



**CHILD DEVELOPMENT CENTER  
PARENT HANDBOOK  
2022-2023**



Overview.....4  
Philosophy and Mission.....5  
Program Information.....6  
Drop off/Pick Up Procedure.....8  
Late Pick up policy.....9  
Registration and Finance.....10  
Assessment Policies.....11  
Safety Policies.....12  
Health Policies.....13  
General Information.....17  
Other Services.....20  
Non discrimination Policy.....21  
Parent Sign Off.....22  
Appendix A.....23

---

WECEP Office	412 835 2122
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](http://www.wecep.org)  
[www.westminster-church.org](http://www.westminster-church.org)

---

WCDC Classroom Extensions  
Infant Room -161  
Toddler Prep Room-158  
Toddler Room-162  
Pre School Prep Room-159  
Pre School Room-163  
Pre K Room-160



*Welcome to*

**WESTMINSTER EARLY CHILDHOOD EDUCATION PROGRAM'S  
CHILD DEVELOPMENT CENTER**

Accredited by the

National Association for the Education of Young Children

(NAEYC)

Certificate of Compliance Granted by

PA Department of Human Services



Westminster Child Development Center is  
proud to have served our community for  
over 30 years by  
caring and 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.

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 (DOE) <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:**

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.

# 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

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](mailto:burke@westminster-church.org)

## PROGRAM INFORMATION

### **CURRICULUM:**

The Child Development Center utilizes the Creative Curriculum integrated with our Christian based philosophy and values.

The Creative Curriculum® is based on five fundamental principles:

- positive interactions and relationships with adults provide a critical foundation for successful learning;
- social-emotional competence is a significant factor in school success;
- constructive, purposeful play supports essential learning;
- the physical environment affects the type and quality of learning interactions;
- teacher-family partnerships promote development and learning

Teachers create theme based activities and incorporate art, music, movement, problem solving, language and literacy into all lessons. Learning centers with hand on, developmentally appropriate activities are implemented.

As children progress into the older classrooms, the Handwriting Without Tears program is introduced. This program focuses on letter recognition and letter formation.

Outside programs such as Soccer Shots, visits from the Upper St Clair Librarian and Music and Movement provide a variety of activities for the children enrolled in the Child Development Center.

### **OPERATING SCHEDULE:**

The WCDC operates from 7 am– 6pm, Monday to Friday and is open 12 months a year. Holidays and closings occur during the year and are outlined on the annual calendar that is provided to parents in July.

#### **The WECEP closes annually for 3 clerical days and on the following holidays:**

- New Year's Eve & New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day
- One Week Vacation Closure in June
- 4th of July
- Labor Day
- Thanksgiving Day & Friday
- Christmas Eve & Christmas Day

## 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

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

## CLASSES OFFERED:

- \* Infant Room ( must be 3 months old to enter)
- \* Toddler Prep Room ( once child is mobile they may move into Toddler Prep)
- \* Toddler Room
- \* Pre School Prep Room
- \* Pre School Room (child must be full toilet trained to enter preschool)
- \* Pre K Plus

## 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 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.

## DROP-OFF AND PICK-UP PROCEDURES

Upon enrollment parents will create a passcode to be used with our electronic sign in and out system. This number will be used to sign your child in and out each day at the electronic station located at the entrance to the center.

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 either sit down for breakfast or 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 acknowledgement. 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.
  - ⇒ If you have an emergency that requires you to make last minute alternative pick-up arrangements, please call the WCDC office (412-835-9450) 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:**

If a child is picked up late a late fee of \$10 will be charged along with the hourly fee for the amount of time late. We recognizes the occurrence of unforeseen circumstances would cause a parent to be late. In this case, a courtesy call (412-835-9450) is greatly appreciated.

**Excessive late pick up times will result in a change to the child's schedule.**

# REGISTRATION & FINANCE POLICIES

## **REGISTRATION:**

WCDC enrollment is based on availability of slots. Siblings of current children, WNSK enrolled children and church members do receive preference for enrollment. If all slots are full, families may register for our waitlist. Once a slot becomes available, a family will be notified and the registration process will begin. There is a one time **NON-Refundable registration fee**.

## **TUITION:**

Tuition rates are based on the age of the child, number of hours enrolled and the amount of time enrolled. Part time enrollment is considered 20- 25 hours per week. Full time enrollment is considered over 25 hours per week. There are separate rates for full time and part time enrollment. There is an annual service fee per child that is collected with the first payment of the fiscal year.

Tuition rates are based on the age of the child. There is an infant/ toddler rate and a pre-school, prekindergarten rate.

WCDC requires each child be enrolled a minimum of 20 hours per week. Dual enrolled children are required to be enrolled in WCDC a minimum of 8 hours per week.

The account holder assumes full financial responsibility for payment. Payment schedules will be provided to families each year. Bills are distributed bi weekly.

