



WESTERN CHRISTIAN
— **SCHOOL** —

Western Christian
PRESCHOOL
Parent Handbook
2021- 2022

9045 Wallace Road
Salem, Oregon 97304

503-363-2000

Apply at www.westernchristianschool.org

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Due to COVID-19 this handbook is fluid and changes may occur

Staff Contacts:

Director: Cory Wingett
Teachers: AM Class: Cory Wingett & Jenny Hodson
Teachers: PM Class: Jenny Hodson

Philosophy

Our goal:

- to educate the whole child: spiritually, intellectually, emotionally, physically, and socially
- to help children become independent, self-confident inquisitive learners

Our Mission:

- to prepare young children to participate successfully in formal school while assisting them in developing positive self-concepts
- to form Christian attitudes of loving, helping, sharing, and growing closer to The Lord

Our Method:

- young children learn best by doing
- play provides the foundation for school learning; play is the work of the young child
- strive to help children become enthusiastic learners
- encourage children to be active and creative explorers who are not afraid to try out their own thoughts
- allow them to learn at their own pace

Admission Policy

Children will be admitted into preschool program according to the admission policies of Western Christian Preschool.

Families wishing to enroll a child in Western Christian Preschool must demonstrate a desire for the integration of Christian teaching and moral formation with the education program.

This includes:

- Compliance with policies and procedures of the school.
- Willingness to cooperate with the teachers and administration in the total development of their child.

Application and Enrollment

- Re-enrollment begins for current families in February.
- New applications are accepted beginning in March for the next year - unless there are no current openings.
- All are welcome to apply when there is an opening.
- When openings are not available, families can be placed on a waiting list.

All applications and enrollment forms are completed [online](#). There are two parts to our enrollment process:

1. **Application** - after reviewed and if there is space available, parents will be sent an email to finish the enrollment process. Choose the “WCS Preschool Application.”
2. **Enrollment** - consists of finalizing permissions, tuition payment process. Once complete parents will receive a letter indicating their child is enrolled.

Requirements

- For a child to be admitted to the preschool class, the student should be **three years old** on or before August 31st.
 - Our age requirements are set to help you set up your child for success as they move through school. For instance Oregon does require a child to be 5 by September 1 for entrance into kindergarten. Now, allowances are made for students close to the cut off date; however giving your child an extra year to mature has shown to be a benefit as they move through each grade.
- All preschool children must be potty-trained prior to starting school. This means they can take care of their clothing, on and off, clean themselves, and wash their hands on their own, with little or no assistance. Accidents happen at this age group, so a change of clothes will be supplied by the parents - just in case.

Tuition and Fees:

- Three hours a day AM Class time: 8:00 am - 11:00 am (drop off begins at 7:50am)
Mondays- late start 9:00 am-11:00 am
 PM Class time 12:00 pm - 2:55pm (drop off begins at 11:55 am)
- **Registration Fees:** Application = \$75.00 | Enrollment = \$150.00

- **Preschool Tuition:**

DAYS	Annual Payment	10 Month Payments
5 Days a Week	\$4,200	\$420
3 Days a Week	\$3,100	\$310
2 Days a Week	\$2,100	\$210

Calendar

The Preschool will follow the main school calendar as it relates to all school days off, holidays, and special events. The main calendar is located on the school’s website.

Daily Routine

Learning Centers – Children will participate in developmental learning centers daily. Center activities include drawing, dramatic play, library, blocks, puzzles, board games, sensory table, art, and more.

- **Math Activities** – Children will be exposed to math through small group time. They will build a foundation for math by working with shapes, colors, and numbers. They will practice patterning and sorting skills.
- **Literacy Activities** – Children will build their literacy skills in the areas of speaking, listening, reading and writing. Many quality children’s stories will be read to students each day, and students will have multiple opportunities to engage with these texts. Students in pre-K will talk about their stories as well as draw and write about them. They will learn foundational literacy skills that will set them on the path to becoming strong readers and writers.
- **Creative Activities** – Children are able to participate in a creative art activity daily. Projects are open-ended so the students can learn through process, rather than a goal of product. There will be some occasions where we are more focused on a special product
- **Fine Motor Activities** - Children will strengthen their hand muscles through different activities which include writing, cutting, rolling play doh, threading beads, sewing, weaving, stretching rubber bands and more.
- **Sensory Play** - Children can experience different sensory experiences throughout the year, some of our favorites are, clean mud, gak, washing dishes, sand, cloud dough, kinetic sand,

Connection Time – Every student takes a turn sharing answers to the question of the day. It is a time to connect and get to know each other.

