

*2018-2019 School Year*



WESTMINSTER

EARLY CHILDHOOD EDUCATION PROGRAMS

WE Learn.



WE Love.




WE Grow.



*Westminster Nursery School  
& Kindergarten*

*Celebrating 60 Years  
of Educating & Caring for Young Children*





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WECEP Office	412 835 2122
Nursery School & Kindergarten Office	412 835 2906
Child Development Center Office	412 835 9450
Children's Day In	412 722 4687
Westminster Church Office	412 835 6630

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2040 Washington Road  
Upper St. Clair, Pennsylvania 15241

[www.westminster-church.org](http://www.westminster-church.org)

[wnsk.org](http://wnsk.org)

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*Welcome to*

**WESTMINSTER NURSERY SCHOOL AND  
KINDERGARTEN**

**Accredited by the**

**National Association for the Education of Young Children  
(NAEYC)**

**Licensed by the**

**PA Department of Education  
(DOE)**

**Certificate of Compliance Granted by  
PA Department of Human Services**



Westminster Nursery School and Kindergarten is proud to have served our community for over 50 years of educating young children



## OVERVIEW

## **ACCREDITATION AND LICENSING INFORMATION**

As a NAEYC (National Association for the Education of Young Children) accredited program we are committed to providing high-quality educational services to young children and their families.

As a Pennsylvania Department of Education (DOE) licensed facility we follow the standards set forth for private academic instruction of preschoolers and kindergartners. As a Pennsylvania Department of Human Services licensed program we hold a valid Certificate of Compliance demonstrating fulfillment of state regulations with regards to the education, health and safety standards.

For further information on accreditation and licensing visit:

Pennsylvania Department of Human Services- at <http://www.dhs.pa.gov>

Pennsylvania Department of Education- <http://www.education.pa.gov/K-12/Private%20Schools/Pages/State-Board-of-Private-Acedemic-Schools.aspx#tab-1>

National Association for the Education of Young Children (NAEYC) <http://www.naeyc.org/files/academy/file/AllCriteriaDocument.pdf>

## **HISTORY**

Westminster Nursery School opened its doors in the fall of 1958 when Westminster Presbyterian Church recognized the need for a community preschool. Originally, the program enrolled 30 children and offered two classes.

Over the years, we have seen an increase in building size, the additions of an indoor and outdoor play spaces, increase in class offerings and enrollment. We do, however, remain constant in our goal to provide the highest quality educational opportunities for young children in our community.

We see each student and their family as an important part of the Westminster legacy. We welcome you to celebrate our history, enjoy the present and work together with us to build a strong future for the children and families of our community.

## Our Philosophy and Mission

### **PHILOSOPHY**

#### *We Believe:*

- \* Children are unique individuals who develop at their own pace
- \* Children learn best when they are actively involved in their environment.
- \* Children learn best in a safe, nurturing, and creative setting.
- \* It is essential for children to test their own ideas and become confident, independent and inquisitive learners.
- \* Children benefit from a strong parent/ teacher partnership which encourages positive growth, strengthens family/ teacher bonds and enhances the nursery school and kindergarten program.

As an extension of Westminster Church, *WNSK* espouses Christian beliefs, values and traditions. As a proponent of multicultural and racial diversity, *WNSK* respects the beliefs, values and traditions of all peoples.

### **MISSION STATEMENT**

Our mission is to create an educational community which provides the highest quality early childhood learning experiences in a safe, nurturing and creative environment. Through a play based, developmentally appropriate curriculum centered around spirituality, we will offer young children an environment filled with discovery. We will provide children the opportunity to develop social, emotional, physical, language and cognitive skills. These skills will provide them with a strong foundation for future academic and social success and instill in them an excitement to be life long learners.

### **CHILD & FAMILY OUTCOME STATEMENT**

Child Outcome: Children will experience growth and learning in a loving environment that offers safe, fun and challenging opportunities.

Family Outcome: Families will be active participants and partners in the education process. We welcome family participation in many forms. With proper clearances, family members may assist in the classroom for a first hand view of their child's learning experience.

