



**WESTERN**  
**CHRISTIAN SCHOOLS**  
*A Legacy of Excellence Since 1920*

# Western Christian Preschool

2011-2012  
Parent Student Handbook

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# **2011-2012 WESTERN CHRISTIAN SCHOOL**

## **THE MISSION STATEMENT**

The mission of Western Christian Schools is to provide a Christ-centered community that integrates faith and quality education.

The *Mission Statement* was developed through the faculty and adopted by the Board of Trustees. While the current mission statement is relatively new, the essential qualities and goals expressed in it date back to the earliest days of Western.

## **BRIEF HISTORY OF WCS & RECENT IMPROVEMENTS**

In 1920, the Brethren in Christ Church of Southern California opened a new private secondary school, Beulah Academy. By 1935, growth necessitated a move to new facilities. In 1963, the school reorganized as a non-denominational, not-for-profit organization under the name of Western Christian School, and relocated to Pomona. In 1970, the school moved to the Hillside Campus in Glendora, owned by Azusa Pacific College. The school then moved to Covina in 1980.

In 1982, a series of providential events made possible the purchase of a historical school campus in the Claremont foothills for our preschool, pre K, elementary, and junior high programs. This park-like campus contains two historic office and classroom buildings, a multipurpose cafeteria, two additional classroom buildings (1962 and 2000), extensive playground and sports activities fields, and a swimming pool.

In 1999 we established our International Program which currently educates almost 100 students at our high school campus, and expanded in 2008 to accept international students in our 4<sup>th</sup>-8<sup>th</sup> grade program. Western Christian Schools is approved by SEVIS to issue I-20's so that students can apply for, and receive, F1 status Visa's and remain at WCS throughout their elementary, junior high and high school years.

In 2008, the school added 8 new modular classrooms on the Claremont campus, including music room, technology, and middle school classrooms.. Western carried out extensive upgrading to include landscape, parking, walkways and playground areas.

In 2009, Western purchased a 10.5 acre, 96,000 sq. ft. facility in Upland for its high school after 30 years of renting a school site in Covina. The new high school site also hosts Western's Upland preschool. Upon its purchase, Western began a series of facility improvements on this site to include: landscaping and painting the preschool, installing a new wood gym floor and presently continuing the upgrade of the football field.

## **ACADEMIC FREEDOM AND RESPONSIBILITY**

As a Christian school, it is a goal of Western to pursue and disseminate truth within the framework of biblical values and our mission. Accordingly, board members, administrators, teachers, staff, and students are free to question assumptions and to consider alternatives in the course of their pursuit and communication and in light of the school's statement of faith (see also Galatians 5:1).

At the same time, as an evangelical Christian institution, we believe the Scripture to be inspired by God and, therefore, to be the norm against which all truth is measured. Since human reasoning is fallible, all perceived truth is not necessarily God's truth only; that which is consistent with the Scriptures is God's truth. Therefore, Western emphatically rejects indoctrination, whether it is that which results from eliminating the Scriptures as a norm or whether it is that which results from restricting the free pursuit of ideas.

Thus, the members of this educational community are encouraged to pursue and disseminate truth, but have the responsibility to measure their conclusions against the Scriptures within the context of 1) our Statement of Faith and the Word of God, 2) our mission and purpose, 3) our responsibility to ethical age-appropriate teaching methods.

Western Christian has provided a quality disciplined educational environment since 1920. Each student is immersed in the truth that the Lord is creator of all things visible and invisible. His Son, Jesus Christ, is the Savior of all mankind and the Holy Spirit is ever present in every believer's life.

Western Christian provides equal opportunity for each student to learn about the absolute truths revealed in the Holy Scripture through daily Bible classes and weekly chapel services.

Western Christian employs persons who are educationally prepared, who testify that Jesus Christ is Lord and Savior and who model their lives accordingly.

Western Christian provides a variety of extra curricular opportunities including sports, student government, and clubs.

## **PHILOSOPHY**

The philosophy of Western Christian Schools is founded on the basic Biblical principles which rest in the sovereignty of God and on a personal relationship with His Son, Jesus Christ. We believe in one true God, the creator and sustainer of all things, who is the source of all knowledge, truth, and virtue; in Him is found purpose and meaning for life.

We affirm there is an essential unity in truth as revealed in the Old Testament scriptures and as discovered through a variety of human disciplines; the artistic, social, scientific, and theological. Our educational process integrates knowledge discovered by human inquiry with knowledge revealed especially by the Creator. We believe this life style is consistent with God's word. Further, as an extension of the home and church, we have the privilege and responsibility of helping nurture the development of each student academically, spiritually, socially, and physically.

## **SCHOOL OBJECTIVES**

- To provide an educational structure and atmosphere that fosters academic training, stimulates academic curiosity and critical thinking and develops a love and appreciation for knowledge and understanding.
- To instill a sense of individual worth, along with an understanding of individual strengths and limitations and to give direction toward setting life goals.
- To impart a respect for order in God's universe and an understanding of the necessity for order and discipline in all areas of life.
- To lead students to a personal acceptance of Jesus Christ as Savior and a life of obedience to Him as Lord.
- To train Christian men and women to grasp the importance of servant-hood in their relationships with God and their community in order to impact our world in a positive manner for Jesus Christ.

## **EXPECTED STUDENT OUTCOMES (L.A.N.C.E.R.S.)**

- **Learn** – Students will learn effective communication skills.
- **Appreciate** – Students will appreciate cultural diversity and spiritual truth.
- **Navigate** – Students will navigate life with a biblical worldview.
- **Create** – Students will engage in the creative arts by exercising their God-given talents.
- **Excel** – Students will excel academically, socially, physically, and spiritually.
- **Reason** – Students will think critically, problem solve, and effectively prioritize.
- **Serve** – Students will model Christ's example of selfless service to the local and global community.

## **STATEMENT OF FAITH**

- We believe the Bible, composed of the Old and the New Testaments, is the Word of God; a divine, supernatural, infallible revelation. We believe in the plenary verbal inspiration or the original writings of the Scriptures and that they are wholly without error.
- We believe in the Triune God, eternally existing in three persons: Father, Son, and Holy Spirit.
- We believe in the Deity of our Lord Jesus Christ, in His virgin, His sinless life, His miracles, His vicarious and atoning death through his shed blood, His bodily resurrection, His ascension to the right hand of God the Father and His personal return in power and glory.
- We believe that man, created in the image of God, fell into sin through the sin of the first Adam and is lost and separated from God. We believe that lost mankind must be born again and regenerated by the Holy Spirit. Salvation is by grace through faith in the Lord Jesus Christ.
- We believe in the present ministry of the Holy Spirit, by whose indwelling that Christian is enabled to live a godly and victorious life.
- We believe in the resurrection of both the saved and the lost; they that are saved into the resurrection of eternal life and they that are lost into the resurrection of eternal damnation. Heaven is a place of blessedness. Hell is a place of eternal suffering.

- We believe in the spiritual unity of believers in our Lord Jesus Christ.

### **ACCREDITATION (PS - HIGH SCHOOL)**

Western Christian High School department is fully accredited with the Western Association of School and Colleges (WASC). WASC is a recognized accrediting agency for both public and private schools in the state of California.

Western Christian Schools is also accredited with the Association of Christian School International (ACSI), of which our school is an active member. The Claremont Campus became dually accredited this year.

Western Upland preschool, joined the rest of the school system by obtaining full accreditation for a 5-year term.

Dual accreditation is held by a relatively small percentage of schools in California.

Western Christian Schools remains fully accredited (for over 30 years) with the maximum term of six years.

## **OUR VISION OF THE FUTURE**

### **OUR CURRENT EXPANSION PLAN INCLUDES:**

Conceptual facility plans are in process for improvements on both campuses. In addition, we will continue to expand course offerings, academic programs, extra-curricular programs, sports, and facilities as funds allow.

### **FUTURE EXPANSIONS**

- Claremont – Provide for additional parking, gym, fine arts facilities, sports fields, technological advancement.
- Upland (high school) – football field renovation completion, fine arts facility, signage, technological advancement.

In preparation for this expansion, our Capital Campaign will be publicly launched in the near future. This campaign will include expanding the high school and the Claremont preschool through eighth grade campus, building an endowment for teachers and increasing our scholarship fund for students. Our goal is to commence facility expansion as faith commitments and financial gifts are made available.

### **FUNDRAISING AND DONATIONS**

The cost involved in providing the education excellence at Western Christian Schools significantly exceeds the tuition and fees charged. WCS periodically will conduct fundraising events and development campaigns. WCS asks that you prayerfully consider participating as you are able.

All checks must be payable to Western Christian Schools, whether they are for a fundraising event or a direct donation. Please note in the check memo the event or campaign. This will assist with the proper and timely recording of the payment. Tax-deductible gifts may not be used to pass money or benefits to any specific individual.

Gifts in Kind are welcomed. Please contact the Director of Development. Any Gift in Kind of substantial value (technology, furniture, etc.) require the approval of the Director of Development/COO/ Superintendent prior to acceptance. This is to insure that a specific need is met and the gift will be used as intended by the donor. Once approved, a Gift in Kind Donation Form is required describing the gift and designated use. It is your responsibility to determine the fair market value for tax purposes. This form is available at the WCS Business Office at either campus.