Circle Time – prayer, calendar, weather, songs, math and literacy review, and story time. Bible stories are read using age appropriate curriculum for preschool.

Seat Work - Children have opportunities to work on letter and number formation as well as other foundational skills.

Music Time / Large Motor – Physical play using large muscles. We do a lot of music and movement which includes dancing, singing, marching, and coordination skills.

Recess – The children will have the opportunity to play and explore the outdoors during recess time.

Curriculum

Western Christian Preschool and Pre-Kindergarten works to develop five basic curriculum goals: Spiritual, Social, Emotional, Physical, Autonomy, and Intellectual.

Spiritual – To help the children become aware of God and how He has made each of them very special.

Social – To help children feel comfortable in school, trust their new environment, make friends, and feel they are part of a group. To help children learn to interact appropriately with children and adults. To help children behave appropriately in the classroom setting.

Emotional – To help children experience pride and self–confidence, develop independence, self–control and skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations, and feelings.

Physical – To help children increase their fine and gross motor skills and feel confident about what their bodies can do.

Autonomy - To help children increase their self-help skills such as putting their coat on, putting their backpacks away, finding their names at check in, and replacing items on shelves.

Intellectual - To provide curriculum that is developmentally appropriate for preschool and pre-kindergarten students.

Arrival and Dismissal

- AM Preschool begins at 8:00 am, but sign-in starts at 7:50 am.
- AM Preschool ends at 11:00 am.
- PM Preschool begins at 12:00pm, but sign in starts at 11:55am.
- PM Preschool ends at 2:55pm.

Clothing

For preschool and pre-kindergarten children, any type of comfortable and washable clothing may be worn, we may be getting dirty as we learn and have fun. Tennis shoes are required for safety in the classroom and recess equipment. Flip-flops and sandals are not allowed. No “lights” or “sounds” on clothing or shoes.

Please send an extra set of clothing (including socks) in a plastic zip-lock bag with your child’s name clearly marked. This set of clothing will be kept in their backpack. Preschool and pre-kindergarten students must be completely toilet trained.

Communication

Handbook

This handbook will provide you with basic outlines and procedures for Western Christian Preschool and Pre-Kindergarten.

Email

Email is a great tool to keep your teacher informed of out-of-class activities, behavior, or share helpful constructive feedback regarding your child.

Conferences

Parent-teacher conferences will be scheduled during the first quarter if needed. Parents are welcome to visit anytime. It would be helpful if you would check with the teacher first in case there is a change in the daily routine.

Monthly Announcements

A Preschool Calendar will arrive the first of the month to inform/remind of upcoming events or changes in the program.

Discipline

Staff and educators at Western Christian Preschool will treat all students with respect and kindness. We utilize the Love and Logic approach which leads with empathy, provides choices, and helps children “fix” a problem they might have created. Loving, caring and thoughtful adults who understand children and how they are learning and growing, even in their behaviors, is key to establishing healthy boundaries. We will never use punitive measures such as shame, sarcasm, mean words, or physical discipline. In those instances a child cannot recover and cooperate with reasonable requests, we will engage parent support.

Medication

Medications should be administered at home whenever possible.

When medically necessary for a student to take a prescription medication during school hours, please refer to Western Christian Preschool medication policy:

*School personnel are not permitted to administer any medication including Aspirin/Tylenol without parents signing a “Request of Giving Medicine at School” form. Forms are available in the school office. All medicines will be kept locked in the preschool office. **In order to dispense any medication at school, the following procedures will be followed:***

1. **Prescription Drugs** – *If a request is made to dispense a prescription drug, it must be brought to the school in the original, properly labeled prescription bottle with the name of the child, doctor, drug, dosage, and directions for administering. Written permission from the parent is required.*
2. **Over-the-counter drugs** – *If a request is made to dispense an over-the-counter drug, it must be brought to school in the original, properly labeled container. Written permission is required from the parent together with instructions, dosage, time and date the medication is to be given.*
3. **The school will not provide Aspirin/Tylenol.** *It may not be requested to be given out for the whole year as needed. Specific date and time is required.*

Snacks

Snack time is an important time to learn socialization skills, prayer and hygiene. If your child has allergies please notify his/her teacher immediately. Please provide a filled water bottle with your child’s name on it each day, so they can get a drink as needed. Each family will provide snacks during the first week of the month to be distributed throughout the month. Here are some guidelines:

- Keep snacks healthy and avoid sugary treats
- Pre packaged or prepared fruits or vegetables work the best.
- Pre packaged “goldfish,” crackers, yogurt, pepperoni sticks, cheese, are great options.

