for counting
 - Playing before-and-after games with numbers or objects
 - Doing sequencing activities
 - Practicing the concept of directionality (right to left and top to bottom, under, and beside).

TIPS FOR READING TO YOUNG CHILDREN

Reading aloud to young children can help them acquire the information and skills they need to succeed in school and life. Here are some suggestions for reading aloud to children.

Make reading books an enjoyable experience. Choose a comfortable place where the children can sit near you. Help them feel safe and secure. Be enthusiastic about reading.

Read to children frequently. Establish regular times for reading during the day and find other opportunities to read:

- Start or end the day with a book.
- Read to children after an active play period.
- Read to them during snack time or before nap time.

Help children to learn as you read. Explain words that they may not know. Point out how the pictures in a book relate to the story. Talk

about the character's actions and feelings.

Ask children questions as you read. Ask questions that help children connect the story with their own lives or that help them to compare the books with other books that they have read.

Encourage children to talk about the book. Ask them to talk about their favorite parts and encourage them to tell the story in their own words.

Read many kinds of books. Read books with characters and situations both similar and dissimilar to those in the children's lives so they can learn about the world.

Choose books to help you teach. Use alphabet books to help you teach the names of the letters and the sounds, counting books to teach counting skills and number recognition, poetry or rhyming books to support phonological awareness, and big books (oversized books that your children can easily see) to point out letters, words, and other features of print.

Reread favorite books. Children love to hear their favorite books over and over again. Hearing books several times helps children understand and notice new aspects of the stories.

DISCIPLINE

A character development goal of Westover Christian Academy's preschool department is to teach obedience, self control, and positive peer interaction in a loving, caring atmosphere. Teachers intentionally recognize and reward obedience and positive peer interaction. When a discipline situation occurs the teacher will use the following procedure.

- The teacher talks to the student in order to clarify the expectation and ensure understanding on the student's part.
- If the student continues to choose unwisely, a consequence such as time-out may be assigned to give the student opportunity to choose the desired behavior.
- If the student is still having difficulty obeying after the above steps are taken, the teacher may call the parent or send a note home.

HEALTH, SAFETY, AND SECURITY

MEDICATION AND TREATMENTS

Whenever possible, it is best to have medications and treatments prescribed for dosages and times that can be administered at home.

School personnel are not allowed by law to prescribe or give any medication or treatment on their own. Therefore, any medication or treatment (over-the-counter or prescription) to be administered at school must be supplied by the parent and be accompanied by the proper form with a parent's signature as well as a physician's signature, if required. **All such medications must be in the original prescription bottle, properly labeled for school dosage and time, and stored in the school office. Forms are available from the school office; parents are encouraged to take forms to each doctor's visit.**

SLEEP AND NUTRITION

Proper sleep and nutrition are very important to a student's health and academic performance. Parents are requested to ensure an adequate night's sleep and a good breakfast before sending a child to school. Parents should also routinely investigate what and how well their student is eating at lunch.

SAFETY

Students are to wear proper clothing and shoes for the current weather conditions and play on playground equipment. For safety sake, please actively teach your students how to tie their shoes or wear shoes that stay on without strings.

CHECKUPS AND IMMUNIZATIONS

All students should have regular physical, dental, and eye examinations, as medical screenings are not provided at Westover Christian Academy. All immunizations must be up-to-date; parents may contact the local health department to be certain the student has received all required immunizations. A copy of each student's updated immunization record must be on file in the school office.

SICKNESS

Although regular school attendance is important, students must not attend school if sick. Sick students are unable to fully participate in class and are thus a hindrance to their own learning and to the progression of the class. They need time to rest and recover strength, appetite, and resistance before returning to school. Students who have not fully recovered become prone to other illnesses and may expose

many other students and families to their illness. This can be particularly hazardous to students with medical conditions and lowered immune systems.

CONDITIONS NOT PERMITTED AT SCHOOL

Students may not attend school with the following conditions. If the student is at school with one of the following conditions, the parents are notified to come for their child:

Fever: Temperature of 100 or above within the preceding 24 hours
Temperature must be below 100 for 24 hours before returning to school. Therefore, if a child is sent home from school with a fever, he/she may not attend school the next day.

Vomiting and/or diarrhea: Occurring within the preceding 12 hours

Coughing: If disruptive to the student or the class

Rash/open sore: Student may return to school when the rash/open sore disappears or when a doctor's signature diagnoses the rash/open sore and indicates when the student may return to school.

