



**NURSERY SCHOOL & KINDERGARTEN
PARENT HANDBOOK
2023-2024**

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Nursery School & Kindergarten Office	412 835 2906
Child Development Center Office	412 835 9450
Westminster Church Office	412 835 6630

2040 Washington Road
 Upper St. Clair, Pennsylvania 15241
www.wecep.org
www.westminster-church.org

Welcome to

**WESTMINSTER EARLY CHILDHOOD EDUCATION PROGRAM'S
Nursery School & Kindergarten**

Licensed by :
PA Department of Education
Certificate of Compliance Granted by:
PA Department of Human Services



WECEP is proud to have served our community for over 60 years by caring and educating young children

OVERVIEW

LICENSING INFORMATION:

- ◆ As a Pennsylvania Department of Education (DOE) licensed facility we follow the standards set forth for private academic instruction.
- ◆ 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.

HISTORY:

WECEP began as Westminster Nursery School in the fall of 1958 when Westminster Presbyterian Church recognized the need for a community preschool. Westminster Child Development Center opened as a church mission in 1983. Both functioned as two separate and distinct programs until 2015. At that time both programs were organized under the Westminster Early Childhood Education Programs (WECEP), LLC.

STAFF:

WECEP's Nursery School and Kindergarten Teaching Staff consists of highly qualified and credentialed staff.

CLASSES OFFERED:

WECEP NSK offers the following classes:

- ❖ Private Kindergarten (must be 5 by September 1)
- ❖ Transition Class (must be 4 1/2 by September 1)
- ❖ Pre-Kindergarten (must be 4 by September 1)
- ❖ Pre-School 3s (must be 3 by September 1)
- ❖ Pre-School PREP 2s (must be 2 by September 1)

WECEP'S PHILOSOPHY & 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 environment
- ❖ 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 future academic and social success.

As a ministry of Westminster Presbyterian Church, WECEP espouses Christian beliefs, values and traditions. As a proponent of multicultural and racial diversity, WECEP 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 and the opportunity for children 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 partners in the education process. We welcome family participation in many forms. With proper clearances, family members may assist in the classroom for a firsthand view of their child's learning experience. WECEP teachers and administration will serve as a support system to the families during their child's enrollment. For more information on how you can be involved please contact the office or speak with your child's teacher.

To join our WECEP parent group please email Denise Burke at burke@westminster-church.org



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

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 Spanish, Bible Time and science programs complement the classes.

WECEP 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 where they learn Bible stories and songs, and visit the chapel and sanctuary during the year.

DISTRIBUTION POLICY:

WECEP teachers may not distribute personal items from one family to another. Teachers may only pass out items like birthday invitations, holiday cards or other items to all children in the classroom. If parents do not have invitations or cards for all children in the class, we ask that parent mail them to the home or distribute them to families personally. Teachers may not distribute cards, invitations etc. to specific children.

TERMINATION OF SERVICES:

Because we provide child care and education in a group setting, we must be concerned for the welfare and safety of all children and staff. We take action when a particular child or parent's behavior threatens the safety of — or becomes abusive toward — the other children, parents or center staff. As a result, we may disenroll the child immediately. We reserve the right to disenroll any child or terminate services as deemed necessary or appropriate at our sole discretion, with or without notice.

COMMUNICATION:

- ❖ Procare Parent Engagement App
- ❖ WECEP Facebook Page: facebook.com/wecep412

DROP-OFF AND PICK-UP PROCEDURES

When arriving at the center, please park along the curbed sidewalk outside of the center, or in one of the parking lots.

Please use caution when in the parking lots.

Children should always be supervised when on Westminster property. Please do not leave children in a car unattended.

All children, including siblings of enrolled children, must be supervised at all times.

Adults dropping off or picking up must accompany children to and from their classrooms.

Please do not allow children to run in the hallways.

Please do not leave infants in car seats unattended in the hallway.

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.

When children arrive they should be greeted by their teachers, hang up belongings, wash hands and select an activity.

Once the children are dismissed, the pick-up person is responsible for the child. For safety reasons, please do not take your child from the classroom or playground without the teacher's acknowledgment. Children must be accounted for at all times.

***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 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.

*Please send a note or email to your teacher or the office if someone listed on your emergency contact form will be picking up your child.

⇒ If you have an emergency that requires you to make last minute alternative pick-up arrangements, please call the WECEP NSK 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 from parents or guardians. Staff are trained in procedures to protect each child in the program and are required to confirm the identity of any unfamiliar person before releasing a child. Staff will request photo identification of unfamiliar persons seeking to pick up children.

⇒ Staff will not release a child to any person who is impaired or in any way may endanger your child.

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

LATE PICK-UP POLICY:

WECEP 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.