Westminster Nursery School and Kindergarten teachers and administration will serve as a support system to the families during their child's enrollment.

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## Program Information

### **CURRICULUM**

Our curriculum focuses on the following areas:

- ⇒ Social/Emotional Development: Self Awareness and Management, Establishing and Maintaining Relationships, Decision Making and Responsible Behavior
- ⇒ Approaches to Learning through Play: Constructing and Gathering Knowledge, Organizing and Understanding Information, Applying Knowledge, Learning through Experience
- ⇒ Language and Literacy Development: Foundational Skills in Writing, Speaking and Listening
- ⇒ Mathematical Concepts, Number Recognition and operations, Geometry, Measurement, Graphs, Data and Probability
- ⇒ Scientific Thinking: Biological Sciences-Living and Non-living Organisms, Chemistry, Physics, Earth Structures, Ecology, Natural Resources, Computer and Information Technology
- ⇒ Social Studies Thinking: Government, Citizenship, Economics, Geography
- ⇒ Creative Thinking and Expression: Music and Movement, Dramatic Play, Visual Arts
- ⇒ Health, Wellness and Physical Development: Gross Motor Coordination, Healthy Living, Safety, Fine Motor, Movement
- ⇒ Spiritual: Bible Stories, Christian Values

### **PLAY DOUGH RECIPE**

WE ASK PARENTS TO SEND IN PLAY DOUGH TO EACH CLASS. BELOW IS THE PLAY DOUGH RECIPE

1 cup flour  
1/2 cup salt  
1 cup water

1 Tbsp. vegetable oil  
2 tsp cream of tartar  
food coloring as desired

Place all ingredients in pan and stir over medium heat until it forms a ball  
Allow to cool.

Knead dough and it's ready to go!

Store in airtight container. Does not need to be refrigerated.

## **OPERATING SCHEDULE**

Kindergarten is in session from August until June.  
Nursery School is in session from September until May.

The yearly schedule is outlined on the calendar given to each parent.

Class times are as follows:

Morning classes	9:00am-11:30am
Afternoon classes	12:30pm-3:00pm
Two's classes	9:15am-11:15am
	12:45pm-2:45pm

## **DAILY PROGRAM SCHEDULE**

The daily schedule offers opportunities for socialization, emotional development, imaginative play, language and literacy, mathematical and scientific concepts, problem solving, creative thinking and expression, physical and spiritual development through center based, child initiated activities. Teacher directed activities are also offered, such as circle time, music and story time. A variety of enrichment presentations, special visitors throughout the year, and hands-on science and music programs complement the classes

The WNSK program reflects Christian beliefs, values and traditions by modeling daily the love of God, self and others. We encourage and develop spiritual growth through classroom teaching, reading of Bible stories, prayers, and celebrating the seasons and holidays from a Christian perspective. Children attend Bible Time classes monthly where they learn Bible stories and songs, and visit the chapel and sanctuary during the year.

## **STAFF**

Westminster Nursery School and Kindergarten Teaching Staff consists of highly qualified and credentialed staff.

## **CLASSES OFFERED**

WNSK offers the following classes:

- Private Kindergarten (must be 5 by September 1)
  - M-F AM or PM 5 day program
- Pre-Kindergarten (must be 4 by September 1)
  - AM or PM Transition Class
  - AM or PM 4 day program
  - AM or PM 3 day program
- Pre-School 3s (must be 3 by September 1)
  - AM or PM 3 day program
  - AM or PM 2 day program
- Pre-School PREP/Twos Together (must be 2 by September 1)
  - AM or PM 2 day program
  - AM or PM 1 day program



## DROP-OFF AND PICK-UP PROCEDURES

Children develop a feeling of security and trust when parents and caregivers communicate in a positive manner in the child's presence; therefore, seeing positive interaction between you and your child's teachers is an important part of your child's day.

Upon arrival each day, parents should communicate any important information regarding the child's health, disposition, and changes in schedules, etc. This ensures that educators have current, important information about your child each day.

