



Parent Handbook



Table of Content

Welcome Statement.....	3
Philosophy, Mission.....	4
Core Value.....	5
Program Information.....	6-10
Enrollment/Admission.....	11
Tuition/Payment.....	12
Arrival/Dismissal.....	13
Transition Support/Court Orders.....	14
Healthy/Safety.....	15-31
Terms of Care.....	32-33
Parent Volunteers/Rules of Discipline.....	34-35
Biting Policy.....	35
Procedures for Suspected Child Abuse.....	35
Outdoor Play, Toys, Bathroom & Dress Code Policy.....	36
Misbehavior, Inspection Authority & Smoking.....	37
Signs of Neglect Confidentiality Insurance.....	38
Footwear Policy & Safety Guidelines.....	39
Things You Should Know.....	40-41
Thank you Parents/Acknowledgement Form.....	42-43



Parent Policy Handbook



Welcome Statement

Dear Families,

Welcome to Westminster Child Center! We are genuinely honored and thrilled to embark on this journey with you during these vital early years of your child's development. Our program is thoughtfully designed to cultivate your child's growth, creativity, independence, and academic skills through engaging, play-based learning experiences that inspire curiosity and exploration.

We deeply value your important role in this partnership and are dedicated to fostering open, respectful, and continuous communication. Your insights and involvement are essential as we support your child's unique journey.

Our mission is to create a warm, safe, and inclusive environment where children can flourish socially, emotionally, physically, and intellectually. We are grateful for your trust and are excited about the opportunities for your child this year!

Warm regards,

Kay Long

Director, Westminster Child Center



Parent Policy Handbook



Philosophy and Mission Statement

Philosophy Statement

At Westminster Child Center, early childhood education is the foundation for lifelong success. Our philosophy blends the best of traditional learning methods with a modern approach to meeting the needs of today's children. We honor time-tested practices that nurture essential skills while embracing innovative teaching strategies that inspire curiosity, creativity, and critical thinking. We aim to create a safe, inclusive environment where every child feels valued, loved, and motivated to reach their fullest potential.

Mission Statement

Our mission at Westminster Child Center is to provide a nurturing and engaging learning environment that fosters the whole child — academically, socially, emotionally, and creatively. We aim to prepare children for the future through a balanced curriculum that merges traditional core values with modern innovations. We empower children to become confident, compassionate, and lifelong learners by cultivating strong partnerships with families and communities.



Parent Policy Handbook

Core Values

1. Whole-Child Focus – We believe in nurturing every aspect of a child's development — mind, body, and heart.

2. Tradition Meets Innovation – We honor proven educational practices while integrating modern approaches to learning.

3. Curiosity and Play – We encourage hands-on exploration and imaginative play to spark lifelong learning.

4. Diversity and Inclusion – We celebrate each child's unique background and foster a culture of respect and belonging.

5. Family Engagement – We value the importance of family partnerships in supporting children's growth and success.

6. Kindness and Compassion – We create a caring environment that teaches empathy, respect, and community responsibility. This blend of traditional foundations with modern techniques ensures that Westminster Child Center remains where children grow, thrive, and shine in an ever-changing world.



Parent Policy Handbook



Program Information

A Balanced & Enriching Learning Experience

Westminster Child Center combines a traditional curriculum with a modern approach. We ensure that children receive a strong foundation in early learning while engaging in hands-on, creative experiences that foster critical thinking, independence, and social-emotional growth.

Every child learns best through exploration, meaningful play, and structured Learning, so our curriculum is designed to support each early development stage. Our experienced teachers create a warm, stimulating environment where children feel safe to ask questions, express themselves, and develop essential skills for lifelong learning.

Our Programs

Toddlers (2 Years)

Toddlers are natural explorers, and our program is designed to encourage discovery, creativity, and hands-on learning.

Activities include:

- Language development through songs, books, and simple communication
- Sensory play to develop cognitive skills
- Introduction to early socialization and teamwork

Preschool (3 - 4 Years)

A structured yet engaging program where children begin building essential academic and social skills through:

- Letter recognition, phonics, and storytelling
- Math, counting, and problem-solving
- Art, music, and movement to inspire creativity
- Science and STEM activities for hands-on discovery

Pre-K (4 - 5 Years)

A kindergarten readiness program that prepares children for a smooth transition to elementary school with:

- Advanced early literacy and writing skills
- Early math concepts, including number operations and patterns
- STEM-focused activities that encourage critical thinking
- Social skills development and independence-building

Curriculum & Daily Schedule



Curriculum & Daily Schedule

Westminster Child Center Curriculum Overview

Westminster Child Center offers a comprehensive, traditional-modern curriculum designed to support the whole child's development through structured learning, play-based activities, and social-emotional growth. Our program is tailored for children aged 2 to 5 and provides a full-day schedule from 7:30 am to 5:30 pm, ensuring children receive a balanced, engaging experience each day.

Our Approach: Tradition Meets Innovation

Our curriculum is rooted in time-tested educational principles while integrating modern teaching strategies to prepare children for success in school and beyond. We focus on developing each child's academic foundation, social-emotional well-being, and creative expression through a blend of structured learning and exploratory play.

Core Learning Areas



1. Academic Readiness – Literacy, math, and language development are at the core of our curriculum to ensure children are ready for kindergarten.

2. Social-emotional learning (SEL): Children learn to understand emotions, build friendships, and develop problem-solving skills to foster positive relationships.

3. STEM & Science – Hands-on science experiments and STEM activities encourage curiosity and critical thinking.

4. Art & Music – Creative activities help children express themselves, develop fine motor skills, and build confidence.

5. Diversity & Inclusion – We celebrate cultural differences and teach children to appreciate community diversity.

6. Technology Integration – Age-appropriate technology enhances learning and introduces digital literacy skills.

7. Physical Development – Daily outdoor play and movement activities promote gross motor skills, coordination, and overall health.

Daily Schedule Highlights



- Morning Circle Time to foster community and set learning intentions.
- Academic Blocks focused on language, math, and problem-solving.
- Themed Learning Activities to explore monthly topics.
- Art, Music, and Creative Play to inspire imagination.
- Outdoor Play for physical development and social interaction.
- Rest and Relaxation Time to recharge for afternoon activities.

Monthly Themes

Our curriculum follows monthly themes to keep learning exciting and relatable. Themes such as "All About Me," "Community Helpers," and "Nature & Seasons" provide context for academic and creative activities, ensuring children build connections to the world around them.