REGISTRATION & 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

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 wecep.org. Class placement is on a first come-first serve basis.

Notification of enrollment or waiting list placement is announced by the end of February.

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

TUITION:

Tuition rates and details of tuition payments can be found at wecep.org. A variety of tuition payment options are available for the convenience of all parents.

The first payment is due in April and is non-refundable. The second tuition payment is due in August before the onset of the school year. If payment is not received in April, your child's space will be relinquished. WECEP is a non-profit, but self-supporting community school; therefore, the WECEP 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.

Scholarships for WECEP tuition are available. _____

WITHDRAWALS:

The Executive Director must be notified one month in advance, in writing, if a child is to be withdrawn. The first month's tuition is not refundable. Subsequent payments are refunded on a pro-rated basis, if the child's space can be filled. 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 WECEP NSK. 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 WE-CEP NSK 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 reports of progress are shared with the parents in January. Formal parent-teacher conferences take place in January and May.

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. The following procedures will be in effect:

- * Administration will notify the police department, the site, the Board President, and families.

SECURITY SYSTEM:

In order to provide a safe environment for your children, a security system is in place throughout the WNSK/WCDC facility. Families are asked to order key fobs to gain access into the building. A refundable deposit is required for every key fob ordered. If a key fob is lost, the deposit will be used to order a replacement FOB. Deposits are returned when a FOB is returned. An intercom system is available in the main lobby in the event you have forgotten your key fob or for emergency use.

SUSPECTED CHILD ABUSE:

Mandated reporters are required by law to report suspected child abuse or neglect immediately to the Youth and Family Services Agency. Due to their contact with children, 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 is the primary form of guidance used in the classroom. The guidance methods include redirection of focus, reminders of the classroom rules and 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 parents for the purpose of developing a strategy that will enable the child to be successful. Behavioral Observation Reports (See Appendix A) will be used as a tool to document any behaviors seen as challenging that may interfere with the learning of the child or other children in the classroom. After three related Behavioral Observation Reports within a 3 month period, a meeting will be set up between the parent and a WECEP Director and/or staff to develop an intervention.

WECEP reserves the right to disenroll 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.

Staff never use physical punishment and do not engage in psychological abuse or coercion. Also, staff never use threats or derogatory remarks, and neither withhold nor threaten to withhold food as a form of discipline.

ILLNESS:

Children may become sick during the day or show signs or symptoms of illness prior to arrival. If your child becomes ill while at school and we think it's better for him or her to be home rather than in contact with other children, we'll call and ask you to pick your child up no more than one hour later. In the event of a serious accident or illness, an ambulance will be called. To ensure your child's safety, your Emergency Contact Form provides a record of names, addresses, and phone numbers of those people you have authorized to pick up your child. We ask you to keep this information current, and supply the name and phone number of your family doctor.

If your child is diagnosed with a contagious disease please inform the school. 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.

A doctor's note stating the child is no longer contagious is required to return to school.

MEDICATION:

Any medication must be labeled with the child's name. Please bring any medication to the office so it may be processed with a Medication Log and necessary paperwork. Prescription medication must have the original packaging with the doctor orders of dosing on the package as well as the child's name. Staff will not dispense medication without written parental consent. Epi pens must be in their original packaging. All staff is trained in the administration of Epi pens.

HAND WASHING:

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 WECEP classrooms.

HEALTH STANDARDS:

All Health Assessment forms must be current, complete 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 handwritten documentation by either physician for medical reason, or parent if due to family beliefs.

In addition to the illnesses referenced in the table that follows, we may require a health care provider clearance for other illnesses at our discretion.

Illness	Criteria for return to center
Abdominal pain which is persistent and continues two or more hours	When symptoms are no longer present
Boil, abscess or cellulitis	When lesion(s) are covered and drainage is contained in covering/bandage
Chicken Pox/Varicella	When all sores have dried and crusted, usually after six days
Conjunctivitis (eye discharge) or pink eye accompanied by a fever, behavioral changes, or a recommendation for exclusion from the health department	24 hrs. after treatment and when fever or behavior changes are no longer present and symptoms of red, watery eyes are resolved
Coughing (severe) including Croup	When symptoms are no longer present
COVID -19	Health Care Provider clearance required
Cytomegalovirus accompanied by fever	When fever has been resolved
Diarrhea — including conditions with diarrhea symptoms (Campylobacter, Yersina, Giardiasis, Rotavirus)	Must be free from diarrhea for 24 hours. Bloody Diarrhea caused by Cryptosporidium requires a Health Care Provider clearance to return.
Diphtheria	Health Care Provider clearance required
E-coli (0157:H7)	Health Care Provider and Public Health Authority clearance required
Fever $\geq 100^{\circ}\text{F}$ (armpit or ear) accompanied by signs or symptoms of illness or behavior change (We will follow state licensing and health department requirements if fever is defined differently)	When fever is below 100°F (armpit or ear) without the use of fever-reducing medicines for 24 hours
Fifth Disease (Human Parvovirus) accompanied by fever or behavior change or the child has an underlying blood disorder, such as sickle cell disease, or compromised immune system; children with these conditions may shed large amounts of virus and may appear ill	When symptoms are no longer present

