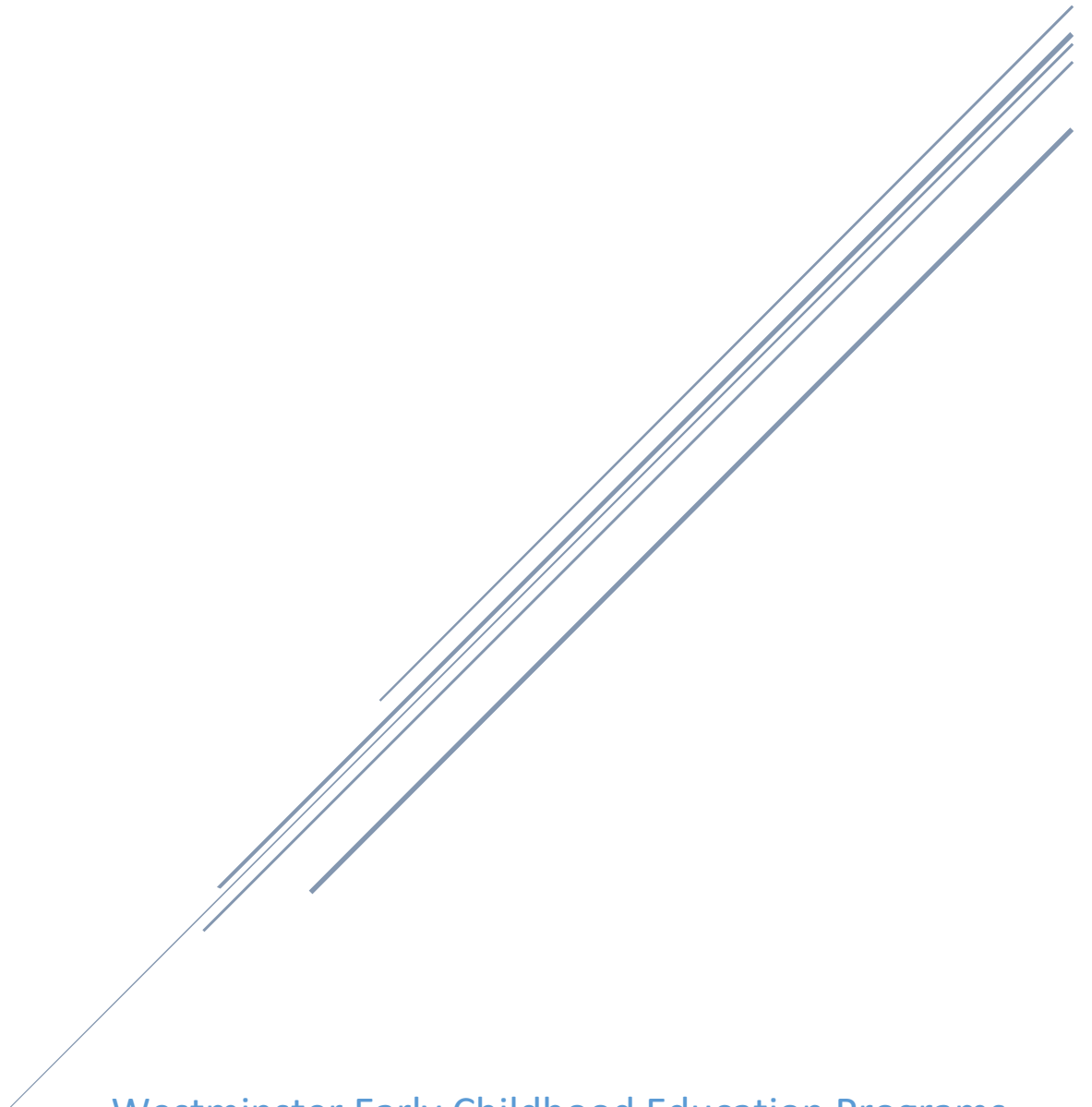


# PARENT & FAMILY HANDBOOK

Child Development Center



Westminster Early Childhood Education Programs  
July 2025 – June 2026

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## Overview

### Phone Numbers

<b><i>Office/room location</i></b>	<b>Number or extension</b>
<i>Nursery school &amp; kindergarten office</i>	412-835-2906
<i>Child development center</i>	412-835-9450
<i>Westminster church office</i>	412-835-6630
<i>CDC infant room</i>	Ext. 161
<i>CDC toddler prep room</i>	Ext. 158
<i>CDC toddler room</i>	Ext. 162
<i>CDC preschool prep room</i>	Ext. 159
<i>CDC preschool room</i>	Ext. 163
<i>CDC pre-k room</i>	Ext.160

### Location

2040 Washington Road

Upper St Clair, PA 15241

[www.wecep.org](http://www.wecep.org)

### 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.

### Accreditation and Licensing Information

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.

PA Department of Human Services: <https://www.dhs.pa.gov>

# 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 guardian/teacher partnership.

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 on 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 lifelong 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.

## Program Information

### Curriculum

The Child Development Center utilizes Teaching Strategies' Creative Curriculum and the PA Early Learning Standards in conjunction 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 Alcosan provide a variety of activities for children enrolled in the Child Development Center.

### Operating Schedule

The WCDC operates from 7am – 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 May, and can be found on the program website.

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
- July 4<sup>th</sup>
- Labor Day
- Thanksgiving & Friday after
- 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.

### Classes Offered

- Infant Room (must be 3 months old to enter)
- Toddler Prep Room (must be 1 year old and mobile to enter)
- Toddler Room
- Preschool Prep Room\*
- Preschool Room (must be fully potty trained to enter)
- Pre-K Room

\*Children entering the Preschool room, must transition within 6 months after the originally anticipated move date. WECEP is limited to the amount of time children can stay in the preschool prep classroom.

### Transitions

Your child's transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Prior to your child's first day, you will have the opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time, please share the best communication methods that the teacher may use to reach you.

