

**PARENT
HANDBOOK
2022-2023**



**FIRST WESLEYAN
CHRISTIAN PRESCHOOL**

Parent Handbook

August 2022

Welcome to our Preschool!

Dear Parents,

Welcome to the new school year! I am so excited to have your child in preschool this year, and look forward to getting to know you and your child. Together we will form a productive partnership to ensure that your child achieves his/her learning goals. The goal of the handbook is to help you understand exactly what your child will be focusing on during the school year, and to be aware of all the rules and regulations we have to follow to remain operational. In order to support your child's learning, we ask that you ensure that they:

- Arrive to school on time and be ready to learn
- Complete ALL homework assignments on time
- Read for a MINIMUM of 30 minutes a day
- Share school experiences with you so that you are aware of & involved in the learning process

In order to accomplish all of our learning goals this year, there are certain school supplies your child will need, and a list of these items are included in this handbook.

**If you have any questions or concerns regarding the handbook, feel free to reach out either through my email: pmitchell@fwcsfwcs.org or by phone at 704-865-9823.

Let's work together to make this year the best year for your child!

Sincerely,

Ms. Priscilla Mitchell

Preschool Director

SPIRITUAL MISSION AND EDUCATIONAL OBJECTIVES

First Wesleyan Christian Preschool Mission Statement:

Our mission is to provide a Christ-centered learning environment for children to grow and thrive in school and life while sharing Christ, building lives and developing minds. Our goal is to provide high quality education and training for children in a happy, safe, supportive, and nurturing environment. In this environment, each child can stimulate their physical, intellectual, and emotional growth.

Statement of Spiritual Purpose

The primary purpose and objective of First Wesleyan Christian School is to train the student in the Christian way of life and to give the student the educational foundation to help him/her be a productive citizen now and in the future. The staff of First Wesleyan realizes that their solemn responsibility before God is to mold the life and character of each of their students.

The academic program of our school includes an emphasis on the mastery of the fundamental blocks of reading, writing, and arithmetic. Character training strives to teach obedience that results in self-discipline. The Bible curriculum introduces a student to the great people of the Scriptures and a foundational knowledge of Jesus Christ and His teachings. To obey, to do right, and to love God and country are attributes we strive to instill in each student, thus equipping him for his role in God's plan for his life and for his proper place in society.

Academic Objectives

First Wesleyan's academic goal for each individual student is for him/her to experience success while working up to his/her God-given capabilities. The school strives to preserve each child's self image while effectively educating his/her mind. The school thus aims for each child to experience academic success without undue frustration and stress.

PRESCHOOL OBJECTIVES

First Wesleyan seeks to develop the whole child in all facets of their beings including spiritual, emotional, physical, and intellectually. The following are a summary of FWCS's goals.

Spiritual Growth

Christian teachers role model and teach children to:

- View themselves and the world as God's creations.
- View God as a loving and caring heavenly Father.
- Obey the Golden Rule and the Ten Commandments.
- Trust Jesus Christ as Lord, Savior, and Friend.

Emotional Health

Loving, caring teachers encourage children to:

- Become secure when separated from their homes and parents
- Develop good self-images and "I can" attitudes

Social Skills

A safe, positive Christian environment enables children to:

- Develop positive social skills such as playing fairly, sharing toys, taking turns, and respecting others.
- Develop desirable social graces such as:
 - Saying "Please", "Thank you", "May I", etc.
 - Practicing the Golden Rule and the Ten Commandments

Academic Skills

Enriching, fun learning activities introduce children to:

- Language Development: All preschoolers are exposed to various enriching science and social studies activities.
- **Specific Goals for 2-Year-Olds:**
 - Recognition of colors (up to 4).
 - Recognition of basic shapes. (up to 4).
 - Recognition of all letters. (Name, Sound, and Upper and Lower case)
 - Number concepts to 10.
 - Counting 1 – 25.