Hand-Foot-and-Mouth Disease (Coxsackievirus) accompanied by mouth ulcers or blisters and no control of drooling or fever or behavior change	When the child has stopped drooling, does not have exposed open sores, and is fever free.
Head Lice/Nits or other infestation	When all signs of lice/nits or other infestations are absent for a period of 24 hours
Hepatitis A virus	Health Care Provider clearance required
Hepatitis B virus	Health Care Provider clearance required and skin lesions, if any, are dry or able to be completely covered by a bandage
Herpes Simplex accompanied by mouth ulcers or blisters and no control of drooling or fever or behavior change	When the child has stopped drooling and does not have exposed open sores
Human Immunodeficiency Virus (HIV/AIDS)	Health Care Provider clearance required and skin lesions, if any, are dry or able to be completely covered by a bandage
Impetigo	When 24 hours have passed since topical, oral, or other systemic antibiotics were started, if the sores can be kept clean and dry and if they can be completely covered
Influenza/Flu (Including H1N1 and H5N1) accompanied with fever	Child's fever and signs of fever must be resolved for 24 hours without the use of fever-reducing medications.
Lyme Disease (or other tick-borne diseases) accompanied by fever	When fever is no longer present
Measles	Health Care Provider clearance required
Meningitis (bacterial or viral)	Health Care Provider clearance required
Mononucleosis accompanied by fever and/or behavior change	When fever is no longer present
MRSA (Methicillin-Resistant Staphylococcus Aureus)	Health Care Provider clearance required

Mumps	Health Care Provider clearance required
Pertussis (whooping cough)	Health Care Provider clearance required
Pneumonia if accompanied by fever, severe coughing, rapid breathing, or behavior change	When symptoms are no longer present
Ringworm (Tinea)	After treatment has been started
Roseola (Human Herpesvirus 6) accompanied by fever	When fever is no longer present
Rubella	Health Care Provider clearance required
Salmonella	Health Care Provider clearance required
Scabies	After treatment has been completed
Shigella	Health Care Provider clearance required
Strep Throat or other streptococcal infection	24 hours after initial antibiotic treatment and when fever is no longer present
Tuberculosis	Health Care Provider clearance required
Vomiting	When symptoms are no longer present over a 24 hour period.

GENERAL INFORMATION

FOOD POLICY/SNACK/NUTRITION:

WECEP 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. No home-made treats will be permitted. Please refer to the healthy snack-list for acceptable snacks/treats.

TOYS FROM HOME:

Toys from home, except for a special item needed for a transitional period or during a special class activity, are not permitted.

WECEP cannot be responsible for damaged, lost or stolen toys.

CLOTHING:

Please dress your child in comfortable clothing, suitable for active play. All clothing should be clearly marked with the child's name.

Children are often taken outside to play. Please be aware of the weather and send a jacket with your child if you would like them to wear it while outside.

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 a safe preference for school play. We strongly recommend that the children do not wear flip flops or clogs of any kind.

Please send in extra clothing for your child in case of spills, bathroom accidents, etc...

FIELD TRIPS:

Pre K , T Class and Kindergarten do attend local field trips during the year. We welcome parents to attend field trips. Any parent attending a field trip must obtain all volunteer clearances prior to attending the trip.

BIRTHDAYS:

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 WECEP is to work in active partnership with parents .

⇒ Parents are encouraged to participate in a variety of ways. Examples of parent involvement include:

- Fundraising Events
- Scholastic Book Fair
- Classroom Parties
- Assisting with speech/hearing screening /vision screening
- Parent committee
- Board of Directors
- Guest Readers
- Field Trip Chaperones

We require the following clearances for all volunteers: PA Child Abuse, PA Criminal History, Federal Criminal History (FBI fingerprints), National Sex Offenders Registry (NSOR) verification and mandated reporter training certificate.