Children are transitioned to the next classroom based on age, developmental readiness, state licensing requirements, and space availability. During the transition, a letter and packet with information on the new room will be sent home at least 2 weeks before their transition date. Current and future teachers will meet to discuss a transition plan for each child. At any point of the transition process, you are able to request a meeting with the director, current teachers, and/or future teachers.

We will provide activities for the pre-k class to help with the transition of WECEP to elementary school. These activities include a field trip on a school bus, charting and activities about local schools they will be attending, talking about moving on to the next step, and lastly a formal graduation ceremony.

Children attending the WNSK's kindergarten program have the opportunity to attend before and after care in the Child Development Center (7:00-9:00 am and 3:00-6:00 pm). The center will provide staff to ensure that your child arrives to the kindergarten classroom on time.

### 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 parents to 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 behaviors threaten the safety of, or becomes abusive towards, the other children, parents, or center staff. As a result, we may dis-enroll the child immediately. We reserve the right to dis-enroll any child or terminate services as deemed necessary or appropriate at our sole discretion, with or without notice.

### Drop-off & Pick-up Procedures

When arriving at the center, please park in one of the parking lots. Use caution when in the parking lots and crossing the street.

All children, enrolled or siblings of those enrolled, must be supervised at all times when on church property. Please do not leave children inside, outside, or in cars unattended. Adults dropping off or picking up must accompany children to and from their classrooms.

Please do not allow children to run in the hallways, sidewalks, or parking lots at drop-off or pick-up.

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 signed out and taken out of the classroom, 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 only release children from the playground through the gate.

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

The back driveway is closed to through traffic 8:30 am – 3:30 pm.

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 legal guardian.

Children will not be released to any unauthorized person without permission from parents or legal 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 a photo identification of unfamiliar persons when picking up a child.