WCS will provide acknowledgment for all gifts received noting the gift and designated use along with the WCS tax information.

Western Christian Schools is a California non-profit religious organization under the IRS Code 501(c)(3) whose federal income tax number is 95-2272400. You should consult your accountant or tax consultant as to the value and deductibility of your gift for tax purposes.

## **FUNDING OUR EXPANSION; FINANCIAL SUPPORT AND TAX DEDUCTIBLE GIFTS**

*“Your gifts make a difference!”*

Each dollar given above tuition makes a difference in the lives of our youth. Gifts from businesses, individuals and interested churches are needed over and above the registration and reasonable tuition fees in order to meet all costs of education.

Regular donations in the form of “faith commitments”, cash, stocks and bonds, real estate, wills and deferred trusts are necessary, along with each family’s full support of our fundraising programs throughout the year.

Please contact the Development Office or Superintendent’s Office for more information on how you can become more involved in helping to secure your child’s future education at WCS. *Some of the growth areas where donations are especially needed:*

- **Teacher Endowment**

Our teachers are the most valued asset at Western Christian Schools. They **are** Western Christian Schools. It is through their dedication and commitment that our students receive an exceptional education both academically and spiritually. Our teachers truly make a difference.

Currently, salary increases are tied directly to enrollment and tuition increases. In an effort to keep tuition affordable, it is difficult to improve teacher salaries as needed. Western Christian Schools has developed the Western Christian School Teacher Endowment Fund as a solution. Since total compensation packages for teachers are typically lower than 70% of their peers in the public sector, this fund will allow WCS to provide a tangible way to reward our teacher’s faithfulness to our students. Our goal is to increase the compensation of our teachers while keeping tuition affordable for our families.

Our goal is to raise \$1,000,000 in a permanent endowment, which will allow WCS to support salary increases from the interest earned. This will give WCS the opportunity to continue to recruit and retain the best possible faculty.

- **Legacy Annual Fund**

The Legacy Fund is the primary vehicle by which WCS raises money to enrich and enhance the academic, fine arts, and athletic programs of the school. The Legacy Fund is supported by the Board of Directors, Administration, staff, parents, grandparents, and the community through monthly donations and “faith commitments” as well as all-school events such as the Annual Legacy Auction Celebration, scheduled for :

**Saturday, May 5, 2012.** Please join others in the WCS family in support of the WCS Legacy Annual Fund with your free-will, tax-deductible gift. Your gift is an endorsement of the mission of Western Christian Schools and will assist us in building a school that glorifies God in all its personnel, programs and facilities!

- Goal - \$650,000. Funds go towards:
  - Technology equipment
  - Curriculum and classroom educational resources
  - School educational equipment
  - Scholarships
  - Extra curricular programs
  - Music, Drama, and Art programs
  - Other curricular programs
  - Facility Improvements
  - Technology/Computer Programs
  - Sports Programs

- **SCRIP Program**

Western Christian Schools offers a Scrip Program as a way to support our school through the purchases our families make anyway – groceries, gas, entertainment, clothing, etc. Each gift card is redeemable at face value. We encourage each family to purchase a minimum of \$50 of Scrip each month for their everyday purchases. A percentage of your Scrip purchase is returned to WCS. The net proceeds are designated to the Western Christian Schools Teacher Endowment Fund. The program outline and Scrip order form are available on the WCS website or in the school office.

# **CHURCH ATTENDANCE - PARTNERING FOR YOUR CHILD'S CHRISTIAN CHARACTER DEVELOPMENT**

Western Christian Schools is committed to provide a Christian education for students of families who reinforce Christian values and standards from the home and church. It is vital that families recognize the value of church attendance and the positive impact this makes on your child's Christian character.

Students and families are encouraged to regularly attend a Bible-based Christian church in agreement with WCS' Statement of Faith. We trust your family's church attendance will be a top priority because it is vital in building Christian family values in your home.

*"There is nothing more important that we can give our children than a strong Christian upbringing centered on Jesus Christ in the home, church, and school."*

## **BOARD AND ADMINISTRATION**

Western Christian Schools is an independent Christian school. We are an inter-denominational school run by a self-governing Board of Trustees. The Board is the determiner of all school policy. Administration is given the authority by the Board to carry out the day-to-day functions and policies of the school. Board members are chosen from interested persons who qualify and apply through the Board procedures and policies.

Implementation of all school policy is carried out by Administration who have authority within the parameters of adopted policy. School parents are welcome to communicate their suggestions for policy adoption to the school's Administration.

## **COMMUNICATIONS PROCEDURES AND PARENT CONCERNS**

Western Christian Schools desires to handle all concerns in a Biblical manner, as per Matthew 18 and Galatians 6. Please help us handle concerns effectively and in a Christian manner by following these scriptural guidelines. The complaint procedure is part of each parent's contract at WCS and is necessary for a successful working relationship. Parent cooperation in using the complaint procedure is vital to your student's placement in our school. We want to satisfactorily handle each problem, and we realize this can only happen through proper communication and support. When this procedure is followed, it effectively builds positive relationships and communication.

**If you have a specific concern or suggestion, tell it to the appropriate person.**

Complaints about school policy or operations should be expressed directly to the person in charge of the department with which you are concerned or have a complaint (for example, K-5 or 9-12 departments, financial issues in the Business Office, etc.)

### **Here is the step-by-step procedure to follow:**

**Step 1:** All classroom situations should go to the teacher **first**. Concerns regarding another student should be directed to the teacher. Please do not confront another student. It is for your protection that we implement this policy. Concerns regarding an aide should be directed to the teacher or the aide's supervisor.

**Step 2:** If the situation is not resolved, be sure to go back to the person a second time; sometimes issues and concerns need clarification and additional follow up. Sometimes, another individual might not be aware that the issue has not been resolved.

**Step 3:** If the situation cannot be resolved after further clarification with the teacher, then see the principal/vice principal or director of the department who will meet with both you and the staff person involved. **The goal of this communication process is to have concerns and complaints resolved at the department level.**

**Step 4:** If the situation reaches an impasse after Steps 1, 2, and 3 (after you have met with the head of the department) have been attempted, then unresolved concerns may be taken to the Superintendent by requesting a meeting to discuss the issue.

**Step 5:** If the Superintendent is unable to resolve the situation, (you may need to seek additional information and follow through or clarification with the Superintendent. If it is not resolved at that follow-up level, a request for involvement may be submitted to the Board. A letter specifically explaining your concerns and the individuals involved, submitted to the office of the Superintendent, will start this process. The Board, at its next regularly scheduled meeting, will consider the written correspondence and a response will be given accordingly.

**Step 6:** Christian conciliation/arbitration

**When expressing a concern, please keep the following in mind:**

- **Express it promptly.** Keeping it to yourself can cause ill feelings and friction, which would decrease our effectiveness as Christians. Jesus says that we cannot properly worship or serve God if there is a disagreement between yourself and someone else (Matthew 5:23-24).
- **Express it clearly.** Make sure the person (teacher, principal, or department leader) to whom you are expressing your concern is aware of all the details relating to the situation and exactly why you are concerned. Misunderstandings of complaints can lead to further problems.
- **Express your concern only to the persons who are an immediate part of the solution** (for example: teacher, principal, or department leader). Discussing concerns with persons other than those directly involved is considered gossip and causes dissension.
- **Pray about it.** Ask God to help you make your complaint in such a way that it will result in the betterment of our school and for the glory and growth of His kingdom.
- **Christian Reconciliation.** The parties to the students' education (parent/guardian, school, and student) are Christians and believe the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private.  
(1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20).
- By enrollment of the student at WCS, the parent agrees that any claim or dispute arising out of or related to the students' enrollment shall be settled by biblically based mediation, and if necessary, arbitration in accordance with the Roles of Procedure for Christian Conciliation. Parents agree that these methods shall be the sole remedy for any controversy or claim arising out of a student's enrollment, and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision. Additional information regarding binding arbitration can be obtained through the Business Office.

## **GENERAL CONCERNS, IDEAS, AND SUGGESTIONS**

Concerns, ideas, or suggestions that involve the whole school or a particular department can be given to the department leader or complete a suggestion form and return it to any WCS school office. Please sign your name so we can adequately solve the problem and follow through properly. A suggestion form is also available online. **Anonymous letters will be disregarded.**

## **BLOGGING AND/OR INTERNET COMMUNICATION**

As a parent of Western Christian, it is expected that you will support your student's school, including our faculty and administrators, procedures and policies (per parent contracts). If you have a problem or concern, please bring it directly to the person involved and not involve others that are not directly part of the solution/situation. Blogging your concerns, suggestions, or questions does not help Western Christian resolve the situation and only hurts the reputation of your student's school and faculty as well as damages interpersonal relationships and trust among one another. Keep in mind that problems are best handled at the first level (Matthew 18:15-17)

We strongly urge all parents to refrain from sharing personal concerns or complaints with other parents, or parents not involved, including blogging complaints, rather than following the biblical procedure outlined above. This only serves to spread misinformation and/or incite discord and disharmony at you student's school (Proverbs 10:19)

If these guidelines are not adhered to we reserve the right to dismiss your student from WCS.

