

Preschool and Kindergarten Care Parent Handbook

*But grow in grace and knowledge of our Lord
and Savior Jesus Christ. To him be glory
both now and forever! Amen.
2 Peter 3:18*

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www.waynesvillechristianschool.com

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The policies and procedures in this handbook are done in the best interest of ALL of the children in our care. If you are not in agreement with our policies we ask that you inform us of the problem. It is not appropriate to cause your child to distrust our decisions, if that occurs you may be asked to find other care for your child.

Operational Schedule

Open August-May

Operates on the Waynesville Local School Schedule

Preschool AM class times

The pre-kindergarten program is M-F (9:00-12:00)

The four-year-old preschool program is M/W/F (8:15-11:15)

The three-year-old preschool program is T/TH (8:45-11:45)

Kindergarten Care is M-F (11:30-4:00)

Mission Statement

The mission of Waynesville Christian School is to come alongside parents to provide a safe and caring environment where children are inspired to become life-long learners and to love God and love others. (Matthew 22:37-39)

Our desire is to partner with parents in laying a foundation for their children where the Bible is the standard for all truth. We offer a God-centered curriculum that points children to Jesus, the way, the truth and the life. (John 14:6)

Statement of Faith

- We believe the Bible to be inspired, the only infallible and authoritative Word of God
- We believe that there is one God, eternally existent in three persons: Father, Son, and the Holy Spirit
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory
- We believe in the creation of man by the direct act of God as recorded in the Book of Genesis
- We believe that for the salvation of the lost and sinful man, a regeneration by the operation of the Holy Spirit on the basis of grace alone is absolutely essential
- We believe in the resurrection of both the saved and the lost

STATEMENT of MARRIAGE, GENDER SEXUALITY

Waynesville Christian School stands firm upon the historical truth and moral foundation of Christianity. We believe God wonderfully creates each person as male or female. These two distinct, complementary genders together reflect the image, and nature of God (Gen. 1:26-27.)

We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Waynesville Christian School.

The Biblical and philosophical goal of Waynesville Christian School is to develop students into mature, Christlike individuals who will be able to exhibit a belief of what qualities or characteristics exemplify a Christlike life.

Upon application, acceptance and subsequent enrollment of their children at Waynesville Christian School, parents or legal guardians agree in writing to support these and other basic biblical values. Also, parents or legal guardians acknowledge that Waynesville Christian School will teach these principles without compromise.

Parents or legal guardians, who choose to apply, are accepted, and subsequently enroll their children at Waynesville Christian School agree in writing to support these and other basic biblical values and agree that Waynesville Christian School will teach these principles and biblical values. Parents or legal guardians further agree to attempt to resolve any disputes by first speaking to teachers, then the administrator, before taking any other action. (Matthew 18:15-17).

Notice of Admission or Denial

If a school determines that it must deny admission that is inconsistent with the school or church's religious beliefs, the school will seek legal advice prior to issuing a written denial.

The procedure for Admission denial or dismissal will be as follows:

- Teachers will provide a written statement of concern to the Administrator.
- The Administrator will notify the Preschool Board of this concern, including the Pastor of the church.
- The Board will seek legal counsel to determine the appropriate steps.
- If the Administrator is the person to become aware of the concern, they will provide a written report to the Preschool Board.
- The reporting of this concern will be made to the Preschool Board within one week of the notification.

HISTORY OF THE SCHOOL

Waynesville Christian School was started in 2005 by Pastor Bill Perry, Robin Wylie, and Harriet Crowder as a Christian ministry to educate the next generation in a love of Christ and increase the talents He has given us. The school began with preschool and over the next few years added a kinder-care and before/after school program. The school has gone through many changes since then, but the goal of providing a safe environment for children to grow emotionally, socially, cognitively, and spiritually has always been the focus.

Education Philosophy

As a Christian school our teachers love Jesus, love children and love to teach. Their desire is to see children grow in their understanding of God's love for them and for others.