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

### Early Drop-off & Late Pick-up

If a child is picked up late or dropped off early, a late fee of \$10 (per child) will be charged along with the hourly fee for the amount of time late/early. We recognize the occurrence of unforeseen circumstances would cause a parent to be late. In this case, please send a message via Procure app for teachers to see.

**Excessive early drop-off & late pick-up times will result in a change to the child's schedule.**

### Drop Off Before 7:30 am

Because there are lower numbers in the mornings, not all staff are to open the center, so we combine classrooms during this time. From 7:00-7:30 am, the toddler classrooms (toddler prep, toddler, preschool prep) all combine with the toddler room. The first teacher for both toddler prep and preschool prep pick up the children from toddlers and take them to their respective rooms. Preschool and Pre-K follow the same morning schedule, but in the Pre-K classroom.

### Pick Up After 4:00

In the afternoons, we follow a similar schedule to the mornings. The toddler classrooms (toddler prep, toddler, and preschool prep) combine in either the playroom or on the playground by 4:00 pm. They will remain together until close of the center. Preschool and Pre-K follow the same afternoon schedule, however they combine in the gym or on the playground.

## Registration & Finance

### 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 as well. There is an infant, toddler, and preschool rate.

WCDC requires each child to be enrolled for a minimum of 20 hours per week. Dual enrolled children are required to be enrolled for 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, and payment is due the following Friday.

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 director must be notified at least two weeks in advance, in writing, if a child is to be withdrawn.

The 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.

### Tuition 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 without a fee. Subsequent agreement changes may be made however, a \$75 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 hourly rate will be charged when adding days or hours. All temporary schedule change requests must be made to the director in writing at least 24 hours in advance.

## Assessments

### 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 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 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 cover the cost of the lost fob. A replacement fob can be ordered for an additional deposit. Deposits are returned when key fobs are 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 of the Youth and Family services Agency. Due to their contact with children, all 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 chart on the next page) 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 observational reports within a 3 month period a meeting will be set up between parent and director and/or staff to develop an intervention.

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 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.

Behavior Category	Definition	Behavior Examples
<b>Aggression</b>	Making physical contact with an adult or peer where injury may occur	Striking, pulling hair, biting, scratching, pulling clothes, kicking, spitting
<b>Disruption/Tantrums</b>	Causing an interruption in class or activity	Throwing items, loud vocalizations, crying, screaming, cussing
<b>Non-compliance</b>	Refusing to follow directions (must be intentional and defiant)	Saying “no” and turning away, making eye contact and returning to previous activity
<b>Extreme Withdrawal</b>	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)
<b>Inappropriate Language</b>	Using words or phrases that are offensive or rude	Profanity, insults
<b>Teasing</b>	Verbally abusing another child	Name calling, threatening
<b>Unsafe Behaviors</b>	Engaging in dangerous acts with materials	Standing on furniture, inappropriate use of classroom materials
<b>Running Away</b>	Leaving the area (classroom, playground) alone and without permission	
<b>Property Damage</b>	Deliberately impairing or destroying items	Tearing paper, breaking items, writing on items
<b>Stereotypic/Self-stimulatory behavior (extreme)</b>	Engaging in repetitive actions, verbal or physical, that interfere with ability to learn	Spinning objects, body rocking, flapping hands, mouthing objects
<b>Self-injury (intentional)</b>	Physically abusing self	Self-scratching, head banging, self-biting, skin picking

## Behavior Management, Suspension, and Expulsion

Our philosophy objectives:

1. To help children feel special about themselves by learning respect for themselves and others.
2. To bring children of different races, cultures, and religious beliefs together and introduce them to diverse social backgrounds.
3. To stimulate and excite children while providing a safe, warm, loving, and healthy environment.
4. To promote harmony through the encouragement of fair play and friendship.
5. To provide varied experiences to enrich each child's conceptual understanding.