Specific Goals for 3-Year-Olds:

- Recognition of colors.(up to 6).
- Recognition of basic shapes. (up to 6).
- Recognition of all letters. (Name, Sound, formation of Upper and Lower case)
- Number concepts to 15. Counting 1 – 30.
- Sequencing of numbers, shapes, and sizes.

Specific Goals for 4-Year-Olds:

- Recognition of all colors, shapes, and letters of the alphabet.
- Knowledge of various phonic principles such as sounding out Blends, Short Vowels, Two-Vowel Rule, etc.
- Ability to read blends and simple sentences.
- Ability to write upper and lower case letters.
- Numbers 1 – 20. (Recognition, Concept, Writing)
- Counting 1 – 100.
- Numerical concepts regarding Large/Smaller, Before/After, and More/Less.
- Adding number combinations up to 10. ($1 + 9 = 10$)
- Health and personal hygiene concepts.

Motor Skills

Gross motor skills are developed through activities such as running, skipping, throwing, and catching balls, etc.

Fine motor skills are developed through activities such as coloring, printing, cutting, etc.

General Goals and Activities for Preschool

- Since preschool is a child's first educational experience, FWCS believes the preschool classroom should be a fun, warm place where children can feel secure, feel good about themselves, and are given various enriching opportunities to explore the world of nature, numbers, and language arts.
- Although FWCS's preschool program stresses early academics, another major aim of its program is that children have fun while they are learning elementary concepts and developing social and physical skills. Depending on the specific skills of current FWCS staff members these fun, enrichment activities may include sign language, creative movement, basic Spanish, P.E. activities, etc.

RELIGIOUS AND PROFESSIONAL AFFILIATIONS

Ministry of First Wesleyan Church

First Wesleyan Christian School is an interdenominational ministry of the First Wesleyan Church of Gastonia. The school was established in 1971 to provide quality Christian education to the general evangelical Christian community of the Gaston area. Though First Wesleyan Christian School is legally owned by and meets in facilities owned by the First Wesleyan Church, the school only promotes and/or teaches those common, central, Biblical beliefs that are shared by all conservative evangelical denominations. FWCS's governing School Committee members are elected annually from among the believers of the First Wesleyan Church's congregation.

During any given school year, FWCS's staff and student body represent 25-plus churches and denominations. All staff members are required to be professing evangelical Christian believers who live conservative life styles consistent with their essential spiritual task of serving as Christian role models to FWCS's students.

FWCS's Statement of Faith

1. We believe the Bible to be the only inspired, inerrant, and authoritative Word of God.
2. We believe there is one God, infinitely perfect and eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the complete deity and perfect humanity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His substitutionary atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, in His ministry of intercession for His people, and in His personal return in power and glory.
4. We believe man was originally created in the image of and after the likeness of God, and that through sin he fell and is therefore spiritually dead in trespasses and sin.
5. We believe in salvation by the sacrifice of Christ received by grace through faith alone.
6. We believe in the present ministry of the Holy Spirit in this world, which includes the convicting of the lost of sin, the regenerating and indwelling of all who believe, and the empowering of believers for service and godly living.
7. We believe in the bodily resurrection of the dead, the saved to the resurrection of eternal life, and the lost to the resurrection of eternal punishment.
8. We believe in the spiritual unity of all believers under the headship of Jesus Christ.

Our Final Authority for Matters of Belief and Conduct:

The above statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of First Wesleyan Christian School's faith, doctrine, practice, policy, and discipline our Church's senior pastor and L.B.A. board are FWC's final interpretive authority on the Bible's meaning and application.

Association of Christian Schools International

FWCS is an active member of the Association of Christian Schools International (ACSI), which is the largest and fastest growing Christian school association in the world. ACSI has over 5,000 member schools which minister to over 1,000,000 students. ACSI is an evangelical, interdenominational fellowship that provides its member schools with a variety of services, e.g., legal guidance, regional teacher conventions, curriculum, and various student activities such as spelling bees, speech meets, math contests, athletic tournaments, etc.