Tuition may be made by cash, check or direct debit. If payment is not received, the child's space will be relinquished. WECEP is a non-profit, self-supporting community school; therefore, the 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. Failure to make full payments can result in termination of enrollment. We do accept CCIS. For more information please contact the office.

## **WITHDRAWALS:**

The Executive Director must be notified two weeks in advance, in writing, if a child is to be withdrawn.

The Executive Director reserves the right to require withdrawal of any child whose needs cannot be met by WCDC staff. 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.

## **AGREEMENTS:**

Tuition agreements are to be completed each year with a start date of July 1 and an end date of June 30. The agreement indicates the days and times of enrollment as well as the hourly rate being charged. You may change your agreement once per year with out a fee. Subsequent agreement changes may be made however, a \$35 fee will be charged for each additional change. Agreement changes should be made in writing. Agreements must be reviewed and resigned every 6 months even if no change is to occur.

## **SCHEDULE CHANGES:**

Temporary schedule changes, additional days and or additional hours may be added with prior approval. Adding hours or days will incur an additional charge. The current rate will be charged when adding days or hours.

## ASSESSMENT POLICIES

### **ASSESSMENTS:**

Assessing children is an integral part of the WCDC program. 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 that are 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 parents 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:**

Parent-teacher conferences are scheduled twice per year once in the fall and once in the spring. This is a time to talk with the teaching staff about the development and progress of your child.

Conference dates and times will be offered to parents by their child's teachers. Parents and/or teachers may request additional conferences at any time during the school year.

### **DEVELOPMENTAL CONCERNS:**

If a concern of a developmental delay or other special need is identified, 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, 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 re-turned 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, 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 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 parent and WECEP Director and/or staff to develop an intervention. The WECEP reserves the right to dis-enroll 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.

## HEALTH POLICIES

### **ILLNESS:**

Children may become sick during the day or show signs or symptoms of illness prior to arrival — we know how it goes. If you keep your child at home, please notify your Center Director by 9 a.m. If your child becomes ill while at the center 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 Enrollment Agreement 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 names and phone numbers of your family doctor and preferred hospital.

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 doctors note stating the child is no longer contagious is required to return to school. COVID-19 protocol falls under a different health & safety plan that is outlined on the website.

### **MEDICATION:**

Any medication must be labeled with the child's name. Please bring any brought to the office so it may be recorded in the Medication Log. 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 Westminster 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 written 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
<b>Abdominal pain</b> which is persistent and continues two or more hours	When symptoms are no longer present
<b>Boil, abscess or cellulitis</b>	When lesion(s) are covered and drainage is contained in covering/bandage
<b>Chicken Pox/Varicella</b>	When all sores have dried and crusted, usually after six days
<b>Conjunctivitis (eye discharge) or pink eye</b> accompanied by a fever, behavioral changes, or a recommendation for exclusion from the health department	When fever or behavior changes are no longer present and symptoms of red, watery eyes are resolved
<b>Coughing (severe)</b> including Croup	When symptoms are no longer present
<b>Cytomegalovirus</b> accompanied by fever	When fever has been resolved
<b>Diarrhea</b> — including conditions with diarrhea symptoms (Campylobacter, Yersina, Giardiasis, Rotavirus)	When the stool of diapered children is contained by the diaper, even if the stools remain loose, and when toilet trained children do not have toileting accidents OR when stool frequency has reduced to fewer than two stools above normal for that child, even if stools remain loose
<b>Diarrhea</b> if bloody or caused by Cryptosporidium	Health Care Provider clearance required
<b>Diphtheria</b>	Health Care Provider clearance required
<b>E-coli (0157:H7)</b>	Health Care Provider and Public Health Authority clearance required
<b>Fever <math>\geq 100^{\circ}\text{F}</math> (armpit or ear)</b> 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 $100^{\circ}\text{F}$ (armpit or ear) without the use of fever-reducing medicines
<b>Fifth Disease (Human Parvovirus)</b> 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

<b>Hand-Foot-and-Mouth Disease (Coxsackievirus)</b> 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
<b>Head Lice/Nits or other infestation</b>	When all signs of lice/nits or other infestations are absent for a period of 24 hours
<b>Hepatitis A virus</b>	Health Care Provider clearance required
<b>Hepatitis B virus</b>	Health Care Provider clearance required and skin lesions, if any, are dry or able to be completely covered by a bandage
<b>Herpes Simplex</b> 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
<b>Human Immunodeficiency Virus (HIV/AIDS)</b>	Health Care Provider clearance required and skin lesions, if any, are dry or able to be completely covered by a bandage
<b>Impetigo</b>	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
<b>Influenza/Flu (Including H1N1 and H5N1)</b> accompanied with fever	Child's fever and signs of fever must be resolved for 24 hours without the use of fever-reducing medications
<b>Lyme Disease (or other tick-borne diseases)</b> accompanied by fever	When fever is no longer present
<b>Measles</b>	Health Care Provider clearance required
<b>Meningitis (bacterial or viral)</b>	Health Care Provider clearance required
<b>Mononucleosis</b> accompanied by fever and/or behavior change	When fever is no longer present
<b>MRSA (Methicillin-Resistant Staphylococcus Aureus)</b>	Health Care Provider clearance required