One of our goals at WECEP is to develop self-confidence in every child. The level of a child's self-confidence determines to a large degree how he/she will perform with others and how she/he handles life's problems. We teach children many things, but the most important thing we teach is the social skills necessary to become confident and successful people.

Part of self-confidence is self-regulation and it has been found to be a key attribute in children's success. All children need structure and behavior guidelines in order to develop self-regulation. At times children will challenge rules and even disregard them. We want to partner with you, the parents, in helping your child develop appropriate social skills, this can seem like a long, tough journey and it is! If we do it together, your child will be the winner. Self-confidence will grow and with appropriate social skills your child will achieve both in school and in life.

We know that children may become angry or frustrated, but we want to help them express these emotions in an appropriate way. Staff work with children to encourage them to develop self-regulation and conflict resolution skills each day. Staff will also use the following strategies as needed:

- Request assistance from program leadership to determine need for individual program modification.
- Give positive feedback to build upon strengths.
- Provide clear expectations (show or tell the child what is expected)
- Provide accommodations to increase success
- Give choices, within parameters to maintain control
- Provide access to breaks
- Provide a safe, calm down space
- Use positive reinforcement to reward desired behavior.
- Teach skills and replacement behaviors to build new abilities

If behaviors continue, a conference with the parent will be scheduled for discussion, sharing of literature, and other supportive resources and guidance as to next steps. An outside referral

may be necessary to request an assessment and interventions. Childcare providers will utilize to these community resources as needed:

- Early Childhood Mental Health Consultation
- CONNECT 1.800.692.7288
- The Alliance for Infants & Toddlers
- Project DART (3-5 years old)
- Child Development Unit (Children's Hospital of Pittsburgh)
- Behavioral health organizations
- OCDEL Survey link: [PA Key Expulsion/Suspension Support Request Survey \(surveymonkey.com\)](#)
- ELRC Rapid Response Team

Employees of WECEP will participate in all required professional development activities, seek technical assistance, and engage in culturally sustaining practices based upon current needs of staff and the children and families served. Teacher's expectations, management skills, and intervention techniques will be evaluated and changed to adapt to individual circumstances. And, staff will work with therapists, special educators, and other professionals supporting the child.

WECEP will work with and support the parents and professionals if parents actively follow recommendations. If the behavior challenges are severe, and if we feel, as a team, that the child has not made any progress, by using the above-mentioned resources, we reserve the right, after professional observation, to recommend another preschool environment that would benefit the child. We may not be equipped to meet the special needs of every child, but want every child to succeed. If WECEP makes the decision to discontinue a child's enrollment in the program, we will maintain on file, a record of the circumstances, parental notification, and any action steps taken to assist with finding alternate arrangements for the family.

*Note: Parents or caregivers who use profanity, threatening language, and acts of violence are all grounds for termination from our programs. WECEP has zero tolerance for behaviors and actions that make others feel threatened and unsafe. We focus on providing families and their children with a safe and comfortable environment for childcare and family support. Any individuals who disrupt the work and the sense of safety by using profanity, threatening language, and acts of violence will be asked to leave the center immediately and will face additional consequences, up to and including having their enrollment terminated.*

## Health Policies

*All illness policies are aligned with the recommendations of Caring for Our Children.*

<https://nrckids.org/CFOC>

### 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 director by 9:00 AM. If your child becomes ill while at the center and we think it's better for him or her to be home rather in contact with other children, we'll call and ask you to pick your child up no more than an 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, you are required to notify the center director. Per DHS licensing, if any case of a contagious disease is reported, a health notice will be posted on the entrance doors of the school.

Refer to the table on pages 13 & 14 for a list of common contagious illnesses in child care.

### Medication

Any medication must be labeled with the child's full name. Please complete a medical log when initially bringing the medication in. Prescription medication must have the original packaging with the doctor's orders of dosage on the package as well as the child's full name. Staff will not dispense medication without written parental consent. Epi pens, along with all other medications, must be in their original packaging. All staff is trained in the administration of Epi pens.