## **ADMISSIONS STATEMENT-CONTINUED ENROLLMENT AT WCS**

WCS seeks applications from Christian families whose young people are of good character, who demonstrate good scholastic achievement and have a positive attitude toward Christian values. Acceptance is based upon the evaluation of a personal interview, references, educational performance, support for our statement of faith and a student's desire to attend WCS. Acceptance and re-enrollment is at the sole discretion of the school.

It is a privilege to attend WCS. Our students should realize that they are responsible at all times (in and out of school) to conduct themselves in a manner which brings credit to the name of Christ, their family, their school and themselves. Our student body strives to promote good morals, friendliness, good manners and good sportsmanship. By virtue of enrolling at WCS, each student agrees to live within the framework of the school's standards of conduct both on and off campus. Re-enrollment each year is contingent upon maintaining these values. **Parents must agree and fully support, verbally and in action, all school policies and procedures, including discipline procedures.**

## **RE-ENROLLMENT**

A yearly re-enrollment application is required of all students who desire to continue at WCS. In review of the application, such factors such as behavior, attitude, academic achievement and maintenance of the policies of WCS are taken into consideration. WCS reserves the right to deny re-enrollment to any student, for any reason, at its sole discretion.

Western Christian Schools offers the opportunity to submit a re-enrollment application to current students and their eligible siblings prior to opening enrollment to the public each year. Early enrollment is strongly recommended since space is limited and classes fill up quickly.

## **SUMMER SESSIONS: ACADEMIC ENRICHMENT (K-12) & SUMMER CAMP K-8**

All students (Preschool through High School) need to submit applications to enroll for the summer session if they plan to attend. Academic enrichment courses and courses for grades/credit are offered from K-12. Packets for registration are available in late April. Preschool students do not need to fill out an application for the Summer program but must register. For more information, check out our website [www.westernchristian.org](http://www.westernchristian.org).

Summer Camp is offered on the Claremont campus for K-8 students, Fees are due th first of each week, An account is considered past due if not paid by the end of the week, Any account not paid in full by the 20<sup>th</sup> of the month will be charged a Late Fee of \$25.00. Any account 30-days delinquent may require immediate removal of your student(s) from the program until the account is made current.

Summer academic classes and sports programs are available for K-12 students. Information will be available in the spring. All fees for academic classes and sports programs are due upon registration for classes. Students may not attend summer classes or participate in summer sports programs if fees are not paid in full. All summer academic courses must be taken through Western Christian's summer program in order to receive credit toward graduation.

## **NON-DISCRIMINATION POLICY**

Western Christian Schools admits students of any race, color, national, and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national or ethnic origin in the administration of our educational policies, scholarships, athletic and other school-administered programs.

## **FINANCIAL POLICIES**

Western Christian Schools is committed to high standards of ethical, moral and legal business conduct. Our goal is to maintain the financial stability of Western Christian Schools as it is a vital element in maintaining the high academic standards our parents expect. The following policies have been instituted to meet this goal.

### **TUITION, FEES, AND DISCOUNTS**

#### **Application/Testing Fee: (K-12)**

A non-refundable placement and testing fee is due with application.

#### **Registration Fee (Non-Refundable): (Preschool-12)**

A Registration Fee is due at time of enrollment and reserves a position at WCS. This fee is charged in addition to tuition and is not refundable. Family discounts do not apply. Registration forms for new and returning students will not be processed until the registration fee has been received. Class scheduling will not be confirmed until the fee is paid.

In order to secure a position for your returning student, the registration form and fee must be received no later than February 26 and all existing accounts must be current.

#### **Late Registration: (K-12)**

The registration fee will increase incrementally after February 26, except for new students. Family discounts do not apply. Please refer to current Tuition and Fee Schedule for current late registration rates and registration deadlines.

#### **Late Enrollment: (K-12)**

Students may enroll at any time during the school year, depending on space availability. The Registration Fee is payable in full upon enrollment regardless of the time of enrollment. Tuition will be charged prorated by semester, based on the school year remaining at the time of enrollment.

#### **Tuition: (Preschool-12)**

Tuition is charged based on the grade of student. Please refer to current Tuition and Fee Schedule for current rates. Tuition payments must be made in the Business Office or placed in the tuition box located in the front office. If the student's name is different than indicated on the check, please be sure to note the student's name on all payments. Refer to "Payment Option" section for terms and methods of payment offered.

#### **Tuition does not include: (K-12)**

Softbound textbooks (K-12), hardbound textbooks (9-12), consumable workbooks, school uniforms, PE uniforms, earthquake fee, lab fees, ASB fees, sports fees, extended daycare fees, elective fees, yearbook, field trips, senior fees, locks for lockers and extracurricular activities and trips.

#### **Other Fees and Costs: (K-12)**

Fees for consumable workbooks, school uniforms, PE uniforms, earthquake fee, lab fees, ASB fees, sports fees, elective fees, yearbook, senior fees, locks for lockers and some extra curricular activities and

trips will be billed in August (K-8) and are due **prior** to the first day of school. High school fees will be collected at registration orientation day. Field trips and extracurricular activities and trips will be billed as scheduled. All fees are **non-refundable and are subject to change**. Please refer to current Fee Supplement for list of current fees and costs, except for field trips and most extracurricular activities and trips.

Textbooks, paperbacks and consumables for high school students are available through Follett Books. Buying your books and consumables for the new school year has never been easier. Used textbooks may be available for purchase at a discount, and textbook rentals will also be available.. Follett will buyback used textbooks at a discounted price at the end of the year, assuming the textbook is being re-used by the school. Consumables and paperbacks are not part of the buyback policy. Visit [www.westernchristian.org](http://www.westernchristian.org) and click on the link to Follett Books.

### **Family Discounts: (Preschool-12)**

A multiple student (family) tuition discount of 10% of the **lower** tuition is given to second, third or more siblings. This discount is applied to the current year tuition. Family discounts are not available for registration fees, late fees.

### **Returned Checks (NSF): (Preschool-12)**

A returned check fee of \$75.00 plus bank fees will be charged for any check **returned for any reason**. All returned items must be paid in full by cash/money order within five (5) business days of notice.

### **Withdrawal Policy and Fee: (K-12)**

The Enrollment Agreement is for the entire school year. However, we realize that unavoidable circumstances arise where students have to be withdrawn during the year. A request for withdrawal requires a 30-day written notice delivered to the WCS Business Office prior to the start of the semester. The WCS Withdrawal Form must be completed and received by the WCS Business Office as part of the withdrawal process.

A refund of tuition ONLY will be made on a semester basis. Therefore, any semester a student begins, the tuition is non-refundable. All other fees including registration, sports fees, books, etc. are NOT refundable. The registration fee is always non-refundable and non-transferrable, irrespective of the date of cancellation. Such fee is for enrollment administration and is not a provision for liquidated damages.

Withdrawals occurring after June 1, when a student has been accepted for the upcoming year, will be assessed a Withdrawal Fee of \$500.00. per student. **This fee will be non-refundable and non-transferrable and paid as liquidated damages to the school. This Withdrawal Fee is in addition to any outstanding tuition or fees.**

School officials may dismiss a student according to the due process procedures outlined in the Family Handbook. Should a student's enrollment be terminated by the School, a refund of tuition ONLY will be made on a semester basis, Therefore, any semester a student begins, the tuition is non-refundable. All other fees including registration, sports fees, books, etc. are NOT refundable.

### **Refund Policy: (K-12)**

Refund for tuition ONLY will be made on a **semester basis**. A completed WCS Withdrawal Form must be received by the Business Office **prior** to the beginning of the next **semester**. Therefore, any **semester** the student begins is **non-refundable** and will be considered liquidated damages. The Withdrawal Fee of \$500.00 will be deducted from any refund. International program tuition is **NOT** refundable.

Should a student's enrollment be terminated by the School, a refund of tuition ONLY will be made on a semester basis, Therefore, any semester a student begins, the tuition is non-refundable. All other fees including registration, sports fees, books, etc. are NOT refundable

### **Hot Lunch Program / Food Service (Preschool- 12):**

Western Christian's hot lunch program for our Preschool – 8<sup>th</sup> grade students is offered through our food service company. All fees are paid directly to our food service company. Menus and order forms for K-8 are distributed on a monthly basis.

Western Christian's High School, Lancer Café, offers an a-la carte selection daily along with specials. The Western Christian Prepaid Campus Account is the new method of payment for on campus purchases. High school students can simply scan their student ID card or enter PIN to make purchases in the cafeteria.

The Western Christian Prepaid Campus Account is an integral part of our goal to become a cashless campus. A cashless campus is more convenient for parents, safer for students, and more efficient for our school. The program is similar to the prepaid account programs that nearly all colleges and universities have had in place for several years.

With the OPTIONAL Western Christian Prepaid Campus Account you load money, monitor purchases, and set low balance notifications by logging into [www.myschoolaccount.com](http://www.myschoolaccount.com)

### **Payment Options:**

#### **Full Payment: (K-12)**

Tuition in full is due on or before July 1<sup>st</sup> and is payable directly to WCS. Tuition payments must be made in the Business Office or place in the tuition box located in the front office. If the student's name is different than indicated on the check, please be sure to note the student's name on all payments.