Mumps	Health Care Provider clearance required
<b>Pertussis (whooping cough)</b>	Health Care Provider clearance required
<b>Pneumonia</b> if accompanied by fever, severe coughing, rapid breathing, or behavior change	When symptoms are no longer present
<b>Ringworm (Tinea)</b>	After treatment has been started
<b>Roseola (Human Herpesvirus 6)</b> accompanied by fever	When fever is no longer present
<b>Rubella</b>	Health Care Provider clearance required
<b>Salmonella</b>	Health Care Provider clearance required
<b>Scabies</b>	After treatment has been completed
<b>Shigella</b>	Health Care Provider clearance required
<b>Strep Throat</b> or other streptococcal infection	24 hours after initial antibiotic treatment and when fever is no longer present
<b>Tuberculosis</b>	Health Care Provider clearance required
<b>Vomiting more than two times in a 24-hour period</b> or accompanied by fever, green or bloody vomit, no urine output in eight hours, recent history of head injury or looks/acts very ill	When symptoms are no longer present



## 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.

Westminster provides a morning and afternoon snack. Parents provide breakfast and lunch. No home-made treats will be permitted.

### **TOYS FROM HOME:**

Toys from home, except for a special item needed during nap or 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. All clothing **MUST** 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 to be kept in the classroom cubby.

### **FIELD TRIPS:**

Preschool and Pre K classes do attend field trips during the year. We welcome parents to attend field trips. Any parent attending a field trip must obtain the volunteer clearances prior to attending the trip.

### **SPECIAL LUNCH:**

Several times during the year, WCDC staff will prepare and serve a special lunch for children. Parents are asked to contribute \$3-5 for each special lunch. A menu and sign up sheet will be provided to families prior to the date of the special lunch.

### **DIAPERS, DIAPER CREAM, AND WIPES:**

Parents are required to supply diapers/pull-ups. Parents are required to supply wipes which are used by the entire class. If your child has an allergy to wipes please inform the staff. Diaper cream must be labeled with your child's full name.



## **BIRTHDAYS:**

You may sign up to send a special birthday snack to share with the class. Please refer to SNACK/NUTRITION section.

## **NAPPING:**

Infants nap on their own schedule. Infants younger than 12 months old must sleep in a crib and be placed on their back to sleep. Infants may not be swaddled. Only a crib sheet and pacifier may be in a crib with an infant.

Each infant is to have an assigned crib which is labeled with their name.

Nap time for children enrolled in Toddler, Pre School Prep, Pre School and Pre K Plus is from 1pm-3pm. We ask no drop off or pick up occur at this time. As children grow out of needing a nap, they will be given the opportunity to rest from 1-1:30. If after a half hour, they are not asleep, they will be provided with a quiet activity.

## **PARENT INVOLVEMENT:**

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

⇒ Parents are encouraged to participate with 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

Volunteers (regardless of how long they volunteer) must complete the paperwork required by the state licensing division. There are 4 different clearances required in order for any adult to volunteer at WECEP. Information on the clearance requirements can be located at:

<https://www.dhs.pa.gov/keepkidssafe/clearances/pages/default.aspx>

In addition, volunteers must complete a mandated reporter training within 90 days of volunteering. This training can be located at <http://keepkidssafe.pa.gov/cs/groups/webcontent/document/c227007.xlsx>



## **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 KDKA and WTAE as well as on their websites.

There may be times with the Westminster Nursery School and Kindergarten is closed or have 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.

## **NOTIFICATION OF ABSENCE:**

Parents are asked to inform the center by 9:00 am if their child is not attending on their scheduled day. Please call 412 835 9450 to report an absence.

## **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. The playground may only be used by the community before 7am and after 6pm Monday to Friday and on the weekends.

## **OTHER WECEP SERVICES AND PROGRAMS**

### **WECEP Nursery School Classes**

#### **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 ENRICHMENT CLASSES & LUNCH BUNCH**

Extend your child's day with lunch time with their friends before 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 music, art, cooking, STEAM or Movement. This class is offered to children enrolled in Pre-K or T-Class.

#### **WECEP NSK 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 a PA certified teacher. Kindergarten is a full day program that meets Monday-Friday: 9am-3pm. Most surrounding school districts provide transportation to our programs. Lunch is to be provided from home and must be peanut/tree nut free.

#### **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.

## NONDISCRIMINATION POLICY

Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), 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 individual/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.wecep.org](http://www.wecep.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:

Karen Williams, Board Chair  
Christine Lomago, Board Secretary  
Jeana Dollear  
Erin Rupert  
LindseySenge  
Katie Heitman  
Jaime Nemeth  
Timothy Cox



# WESTMINSTER

## EARLY CHILDHOOD EDUCATION PROGRAMS

WE Learn.



WE Love.



WE Grow.



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

*Westminster Child Development Center is one of two  
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