### Handwashing

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 any WECEP classroom.

### Health Standards

All health assessment forms must be current, complete, and submitted annually for children 2 years and older, and every 6 months for children under 2 years old. The form must be completed, signed, and dated by the physician.

Per DHS, licensed child care centers are to require children to have the immunizations in the timeline of the recommendation of the American Academy of Pediatrics. Please see the immunization schedule for children using the link below. 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.

<https://publications.aap.org/redbook/pages/Immunization-Schedules?autologincheck=redirected>

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
<b>Abdominal Pain</b> which is persistent and continues two or more hours	When symptoms 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 6 days
<b>Conjunctivitis (eye discharge) or pink eye</b> accompanied by a fever, behavioral changes, or a recommendation for exclusion from the health department	24 hours after start of treatment and when fever and behavioral changes are no longer present and symptoms of red, watery eyes are resolved
<b>Coughing (severe) &amp; Croup</b>	When symptoms are improving or no longer present
<b>COVID-19</b>	Health Care Provider clearance required
<b>Cytomegalovirus</b> accompanied by a fever	When fever has resolved (24 hours with no medication)
<b>Diarrhea</b> – including conditions with diarrhea symptoms (campylobacter, Yersinia, Giardiasis, Rotavirus)	Must be free from diarrhea for 24 hours. Bloody diarrhea caused by Cryptosporidium requires a Health Care Provider clearance to return.
<b>Diphtheria</b>	Health Care Provider clearance required
<b>E-coli</b>	Health care provider and public health authority clearances required
<b>Fever greater than or equal to 100.4</b>	When fever is below 100.4 without the use of medication for 24 hours.
<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-Mouth disease (coxsackievirus)</b> accompanied by mouth ulcers or blisters and	When the child has stopped drooling, does not have exposed open sores, and is fever free

no control of drooling or fever or behavior change	
<b>Head lice/nits or other infestations</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
<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 by 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 tickborne 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
<b>Mumps</b>	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</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

<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</b>	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 (peanuts and nuts) must be avoided. This includes all items with labels saying “may contain”, “processed on shared equipment”, “processed in a facility that processes nuts”. Teachers will make parents aware of any additional allergies in the classroom.

WCDC provides a morning and afternoon snack. Parents provide breakfast and lunch. No home-made treats will be permitted due to the possibility of cross-contamination.

### Toys from Home

Toys from home, except for a special item needed during nap or a transitional period or during a special class activity (show and tell), are not permitted.

Items for show and tell, special nap items, etc. will not resemble a weapon.

WECEP is not responsible for damaged, lost, or stolen toys.

### Clothing

Please dress your child in comfortable clothing, suitable for activity. 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 coat with your child if you would like them to wear one while outside. Children who do not bring jackets will still be taken outside with the understanding that you would not like them to wear one outside.

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

It is highly recommended that children wear tennis shoes every day they attend the center. Tennis shoes are a safe preference for school play. We strongly recommend children do not wear sandals or clogs of any kind, as they are a tripping hazard.

Please send in extra clothing for your child to be kept in your child’s classroom cubby.

### Field Trips

WECEP classes sometimes have the opportunity to attend field trips during the year. We welcome parents to attend field trips as well. Any parent attending a field trip must obtain the volunteer clearances prior to attending the trip. See volunteer clearance requirements on page 16.

## 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, Wipes, and Sunscreen

Parents are required to supply diapers/pull-ups. Parents are required to supply 2 packs of wipes per month, used by the entire class. If your child has an allergy to wipes please inform the staff. Diaper creams and sunscreens 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 the snack & nutrition section. Coordinate birthday snacks with classroom teachers.

## Napping

Infants nap on their own schedules. 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 the crib with an infant.