#### **Monthly Payments: (K-12)**

Monthly payments are offered through the FACTS Tuition Management Company. Arrangements to participate in the FACTS payment plan **must** be made **directly** with WCS Business Office by June 1<sup>st</sup> for payments to begin as designated based on the payment plan selected.. Arrangements made after June 1<sup>st</sup> will require the number of monthly payments to bring the account current. A non-refundable payment plan fee per student is due WCS to participate in the payment plan. Please refer to current Tuition and Fee Schedule for current payment plan fee.

Additional payments to the student account are welcomed at any time. The FACTS payment amount will be adjusted accordingly. The WCS Business Office is available to assist setting up the monthly payment plan arrangements and answer any questions.

New payment arrangements are required each school year. The FACTS Agreement does not automatically renew.

### **Late Tuition Payment Fee: (K-12)**

A late fee of \$175.00 per student will be assessed if tuition is paid after July 1<sup>st</sup>, or if monthly payment arrangements are made after July 1<sup>st</sup>, except for new students enrolled after July 1<sup>st</sup>. Family discounts do not apply.

### **Delinquent Accounts: (K-12)**

All accounts (tuition, fees, extended daycare, sports, etc.) must be kept current and **paid in full** before the end of the school (no later than June 5<sup>th</sup>). Any account 10-days delinquent or more is a serious matter and will incur penalties. Any account that is 15-days delinquent may require immediate removal of your student(s) from classes until the account is brought current.

Students whose accounts are not current will not receive report cards, graduation certificates, diplomas, or SAT scores until the account is paid in full. Final exams of middle school and high school students will not be scored until their accounts are paid in full and current. Ren-Web Parents' Web will not be available on any delinquent accounts.

Student accounts that are not fully cleared by June 5<sup>th</sup> will jeopardize their participation in year-end events including graduation, senior trip, receipt of report cards, graduation certificates, diplomas, SAT scores, or scoring of final exams. Transcripts and report cards may **not** be released and no credit for the student's work can be earned until **all** financial obligations are paid.

Parental web access to student information (homework, grades) through RenWeb (K-12) will not be available until the account is current.

### **FACTS Tuition Management: (K-12)**

Monthly payments are offered through the FACTS Tuition Management Company. The WCS Business Office has agreement applications and is available to answer questions.

- Tuition payments are automatically deducted each month from your checking account, savings account, or credit card (MasterCard, Discover, or American Express) as designated for the length of the agreement. Credit card payments require an additional fee paid directly to FACTS. *Please contact the Business Office for the FACTS Credit Card brochure.*
- FACTS Agreements need to be submitted no later than June 1<sup>st</sup>, for payments to begin as designated based on the payment plan selected. Arrangements made after June 1<sup>st</sup> may require a payment to WCS for the number of monthly payments needed to bring the account current.
- FACTS assesses an annual fee per family enrolling in the monthly payment program. This fee will be automatically deducted from the designated account within 14 days of receiving your agreement. The current fee is noted on the FACTS Agreement.
- In the case of a missed payment, a FACTS Missed Payment Fee will be assessed, and another attempt to collect the payment will occur on the 20<sup>th</sup> of each month. The current fee is noted on the FACTS Agreement.
- Accounts thirty (30) days past due may result in the student(s) being withheld from class. Accounts sixty (60) days past due will be automatically canceled with no new FACTS agreements written. The WCS Delinquent Account policy will be followed.
- Final monthly payment is due June 5<sup>th</sup>, regardless of when the agreement begins. New payment arrangements are required each school year. The FACTS Agreement does not automatically renew.

### **Financial Assistance Program: (K-12)**

We know you value Christian education and Western is committed to providing a solid foundation in Christian education to all who desire it. The cost of education can be a hardship for some and Western has a Financial Aid program to assist you. Please contact us and together we will help you find a solution that will ensure your child remains at Western Christian. We are here to help.

Financial Aid applications are available to all registered students in the Business Office. Applications must be submitted by June 1<sup>st</sup>, for the 2010-2011 school year. Applications may be accepted after June 1<sup>st</sup>, on a case by case basis, and assistance will be awarded based on funds available.

Financial assistance applications are submitted to FACTS Grant and Aid Assessment. FACTS provides Western Christian with financial recommendations. However, WCS' Financial Assistance Committee reviews the entire family situation in addition to the financial recommendation before awarding financial assistance.

### **Western Christian Schools Family Service Program (Financial Assistance): (K-12)**

Western Christian Schools is committed to providing a Christian education focusing on academics, spiritual, moral and social growth of our students. Research consistently shows that the most successful students have parents who are actively involved with their student's school. There are many opportunities to share in your student's educational experience and support Western at the same time.

As a financial assistance recipient, providing a certain number of service hours to Western Christian Schools is a condition of receiving financial assistance. You may not qualify for continued financial assistance if any portion of the Service Hours requirement is not fulfilled by May 15 of the current school year.

Service Hours: 10 hours for each \$1,000 of financial assistance received

Service

Opportunities: There are many opportunities to choose from – partial list provided below.

Reporting: The Family Service Hours reporting form must be completed and submitted to the Finance Office prior to the end of each semester to receive credit for your service - 1<sup>st</sup> semester is due January 15; 2nd semester is due May 15.

Listed below are several areas of opportunity that will count toward your Service Hour obligation. Additional service opportunities may be added as the school year progresses. These service opportunities are posted on the WCS website and will be updated as more opportunities become available.

Field Trip Chaperone	Homeroom Parent (K-8)	Upland Lemon Festival
Office Support	Fundraising	Claremont Harvest Festival
Classroom Helper	Legacy	Harvest Grape Festival
Drama Productions	Scrip	Open House
Fundraising	Auction	WCS Harvest Festival
Library Aide	Boosters	Chamber Mixers
Snack Cart	Kitchen Support	Facilities/Grounds (list will be available from the Facility Director)
Volunteer Coordinator	Teacher Appreciation	

Please contact the Finance Office for more information.

**Western Gap Grant: (K-12)**

We understand that many of our families have been affected by the economy and that some are not quite certain how they are going to make ends meet. A number of you have shared how very much you want to return to Western, yet there is a bit of a “gap” in making this happen. In commitment to our longstanding relationship and partnership with our families, we have instituted a **Western Gap Grant**.

Parents with students in Kindergarten through Twelfth grade who are **experiencing hardship or a financial gap**, in covering the full tuition amount for the 2010-2011 school year, **may seek assistance**. It is simple and easy; **no forms are needed**. Registration fees must be paid in order to register for classes; however, these fees can be paid after your grant is approved. Please contact the Finance Office for information.

**Share the Gift: (K-12)**

Your passion and commitment to the Christian education provided by Western Christian Schools is our most successful advertisement. We couldn’t do it without you! You can receive a \$200 credit toward your 2010-2011 tuition account by bringing a new family to Western Christian Schools for the 2010-2011 school year. Referral forms are available in the school office or in the business office.

Your friends will receive one of the best Christian educational experiences available for their students and you will benefit with a tuition credit for your efforts in “**Sharing the Gift**” of Western Christian Schools.

**QUESTIONS:**

Please contact the Business Office with any questions regarding your account or these policies. We have representatives at both campuses available to assist you.

Amanda Gruidl, [agruidl@westernchristian.org](mailto:agruidl@westernchristian.org)  
Accounting Representative, WCS – Claremont

Janet Walton, [jwalton@westernchristian.org](mailto:jwalton@westernchristian.org)  
Accounting Supervisor, Accounting Representative  
WCS – Upland (High school and Preschool)

Kathryn Olson, [kolson@westernchristian.org](mailto:kolson@westernchristian.org)  
Business Office Manager/ Bookkeeper

Sonia Rangel, [srangel@westernchristian.org](mailto:srangel@westernchristian.org)  
Chief Operating Officer

## **SCHOOL PROPERTY DAMAGE**

Any and all damage to school property resulting from the student's actions will be the sole responsibility of the student and parents/guardians. All damages must be paid in full and is subject to the same policy as delinquent accounts.

## **MASCOT AND COLORS**

Royal Blue, Black, and White are the official school colors of our school. The mascot for the School is the Lancer. Further details may be found in the school's identity manual, available at the Business Office.

## **SCHOOL HOURS OF OPERATION**

	Regular Schedule	In-service Thursdays
Preschool & Infant Toddler Program	6:30 AM – 6:00PM Year Round	NA
Kindergarten – 1 <sup>st</sup> Grade	8:15 AM – 2:30 PM	8:15 AM - 1:50 PM
2 <sup>nd</sup> Grade	8:15 AM – 2:40 PM	8:15-AM – 1:50 PM
3 <sup>rd</sup> Grade	8:15 AM – 2:45 PM	8:15 AM – 2:00 PM
4 <sup>th</sup> – 5 <sup>th</sup> Grade	8:15 AM – 2:55 PM	8;15 AM – 2:00 PM
Middle School	7:45 AM – 2:25 PM	8:15 AM – 2:10 PM
Day Care (K-8)	6:30 AM – 6:00 PM	
High School	8:10 AM – 3:00 PM	Third Thursday of each Month 2:05 PM

## **RELEASE OF RECORDS, REPORT CARDS, GRADE NOTICES, AND FINAL EXAMS: (K-12)**

Quarterly report cards and SAT scores will only be released to students whose accounts are paid in full and current. Students whose accounts are not current will not receive report cards, graduation certificates, diplomas or SAT scores until the account is paid in full (including all late fees.) Final exams of middle school and high school students will not be scored until their accounts are paid in full and current, including all late fees.

