

Westside Christian Academy

Child Care Center & Preschool

Parent Handbook



2850 Westside Drive
Suite D
Cleveland, TN 37312
423-476-0001
westsidechristianacademy.org

Westside Christian Academy is privately owned and operated. With over twenty-five years of child care experience, we are dedicated to providing a quality preschool education in a loving Christian environment.

Hours of Operation

Monday- Friday 6:45 a.m. to 5:45 p.m.

Westside Christian Academy will observe and be closed for the following holiday/events:

New Year's Day

Good Friday

Spring In-service (Friday before Memorial Day)

Memorial Day

Independence Day

Fall In-service (Friday before Labor Day),

Labor Day

Thanksgiving Day and the following Friday

Christmas Eve

Christmas Day

New Year's Eve close at 5:00 p.m.

Holidays that fall on Saturday will be observed on the Friday before, and those that fall on a Sunday will be observed on the Monday following.

Inclement Weather –Every effort will be made to remain open during bad weather (i.e. ice, snow). However on occasions, we will close due to inclement weather. The front page of our website as well as Channel 3 will contain any variation in hours of operation.

Curriculum

Westside Christian Academy uses a nationally recognized curriculum as our educational foundation. Our staff will expand on this curriculum by adding extra activities designed to enrich your child's experience. Learning opportunities will be in the form of teacher directed activities as well as children's choice activities. The curriculum program in our Pre-Kindergarten class is supplemented with the necessary skills for your child to flourish in the Kindergarten year.

Staff

Westside Christian Academy employs experienced and degreed teachers with a passion for children, knowledge of child development, and an enthusiastic attitude toward educating. All staff undergoes a criminal background check and fingerprinting check that is sent through the TBI and FBI data base. Professional development will continue throughout employment to ensure your child will receive the highest quality care and education. Included in our professional development training are Infant and Child CPR and First Aid, SIDS prevention, as well as age specific training in child development.

Enrichment Classes

Westside Christian Academy provides weekly enrichment classes in computer, music, and Spanish. Outside professionals are brought in to instruct the program. Classes start for children as young as two years of age. Designed to enhance our educational program, all enrichment classes are included in your child's tuition.

Admission

Admission Policy

Admission to Westside Christian Academy is based on availability and the age of your child. A waiting list is established once a classroom is full. Priority is given to siblings of currently enrolled children. Westside Christian Academy does not discriminate against race, religion, nationality, gender, or sexual orientation. Children will be enrolled Full time or Part time. Part time consist of MWF or TTH only.

Enrollment Application Forms

- A completed and signed application form
- Child's health history checklist
- An updated immunization record- signed or stamped by your child's physician

All forms are due *prior* to enrollment.

Registration and Supply Fees

Registration and the first week of tuition are required to hold enrollment space until the requested start date. These fees are non-refundable. In order to provide our premium curriculum and activities, an annual fee is required for ages 12 months and older. Please refer to your Fee Schedule for more detailed information.

Vacation

One week of vacation will be given to each family on their anniversary each year. The director must be notified in writing at least 2 weeks in advance. The days must be Monday-Friday and the child cannot be in attendance during this week. The account balance must be zero prior to the vacation.

Payment

Tuition must be received prior to the first enrollment day. Thereafter, *tuition is due on Friday by noon* for the following week. Parents have a grace period until Monday at noon of the current week before a ten percent late payment fee will be accessed. Delinquent tuition payments will discontinue enrollment. Upon withdrawing from enrollment, a written two week notice is required. If notice is not given, tuition for those weeks will still be required.

- All tuition is paid through checks, money order or cash. A fee will be assessed for returned checks (see Fee Schedule).
- Full tuition payment is required regardless of attendance, absences, or closings.
- A Late Pick Up Fee is accessed if a child is picked after 6:00 p.m. (see Fee Schedule)
- Rates and fees will be adjusted periodically

Policies and Procedures

Child Abuse Policy

Westside Christian Academy will comply with all Tennessee State laws in reporting any suspicion or evidence of child abuse. The Child Abuse Hotline (*1-800-4-ACHILD*) will be contacted and a report will be filed. If necessary, a report will be filed with the police to ensure the safety and well being of the child. The Department of Human Services will be notified, and an incident report will be filed within 24 hours.