While following Developmentally Appropriate Practices, (DAP) we incorporate the following:

- We promote DAP in all age groups, utilizing centers and curriculum.
- We intentionally establish an atmosphere of love and respect in the classroom and among relationships with parents and families.
- Our program has adapted a schedule to incorporate:
 1. Free choice and teacher directed activities
 2. Quiet and physical activities
 3. Large and small motor activities
 4. Open and closed ended activities

While academics is our focus, we are also focused on helping preschoolers with emotional regulation. Emotional regulation helps children ground themselves when they experience “big emotions.” It also helps them feel good about themselves when they have the tools, they need to self-regulate. Our objective as educators is to help them cope and thrive within social settings and relationships.

It is apparent, then, that the types of activities we integrate or permit in the classroom or school program, be in line with our basic philosophy. A Christ-centered focus must become a priority—or else we become textbook oriented rather than student centered.

This worldview dictates that we cooperate closely with parents in every phase of the student's development. Partnering with parents to help their child grow academically, spiritually and emotionally. (Luke 2:52)

Arrival and Departure Procedure

Upon arrival to the preschool program, the teacher will meet your child at the door and lead them into the building to wait on the others to arrive for class. Once all children have arrived, the teacher take the children to hang up their belonging, take a restroom break and wash hands. All children will be accompanied into the classrooms and must never find their own way to class. Teachers will then mark your child present on their attendance sheet. If your child will not be attending the program for the day for whatever reason, please contact your child's teacher or call the center to make them aware of your child's absence.

If custody papers exist the childcare center must have the most recent copies of those documents. We will follow the most recent custody orders we have on file. We will keep these papers in a separate file to protect your child's privacy.

At the end of the day, teachers will have children wash hands and meet parents at the door. Children departing from the program, will only be released to the parents, legal guardian, or those named on the "permission to pick up" list, with a valid picture ID. If you are unable to pick your child up from the program it is your responsibility to inform the center of who will be picking your child up. Children will not be permitted to leave with any adult under the influence of any drug or alcohol. A second adult will be called to pick up the child.

Appropriate Attire and Personal Belongings

When dressing your child for school, please remember that we do a lot of physical activities to promote physical growth. A good athletic shoe is preferred for their safety. In the cooler months they will need warm clothes for outdoor play. When using the bathroom younger children need to have clothes on that are easily removed.

Please leave all personal belongings at home. We will provide all materials necessary to participate in the program. On occasion the teacher will ask the children to bring in specific items for show-N-share. Please read any information the teacher sends home so your child will be prepared to participate in those special occasions.

Staff/Student Ratios, Supervision, Care and Nurturing of the Children

- Trained staff members will constantly supervise children. Teacher/Child ratios will be maintained at state standard.
- 3- year -old classes 1:12 maximum group of 12
- 4 -year -old classes 1:14 maximum group of 14
- 4/5 -year -old class 1:14 maximum group of 14

Staff members will be available to cover staff absences and breaks at all times.

- Children will only be permitted in the building while the teachers are in the building. Children will not be permitted to wander about the facility.
- Children will not be permitted to leave the site for any reason at all, unless being picked up by parents or an adult on the “permission to pick up” list
- Children will be responsible for their belongings and for clean up each day.
- Structured and creative activities will be utilized daily.

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| 9:00-9:15 Preschoolers arrive, restroom break, responsibilities |
| 9:15-9:45 Table Work |
| 9:45-10:15 Center Time (8 different centers are required) |
| 10:15-10:25 Restroom break |
| 10:25-10:45 Snack |
| 10:45-11:15 Recess |
| 11:15-11:45 Circle Time |
| 11:45-12:00 Pack up/Dismissal |

**Daily Schedule for
Preschoolers**

Field Trips

Preschool children taking field trips with the class must be transported by a parent/guardian or permission must be given to another responsible adult. While on these trips, teachers are still responsible for students, ratios will be kept, and First Aid/CDP&R/CPR requirement will still be met.