Children should arrive promptly but no sooner than five (5) minutes before the start of class. In addition, we recommend a set routine for arrival, i.e., arrive by 9am or 12:30pm, greet the teachers, hang up belongings, wash hands, select a center for activities, kiss parent good-bye.

At the time of departure, parents remain outside of the classroom so that teachers can dismiss children one at a time. Once the children are dismissed, the pick-up person is responsible for the child. If children are on the playground, teachers will dismiss in the same manner, one at a time. For safety reasons, please do not take your child from the classroom or playground without the teacher's acknowledgement. Children must be accounted for at all times.

- ⇒ All persons who will be picking up must be listed on the Emergency Contact Form (minimum age is 16). If additional individuals must be added to this list, please notify the office by email.
- ⇒ If you have an emergency that requires you to make last minute alternative pick-up arrangements, please call the WNSK office (412-835-2906) or email us. Such arrangements can only be made by the parent or guardian.
- ⇒ Children will not be released to any unauthorized person without permission (email) from parents or guardians. Staff will not release a child to any person who is impaired or in any way may endanger your child.

Please do not park in the handicapped spaces, unless you have proper identification. USC Police will ticket violators. There are additional parking spaces available in the lot across the street. In the interest of safety, please do not leave children unattended in your car.

**All children must be supervised by an adult at all times on WNSK property.**



## **LATE PICK-UP POLICY**

Westminster Nursery School and Kindergarten requests that all children are picked up on time according to the child's classroom schedule. There is a 5 minute grace period extended without a late fee. If a child is picked up late on a regular basis, a late fee of \$2 per minute will be charged. The school recognizes the occurrence of unforeseen circumstances that would cause a parent to be late. In this case, a courtesy call (412-835-2906) is greatly appreciated. If you need to pick up late you may register for stay and play.

## **DISTRIBUTION POLICY**

Westminster Nursery School and Kindergarten teachers may not distribute personal items from one family to another. Teachers may not pass out items like birthday invitations, holiday cards or other items to children in the classroom. We ask parent mail these things to the home or distribute them to families personally. Teachers may not distribute cards, invitations etc. to specific children. If only certain children are receiving cards or invitations and not the entire class, teachers will ask the parent to remove the items.

## Registration and Finance Policies

### **REGISTRATION**

**In-house registration** occurs in February and is open to:

- ⇒ Children enrolled at WNSK and WCDC, and their siblings, who plan to attend the following fall
- ⇒ Children of Westminster Church members
- ⇒ Children of alumni families

**Community registration** is held after the in-house registration is completed, and is open to those in the community who do not meet the "In-house" registration requirements.

All registrations are completed on line at [wnsk.org](http://wnsk.org). Class placement is on a first come-first serve basis.

Notification of enrollment or waiting list placement is announced in March

There is a **NON-Refundable registration fee**.

### **TUITION**

Tuition rates and details of tuition payments can be found at [WNSK.org](http://WNSK.org). A variety of tuition payment options are available for the convenience of all parents.

The first and second tuition payments are due before the onset of the school year. If payment is not received, your child's space will be relinquished. WNSK is a non-profit, but self-supporting community school; therefore, the WNSK Board of Directors reserves the right to investigate and act upon any delinquent account. All returned checks and late payments are subject to a \$30 fee.

Through the generosity of the Presbyterian Women in Westminster, scholarships for WNSK tuition are available. [Applications for scholarships are available in the administration office.](#)

### **WITHDRAWALS**

The Executive Director must be notified one month in advance, in writing, if a child is to be withdrawn. First tuition payment will be refunded **ONLY** if notice is given prior to the first day of school. Tuition refunds after the first day of school will only be made if the withdrawal occurs before October 15th and is due to out of state family relocation/illness/accident of child. Temporary withdrawals for vacations or short illnesses are not reasons for refunds.

The Executive Director reserves the right to require withdrawal of any child whose needs cannot be met by WNSK. The administrative staff also has the authority to move any child to another class, should it be deemed necessary for the welfare of the child and/or the class.