Ren-Web Parents' Web will not be available on any delinquent accounts.

Accounts that are not fully cleared prior to year-end events will place students in jeopardy of exclusion from participation in graduations and other year-end events.

All library books, textbooks, and sports uniforms must be accounted for; late fees, fines for damages or costs for replacements must be cleared before report cards are released.

# **PARENT ORGANIZATIONS – WCS ENCOURAGES PARENT INVOLVEMENT**

## **BOOSTER CLUB**

Booster Clubs help support the sports programs in our school. Meetings are scheduled on the school calendar. Boosters sponsor a variety of events including “Meet the Teams” and an annual golf tournament to raise program funds for sports. For more information on boosters go to [www.westernchristian.org/boosters/](http://www.westernchristian.org/boosters/)

## **MOMS IN TOUCH (MIT)**

Moms in Touch is a prayer organization intended to promote spiritual welfare of the staff and students. It is to promote communication between teachers and parents so that they may cooperate in Christian training of the students in an effective manner. This prayer team is vital to the general operation of the school. We believe in prayer. It is the backbone of our existence. The team also encourages our community. Prayer times are on the school calendar.

## **LANCER PARENT CLUB**

Parent volunteers making a difference for our kids.

- Partner level 20 hours per family
- Principal level 50 hours per family (certificate)
- Superintendent level 100 hours per family (certificate)
- School Board level 150 hours per family , your name will be placed on a WCS parent plaque, which is displayed in the WCS office, and be honored at a special luncheon in May (sponsored by the Board and Administration) on your behalf.
- Lancer level 200 hours per family (certificate)
- Eagle level 250 hours per family, your name on an individual plaque.
- Victor level 300 hours per family (as above)
- Frontrunner level 400 hours per family (as above)
- Champion level 500 hours per family (as above)
- Torchbearer level 750 hours per family (as above)
- Soaring Eagle level 1,000 hours or more per family (as above)

The Lancer Parent Club (Preschool – High school) hours for the school year, must be submitted to the Business Office no later than May 1<sup>st</sup> for recognition.

## **Getting involved to make a difference for our kids!**

Your active involvement and participation has a great impact on your child's education at WCS. Most importantly you can demonstrate your support through active participation in important events such as Back to School Night and our Annual Legacy Banquet and Celebration. In addition there are many other ways in which you can support your child's education.

## **Parents, grandparents, and friends can help WCS:**

- Volunteer help in all aspects of our program
- Participate in Western's special annual events including Legacy Celebration Dinner, The Auction, Golf Tournament and Booster activities.
- Donate cash contributions to the school
- Cooperate with fundraising projects
- Assist in the classroom
- Help campus and car pool supervisors
- Correct papers at home
- Repair equipment
- Work in the library
- Provide maintenance and upkeep assistance (i.e. weed, paint, clean)
- Make games and resources at home, school and playground
- Provide assistance with food preparation and supervision at luncheons
- Assist in sports programs
- Volunteer for school food program and after-school snack bar
- Drive for field trips and special classroom events
- Participate in the SCRIP program

- Aid the office staff in collating, mailers and newsletters, as well as filing, phone coverage and other office projects
- Volunteer professional help in areas of trade to complete our vision:  
\*electrical \*cabinetry \*plumbing \*contractors \*graders \*landscapers/irrigation

## **Closed Campus Policy**

WCS maintains a closed campus for all students. Students leaving campus during school hours for any reasons, without permission from WCS will be considered truant. Students are not permitted to leave during school hours except as follows:

- High School seniors are allowed to go off campus for lunch as scheduled.
- Under school-sponsored and supervised field trips, sports events, or special privilege days.
- By permission of a parent or guardian and providing that the parent/guardian accompanies the student. Permission must be cleared through the school office, and you must sign your student off and back onto campus through the office.
- Visitors are not permitted on campus without permission. Visitors are required to check in at the front office and receive a pass.

## **EXTENDED DAYCARE PROGRAM (K-8)**

Daycare is available on school days and some specified non-school days (September 7, 2010 through June 17, 2011), except for National Holidays, for our families as an extended ministry of WCS. Daycare opens at 6:30 am and closes at 6:00 pm. A late pickup fee of \$1.00 per minute, for children picked-up after 6 pm, will be charged.

School year daycare programs are available for mornings only, afternoons only, or AM/PM on a prepaid basis. The rate for the afternoon and AM/PM programs include minimum days, The non-prepaid or drop-in rate is \$5.00 per hour and will be billed on a monthly basis, A family discount of 10% is given to second, third or more siblings. Family discounts are not available for any late fees or drop-in fees.

Non-school day programs are available on a per day basis. Non-school days do not include National Holidays. The per diem rate is \$30 for the first child and \$25 for additional siblings and is due and payable at time of drop-off, Families participating in the prepaid programs will receive a discount.

All Daycare fees are due on the first of each month and become past due on the 10<sup>th</sup>. A late fee of \$25.00 will be charged on the 11<sup>th</sup>, if the account is not paid in full. Any account that is 30-days delinquent may require immediate removal of your student(s) from the day care program until the account is made current. Daycare payments must be made in the Business Office or may be placed in the tuition payment box located in the front office. Please note 'Daycare' on your check. If the student's last name is different than the last name indicated on the check, please be sure to note the student's name on all payments.

Daycare policies are distributed at the beginning of the school year to families enrolled for daycare. The Daycare Director is available to answer any questions.

## **TODDLER & PRESCHOOL PROGRAM**

Western Christian's year-round preschool program is available for children 18-months to 5 years old. We do not require that the child be potty trained, Our curriculum is designed to offer each child a variety of learning experiences enabling them to reach their full potential based on the individual development needs of the child.

Our preschools operate Monday through Friday, 6:30 am to 6:00 pm. Full time, part time and half day programs are available. Fees are based on the program you have selected for your child.

Tuition is charged monthly and is due the first of each month. Please refer to the Preschool Tuition and Fee schedule for current rates. Tuition payments must be made in the Business Office or may be placed in the tuition payment box located in the front office. If the student's name is different than the name indicated on the check, please be sure to note the student's name on all payments.

Hot lunch is available through our food service company. All fees are paid directly to our food service company. Menus and order forms are distributed on a monthly basis. During the summer program, hot lunch is available; however, the fees are paid to WCS.

Late Preschool Pickup Fees:

Children must be picked up by 6:00 pm. A late pick-up fee of \$1.00 per minute after 6:00 pm will be charged.

### **CHILD ABUSE POLICY**

Any teacher, administrator, or staff member which suspects that a minor has received physical injuries which appear to have been inflicted by other than accidental means, or that the minor has been molested, abandoned, deserted or expelled from home, or has been placed in such a situation that his/her life or health may be endangered, will report such facts to the proper authorities.

### **TEACHER OR STAFF ABUSE POLICY**

Any parent, guardian, student or any other person who is disrespectful, insults or abuses any teacher/staff member on school premises or at some other place where the teacher. staff member is required to be in connection with assigned school duties, may be reported to the police department and may be guilty of a misdemeanor. Students engaging in this kind of behavior may be subject to immediate expulsion.

### **LOCKDOWN AND SECURITY**

WCS will on occasion go into a "lockdown" mode, which means students and faculty will be taken to a secured area (classroom, gym, or meeting room) where all doors and windows will be locked. Lockdown occurs whenever WCS perceives that a situation exists that may put our students or staff in danger. This is used as a precautionary measure, and does not necessarily indicate imminent danger. For the safety of our students, if a lockdown is in process, our campus will be blocked from access and parents will not be allowed to enter and/or exit classrooms or drop-off/pick-up students until lockdown has been recalled.

## **FAMILY/SCHOOL CONTRACT FOR LEARNING**

As members of the Western Christian school community, we believe that education is a partnership based on mutual commitment and trust between staff, students, and parents. When a partnership exists, and each member fulfills his or her responsibilities, student learning and the development of positive personal characteristics improve. As partners, we agree to the following:

### **Administrative Responsibility:**

- Provide a safe, orderly and positive teaching and learning environment
- Provide instructional leadership to ensure appropriate instructional practices, meeting academic standards and the delivery of a quality core curriculum to all students.
- Provide public recognition to staff and students who succeed in meeting learning and performance goals.
- Provide support systems for parents, students, and staff who need special assistance.
- Maintain open communication between home and school.

### **Teacher Responsibility:**

- Provide a safe, orderly, and positive classroom environment conducive to learning.
- Provide appropriate instructional activities and maintain high standards to ensure student learning.
- Commit to assigning work that is relevant to students learning the material; which will be graded and the result shared in a timely manner.
- Commit to being sensitive to the academic load some students take and not place unreasonable burdens on students that would make their overall task insurmountable.
- Provide opportunities for extra help, enrichment, and referrals as needed for appropriate support services.
- Inform parents and student of classroom expectations and provide ongoing assessment of student progress toward class expectations.