Registration Process

1. Fill out enrollment form, indicating class/classes your child will participate in.
2. Pay the registration and book/activity fee (if applicable) as indicated on the form.
3. Required forms can be found on our website. You will need to fill out and print form 01234 for every child. This form gives us permission to transport, gives emergency information & parental permission to care for children here at WCS. If you answer yes to any of the medical questions regarding allergies, food elimination or special medical care needed you will also need to fill out and bring "Child Medical/Physical Care plan" form 01236 for WCS to keep on file. Physicians will be required to fill out the "Child Medical Statement" form 01305 for **every preschool** child enrolled for immunization requirements and if medication of any type including sunscreen and lotions are needed while in our care for your child physicians will also have to fill out a 01217 "Administration of Medication". Every detail of these forms must be completed before the child will be permitted to participate in the program. The registration fee is non-refundable and **all forms must be returned to the administrator one-week prior to the program start date.** Preschool children must have the medical statement signed by a physician and all immunizations must be up to date. These medical forms must be updated **annually** based on the date of the physician's signature. Withdrawal from the program will require another enrollment fee at the time of re-enrollment.
4. Once the online forms have been completed and returned, the parents will be notified of parent orientation times. You are required and expected to read this handbook which can be located on our website: www.waynesvillechristian.school or request a copy of it at our parent orientation. After the teachers/administrator has gone over the information in the handbook the parents will be expected to sign and date the verification form indicating review of program policy and procedure.
5. All outstanding balances must be paid in order to re-enroll children for the following year.

Transitional Policy

When students are preparing for the next level of preschool or entering kindergarten we transition them by visiting the next classroom. As part of the transition, we read books about the new classroom, meet the teachers there, and discuss some of the changes which are to come. We hold open houses for the children and orientation for the parents to prepare everyone for the next step. Teachers give information of their expectations and the administrator reviews the parent handbook and provides the parents with the expectations of the program.

Closing the Program

We will operate on the Waynesville School program. If Waynesville Elementary School is closed the preschool will be closed. If Waynesville Elementary is on a 2-hour delay, preschool will be closed. The most up to date and accurate information is found at www.wayne-local.com or you can sign up with the C-Notify through Wayne Local Schools. A school calendar is available upon request for scheduled days off and delays. Our program schedule follows that of Wayne Local Elementary School. Any scheduled days off (those listed as days off on the school calendar) are days we **do not** have preschool.

Payment Policy/Additional fees

The cheapest and most convenient way to make automatic payments is to go to your own bank and ask them to set up an automatic payment to Waynesville Christian School for the same amount on the same date each month. Checks can be **mailed** to Waynesville Christian School, 1009 Lytle Rd., Waynesville, OH 45068, given directly to the administrator, placed in the administrator's mail slot in church office, or in the lock box located between the school entry doors. Cash is discouraged but if necessary must be accompanied with a written form indicating child's name and parent's name, date, and amount. Fee information is indicated on the enrollment form. Fees are due on the 1st Friday of every month for the preschool program. Continuous late payments will result in a \$20.00 late fee being added. If you have an issue with payment, please let the administrator know. If you have any emergency that is going to cause you to be late picking up, please let the office/teacher know. If late pickup becomes a habit, a late fee of \$1.00 per minute for every minute after closing will be added. This is due at the time of pick up and will be billed to your account if left unpaid. If a check is returned unpayable a minimum fee of \$25.00 will be charged. Because we are a not for profit organization we are unable to **waive fees due to illness, vacation or other absences.**

Child Records

In order to provide for any emergency medical care to the children enrolled in our program, it is vital that we have the most complete and up to date information concerning the address, phone number, work numbers, medical and emergency information, emergency contacts, physician/dentist information. Therefore, if there are ever any changes in your child's information, the administrator must be informed immediately. **The enrollment forms must be kept current and on file for as long as your child participates in the program.** The physical exam is only current for one year from the date of the exam and must be updated annually.

Withdrawal Process

A written notice of intent to withdraw a child from the program must be submitted to the administrator **two weeks prior to the child's last day. Please understand that if you leave the program abruptly, tuition will be charged for those two weeks.**

Policy and Procedures

Waynesville Christian School recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color or ethnic origin in the administration of its educational programs or activities. The children are grouped by age and developmental levels. Activities and learning experiences are specifically geared toward each child's individual needs, interests and skills. The program maintains high standards in health, hygiene, cleanliness and comfort. Through the use of centers and curriculum, each class provides a variety of activities during the course of the day to help your children develop cognitively, large and small motor skills, social and emotional abilities and spiritual growth. Our program offers curriculum based on monthly themes and objectives. Children are encouraged to express themselves and to solve problems verbally. Indoor and outdoor time is provided each day. **Only temperatures of 25 degrees or below, an extremely windy day, rainy day or temperatures above 90 degrees will cause us to remain inside.** Each day quiet time is provided for every age group. A snack will be offered each day to each group of children and a snack menu will be posted. We have chosen snacks that have very little sugar and food dye and are part of two of the four food groups. We will supplement as needed. For this reason, we encourage children to be willing to taste before refusing their snack. There is never a punishment for not eating but there are internal rewards for having the willingness to taste. Information will be sent out periodically to keep you informed of the children's activities, special days, changes and up-coming events. Please be sure to read the newsletter carefully.