## Assessment Policies

### **ASSESSMENTS**

Assessing children is an integral part of the nursery school/kindergarten program. At WNSK we engage in ongoing assessment which examines teaching practices, guides curriculum planning, maintains communication with parents, identifies skills and interests of each child, recognizes children in need of additional support, and confirms the program is meeting its goals and objectives.

A comprehensive assessment requires a multi-method approach to record a complete picture of the child's skills and abilities. This is done by using the following methods: getting to know the child, using developmental checklists, requesting input from the parents, observing the child in the classroom and collecting the child's work samples. The checklists are shared with the parents along with their fall/spring report cards and during the parent conferences.

The assessment information is kept in the child's file. The child's teacher and administrative staff have access to children's files. No information from the child's file is given out without the parent's written permission.

### **PARENT-TEACHER CONFERENCES**

This is a time for you to talk with the teaching staff and learn about your child's development and progress. Conference dates and times will be offered to parents by their child's teachers. It is important for parents to make every effort to attend at the scheduled time. Parents and/or teachers may request additional conferences, if either feels there is a need. All conferences, as well as the child's records are confidential.

### **DEVELOPMENTAL CONCERNS**

When a staff member or administrator suspects that a child has a developmental delay or other special need, this information is communicated to families in a sensitive, supportive and confidential manner. The parent is provided with documentation and explanation for the concern, suggested next steps, and information about resources for assessment.

# **SAFETY POLICIES**

## **SITE EVACUATION**

If it is necessary to leave the school property, the teachers and children will be relocated to the primary or secondary relocation site. The following procedures will be in effect:

- \* Administration will notify the police department, the site, the Board President, TV stations (KDKA and WTAE) and KDKA radio.
- \* The TV stations will announce that the children have been relocated to the primary or secondary site.
- \* Once safely in the location, staff will make every effort to contact parents *The specific location of the primary and secondary evacuation sites is given to parents during the first week of school.*

## **SECURITY SYSTEM**

In order to provide a safe environment for your children a security system is in place throughout the WNSK/WCDC facility. Each year, families are asked to order key fobs to gain access into the building. A refundable deposit is required for every key fob ordered. When key fobs are lost, your deposit will not be refunded. All key fobs are deactivated at the end of the school year. Families will be refunded their deposit when they return their key fob.

An intercom system is available in the main lobby for those without a key fob.

## **SUSPECTED CHILD ABUSE**

Mandated reporters are required by law to report suspected child abuse or neglect immediately. Due to their contact with children, nursery school/kindergarten teachers and child development professionals are considered mandated reporters.

## **GUIDANCE POLICY**

Positive approaches to help guide children's behavior as well as to encourage sharing, caring and active participation in resolving conflict are the primary forms of guidance used in the classrooms. The guidance methods include redirection of focus, reminders of the classroom rules, as well as expectations and teacher facilitated arbitration when necessary. Classroom rules are few in number, clearly defined and consistently followed. Teachers and school administrators will maintain open communication with parent for the purpose of developing a strategy that will enable the child to be successful.

The Nursery School/Kindergarten reserves the right to withdraw a child from the school if a child's behavior is aggressive, overly disruptive or dangerous to the health and or safety of other children or the staff. Decisions about such terminations will be made by the WECEP Executive Director and Board of Directors.

## Health Policies

### **SICK CHILD POLICY**

If a teacher feels a child is not well enough to be in school, the parent will be contacted to pick up the child. If the parent can not be reached, emergency contacts will be notified.

A child will not be admitted to school if he/she is experiencing:

- ⇒ Flu-like symptoms
- ⇒ An unidentified rash or skin condition
- ⇒ Diarrhea (must be diarrhea free at least 24 hours)
- ⇒ Fever (child must be fever free for 24 hours)
- ⇒ Vomiting (free of vomiting at least 24 hours)
- ⇒ Hacking cough, infectious mucous, drainage
- ⇒ Any contagious condition such as ringworm, lice, etc.
- ⇒ A contagious disease such as measles, chicken pox, roseola, etc.