### **Student Responsibility:**

- Attend school daily unless ill or legally excused
- Be on time for all classes, prepared with all necessary books, materials, homework assignments, and participate in the classroom work and discussions.
- Obey all school rules and the instructions or requests of all school personnel.
- Respect the rights of the teachers to teach, free from any disruptive conduct from the beginning to the end of the class period. Any behavior that disrupts instruction is inappropriate and unacceptable.
- Respect the rights of others to study and learn.
- Respect public property and carefully use and return all materials and equipment. Parents and students are financially responsible for lost, stolen, or damaged property.
- Maintain high personal standards of courtesy, decency, honesty, and responsible relationships with others.

### **Parent Responsibility:**

- Establish and maintain expectations for appropriate school behavior in support of teaching and learning. Assume responsibility for regular and on time attendance of your child.
- Provide home support and monitoring of student assignments, homework, and projects to reinforce high standards for learning.
- Provide follow-up help and encouragement when support or special assistance is required.
- Read materials and information provided by the school and initiate communication with members of the school staff as needed.

(Used by permission from Big Bear High School handbook.)

**WESTERN CHRISTIAN  
PRESCHOOL  
PARENT/STUDENT HANDBOOK  
2011-2012**

Dear Parents/Guardian,

Welcome to Western Christian Preschool. We believe you are here by God's will and purpose. We wholeheartedly seek to work hand in hand with the Lord to create an atmosphere in which the children will be nurtured spiritually, intellectually, socially, emotionally and physically.

Thank you for the opportunity of working together with you to benefit your child. The Western Christian Preschool staff strives to make a significant contribution to the children we serve. We invite you to become partners with us in providing the best possible educational experience for all children.

This handbook has been designed to help familiarize our families with policies and procedures at Western Christian Preschool. Please read the contents then sign and return the last page to your child's teacher.

**The Western Christian Preschool Staff:**

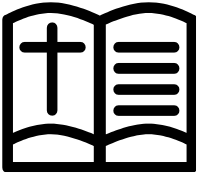
Executive Preschool Director.....	Kim Matzaganian
Preschool Director-Upland Campus.....	Nancy Hein
Assistant Director-Claremont Campus.....	Andrea Chevis
Administrative Assistant-Claremont.....	Jacqueline Doolittle
Two Year Old Teacher.....	Keisha Boyd, Monique Lima
Three Year Old Teachers.....	Astrid Mann, Kristi Hays, Victoria Andres
Three/Four Year Old Teacher.....	Michele Arlotti
Pre-K Teachers.....	Theresa Sparks, Lucero Ramos, Fran Atherton
Transitional Kindergarten Teachers.....	Rebekah Cheatwood, Andrea Chevis, Gloria Granados
Teacher's Assistants.....	Rebekah Mehany, Gaylene Lee, Laura Correa, Soo Baik, Carl Hayes
Computer Teacher.....	Teri Foster
Elementary/Middle School Secretaries (front office).....	Julie Lentner, Kim Cardiel and Billie Rose

**Claremont Preschool Contact Information:**

School Main Office hours: 7:45 a.m.–4:15 p.m.  
 Preschool Hours: 6:30 a.m. – 6:00 p.m.  
 Ages: 18 months-6 years  
 Address: 3105 Padua Avenue  
 Claremont, CA 91711  
 Main Office: (909) 624-8291  
 Preschool Office: (909) 626-1377  
 Fax: (909) 624-0651  
 Website: [www.westernchristian.org](http://www.westernchristian.org)  
 Email: [kmatzaganian@westernchristian.org](mailto:kmatzaganian@westernchristian.org)

**Upland Preschool Contact Information:**

School Main Office hours: 7:45 a.m.–4:15 p.m.  
 Preschool Hours: 6:30 a.m. – 6:00 p.m.  
 Ages: 2-6 years  
 Address: 242 W. Ninth Street  
 Upland, CA 91786  
 High School's Main Office: (909) 920-5858  
 Preschool Office: (909) 920-5350  
 Website: [www.westernchristian.org](http://www.westernchristian.org)  
 Email: [nhein@westernchristian.org](mailto:nhein@westernchristian.org)



## **PHILOSOPHY**

Western Christian Schools' mission statement is "to provide a Christ-centered environment that integrates faith and quality education." We promote experiences that meet the needs of our students by stimulating learning in all developmental areas. The curriculum is developmentally appropriate and challenging. We believe children learn best from direct and personal exploration of the environment. Children learn through curiosity and discovery, through making choices and through the modeling of adults. Our program is designed to enhance the individual skills of each child and to honor and celebrate everyone's uniqueness. This is accomplished by recognizing the inter-relatedness of their spiritual, cognitive, social, emotional and physical development.

We believe in serving the whole child, which includes the child's family and community. We believe a well-prepared and sensitive staff is crucial to the success of our program. The Western Christian staff members strive to be positive Christian role models and are encouraged to continue their professional growth through higher education. Our program provides opportunities for staff development and training. We promote continuity and stability for our students by communicating closely with parents.

## **GOALS**

In keeping with our philosophy, the following goals have been established:

- To provide a Christ-centered environment that integrates faith and quality education.

- To have an administration that is sensitive to the needs of the staff and children.
- To promote an open communication between parents and staff.
- To establish a positive reciprocal relationship among children, parents and staff.
- To provide positive food experiences and nutritionally well-balanced meals.
- To insure that all children enrolled in the preschool have a recent physical examination and up-to-date immunizations.
- To insure equal respect for family values.
- To provide relevant staff development and training on a regular basis.
- To promote a shared teaching environment in the classroom design that includes teacher and assistants in decision-making, curriculum plans, and assessments of children in a total team approach.
- To enhance parent participation.
- To empower the child to problem solve their conflicts by using their words and through the modeling of adults.
- To encourage children to assume independence, self-control and respect for others.
- To meet the individual developmental needs of each child through a developmentally challenging and appropriate curriculum which includes the child's spiritual growth, social-emotional, cognitive, physical and language development.



## **ADMISSION POLICY**

Western Christian Preschool was founded in September 1998. The preschool is licensed by the State of California, License #198004459 and is financed through tuition. The preschool operates on a non-discriminatory basis, offering equal treatment and access of service without regard to race, color, sex, national origin, ancestry, or religion.

We serve children from 2-6 years old and do not require that they be potty trained. The preschool is equipped and staffed to give the best possible care for children whose parents are interested in an enriched program. Children with 'special needs' will be accepted after it is determined that they can be successful in the program.

The preschool operates year round Monday through Friday from 6:30 a.m. – 6:00 p.m. A sample daily schedule for the classroom is as follows:

6:30 – 8:00 a.m.	Self Directed Activities
8:00 – 8:45 a.m.	Outside Activities
8:45 – 9:00 a.m.	Wash-up and snack time
9:00-11:00 a.m.	Group time: Calendar, pledges, prayer, Bible story, Bible verses, music/movement, art, and literacy activities which include phonics/numbers, finger plays, flannel board stories and phonemic awareness activities.
10:55 – 11:00 a.m.	Wash up and pray for lunch
11:10 – 12:00 p.m.	Lunch (lunches vary depending on the age of the child)
11:00-12:00 p.m.	Outside play
12:00- 2:30 p.m.	Wash up, potty-time, and nap
2:45 – 3:00 p.m.	Snack
3:15 – 4:00 p.m.	Learning centers and self directed play
4:00 – 6:00 p.m.	Outside play-organized and self directed activities available

### Enrichments:

- Chapel-weekly
- Computer-weekly
- Webby Dance-additional charge
- Amazing Athletes-additional charge

\*Schedule is subject to change due to the needs of the children and weather.

## **TODDLER ROOM**

We have a strong commitment to the nurturing and development of young children. We believe toddlers need nurturing and responsive caregivers in an environment that is designed to meet the growing and changing needs of the Toddlers. The following are the major elements of our Toddler program.

### **1. Primary Care Giving**

Each of our Toddlers is assigned to a primary caregiver. This is a familiar teacher who will be the main person who will feed, change and care for your baby. This system of individual attention assists our toddlers in developing those bonding attachments that are necessary for a healthy emotional development.

### **2. Small Group Settings**

Our adult to child ratio is 1:6. Toddlers need to develop secure attachments to their caregivers in order to feel safe exploring their environment and learn about their world.

### **3. Environment**

The toddler room and playground are specially designed to meet their growing needs of space to explore and express their independence.

- Our classroom area is designed to have several play areas which include:
  - Block play: simple soft blocks
  - Dramatic play: dolls, simple dress up items
  - Cognitive activities: shape sorters, pounding benches and various other learning materials
  - Climbing needs: You will notice that we have a soft climbing corner that is designed to teach balance, eye-hand coordination and enhance gross motors skills.

### **4. Curriculum**

Our teachers plan lessons plans that meet the individualized needs of each child as well as daily activities that are implemented during small group times. These daily activities are planned based upon the developmental milestones your child is working on at that time. "Daily Contact Sheets" are also an important part of program. This

communication tool tells you about your Toddler's feeding, diapering, and sleeping patterns during their day. It also allows for information to be passed from teachers to parents and parents to teachers.

### **5. Potty Training**

Toilet training is a major developmental milestone for children. The teachers are trained to support and assist parents and children through the process. Communication between the parent and teacher is essential in meeting the child's individual toileting needs. It is important to wait for developmental signs of readiness such as:

- Staying dry for long periods of time during the day or night
- Letting you know when his/her diaper needs change
- Being off the use of the bottle

Our next step is to support children by providing time and developing habits that appear to be consistent with the child's natural rhythms. The parent and the teacher together will develop a toileting-learning plan. We have a policy of positive interactions regarding toileting issues.