Allergies

It is critical that you make us aware of any allergies your child has been diagnosed with. The administrator needs to be notified in writing with specific information and precautions concerning the allergy. For special health conditions or children using inhalers or medication for emergencies, the parent or guardian and physician must fill out and sign the “child Medical/Physical Care Plan” form. The administrator must also sign it. Forms 01236 Care Plan filled out by parents and Form 01217 Administration of medication filled out by child’s physician.

Medications

The center will not administer medication at any time except for children with special needs. We are in compliance with the Americans with Disabilities Act (ADA), including: Administering medication to children with disabilities and Administering care procedures to children with disabilities. Inhalers and Epi-Pens will be permitted with an Individual Health Plan form filled out by the parents and signed by the parents, physician and administrator. Staff will be informed by the administrator of any special needs of the children. If a child has allergies, special health conditions, medication for emergencies or if a child uses an inhaler or requires an Epi-Pen, a state required ODJFS administration of medication form must be filled out by the parent and signed by the parent, physician and administrator. Only school age children will be permitted to carry inhalers, with written permission from the parent and physician.

Communicable Disease/Illness

A child dismissed for any health reason, will be given a “Signs of Illness” slip, stating the reason for dismissal. The child may return to the program after a twenty-four hour period of symptom free, illness free, and fever free or free of infestations, which were indicated by the administrator.

- In case of prolonged illness, a doctor’s note may be required to return to the program.
- Redness of the eye in conjunction with a yellow discharge will be a cause for excluding.
- A child with diarrhea caused by antibiotics or another medication must have a note from the pharmacist or doctor in order to return to the program
- For parasitic infestations, the child must be bug and nit free for a twenty-four hour period.
- Should your child become exposed to an infectious disease at the program, we will notify you promptly. In return, we request that you report to us when your child has been exposed to a particular infection or disease outside the program.
- The administrator has the right to request a doctor’s note before allowing the child to return to the program.

- Should your child become ill at the center we will notify you immediately. Feeling ill while away from home can make children extremely uncomfortable.
- If a child shows signs of illness while at the program, the child will be monitored regularly by the staff. Escalating symptoms are cause for early release from the program.
- Teachers are trained to recognize common signs of communicable disease. Each day every child is assessed as they enter the program to be sure they are not exhibiting signs of illness.
- A Communicable Disease Chart is posted in the breezeway for reference and is followed for the appropriate management of communicable diseases.
- All child care staff members are required to complete a six hour course in the recognition and management of communicable diseases, including hand washing and disinfecting procedures.
- As of 2019-2020 parents will be required to sign a statement of liability if immunizations for children have been completely refused.
- A child with any of the following signs shall be isolated, until his or her parent has arrived: diarrhea, severe coughing, difficult or rapid breathing, yellowish skin or eyes, redness of eyes, obvious discharge, matted eyelashes, burning or itching of the eye, temperature of at least 100 degrees Fahrenheit (auxiliary method), untreated infected skin patches, unusual spots or rashes, stiff neck accompanied by a fever, sore throat, difficulty swallowing, vomiting, unusually dark urine, gray or white stool, evidence of lice, scabies, bed bugs or other parasitic infestations.
- A child isolated will be cared for in a portion of the classroom away from the other children, supervised by an adult within sight and sound of the child. The child will be made comfortable on a cot. (Cots and bedding will be washed after each use.) The child will be continually monitored for worsening conditions.
- If exposure to a communicable disease has occurred, it will be posted on our entry doors. Any reoccurrence of communicable diseases will be reported to the Ohio Department of Health.
- First Aid kits are located in each classroom, marked and in plain view.
- Children's registration and medical records are kept in the administrator's office.
- A dental first aid chart with instructions for staff, is posted in every classroom in case of a dental emergency
- When a child is absent from our program the parent/child are required to disclose the nature of the illness in an effort to stop the spread of the illness.