Please contact the school immediately if your child is diagnosed with a contagious disease. Per DHS licensing, if any suspected case of a contagious disease is reported a health notice will be posted on the front door of the school. If your child is diagnosed with a communicable disease, you must provide a note from your physician stating your child is free from communicable disease and able to return to school.

### **MEDICATION POLICY**

Any medication must be labeled with the child's name. Medications must be brought to the office and recorded in the Medication Log. Prescription medication must have the original packaging with the doctor orders of dosing on the package. Staff will not dispense medication without written parental consent.

Epi Pens must be in the original package.

### **HAND WASHING POLICY**

In order to maintain a healthy environment and reduce the risk of transmitting infectious diseases all children, staff and volunteers will wash their hands upon entering Westminster Nursery School and Kindergarten classrooms.

### **HEALTH STANDARDS**

All Health Assessment forms must be completed and submitted annually. The form must be signed and dated by the physician.

When a child in the program is under-immunized because of a medical condition or the family's beliefs we must have written documentation by either physician for medical reason or parent if due to family beliefs.

## General Information

### FOOD POLICY/SNACK/NUTRITION

Snack time is important for children for many reasons: awareness of good nutrition, development of social skills and as a complement to regular meals. Together we hope our children become more aware of good nutrition and the effect it can have on their bodies.

Suggestions for appropriate healthy snacks will be provided and are available on our website. Please keep in mind that children only need small portions.

**Westminster Nursery School and Kindergarten is a tree nut/peanut free facility.** Foods that may cause allergic reactions in some children (i.e. peanuts and nuts) **must** be avoided. Teachers will make parents aware of the known food allergies in the class. All snacks must have a printed ingredients label attached. No home-made treats will be permitted.

We rotate parent's responsibility in providing snacks for their child's class. A monthly sign-up sheet is posted outside each classroom.

### TOYS FROM HOME

Science and nature items are always welcome, but we ask that all other toys be left at home, except for a special item needed during the transitional period.

Westminster Nursery School and Kindergarten cannot be responsible for damaged, lost or stolen toys.

### CLOTHING

Please dress your child in comfortable clothing, suitable for active play, which is sometimes messy and often outdoors. All removable clothing **MUST** be clearly marked with the child's name.

Boots should be large enough for the child to put on with minimum assistance. Snow pants are necessary only when teachers specify outside activity, during the winter months.

Tennis shoes are safer for school play in preference to any dress shoe, boot or opened toe shoes. We strongly recommend that the children do not wear flip flops or clogs of any kind.

## BIRTHDAYS

Your child's birthday is very special, and we would like to mark the occasion. You may sign up to send a special birthday snack to share with the class. Please refer to SNACK/NUTRITION section.

## PARENT INVOLVEMENT

One of the goals of the WNSK program is to work in active partnership with parents .

⇒ Parent volunteers are needed to assist with a variety of activities within the school and classrooms. Some of the opportunities include:

- \* Fundraising Committee
- \* Scholastic Book Fair
- \* Assisting with parties
- \* Assisting with speech/hearing screening /vision screening
- \* Parent committee

⇒ We would be happy to have parents share their special talents, training, or abilities. This could be realized in the form of a parent workshop, a program geared for children in the classroom, or volunteer assignments at various special school events.

⇒ Parents are welcomed and encouraged to visit their child's class during the school year.

⇒ Our policy does not allow classroom visits of non-enrolled nursery school/kindergarten age children, such as out-of-town relatives and friends.

⇒ Volunteers who volunteer on a consistent and ongoing basis or attend field trips must obtain required clearances.



## SCHOOL CLOSINGS OR DELAYS

**WNSK closes ONLY if Upper St. Clair School District closes.**

Announcements for WNSK & USC School District closings are made on the following stations: KDKA and WTAE as well as on their websites.