## **PRESCHOOL CURRICULUM**

The curriculum in all classrooms is developmentally and academically appropriate assisting the child's growth and development in all areas: language, cognitive, social, emotional, spiritual and physical. The curriculum is theme based with biblical integration. Children will participate in chapel, bible stories, and memory verses for added spiritual growth. Our curriculum will provide and promote experiences that meet the needs of each individual child and our Pre-K and Transitional Kindergarten classrooms will use the Abeka and Writing without Tears curriculum. The curriculum is designed to successfully prepare students for Western Christian Schools' Kindergarten.

### **CHAPEL**

Once a week we have chapel which includes a time of worship and teaching from the Word of God. During this time children are

learning reverence for God, and the value of scheduling special time set aside to develop one's relationship for God. They learn the wonderful truths of the Bible through prayer, music, teaching, and drama.

## ASSESSMENTS

Assessment portfolios will be kept for each child. The components of the portfolio will include a developmental assessment tool, anecdotes, writing samples and pictures. The portfolio will be used to during parent conferences. There will be two formal parent conferences each year, one in the fall and one in the spring. However, parents and teachers may meet as often as necessary to discuss the children's progress and needs.

Please note that children in the Pre-K and Early Kindergarten classrooms will be tested for Kindergarten in February or March. The child needs to be five years old by December first and pass the entrance exam to attend Kindergarten. The school will need a copy of the birth certificate and up-to-date immunizations with your Kindergarten application. There is a Kindergarten application fee.

## NAPTIME

Naps are taken approximately between 12:30 – 2:30. Each child has his/her own mat with a nap mat. A nap mat can be purchased for \$25.00. All children will rest.

## Preschool Staff

The preschool staff has met and exceeds the educational requirements in accordance with the Department of Social Services Community Care Licensing Title 22. All teachers and assistants hold a current CPR and First Aid Certification. All preschool staff is encouraged to continue their education through college courses, in-service training, ACSI workshops, and monthly staff meetings. This is an important component of the preschool program.

## FINANCIAL POLICIES

1. **Tuition:** It is our desire to maintain a high quality program and to keep our classrooms, playgrounds and equipment

in the very best condition. We also provide a well-balanced nutritious lunch and snacks for your child (lunch can be purchased or you can pack your own). Your tuition makes these things possible. Your monthly payment is due on the first day of each month your child is scheduled to attend (no invoice mailed). **A fee schedule is available in the preschool office.**

## Delinquent Accounts:

- Your account becomes delinquent if not paid on the first day of the month your child is scheduled to attend. A five-day grace period is allotted on accounts before issuing the \$25.00 late fee.
  - If payment is not paid within 15 days, your child will no longer be enrolled in the preschool.
  - If a difficult financial situation develops, please see the preschool director to explore possible alternatives.
2. **Returned Checks:** A fee of \$75.00 will be charged for any checks returned due to insufficient funds.
  3. **Late Pick-up Charges:** Children need to be picked up by 6:00 p.m. If a child is not picked up by 6:00, there will be a late fee in the amount of \$1.00 for each minute after 6:00, which must be paid within three days or a late fee of \$10 will be applied. If a parent is late picking up their child three or more times in a calendar year, the late fee will increase to \$5.00 per minute beginning at 6:01 pm. Parents are expected to pick up their child on time. In the event that a parent will be later than 6:00 p.m. it is very important to call the preschool and notify them. Children worry about parents as much as parents worry about children. For their sake and to reduce anxiety it is important to be on time. **If the child is left at the preschool after closing and the parent's whereabouts are not available, Western Christian Preschool reserves the right to call the proper authorities and file a report.**

## **Attendance**

Children benefit most when attendance is regular. Children's attendance must coincide with contracted days. The preschool is staffed according to need. The preschool must maintain the appropriate adult/child ratio and this can only be maintained when a child's contracted days are followed. Parents may request a change in those days, with two weeks notice, by filling out a new contract. The preschool will make every effort to accommodate a change, but changes are subject to availability.

## **ABSENCES**

Parents should notify the preschool before the child's normal arrival time if they are going to be absent. If your child is absent from the preschool due to illness, school holidays or vacations, there is no credit given.

## **VACATION TIME**

Vacation time is allowed and given if your child is enrolled for a complete school year. Your child will have needed to be enrolled at least three months before eligible to receive vacation credit. A vacation slip must be filled out and submitted at least one week prior to vacation in order to receive "vacation" credit as follows:

Our preschool is year-round. If your child is enrolled for the year-round program, you are entitled to a one week vacation absence in which your child's enrollment will be continued, with no charge, prorated at the number of days per week your child attends. Vacation credit needs to be used in it's entirety.

## **ARRIVAL**

The child must be accompanied by an adult (over 18 years of age) into the classroom. The parent/guardian **must sign in the child in full signature** (THIS IS VERY IMPORTANT). Notify a staff person when your child has arrived. All parents should say good-bye even if some tears are shed on the first few days. It is important that children have the opportunity to see their parent go. This helps children learn that the parent leaves and then comes back to pick them up, and keeps them from becoming frightened. They also learn to build trust in their teachers.

## **LATE ARRIVAL**

Late arrivals are disruptive to the children and staff. We understand that occasionally a child may arrive late. Please contact the school as soon as possible so your child's teacher can be notified. It is very difficult to plan our meals and snacks without knowing how many children we will be serving. We provide the cafeteria with a meal count at 9:00 a.m. Our meal times are as follows: Morning Snack 8:45-9:00 a.m., Lunch 11:10-11:30 a.m. and Afternoon Snack 2:45-3:00 p.m. If your child is arriving at preschool later than any of the meal schedules, make sure he/she has eaten before signing in. Curriculum begins at 9:00 a.m.

## **DEPARTURE**

The child must be picked up by an adult (over 18 years of age) from the classroom. The parent/guardian **must sign out the child in full signature** (THIS IS IMPORTANT). Upon departure please check the parent board for any notes and check the child's back pack/cubby for any soiled clothing. Notify a staff person that you are picking up your child. **No person will be allowed to take a child from the preschool except the child's parents, legal guardian and any adult on the emergency form. If the person picking up is not on the emergency form, we must have written or verbal notification. The preschool staff maintains the right to request a pictured I.D. if we are unfamiliar with the person requesting to pick up the child.**

## **WITHDRAWAL FROM PRESCHOOL**

One month's notice must be given in writing if you are planning to withdraw your child from Western Christian Preschool. **Failure to give one month's notice will result in being charged for one month.** Children withdrawn from the preschool are subject to paying a re-registration fee upon re-enrollment.

## **TERMINATION OF SERVICES**

The following are reasons for termination from the preschool:

1. A child's inability to adjust to group care after a reasonable effort has been made

by the preschool staff to assist the child and family in the process.

2. The child is in danger of harming himself/herself or other children and adults.
3. Failure to pay tuition as contracted.
4. Current physical examination not on file.
5. Incompletion of necessary forms.
6. Failure to provide correct information for emergency pick up.
7. Rude or malicious actions toward staff, parents or children.
8. Unreasonable demands made of staff regarding the care of an individual child which is inconsistent with the Preschool's policies, philosophy or curriculum and is not in the best interest of the child.
9. Three late pick-ups within one month.

### **PROCEDURE FOR TERMINATION**

A conference will be held to discuss any problems. If problems persist, a second notice will be in writing stating reasons for possible termination. However, we reserve the right to administer immediate suspension and termination when warranted.

### **HEALTH**

Only children in good health will be allowed to attend the preschool. If a child becomes ill during the day the parent will be notified and expected to arrange for alternative care. It is the parent's responsibility to be available by telephone or leave an accurate number of someone who can pick the child up from school in the event of illness. A child who is sent home from school with the following symptoms may not return to school for a **minimum of 24 hours**:

- ❖ A fever over 101 +
- ❖ An episode of diarrhea
- ❖ An episode of vomiting
- ❖ A rash of undetermined origin
- ❖ Red watery eyes with discharge
- ❖ Consistent cough, heavy nasal discharge or sore throat
- ❖ Communicable disease like conjunctivitis, ring worm, lice, etc.

It is not our role to diagnose illness, but it is our responsibility to insure the health of all the children in our preschool. Therefore, the teachers must use their own discretion. When signs of illness exist, the teacher has the

responsibility to send the child home. Good hygiene practices are used at the preschool. Hand washing for adults and children takes place before and after eating and toileting routines.

In the event of immediate and serious injury or health concern, the parent will be first notified and then the child will be transported by emergency professionals to the nearest hospital, unless another hospital is designated. In the event that the parent cannot be reached, Western Christian School takes responsibility in assuring the child gets the necessary medical treatment.