Pink Eye: Student may return to school when the redness/pinkness of the eye disappears or when a doctor's signature diagnoses the cause and indicates when the student may return to school.

Head Lice and/or nits: Student may return to school when the head lice are killed with a thorough and adequate head lice treatment and ALL nits manually removed.

HEAD LICE

Head lice, a common occurrence in school children, are tiny insects in the hair and on the scalp which usually cause itching. Nits are lice eggs that look like small oval white specks that are attached to the hair. Since head lice and nits spread easily from person to person, parents should beware of possible transmission when shopping, at dance studios, with sports equipment, at sleepovers, on picture day, etc. and should teach and instruct their children not to allow anyone to play with their hair and for them not to play with another student's hair. Students should also avoid body and head contact as much as possible and should not use other students' clothing, headgear, hats, mats, costumes, headphones, hair utensils, hair accessories, etc.

Each family should responsibly inspect their children for any signs of head lice. If any signs of lice or nits are found, the student should be treated in order to prevent others from being infested and help to prevent a head lice epidemic. Consult a professional if in doubt about the findings. Students may return to school when successfully treated

for head lice and all nits manually removed. In order to avoid reoccurrence, each family member should be inspected and treated if necessary, and the home, car, and all personal clothing and belongings should be vacuumed and cleaned.

SUDDEN ILLNESS OR INJURY

Should a student become sick or injured while at school, he/she may visit the school office. If necessary, the parent will be called to come to school to get the student. Overtly sick or injured students (those with obvious signs of illness or injury) may rest in the school's clinic until a parent comes. Covertly sick or injured students (those with only expressed symptoms) must return to class and wait there until a parents comes. Students must return washcloths, ice packs, splints, etc. to the school office promptly after use. If borrowed items are not returned, charges are assessed to the parent's account.

The school office is not an infirmary. Sick or injured students must go home to recover and/or mend. Parents are to provide the school with numerous contact numbers which are accessible during school hours. After being called, parents or another designated individual should come as soon as possible to pick up their sick or injured student. Parents are requested to counsel their student about the ramifications of hypochondria and "crying wolf". If a student becomes a frequent complainer to the teacher and frequent visitor to the school clinic, a conference will be requested and a complete physical and/or psychological evaluation may be necessary.

EMERGENCY DRILLS

Fire, tornado, and lockdown drills are held periodically throughout the school year in cooperation with Danville Fire Department and Emergency Services.

CRISIS MANGAGMENT PLAN

A written crisis management plan is in place to give direction in the event of a crisis situation in or around the school. A Crisis Management Team (CMT) is made up of school personnel to carry out designated plans for lockdown or evacuation, as needed, and communication with parents and emergency services.

VISITORS AND SECURITY SYSTEM

Parents are welcome at WCA at almost any time. In order to help provide a safe and secure environment for our students, all exterior doors are locked, 8:30 a.m. – 3:00 p.m. Please do not prop doors open or knock for someone to let you in a locked door. When visiting the

school, enter through the glass doors at the preschool entrance and sound the buzzer. After office personnel identify you and grant you access to the building, you may access your child's classroom.

ADDITIONAL INFORMATION

CHANGE OF POLICIES AND PROCEDURES

The administration of Westover Christian Academy reserves the right to change, delete, or add to the policies and procedures in this handbook as the need may arise.

CHURCH ATTENDANCE

It is expected that students associated with WCA faithfully attend a local church. For those seeking a church home, we offer the ministry of Westover Baptist Church. *"Not forsaking the assembling of ourselves together, as the manner of some is; but exhorting one another: and so much more, as ye see the day approaching." Hebrews 10:25*

RESTROOM HABITS

K2 classrooms have diaper-changing stations, and K2 teachers work cooperatively with parents toward potty training two-year-olds. Students in K3 should be potty trained and students in K4 must be potty trained. Each child should be able to take care of his own restroom needs, and should a restroom accident occur, the teacher or aide will supervise the student as he or she cleans himself. If this process proves insufficient the parent may be called. The student should be able to handle their attire without difficulty while in the restroom.

ENVELOPE POLICY

Whenever sending money to the school office with a student (for tuition, lunch tickets, fundraisers, etc.), parents are asked to put the money (cash or check) in a sealed envelope. On the outside of the envelope, put the student's name, grade, teacher, amount enclosed, and purpose.