Nap time for children enrolled in Toddler Prep, Toddler, Preschool Prep, and Preschool is from 1:00 pm – 3:00 pm. Pre-K naps from 1:30 pm – 3:00 pm. We ask no drop offs or pick ups occur at this time. As children grow out of needing a nap, they will be given the opportunity to rest for the first half hour. If after the first half hour, they are not asleep, they will be provided with quiet activities.

## 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:

- Fundraising events
- Scholastic Book Fair
- Classroom parties
- Assisting with speech/hearing screenings & vision screenings
- Parent committee
- Board of directors
- Guest reading
- 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 mandated reporter training before volunteering. This training can be located at: <https://www.reportabusepa.pitt.edu/>

### School Closings & Delays

In rare instances or during a state of emergency, WECEP may close for weather related occurrences. Announcements will be made on KDKA and WTAE as well as on their websites. Families will also receive a message via the Procure App.

There may be times where 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 closing days. This excludes children enrolled in the Westminster Kindergarten. Parents are required to contact the director via writing to get approval of their child attending the WCDC for added hours. Parents will be charged the hourly rate for the time attended in WCDC.

### 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 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 7:00 am and after 6:00 pm, Monday to Friday, and on weekends.

## Other WECEP Services & Programs

### WNSK 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 cannot require refrigeration. A glass of water will be provided. Each enrichment class focuses on a specific topic such as art, cooking, and STEAM. This class is offered to children enrolled in a WNSK Pre-K or T-class.

## 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 Programs  
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
- US Department of Health and Human Services  
Office of Civil Rights  
Suite 372, Public Ledger Building  
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

## Inclusion Policy

WECEP welcomes all children and provides developmentally appropriate early learning and developmental experiences that support the full participation of each child. We believe that each child is unique and work in partnership with families and other professionals involved with the child to provide the support every child needs to reach their full potential.

The staff at WECEP uses developmentally appropriate practices and consider the unique needs of all children when planning activities and experiences. Staff will make every attempt to make any adaptations or modifications necessary to meet the needs of the children. Schedules, routines, and activities are flexible and staff will work with therapists, special educators, and other professionals to integrate individual accommodations, modifications and strategies into classroom routines and activities. Any adaptations will be reviewed with families and other professionals supporting the child.

WECEP acknowledges and respects the priorities each family has for their child. Families are encouraged and supported to collaborate with staff to ensure that each child has an opportunity for their greatest successes. WECEP regularly communicates with families and has meetings, as needed, to discuss the child's strengths and challenges. Training and support are provided to ensure that all staff are competent to meet the developmental and educational needs of all children. All staff participate annually in training focused on effective inclusion and/or other disability topics. The director provides additional support and resources as appropriate.

For more information regarding your rights regarding inclusion please visit:

<https://www.dol.gov/general/topic/disability/ada>. With family collaboration, if further support is needed, we may recommend support from the PA Keys Infant Early Childhood Mental Health program, or IECMH.

We would appreciate a copy of the IFSP/IEP to incorporate the plan into the classroom routine and to modify curriculum and lesson plans, as needed. If possible, we will actively participate and/ or provide input at scheduled IFSP/IEP meetings, as well.

We are always open to hear parent concerns and will share concerns as well, to best serve your child. We will share referral resources, as needed, if you are interested in obtaining more information regarding support services in which your child may be eligible.



Megan Baumgartner, WECEP CDC Program Director

Lori Feldmann, WECEP WNSK Education Director

Peggy Canose, WECEP Finance Manager

Liz Heslin, WECEP Office Manager

Rev. Jo Forest, WPC Head of Staff

WECEP Board of Directors: [wecepbboard@westmisnter-church.org](mailto:wecepbboard@westmisnter-church.org)

*Westminster Child Development Center is one of two programs  
operated by Westminster Early Childhood Education  
Programs (WECEP), LLC.*

*WECEP is a 501c3 not for profit organization, which operates as an  
extension of the Westminster Presbyterian Church.*