Food

Lunch and snacks are included in your tuition. Menus will be posted. Food and drinks are prohibited into any classroom. If you need to substitute for our menu due to allergies, the food must be kept in an air tight container (lunch box with ice pack, if needed). Due to Department of Health regulations, all outside food is prohibited from our kitchen refrigerator. Entrance to the kitchen is not permitted due to health and safety concerns.

Health and Illness

To protect the health of all children and staff within the center, the following health procedures will be followed: Admittance will not be permitted to any child with contagious symptoms. I.e. fever of 100 degrees or higher, vomiting, diarrhea, open sores, unexplained rashes, infectious drainage, head lice, etc.

- If your child becomes ill with any of the above symptoms while at the center, you will be notified. Your child must be picked up within 1 hour of notification.
- Your child must be ***symptom free for 24 hours*** before returning to the center.
- Any child with scabies or lice must have proof of treatment and be free of nits prior to readmission.
- Westside Christian Academy reserves the right to request a physician's statement prior to readmission.
- An ***up to date immunization certificate*** must be kept on file. Failure to provide the proper documentation as scheduled by The Department of Health will cease admission.
- Parents will be notified of any health issues while your child is in our care.

Emergency Medical Procedures

In the event that your child is injured at the center and requires emergency medical treatment, center staff will call 911 immediately. If emergency transportation is needed, the ambulance drivers will transport your child to the nearest hospital. Parents/guardians of the child will be notified as soon as possible. It is the parent or guardian's responsibility to provide insurance information and to assume any and all medical expenses related to the child's injury. Westside Christian Academy, as well as its employees, is not responsible for any medical expenses.

Medication Policy

Westside Christian Academy will not dispense any medication. Please make arrangements to give medications prior to drop off and/or after pick up.

- ❖ Please remove any type of medication in diaper bags, backpacks, etc. prior to drop off.

Emergency Pick Up

During the application process, parents are required to provide the names of people who may pick up their child on the enrollment form. Thereafter, parents must provide written notification if another person is to be added or removed. Individuals will be required to present photo identification before the child is released.

Release of Child Policy

Westside Christian Academy reserves the right to refuse to release a child to a person who appears physically, emotionally, or mentally unable to provide adequate care for the child as judged by the staff member responsible for your child. I.e., we will not release a child to an adult who appears intoxicated. In the event this situation occurs, staff will release the child to an authorized individual on the emergency pick up list provided by the parent.

Discipline Policy

Discipline will be consistent and developmentally appropriate. First, the child will be redirected verbally. If the behavior continues, the child may be separated from the group, but still within the classroom, for one minute per year of age (time out). A conference will be scheduled with the parent(s), if discipline is a persistent problem for the child. If applicable, referrals will be made. Behavior problems that cannot be resolved may result in dismissal from the center. Westside Christian Academy does not discriminate against race, religion, nationality, gender, or sexual orientation.

Disenrollment Policy

Westside Christian Academy requires a two week written notice prior to ending enrollment at the center. Payment is required in full for those two weeks.

Westside Christian Academy reserves the right to disenroll any family for any reason deemed necessary, including non-payment of tuition or other fees, disruptive or dangerous behavior of a child, or for the disruptive, inappropriate, or dangerous behavior of a parent or guardian that interferes with the operation of the center.

Disaster Policy

In the event of a manmade disaster, such as a chemical spill, gas leak, etc., children will be evacuated by employees and transported in employee's automobiles to an alternate facility. All parents will be contacted and informed of the evacuation and given instructions for pick up. In the event of a natural disaster, such as tornado, flood, etc., children will be moved to an inside room or relocated to another facility. Emergency supplies (flashlights, First aid kits, etc) will be maintained for emergencies. Parents will be notified as soon as possible. The Department of Human Services will be informed in the event of an actual disaster. An incident report will be filed within twenty four hours. Westside Christian Academy will also follow a schedule of safety drills (i.e. fire and tornado) throughout the year to maintain preparedness for any emergency.