Parents must comply willingly with our communicable disease policy. We actively respect parental wishes and expect the same respect regarding our policies toward illnesses. Even if you do not agree with our policy, we ask that it be followed respectfully.

Emergency, Safety and Supervision Policies

- A telephone is available in the administrator's office and all teachers are required to carry cell phones at all times.
- Use of aerosol sprays is prohibited while children are in attendance.

- Fire drills, tornado safety, and evacuation procedures are in accordance with the Ohio State Law. We conduct monthly fire drills; children are required to exit the building dressed as they are for a few minutes. Evacuation plans and routes are posted in each classroom.
- The person picking up the child must have proper identification or the child will not be released.
- All children will be supervised at all times.
- Medical, dental and general emergency plans are posted in each classroom and other spaces used by children.
- Daily schedules are posted in every classroom.
- Temperatures indoors will remain between 65 degrees and 85 degrees.
- We maintain ratio standards and regulations at all times.

Emergency Policy

In case of an emergency, the child will be treated appropriately; the ODJFS Licensing specialist will be notified using the OCLQS website; ratios will be maintained; remaining children will be removed from the area; 911 will be called if serious; the ETA form will be sent with the life squad; parents will be notified; an incident report will be completed. State inspector will be notified within 24 hours. An incident report will be completed when: an illness, accident, or injury occurs which requires first aid treatment, a bump or blow to the head or face, emergency transporting, an unusual or unexpected event which jeopardizes the safety of the children or staff, such as, a child leaving the center unattended. Parents are required to sign this form and will receive a copy. A copy will be kept on file at the center.

Emergency Evacuation- Teachers will calmly line children up, maintain order, take attendance sheet and emergency bag, file children out of the appropriate exit, take attendance again making sure all children are accounted for and quietly wait for the “all clear”.

Blood Borne Pathogen- A Blood Borne Pathogen Kit is available for cleaning up bloody accidents.

Emergency Transportation Plan- Staff will call 911, then contact the child’s parents from information located on child’s registration form. Parents must sign the permission to transport on the ODJFS enrollment forms for child to be admitted into our program.

Employee sick policy- If an employee of the child care program should become ill or show signs of illness, the employees will follow the guidelines set forth in the communicable disease policy

Crisis Management

A safe school is a school that is prepared. In today’s world there are many unfortunate circumstances that would be considered a crisis situation for our school. These may include custodial conflicts and release of a child, obviously drug/alcohol impaired adult in the building, presence of a weapon, water/electric outage, etc. Although we could never list all of the crisis situations possible, it is reasonable to say any circumstance that poses a threat to any child or staff member is a crisis situation. Preparation could be the only thing that helps the school handle an emergency calmly and efficiently. Waynesville Christian School has a plan in place to deal with such situations. Because we are aware that every situation causing crisis will be very different from every other crisis teachers and

staff members of WCS must always use their best judgement and act in the best interest of the children they are protecting and caring for.

We will always use common sense, pay attention during trainings, be alert and aware of our surroundings at all times and rely on the expertise of the professional rescue team when they arrive. Once officials are onsite WCS staff members are expected to follow their directions precisely.

The following is an outline of our crisis management plan. This plan may be set into motion at any time by any staff member in any classroom, if necessary.

Communication: cell phones, walkie talkies, landline

Medical & Trainings- in First Aid, CPR, Child Abuse P&R, Comm Disease P&R,

First aid kits, EMT arrival

Accountability- Attendance Records, Time Sheet sign in & out, parents and visitors in the Building

Fire- fire drill enforced, extinguishers, stop, drop & roll, smoke go low

Missing Child- administrator, parents, police, description of clothing and last seen

Sheltering in & Lock down- Wind drill enforced, communication device, food, water,

Bathroom, outlets, plastic for covering vents, lockdown

Procedures-quiet, out of sight, windows covered, lights out

WCS has adopted the following policy regarding threats: Any and all threats to inflict any harm to anyone will be taken seriously. Whoever hears the threat, must report it to the director/administrator and notify the police immediately. Students issuing threats will be placed in the administrator's office under supervision until authorities arrive. The parents will be notified immediately, as well as anyone named in the threat. Students who issue threats will be suspended until a psychological evaluation with a written statement states they are no longer a threat to themselves or anyone else.