### **MEDICATION**

Medication will be dispensed during school hours by school personnel only under the following conditions:

- ❖ Only prescription labeled medication will be dispensed.  
Label must include: date prescription was filled and expiration date, child's name, physician's name, dosage, frequency of dosage and length medication should be taken.
- ❖ Tylenol, or other non-aspirin over-the-counter medications, only if accompanied by prescription pad instructions from a physician, or a prescription label from the physician.
- ❖ All expired medications will be disposed of by the teacher or director and will not be allowed to be dispensed to the child.
- ❖ **Neosporin will be administered to students when a bandage is needed for scratches. Parents should request that their child NOT receive Neosporin in case of known allergic reaction.**
- ❖ A medication slip must be completed by the parent prior to medication being dispensed. Verbal approval by a parent is not sufficient to allow medication to be given. A verbal approval may be taken from a physician for an anti-fever medication, only if the parent cannot be located and the physician is the child's current attending physician. The medication will be dispensed only for one dosage. **If the above criteria are not**

**met, Western Christian Preschool staff will not administer the medication.**

child will be at school each day and a container with wipes.

## **NUTRITION**

Nutritious morning and afternoon snacks are provided. Lunch may be purchased or provided by the parent. A menu will be provided a month in advance month so that you may place your order. This will be done through the front office. Morning Snack is served at 8:45-9:00 a.m., Lunch is at 11:10-11:30 a.m., and Afternoon Snack is served at 2:45-3:00 p.m. If your child is arriving at preschool later than any of the meal schedules, please be sure he/she has eaten before signing in. All children will sit down together with preschool staff for lunch in the cafeteria. Nutrition is part of the curriculum and eating is a social and learning time. When packing your child's lunch, we ask that you pack a well-balanced nutritious lunch and please remember no peanut products of any kind.

## **CLOTHING**

Your child will participate in a variety of experiences to enhance their social, emotional, physical and intellectual development. **Many of these activities may result in stained clothing. Please do not request your child to remain clean at school, as this will limit their activities for each day. We do provide a paint shirt for painting activities; however, the chance of stained clothing still remains.**

- ❖ Each child should dress in comfortable play clothes. Please avoid clothes that have to be kept clean.
- ❖ All clothing should be labeled with the child's name in order to minimize loss. (Sometimes more than one child has the same type of clothes). The preschool will not be responsible for any lost clothing.
- ❖ Please bring a complete change of clothes for any bathroom accidents or current clothing gets too dirty to wear.
- ❖ Due to safety issues, thongs, backless shoes or cowboy boots are not allowed.
- ❖ Please keep at least one change of clothes for your child at school at all times.
- ❖ Please do not bring your child to school without shoes.

For non-potty trained children, parents must bring a minimum of one diaper for every hour the

## **TOILET TRAINING**

Toilet training is a major developmental milestone for children. The preschool staff members are trained to assist parents in this sometimes difficult process. It is important for parents and staff to communicate clearly and often about the child's toilet training needs. We believe that it is important to wait for developmental signs of readiness and then support the child by providing time and developing habits that appear to be consistent with the child's natural rhythms. We do have regularly scheduled potty breaks, which includes hand washing. Your child is potty trained when he/she wears underwear, can pull their own underwear up and down with minimal assistance, and can vocalize the need to use the potty. Your child is not potty trained if they are still in pull-ups. We will assist your child in the potty training process and communicate to you on how he/she is doing.

## **TRANSITIONS**

The children that turn 4 years old by December 1<sup>st</sup> will be in the Pre-K class. Children age 2 to 3 and with a birth date after December 1<sup>st</sup> will be in the preschool class.

## **DISCIPLINE**

It is the philosophy of this preschool that children deserve respect. By setting clear and consistent rules in the classroom and playground, the child will have an opportunity to make more appropriate choices. It is our belief that most problem behaviors can be handled in the environment in which they occur, through natural and logical consequences. We believe that the purpose of discipline is to teach children appropriate behavior and to help them gain internal control. Our teachers plan developmentally appropriate curriculum that stimulates children's positive interactions. However, when a conflict or misbehavior is involved, our discipline techniques are re-direction, positive reinforcement, conflict resolution and brief removal from the group. At no time will a child be isolated or left alone. Nor

will there be any form of physical punishment used by staff or parents in our preschool. School behavior problems will be handled at school. If a child has a misbehavior problem, the parent will be notified of the occurrence. If a child continues the misbehavior, a conference will be held with the parent regarding the area of concern to discuss possible solutions, and to reinforce to the child that correct behavior is a priority to the parent as well as to the preschool staff. If the above techniques were not productive, it would be the decision of the Director to address the situation and make decisions based on the best interest of the child and other enrolled students.

### **BITING POLICY**

We understand that there are many circumstances that can lead a child to bite. If your child bites, we will investigate the circumstances regarding the offense and make our determination accordingly.

The determination of consequences depends upon the age of the child and the seriousness of the event. Consequences could include any of the following: a warning, suspension, removal of your child from the program or other consequences we deem appropriate. In a spirit of cooperation, if your child should break the skin, we reserve the right to request appropriate testing for communicable diseases.

Biting is not typical of four year olds. In the Young 4's and EK Department, biting will be handled with suspension.

## **CELEBRATIONS**

### **BIRTHDAY PARTIES**

We will celebrate birthdays at the preschool; however, we follow these criteria:

- ❖ We celebrate birthdays equally. We feel all children should be recognized on their special day.
- ❖ Parents are welcomed to provide cookies, fruit snacks or cupcakes for their child's class.
- ❖ We allow only party hats, no blowers, no birthday gifts, no clowns, no bouncers, etc.

- ❖ Birthdays will be celebrated during the morning or afternoon between 9:00 - 9:30 a.m. or 3:00-3:30
- ❖ We request that parents not bring invitations into the classroom unless you are inviting all the children in the classroom. If you wish, you may leave the invitations with the teacher to give to parents. We make this request so children do not feel left out when not invited.
- ❖ Please make arrangements with your child's teacher prior to the party.

### **CLASSROOM PARTIES**

Classroom parties are celebrated by the teacher and room parents. They are scheduled during the morning snack between 8:45 a.m. – 9:45 a.m. These include:

- ❖ Harvest Party
- ❖ Thanksgiving
- ❖ Christmas
- ❖ Valentine Party
- ❖ Easter Party
- ❖ End of the school year party

**Holidays:** Please see calendar

### **TOYS**

**Children may not bring toys from home,** except on share days. If the teacher wishes to have a share day, she will make it a part of the curriculum and schedule. The items being shared will be put away after sharing and not included in the children's play. Any item to be shared must be cleared with the teacher in advance regarding appropriateness and should be labeled with your child's name (No weapons of any kind - i.e. guns, swords, knives, super hero tools, light savers, etc). We, however, cannot be responsible for loss or damaged items brought to share. Check with your teacher on her classroom policy.

### **COMMUNICATION**

When young children observe positive and genuine communication between their parents and the preschool staff, they feel their two worlds are connected. Communication is the key in

assisting the children. We use the following forms in Preschool:

### **Formal Written Communication**

This form is used to inform everyone in the preschool and to ensure accuracy. For example, if policies change, a special event is planned, or a contagious disease has been diagnosed, the Director will use a formal written communication to convey the message.

It is important that parents **read all notices on the Parent Bulletin Board.**

#### **Other Ways We Communicate:**

- ❖ Verbal communication
- ❖ Phone calls
- ❖ Parent/Teacher meetings when necessary – We encourage parents to discuss with the teacher any questions or problems concerning their children. In addition to their teaching responsibilities, teachers may have many extra-curricular duties that require their time. We ask that parents be considerate of the teachers' full schedules and arrange for appointments in advance. This will allow us the opportunity to schedule adequate time for you to discuss your child's progress.
- ❖ Parent Bulletin Board
- ❖ Formal Parent/Teacher conferences
- ❖ Newsletters-will be sent electronically
- ❖ Daily Updates

### **Changes**

Please be sure to notify the staff of important changes, i.e. changes in emergency numbers, new work numbers, address changes, authorization of persons to take your child from the preschool, change in physician, allergies and any other information which may be pertinent to the child's well being.

## **EMERGENCY PROCEDURES**

The Western Christian Preschool has designed a comprehensive plan for the safe and efficient care of its children in the event of an emergency. Some of these steps are:

- ❖ To stock and maintain sufficient provisions (food, water, emergency equipment, medical supplies, temporary housing, etc.) for children and staff.
- ❖ To keep current emergency files on all persons in the preschool.

- ❖ To provide on-site training opportunities in CPR, First Aid, Safety and Earthquake Preparation.
- ❖ To conduct fire and earthquake drills to familiarize the children and staff with safe evacuation procedures.

**You can assist us in this process by continuing to update your identification and emergency information, emergency phone list, and your medical release forms for our files. Also, please bring a large zip-lock bag with a complete change of clothes, jacket, shoes, small stuffed animal, and family picture for the disaster container**

## **CDSS INSPECTION AUTHORITY**

In accordance with Title 22, Section 101200, any duly authorized officer, employee, or agent of the California Department of Social Services may, upon presentation of proper identification, enter and inspect our facilities, with or without advance notice, to secure compliance with, or to prevent a violation of the licensing agreement. The Department has the authority to interview children or staff, and to inspect and audit childcare center records, without prior consent. The Department also has the authority to observe the physical condition of the children, including conditions that could indicate abuse, neglect or inappropriate placement.

Any person may request an inspection of our facilities in accordance with the California Child Day Care Facilities Act by transmitting to the department notice of an alleged violation of applicable requirements prescribed by the statutes or regulation of this state. A complaint may be made either orally or in writing.