FIELD TRIPS

In order to enhance the preschool academic program, field trips are periodically taken. These trips are scheduled as an aid to learning and are considered a regular school day for attendance purposes. All permission forms necessary for the planning and approval of a field trip must be filled out prior to the trip. **All preschool students are required to be restrained in a car seat when be transported on a WCA field trip.**

INCLEMENT WEATHER DISMISSAL

All weather-related announcements are posted on the school's web site and on **ParentsWeb**, and text alerts are sent to school families through the Parent Alert System. Announcements are also communicated to radio station WAKG (103.3 FM), television stations channel 13 WSET (www.wset.com) and channel 2 WFMY (www.wfmy.com), and as a message on the school phone system, 822-0880 ext. 46.

School cancellation or delayed opening: Parents and students should check specifically for WCA's announcement regarding **school cancellation or delayed opening**, as the school does not automatically follow the decision made by other local school districts.

Early dismissal: In the case of an **early dismissal** due to inclement weather during the school day, WCA typically follows the decision made by Pittsylvania County Schools. The plan will be to dismiss 2 hours early or 3 hours early in order to keep the staggered dismissal times.

TOYS

Students should not bring toys nor electronics to school except with teacher permission (ex: for show and tell). Balls, jump ropes, etc. are permitted for free play during recess. A stuffed animal may be brought for naptime.

ACCREDITATION

Westover Christian Academy's preschool is fully accredited by AdvancED and ACSI (Association of Christian Schools International).

RELIGIOUS EXEMPTION

Preschool Religious Exemption: The Code of Virginia, Section 63.2-1716, allows pre-schools operated by religious institutions the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the exemption law.

In compliance with the Code of Virginia, Section 63.1716, Westover Christian Academy Preschool is exempt from licensure and is classified as an "Exempt" pre-school.

The statements below have been prepared to meet the requirements of the exemption law.

Qualifications of Personnel

- WCA pre-school faculty have college training and possess a genuine love for children and for teaching children. The maximum student teacher ratio is 6 children per 1 adult in K2 and 10 children per 1 adult in K3 and K4.
- Staff position descriptions are posted on the WCA website: www.westoverministries.org

Description of Facilities

- The K2, K3, and K4 classrooms are located on the lower elementary wing.
- In addition to the classroom areas, students have access to the WCA gym and preschool playground.
- The maximum number of children allowable in each room and in the total preschool program is dictated by the local building inspector.

Food Service

- WCA does not offer on site food service; however, students may order catered lunch through the WCA cafeteria from area restaurants. Students may also bring a packed lunch from home. Students are encouraged to bring a nutritious snack from home to eat during snack time. Each class has a microwave, and the use of cold packs is strongly encouraged to keep student snacks and lunches cold.

Health Requirements for Faculty and Staff

- The pre-school faculty and staff are certified annually by a practicing physician and must be free from any disability which would prevent them from caring for children. Documentation is on file in the school office.

Public Liability Insurance

- The pre-school is covered by public liability insurance which provides coverage in the event that someone brings suit for personal or bodily harm suffered during the operation of the preschool as a result of negligence.

Dear Mom and Dad,

I have so many questions. Please answer them so I don't have to ask others.

I'm going to make mistakes. Please don't rescue me when I do or I will never learn to be responsible.

I'll ask for things I really don't need. Please don't give them to me or I will never learn to do without.

I may say things to hurt you. Please don't believe me. I only say them because I don't like the fact that you have so much power over me.

I will look to you for guidance. Please make a decision and stand by it. If you are inconsistent I will be confused and lose faith in you.

I know I will not always listen. Please don't repeat your requests or I will never learn to pay attention.

I will have to be disciplined. Please don't be afraid to be firm because I feel more secure with limits.

I will not be perfect. Please love me for myself and not for who you would like me to be.

I have feelings. Please don't ignore them as they are very real to me.

I need you. Please love me always.

Your Child

RECOMMENDED PARENT RESOURCES

Boundaries with Kids: How Healthy Choices Grow Healthy Children by
Dr. Henry Cloud & John Townsend

Bringing Up Boys by Dr. James Dodson

Instructing A Child's Heart by Tedd and Margy Tripp

Positive Discipline by Jane Nelsen, ED.D.

Shepherding A Child's Heart by Tedd and Margy Tripp

*Training your Children to Turn Out Right! A Biblical Guide for Christian
Parents* by David Sorenson

www.family.org (Focus on the Family)