- Please avoid snacks that require extra prep time, this takes away from our time to learn. Examples of snacks to avoid: items that need to be peeled, cut, or needs to be heated.
- No drink boxes - except on field trips
- No Popsicles

Birthdays

What a joy to celebrate God's gift of life! We will celebrate as close to the date as possible.

- Summer birthdays will be celebrated at their "half year" mark during the school year.
- The birthday child may bring a snack on his/her special day. If you plan to bring treats, please inform the teacher. Please do not bring cupcakes or cake.
- Please do not send birthday invitations to school unless the whole class is included.

Field Trips

Field trips are an integral part of the early childhood experience. They enhance learning by offering opportunities not available in the classroom. Parents are notified of upcoming field trips and required to volunteer if off campus activities are planned.

Parent Volunteers

Parent volunteers for field trips or in the classroom are always welcomed and encouraged. Please contact your child's teacher for good times to volunteer. Parents and grandparents who would like to volunteer must pass a background check.

Sick Policy

Western Christian Preschool reserves the right to temporarily deny any child admittance to the school for reasons of obvious illness, or to request early departure should symptoms become apparent during the course of the day. Any child who seems unable to participate in our program for any reason will be sent home. This is to ensure the continued good health of everyone at the center. We realize that most of you are working parents and we do try to accommodate you as much as possible. However, for the health and well being of the children in our care and our staff we feel it is vital to maintain a strict wellness policy. We ask for parents to assist by keeping sick children at home. We do take into consideration your physician's recommendations nevertheless it is up to our discretion when your child may return to school.

When a child may not attend school:

Fever: Children will be sent home if their temperature is 100.0 or higher and must stay home the next day for observation. Children must be free of fever (any temperature above 98.6 degrees) for at least 24 hours without the use of fever reducing medication. The same policy applies if your child develops a fever at home. They must be fever free (any temperature above 98.6 degrees) for at least 24 hours without the use of fever reducing medication.

Rash: Any rash other than a common skin irritation will require that child to be sent home for an evaluation and diagnosis from their doctor in writing of exactly what it is. They may return to

school based on that written doctor's evaluation, and clearance that it is not contagious.

Conjunctivitis (pink eye): Children will be sent home if there appears to be an unusual amount of discharge from or irritation to their eye(s) and must stay home the next day for observation. Before returning to school they will need an evaluation and diagnosis from their doctor in writing of exactly what it is.

- If the diagnosis is BACTERIAL CONJUNCTIVITIS children must have received at least 24 hours of treatment.
- If the diagnosis is VIRAL CONJUNCTIVITIS your child may return AS LONG AS THERE IS NO DISCHARGE.
- If in fact they do not have "pink eye" we need a doctor's note with a diagnosis and a clearance that it is not contagious.

Thick White, Green or Yellow Discharge: Children will be sent home if they appear to have any thick white, green or yellow discharge. This is often indicative of an infection and they must stay home the next day for observation. Before returning to school they will need an evaluation and diagnosis from their doctor in writing and at least 24 hours of treatment. If in fact they do not have an infection we need a doctor's note with a diagnosis of exactly what it is with a clearance that it is nothing contagious. The Department of Health and most doctors are of the opinion that once on antibiotics for 24 hours, the discharge is no longer contagious even though it may persist for up to two weeks.

Diarrhea: Children will be sent home if they have a loose bowel movement, and they must stay home the next day for observation. Before returning to school (after the day of observation) children must be free from diarrhea for 24 hours with at least 1 regular bowel movement. If your child has a loose bowel movement on their first day back they will again be sent home.

Vomiting: Children will be sent home if they vomit and must stay home the next day for observation. Before returning to school (after the day of observation) children must be symptom free with no vomiting for at least 24 hours.