ACADEMIC PROGRAM

Curriculum Overview

Emphasis is placed upon the students' masteries of academic fundamentals and upon their spiritual development for service in the Kingdom of God.

The preschool uses colorful textbooks published by the leading Christian publisher ABeka Books of Pensacola, Florida

The school's ABeka curriculum is designed for the average and above average student. It places strong emphasis on the basic skills of reading, writing, and math, as well as on moral and spiritual values. Starting in preschool, phonics is used as the basis of all reading and spelling instruction. FWCS's preschool curriculum has a heavy emphasis on the alphabet and its phonetic sounds.

Books and Supplies

The annual curriculum fee covers all curriculum and supplies needed for that curriculum. Parents are given a supply list for crayons, pencils, etc

Parent Volunteers

At this time, due to Covid policies, we are limiting the amount of visitors into our classroom. School will update parents as protocols allow.

Religious Instruction

Approximately 30 minutes per day is devoted to religious instruction. This usually includes prayer, teaching from the Bible, singing of choruses, Scripture memorization, Bible games, and weekly chapel. An effort is made to lead each student to trust Christ as his/her personal savior. Since students from many denominations attend FWCS, it is not the school's purpose to weaken their denominational ties but rather to provide them with a basic understanding of the fundamental principles of successful Christian living.

Remaining in Preschool an Extra Year

Whenever the school feels that an extra year of preschool is necessary, a conference will be scheduled with the parents, classroom teacher, and preschool director. The desired goal of this component is to gain parental consent.

Special Adaptations for Weaker Students

Even though FWCS has exceptionally high academic goals and standards, the school is very progressive and proactive in identifying and helping students who struggle due to learning disabilities, ADD, etc.

Although FWCS attempts to make special adaptations to meet the needs of its students, it is not always possible for FWCS to meet the needs of students with severe ADD, autism, severe behavior problems, special dietary needs, etc.

Teacher/Student Ratio

Two Year Old Classes	1:10 ratio
Three Year Old Classes	1:13 ratio
Four Year Old Classes	1:13 ratio

Weekly Chapels

Chapels are held weekly for all Preschool classes. This chapel is for the students to be able to learn how to engage in a chapel type setting. These services may be streamed via the schools facebook page for parents to join if possible. Special services may be offered throughout the year that families can attend. You will be notified in advance of these events.

ADMISSION PROCEDURES

General Overview

Admission to First Wesleyan Christian Preschool is obtained by:

1. Obtaining and reading a Parent/Student Handbook.
2. Submitting a written application.
3. Paying a curriculum fee.
4. Providing a copy of birth certificate, recent physical, and current immunization records.
5. Completing all forms required by the North Carolina Department of Childcare.

It is essential that prospective families carefully read the specific admissions requirements listed on the next page, paying special attention to the spiritual, family values, and immunization/physical requirements.

The pre-school seeks to minister to all children but finds that due to its limited financial resources and staff, it is unable to serve students who have severe physical or emotional needs.

Enrollment forms and information concerning current weekly tuition rates may be obtained by contacting the school office.

Annual Admissions Calendar (for August entry)

- February 1 Restricted re-enrollment period limited only to current school families.
February 15 Fall enrollment opens to the general public and new applicants.

Nondiscrimination Policy

FWCS admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admission policies, and other school programs.

Special Note to non-Christian Families

Families belonging to other religious/faiths should consider all the implications and possible conflicts of having their children attend a Christian school. FWCS clearly teaches preschoolers that faith in Jesus is the only way to know God and to obtain heaven (John 14:1-6). Children will be memorizing Bible verses and songs that praise and exalt the God and historical doctrines of Christianity. FWCS will not modify its religious teachings in any way to accommodate the unique beliefs of any individual student.

Minor dietary adjustments usually may be made if not too complicated or costly.