Toys from home

For the safety of all the children in our center, we ask that you do not allow your child to bring toys from home except on special "sharing" days. We are not responsible for toys from home that gets lost or broken. Any items brought for sharing must be labeled with your child's name.

Security

Your child's safety and security are a top priority of Westside Christian Academy.

- All children must be accompanied by a parent/guardian and signed in and out upon entry and exit of the building.
- Secure entry-Each family will have their own security code to enter the building. Guests will be able to ring our bell to gain entry.
- Security Cameras- located throughout the building and playgrounds video surveillance system will provide an added safety element. Internet webcam is *included in tuition* and available for parents.

Communication

At Westside Christian Academy communication is very important to us. Therefore, we will provide daily communication sheets with detailed information about your child's day. The sheets will contain details such as lunch, snacks, nap, diapering/potty, and activities. Cubbies will be available in each classroom with your child's artwork, notes, newsletters, etc. Please check these daily.

- Please provide your child's teacher with any special instructions.
- Please inform your child's teacher if someone other than you will be picking up your child. Photo identification will be needed.
- Twice a year our teachers will provide progress reports about your child's development. Parent-Teacher conferences will be offered as well to discuss this information
- Please notify your child's teacher when he/she will be absent. If an absent is unexpected, please call the center.

Parent Participation

We welcome parent participation at our center. Opportunities for participation include reading to your child's class, sharing family traditions, cultures, or talents, coordinating and assisting in class parties or special events, or volunteering in the class. Parent participation is appreciated.

Daily Routines

Westside Christian Academy provides nutritious meals and snacks throughout the day. Menus are posted for your reference. Meal and snack times vary depending on the children's ages.

Rest Time

Rest times are scheduled according to the group's age and development level. Children will be offered two hours of naptime. Children are not required to sleep. However, other children cannot be disturbed.

Outside Play

Westside Christian Academy has separate, age appropriate playgrounds. Children will play outside two times per day, once in the morning and again in the afternoon. Please dress your child appropriately for weather conditions. If weather conditions do not permit outdoor play, other gross motor activities will be substituted.

Daily Schedules

Daily Schedules are designed to be appropriate depending on the age group and developmental level of the children.

Daily activities will include:

- Center Time (dramatic play, science, math, blocks and building, music, art, language and reading, manipulative, etc.)
- curriculum activities (language, math, science, social studies, art, music)
- circle time
- Bible time
- meals and snacks
- outside play or indoor gross motor activities
- story and language time
- rest period

Policy Changes

Policies are subject to change at any time. Every effort will be made to notify parents in a timely fashion of any changes to policies or procedures.

If at any time you have questions, please check with management.

Thank you for choosing Westside Christian Academy.

Robyn Byers

Owner / Director

Supplies

Infants-Please **label** all supplies with your child's name.

- 2 port-a-crib size sheets
- **Prepared** bottles (formula or breast milk) for the day (bottles will be refrigerated)
- 5 bibs
- 2 complete changes of clothes
- Diapers and wipes
- Any cereal or unopened jar food

SIDS –Sudden Infant Death syndrome: WCA is proactive against SIDS. Cribs will only contain a sheet. Mobiles, stuffed animals, extra blankets, or propping will not be allowed. In addition to close naptime supervision, infants are also touched every 10 minutes.

Toddlers and Twos-Please **label** all supplies with your child's name.

- Diapers and wipes
- A complete change of clothes including socks and underwear
- Fitted crib sheet and blanket

Preschoolers and Pre-K (3s, 4s & 5s)-Please **label** all supplies with your child's name.

- A complete change of clothes including socks and underwear
- A fitted crib sheet and blanket