Persistent Hacking Cough: Children will be sent home if they have a persistent hacking cough and must stay home the next day for observation. Before returning to school they will need an evaluation and diagnosis from their doctor in writing and at least 24 hours of treatment. If in fact they do not require any treatment we need a doctor's note with a diagnosis of exactly what it is with a clearance that it is not contagious.

Lice: Children will not be readmitted until 24 hours after treatment and must be nit free. The Director or a Lead Teacher will make an evaluation and determine if the child can be readmitted.

Common Cold Policy:

- Children suffering from a common cold will be assessed on an individual basis.
- Factors of consideration include the developmental level of your child in congruence with our ability to limit the spread of germs.

- The younger your child, the more difficult it is to keep the spread of germs down. For example: hand to face contact, mouthing of toys, uncontrolled nasal discharge, uncovered sneezing and coughing etc.

Medication Administration Policy

Medications both prescription and over the counter are rarely given at school; the only exceptions involve special or serious problems where it deemed absolutely necessary by the physician that the medication be given during school hours. The parent is urged, with the help of your child's physician, to work out a schedule of giving medication at home, outside school hours whenever possible.

Weather

In case of severe weather, cancellations will be announced via text and a voice call. We also will post the closure of Western Christian School with the media and on Social Media.

Helpful Hints

Separation can be hard for some little ones. Here are a few suggestions to make those difficult times easier.

1. Keep the talking about school simple; do not overwhelm. Constant reminders tend to overwhelm some children
2. Drop and Go – the best way for parents to handle apprehensive children is to deliver them, tell them goodbye, reassure them you will return, and go with a smile.
3. Bedtime – It is essential for children to get a good night's sleep! Check out [Kids Health](#) for sleep needs of toddlers.
4. Visit the school - Western preschool will have an 'open house' prior to school beginning so parents and students can meet their teacher.

Additional FAQs

Are you registered with the state?

Yes, our preschool has been registered.

If I have a child in preschool, do they have priority when moving to Western's elementary program?

Yes, all current families in preschool or with children in another program of the school are first in line for our kindergarten program.

Do you have to be a professing Christian to be a part of the preschool?

No, we do not require a faith commitment. All are welcome to register. However, we are a Christian community and promote a traditional Christian worldview. Please see our school's statement of faith and mission statement on our website.

www.westernchristianschool.org

How does "Check-In / Check-Out" work?

Parents are required to check-in when the child arrives and check-out as they leave. Please walk your child to and from the classroom each day.

If I have a concern or question, who do I talk to?

The first person you would go to is the head teacher. She runs the program and is the best person to answer your questions about preschool stuff. If it is about the greater school, you should contact the principal, Mr. Stefan. He would be happy to answer your questions or hear your concerns.

How does the two or three days a week work?

- Mon/Wed/Fri consists of our "3 days a week program."
- Tue/Thur consists of our "2 days a week program."

Please reach out to the school if you have any additional questions.



Western Preschool Supply List

- 1 Large Box of Kleenex
- 1 Large Container of Clorox Wipes
- 2 Containers of antibacterial Hand Wipes
- 1 Can of Lysol Disinfecting Spray
- 1 Package of Crayola “**Twistable**” crayons
- 1 package of Crayola “**Pip Squeak Skinnies**” Markers
- 2 sets of Crayola Watercolors
- 2 Elmer's Glue Bottles
- 6 Pack of Elmer’s Glue Stick
- 1 - 4 pack Play Doh
- 1 reusable Water Bottle
- 1 Box of Gallon Ziploc bags

The above items are to share and do not need names printed on them.

- 1 standard size Backpack (no wheels) with his/her name on it.

If you are unable to purchase supplies, please let your teacher know.

Optional Classroom Needs

- Crayola Twistables Crayons or Colored Pencils
- Crayola Pipsqueak Skinnies (the skinny ones work the best)
- Washable Tempera Paint (glitter is great)
- Elmer's Glue Bottles (white or Glitter)
- Playdoh
- Dry Erase Markers (Thin)
- Sandwich-sized, quart-sized, or gallon-sized plastic bags
- Rolls of Scotch Clear Magic Tape
- Colored Masking Tape
- Rubber boots
- Kinetic Sand