Specific Admissions Requirements

1. **Agreement with First Wesleyan's Mission/Beliefs.** All families, Christians or non-Christians, are required to read the school's Mission Statement and Statement of Faith and understand that these statements are the foundation of the school's curricula, policies, and educational philosophy. Parents are also required to annually sign their agreement to have their children taught according to First Wesleyan's value system, Statement of Faith, philosophy of education, etc.
2. **Lifestyle/Family Values.** First Wesleyan Christian School is a religious institution providing an education in a distinct Christian environment, and it believes that its biblical role is to work in conjunction with the home to mold students to be Christ-like. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; practicing a homosexual lifestyle or an alternative gender identity; promoting such practices; failure or refusal to be discreet about their unbiblical lifestyles while on FWCS's campus and at other school sponsored events; or otherwise having the inability to publicly support the moral principles of the school. (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6)
3. **Parents' Attitude and Cooperation Requirement.** All parents are required to conform to and to maintain positive, cooperative, non-antagonistic attitudes towards First Wesleyan Biblical teachings, values, and lifestyle requirements. FWCS reserves the right to either dismiss or to not re-enroll students whose parents are antagonistic in these areas or who seek to propagate other opposing theological systems or lifestyles.
4. **Immunization and Physicals.** All entering students must provide proof of having received required immunizations. In addition, state law requires that children entering preschool must have a physical exam. Documentation must be submitted to the preschool office within seven days of starting classes.
5. **Prescreening of All Four-Year-Olds.** All children enrolling in FWCS's four-year-old classes are prescreened to assure their proper placement in FWCS.
6. **Policy regarding Registered Sex Offenders:** State law requires that any adult sex offender enrolling a child in any school must notify the school in writing regarding their status of being a registered sex offender. Copies of additional policies related to sex offenders may be obtained in the preschool or main school office.

General Preschool Entrance Requirements

All children must meet the following admissions requirement.

- All 3 or 4-year-old children must be working on potty training before entering any 3 or 4-year-old classes. Transitional K students must be fully potty trained.

- Obtain and present a copy of all required immunizations prior to enrollment.
- Present a physical exam prior to enrollment. This physical exam must include a lead screening.

Annual Promotion in Late August

- All children remain in their assigned classes (PreK-2, PreK-3, or PreK-4) for the entire school year and are only promoted, regardless of their birthdays, at the start of the academic school year. . (i.e. children are not promoted to an older class at their birthdays)
- Tuition rates for two-year-old students do not decrease mid-year when they turn three.
- Tuition rates correspond with the specific age-level class (PreK-2, PreK-3, or PreK-4) a child is part of and are not based on their birthdays.

Annual Fall Re-Enrollment

All current FWCS students must be readmitted each year by submitting new enrollment forms and paying the annual curriculum fee. Re-registration is limited to existing families the beginning of February. After this announced time, registration is open to the general public. All applications are taken on a first-come, first-enrolled basis. Current FWCS students are not automatically accepted back each new school year. Students whose attitudes, language, and general behavior repeatedly conflicts with FWCS's biblical standards will not be allowed to re-enroll.

Communicable Disease Policy

Students admitted to First Wesleyan Christian School shall be protected from influences negatively affecting their well-being. The school shall exclude students from classes who are currently infected with live (active) viruses from illnesses and diseases of a communicable nature per recommendations from the health department.

Proper Class Placement

The school reserves the right to place each student in the specific class that is best suited to his/her individual needs, developmental maturity, and scholastic abilities. Careful professional attention is given to enrolling children as well as placing them in specific classes. Variables that affect a child's placement include the child's birthday, having an equitable number of boys and girls in a class, and compatibility among students. FWCS cannot take parent requests, as it is impossible to honor everyone's preferences.

Potty Training Defined

To be declared fully potty trained FWCS requires that a student must remain free of accidents even during naptime for a school-defined period of time.

Probationary Status of New Students

All new students are accepted on a six-week behavioral probationary period.

Transgender Restroom Policy

It is FWCS's spiritual conviction and its official policy that both adults and older K-8th grade students are to only use restrooms in accordance with the sexual identity or gender classification that appears on their birth certificates at birth.