**If the USC School District has a delay due to weather WNSK classes will operate on the following schedule:**

AM classes	10am-12
PM classes	1pm-3

Westminster Nursery School and Kindergarten does not offer make-up days or tuition reimbursement due to school closings. Kindergarten classes will make-up days per their calendar and will follow USC School District make-up day schedule.

## NO SMOKING POLICY

Westminster Nursery School and Kindergarten is a smoke free facility. The outdoor play area is also considered part of the facility in that no smoking is permitted in the presence of children.

## PLAYGROUND USE

State Regulations **prohibit** families from utilizing the playground when any classes are in session. The playground may only be used by the community before 7am and after 6pm Monday to Friday and on weekends.



## **OTHER WECEP SERVICES AND PROGRAMS**

### **STAY AND PLAY**

Picking up at 3pm can be a challenge for families trying to meet a school bus at the same time. WNS offers an after school service from 3-3:30 each day. The children are escorted to a classroom and remain there with a teacher until a parent or guardian arrives to pick them up.

### **LUNCH BUNCH**

You can bridge your child's morning program with their afternoon program by signing up for a lunch time with their friends. Food brought into the program must be peanut/tree nut free and not need refrigeration. Children will be provided glasses of ice water. This program includes an active play time in our play room or on the playground weather permitting.

### **PRIVATE KINDERGARTEN**

Our Private Kindergarten is licensed by the PA Department of Education to provide a quality academic program with published curriculum and teaching goals and objectives. There is a Report of Progress Assessment Checklist that is used for children enrolled in this program. This program has two PA certified teachers.

Our Private Kindergarten is a half day program and has 2 sessions meeting Monday-Friday: 9am-11:30am and 12:30pm-3pm. Most surrounding school districts provide transportation to our programs.

### **LITTLE SCHOLARS**

Our Little Scholars Program provides a full day program for children enrolled place Kindergarten. Little Scholars classes include: Reading/Writing Workshop, Mathematic, Cooking Up a Story, Silly Science, Technology and Club K (an adventure/community service club for the Kindergarten age child).

### **ENRICHMENT CLASSES**

Enrichment class specially designed classes with a specific theme such as art, music, STEAM, fitness or cooking. Class are held in the fall and spring. For specific information on enrichment class go to WNSK.org.

### **CHILD DEVELOPMENT CENTER**

The CDC is open 7 am-6pm Monday to Friday. For more information please call 412 835 9450.

### **CHILDREN'S DAY IN**

Drop in care available on a first come first serve basis from 9am until noon Monday to Friday. For more information please call 412 722 4687.

## NONDISCRIMINATION POLICY

Admissions, the provisions of services, and referrals of residents shall be made without regard to race, color, religious creed, disability, ancestry, national origin, age, or sex.

Program services shall be made accessible to eligible individuals with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, the provisions of aids or the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among the available methods and subject to available funds.

Any resident/client/student/and or their guardian) who believes they have been discriminated against may file a complaint of discrimination with any of the following:

- WESTMINSTER NURSERY SCHOOL AND KINDERGARTEN  
2040 Washington Road  
Pittsburgh, PA 15241
- Bureau of Civil Rights Compliance  
Department of Public Welfare  
Room 223 Health and Welfare Building  
P.O. 2675  
Harrisburg, PA 17105
- U.S. Department of Health and Human Services  
Office of Civil Rights  
Suite 372, Public Ledger Bldg.  
150 South Independence Mall West  
Philadelphia, PA 19106-9111
- Pennsylvania Human Relations Commission  
301 Fifth Ave  
Suite 390, Piatt Place  
Pittsburgh, PA 15222
- Bureau of Civil Rights Compliance  
Department of Public Welfare  
Western Field Office  
Room 702 State Office Building  
300 Liberty Avenue



**WE ARE THE  
WESTMINSTER WESTIES**



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*Westminster Nursery School and Kindergarten is one of three programs operated by Westminster Early Childhood Education Programs (WECEP), LLC.*

*WECEP is a 501c3 non profit organization, which operates as an extension of the Westminster Presbyterian Church.*