PA Child Abuse & PA Criminal History: Go to <https://www.dhs.pa.gov/keepkidssafe/clearances>

We have updated our Federal Criminal History Record (FBI fingerprints) clearance requirement:

The Federal Criminal History Record can be waived if the volunteer is unpaid, has been a resident of Pennsylvania during the entirety of the previous ten-year period, and swears and affirms in writing (disclosure statement) that they are not disqualified from service based upon a conviction of an offense under §6344 of the Child Protective Services Law. The disclosure statement for volunteers who meet the above criteria can be found at: <https://www.dhs.pa.gov/KeepKidsSafe/Resources/Documents/Disclosure%20Statement%20for%20Volunteers.pdf>

If you don't meet the requirements, please go to <https://www.dhs.pa.gov/keepkidssafe/clearances> for more info. Use service code: 1KG6ZJ

SCHOOL CLOSINGS OR DELAYS:

In rare instances or during a state of emergency, WECEP may close for weather related occurrence. Announcements will be made on the Procure App, Facebook, KDKA, WTAE, and WPXI as well as on their websites.

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

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

WECEP Nursery School offers make-up days according to the school calendar. Kindergarten classes will have remote learning in the event of school cancelation.

There may be times when the Westminster Nursery School and Kindergarten is closed or has a delayed opening. The WCDC may remain open even if the WNSK program is closed.

Children enrolled in both the WNSK and WCDC program may attend the WCDC program, if ratios allow, on WNSK school closing days. Parents will be charged the hourly rate for the time attended in WCDC. Prior approval to attend the WCDC is required.

NO SMOKING POLICY:

WECEP 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 children enrolled and attending our program.

OTHER WECEP SERVICES AND PROGRAMS

WECEP NSK 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.

WECEP NSK LITTLE SCHOLARS STEAM CLASS

Our Little Scholars Steam class is a half day class offered to kindergarten children in the community looking to learn 21st century skills through hands on activities. This class is sure to engage inquiring minds to embrace their natural curiosities about the world around them.

WECEP NSK ENRICHMENT CLASSES & LUNCH BUNCH

Extend your child's day with lunch time with their friends before or after they begin an enrichment class. Classes are offered in the fall and spring. Lunch is to be provided from home and must be peanut/tree nut free. Lunches can not require refrigeration. A glass of water will be provided. Each Enrichment Class focuses on a specific topic such as art, cooking, and STEM. These classes are offered to children enrolled in Pre-K or T-Class.

WECEP CHILD DEVELOPMENT CENTER

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

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 Early Childhood Education Program
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 Equal Opportunity
Department of Human Services
301 Fifth Ave. Suite 410, Piatt Place
Pittsburgh, PA 15222

Acknowledgement of Receipt

Please read this handbook carefully and refer any questions you may have to the Program Director.

After you have read this handbook, please complete this acknowledgement and return it to your Program Director on or before your child's first day.

I have read and fully understand the guidelines and procedures set forth in the Family Handbook. A copy of the handbook is available to me at www.weceep.org or a printed copy can be requested.

Primary Parent or Guardian Full Name (Please Print):

Primary Parent/Guardian Signature:

Child Name(s):

Date:



WECEP Board of Directors

WECEPBoard@westminster-
church.org

Denise Burke, WECEP Executive Director
Lori Feldmann, WECEP NSK Education Director
Megan Baumgartner, WECEP CDC Program Director
Peggy Canose, WECEP Finance Manager
Liz Heslin, WECEP Office Manager
Rev. Jo Forrest, WPC Head of Staff

*Westminster Child Development Center 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.*

APPENDIX A:

Behavior Observation Report Guide

The purpose of a behavior report is to track any behavior that staff perceives as challenging, that is, interfering with the learning of the child or of other children in the classroom. Some examples are listed below.

Behavior Category	Definition	Behavior Examples
Aggression	Making physical contact with an adult or peer where injury may occur	Striking, pulling hair, biting, scratching, pulling clothes, kicking, spitting
Disruption/Tantrums	Causing an interruption in class or activity	Throwing items, loud vocalizations, crying, screaming, cussing
Non-compliance	Refusing to follow direction (Must be intentional and defiant)	Saying “no” and turning away, making eye contact and returning to previous activity
Extreme Withdrawal	Isolating self, little to no talking or interaction, avoidance of interactions, withdrawal interferes with ability to learn	Hiding under chair for long periods of time, moving away from any group activity, reluctance to interact (more than is typical for the child)
Inappropriate language	Using words or phrases that are offensive or rude	Profanity, insults
Teasing	Verbally abusing another child	Name calling, threatening
Unsafe behaviors	Engaging in dangerous acts with materials	Standing on furniture, inappropriate use of classroom materials
Running away	Leaving the area (classroom, playground) alone and without permission	
Property damage	Deliberately impairing or destroying items	Tearing paper, breaking items, writing on items
Stereotypic/self-stimulatory behavior (extreme)	Engaging in repetitive actions, verbal or physical that interfere with ability to learn	Spinning objects, body rocking, flapping hands, mouthing objects
Self-injury	Physically abusing self	Self-scratching, head banging, self-biting, skin picking