FULL-TIME DAILY SCHEDULE AND ATTENDANCE POLICIES

School Hours for Full-time Students

7:00 a.m. to 6:00 p.m.

Attendance Policy for Full-time Students

Regular attendance is essential to successful class work. The Preschool class time is scheduled during the hours of 9:00 a.m. and 11:00 a.m. It is important that your child enter the classroom by 8:30 to avoid any disturbance of classroom activities.

If your child will be absent for the day, we ask that you call the school office before 9:00 a.m. so your child's teacher can be notified.

Late Arrivals for Full-time Students

Prompt arrival at school is a parent responsibility. Late arrivals are disruptive to the classroom and also have an adverse effect on your child's educational progress. Excessive tardiness suggests a lack of respect for the teacher's time schedule and classroom procedures. Since we have a structured, academic curriculum, we strongly request that your child arrive no later than 9:00 a.m. For the benefit of your child and classmates, please make an effort to plan all doctors' appointments after 12:30 p.m. If you wish for your child to have a morning snack, your child needs to be in the classroom no later than 8:25 a.m. Children coming into the school after 8:40 a.m. will not be served.

Parents conferences and questions should be scheduled with the teacher at his/her earliest convenience. A brief note can request a phone call or get an answer to a simple question. Bright Wheel is the preferred method of communication and fastest way to contact your child's teacher.

Daily Arrival and Departure for Full-time Students

Children may arrive at school no earlier than 7:00 a.m. You must walk your child to the front door. Remember that school starts promptly at 8:00 a.m. and teachers will have planned activities for early arrivals.

When picking your child up from school, if someone other than a parent will be picking your child up, you must give a written note to the teacher with the name of the person that will be there to pick up the child. **Please do not send siblings in to pick up your child. Only adults are allowed to pick up the child from school.** If an emergency should occur, please notify the office with the name of the person coming to pick up the child via email, text, or fax. **Verbal communication of authorization to pick up child is not acceptable.** A person picking up a child may be asked to show some form of identification to verify the child can go with that person. Please tell them to be prepared for this request.

If parents are divorced or separated and one parent is not allowed to see or pick up the child, a certified copy of the latest court order must be on file in the office. Any other unusual

arrangement regarding who picks up or drops off children must be described in writing and will be placed in the student's file. We would ask that whenever possible, disputing parents make arrangements to handover or swap their child off FWCS's campus at a neutral site.

Visitors on Campus

All parents and visitors in the building during school hours must report immediately to the preschool school office as soon as they arrive. Please cooperate in FWCS's effort to keep our school campus safe

FINANCIAL POLICIES AND PROCEDURES

Philosophy

It is hoped that families would view it as a privilege for their children to attend First Wesleyan Christian School. The actual cost of educating students is subsidized by the financial sacrifices of the school's teaching staff. The goal for the school is to provide adequate facilities, equipment, and instruction for the development of Christian character in the lives of those young people entrusted to its care. In order for the school to achieve these goals, parents are expected to do their part by paying all financial obligations when due and cheerfully participating in all school fundraisers.

Payment Policies and Procedures

Tuition fees are billed out for the academic year and the summer program. These take into account the 2 weeks we are closed (Christmas and July 4th). Parents will be required to sign up for Brightwheel and determine a payment plan that works with your pay periods. There is not a reduction in fees for Federally recognized holidays so we can provide pay to our staff on these days.

If you are contacted regarding overdue fees, please do not abuse the staff members. Verbal abuse of staff members concerning written rules and procedures could result in immediate expulsion of your student. FWCS may be a non-profit organization, but it has to be financially responsible. We expect parents to be responsible as well.

Fee Payment Schedule for August Start Date

February	Returning students re-enroll
March	New student enrollment begins
Christmas Break	Closed <u>one week</u> , no fees charged.
Week of July 4	Closed, no fees charged.

Tax ID Number

The school's tax I.D. number is 58-1362131. You will need this to claim dependent care on your tax return.