Parent Participation

We encourage parents to visit the program any time. Parents should always feel free to observe, interact with the children and staff. If you would like to volunteer in your child's class you will be required to have a background check done so you will need to provide your email address so that can be given to the Church administrator to contact you and set that up. When arriving to visit or observe, we ask that you notify the administrator of your presence. It is helpful for the staff to be notified of a parent's plan to visit but not necessary. While visiting or volunteering please observe these guidelines:

- 1.) Respect the classroom rules and expect your child to follow them in your presence.
- 2.) Allow Christ to be reflected in your choice of words.
- 3.) Refrain from disciplining your child while at the center. (allow the teacher to remain in "charge")
- 4.) Refrain from engaging in lengthy conversations with staff that may keep them from supervising and interacting with the children.

If needed schedule a conference with your child's teacher

It is vital for parents to be familiar with our program, policies and procedures. Any concerns should be resolved with the lead teacher or administrator. Please be professional at all times and keep complaints between the parties involved. If an offense or concern arises go directly to the person in need of addressing and try to resolve the issue. If further action needs to take place, please come directly to the administrator. Staff member concerns will be handled in the same manner: addressing the person in whom the concern involves, remaining professional and keeping confidential information private.

Anyone interested in becoming involved in a parent group that would organize fundraisers, act as prayer partners or organize volunteers in the classroom and elsewhere, please inform the administrator.

Evaluations will be completed in October and February. These are for our own personal use and not shared with any other organization. Evaluations will be discussed at Parent/teacher conferences that are held twice a year for preschool children, once in the fall and again in the winter. This time is used to discuss your child's progress, concerns and what to expect in the coming year. Be sure to sign up for those at the appropriate time.

There are many special occasions during the school year where parents are needed to help celebrate. We encourage you to sign up to be a volunteer in the classroom during party days. When your child celebrates their birthday, we encourage parents to send in a special snack for that day. If you have a special talent that you would like to share with the children feel free to contact the teacher or administrator.

At the end of the school year we would like to ask all parents to participate in our program evaluation survey. We use the information to make adjustments and changes in our procedures (as the state allows) for the coming years.

Discipline and Behavioral Policy

Our center takes an authoritative (firm and loving with an understanding attitude) approach to discipline. The teachers will set and enforce limits while encouraging independence and self-control. An authoritative environment encourages friendliness and a spirit of cooperation. Children become more competent and self-reliant. Children grow to be independent, intellectually assertive, happy and socially responsible. The Bible defines discipline as instruction. Each time a staff member administers discipline it will be in the spirit of using teachable moments to instruct children in the appropriate behavior toward others, themselves, or property. Without instruction in correct behavior children cannot learn social expectations. Children will not be permitted to act in an aggressive or hostile manner towards anyone or anything at our center. Having anger is completely normal and acceptable, however, acting hatefully toward anyone or anything is not acceptable. Our goal is to use positive guidance and reinforcement along with redirection for mild infractions. We will encourage children to practice self-direction in conflict resolution. Appropriate behavior will begin with clear and simple rules, encouraging children to use words to settle differences, helping children to accept responsibility for their actions and positive reinforcement. The center's actual method of discipline shall apply to all persons on the premises and shall be restricted as follows: no cruel, harsh, corporal or unusual punishments, no delegating discipline to other children, no physical

restraints, no humiliation, threats, shame or verbal abuse, no punishment shall be imposed for failure to eat or toileting accidents, no withholding food, rest, or toilet use, separation will only be used if brief, and if the child is within sight and hearing of staff in a safe space, no abuse or neglect will be used. They are expected to admit to their wrong behavior, apologize and ask for forgiveness from the one whom they offended even if it was a teacher. Teachers always forgive readily and when students struggle with forgiveness teachers use that moment to teach the value of forgiveness. Parents are always informed of their child's daily progress at dismissal.

- Children will respect the rights and feelings of others
- Children will avoid disruptive behaviors, aggressive behaviors and other similar inappropriate behaviors.
- Children will follow all directions given by the staff and will stay with the group for all scheduled activities.
- Children will respect the private property of others.
- Teachers will report each child's behavior upon parent's arrival, allowing the parents to be aware of how their child's day has gone while in our care.

First Level Infractions: Disruptions, distractions, and attitude offenses that interfere with your student's or other student's education will be handled in the following way:

1. Discuss the behavior with the child and help him/her know the right behavior, informing him/her of the consequences if the action continues. Pray with the child.
2. Action will be taken to correct the behavior. Redirect the child to a similar activity ("You may not throw the blocks, but you may toss this bean bag.")
3. Parents/guardians will be contacted to discuss the inappropriate behavior, what action will be taken, and expectations for parental support.
4. A documented incident report will be filled out and kept in the child's folder in the office.

Second Level Infractions: Lying, biting, stealing, foul language, fighting/physical violence, threats, willful disobedience, damaging school property, or similar infractions will be handled in the following way:

1. Take immediate action to stop the behavior which may require removing the child from the classroom.
2. Clearly discuss the offense with the child, along with spiritual applications and pray with the child.
3. Action will be taken to correct the behavior and asking forgiveness from the teacher or student involved.
4. Parents/guardians will be contacted to discuss the inappropriate behavior, what action will be taken, and expectations for parental support.
5. A documented incident report will be filled out and kept in the child's folder in the office.

Combination of First and Second Level Infractions will result in the student and administration meeting, meeting with the parents/guardians, and may result in disciplinary action at the discretion of the School Board which could result in an out-of-school suspension.

Failure to abide by any of the enrollment agreement conditions or failure to fulfill any of the responsibilities in the parent handbook may result in termination of childcare services. Severe behavior issues, repeated refusal to follow center's rules, excessive use of physical force (hitting, pushing, kicking, biting, choking, spitting, etc.) or failure of parent to treat staff or other parents with respect will result in the child's termination. Due to the safety of the other children in our program we reserve the right to refuse re-admittance if a child is terminated from the program.

Home Grown Kids/Kindergarten Care

Daily Schedule:

11:30am Kids off the bus
11:35am Unpack, wash hands, bathroom
11:40am Gym or outside play time
12:00pm Wash hands for lunch
12:30pm Clean up after lunch and wash hands
12:40pm Recess Time
1:30pm Come in, wash hands, bathroom
1:40pm Circle Time (weather, months of the year, Bible Story, sight words, pledge, story and calendar)
2:30pm Centers-small groups
3:40pm Clean up and pack up
3:45pm Bingo, stretching, songs
4:00pm Dismissal

Transportation Policy

Departing to School:

Home Grown Kids/Kindergarten Care children will be transported to school by Wayne Local Schools. The bus will pull in our parking lot on the south entrance and pull around to the north doors where they will board. Children will line up and wait for bus driver to

signal them to board the bus in an orderly way. At no time should any other children be in the church parking lot or on the sidewalk while the bus is in the parking lot. All other children MUST be in the church building or in their parents' vehicle while the bus is on the premises.

Arriving from School:

Home Grown Kids/Kindergarten Care children will be transported here by Wayne Local School. The children will meet in one location, when the bus arrives for them to board they will walk in a straight line, quietly to the bus. When they arrive at the church facility they will disembark in a quiet, straight line and line up on the sidewalk for us to take attendance and for the bus driver to count and be sure all of the children are accounted for. They are to remain on the sidewalk until the bus has cleared our parking lot.

While in the care of WES bus drivers the children must follow all of the bus safety guidelines and rules. If at any time the bus driver must talk to us about the behavior of a Waynesville Christian School student, we will discuss the issue with the parents upon their arrival to pick up their child. Their greatest concern is for the safety of the students in order to maintain those safety standards the children will be required to follow all of the bus rules at all times.

Field Trips

Parents will be given the route they are walking and a permission form to sign. While on these trips teachers are still responsible for students, ratios will be kept, and First Aid/CPR requirements will still be met. All field trips for Kindergarten Care will be walking trips. Preschool trips will be transported in parent vehicles for our field trip to Lucas Bros. Farm.