Registration Fees

1. Academic Year Curriculum Fee (Due at registration)

There is an annual academic year curriculum fee (\$125) which covers the academic months of August through July. This annual fee must be paid by both first time and returning students and must be paid before a student is considered officially enrolled.

Tuition Rates Do Not Change with Birthdays

- Children remain in the same age level class (PreK-2, PreK-3, or PreK-4) for the entire school year and are not promoted, regardless of their birthdays, until the beginning of the new academic school year.
- Tuition rates do not decrease mid-year when two-year-old children turn three. Rates only change when the new academic year begins when the three-year-old child is placed in a PreK-3 class.

Policy Regarding Tuition and Fees

Registration Fee Refund Policy

Registration fees are only refunded in the event that the school does not accept a family. Registration fees are not transferable to other students.

Holidays

Holidays as observed by First Wesleyan Preschool will result in no reduction of fees. Those include the following: Veteran's Day, Labor Day, Thanksgiving Day and the following Friday, two days during the Christmas/New Year's Day break, Martin Luther King's Birthday, Good Friday, and Memorial Day.

Vacation Weeks

FWCS has built into its annual school calendar two tuition-free vacation weeks. These two vacation weeks fall during the week of July 4 and during the Christmas/New Year break when FWCS's campus is closed for repairs and maintenance.

A student may take **one** additional week of vacation per school year (August to August) and retain his/her place by paying **one-half** their regular weekly tuition fee.

Extended Illnesses

If absences due to sickness are five consecutive school days in length, the weekly tuition fee will be reduced to one half for those five days. **Two such 5-day periods at** reduced rate are allowed per year. The bookkeeper must be notified within 7 days of child's illness in order to apply a sick week discount. All other absences, due to sickness, will not result in reduction of weekly tuition fees.

Closing Due to Weather or Power Outages

When the preschool is **closed** for the entire day due to snow, ice, or power outages there will be a reduction of $\frac{1}{2}$ **the daily rate** for each day that the school is **officially closed**.

There are no deductions for **delayed starts** or **early dismissals** caused by bad weather or power outages.

Late Pick-up Fee

First Wesleyan's Preschool opens at 7:00 a.m. and closes at 6:00 p.m. No one should enter the building prior to the 7:00 a.m. opening time. If a child is picked up after 6:00 p.m., a late charge of \$10.00 will be applied for each 15 minutes late or fraction thereof after that time. Example: Eighteen minutes late = \$20 in late fee charges.

Withdrawals from FWCS

If you need to withdraw or transfer your student from FWCS the procedures are as follows:

1. Contact the school office and speak with the preschool director.
2. Students attending even one day of a week will owe for the entire week. To avoid forfeiting a weekly payment, you should plan moves and changes with this in mind.
3. Any fees paid in advance of the current week will be refunded.
4. Notify the preschool office two weeks in advance.

HEALTH AND MEDICAL INFORMATION

Emergency Information Updates

It is absolutely essential that parents keep their children's emergency information completely current so that they may be quickly contacted in the event of illness or injury. The school will not be held responsible for any health problems caused by its inability to contact parents due to inadequate or outdated emergency information.

Required Immunizations

Children attending childcare centers must receive all immunizations required by law. All parents must give an immunization record to the office with the signed medical form. Any child that does not have an immunization record on file will be excluded from class.

The immunization schedule is as follows:

By this age	Children should have received these doses					
3 months	1 DTaP	1 Polio	1 Hib		1 Hep B	
5 months	2 DTaP	2 Polio	2 Hib		2 Hep B	
7 months	3 DTaP					
12-16 months			3-4 Hib	1 MMR		Varicella
19 months	4 DTaP	3 Polio			3 Hep B	
4 years and older	5 DTaP	4 Polio		2 MMR		

Children must receive their last DTP/DTaP, Hib, OPV/IPV, MMR, Hep B and Varicella **before** they start kindergarten.

Illness During the School Day

If a child becomes ill during the day, the school will attempt to contact his/her parents for instruction in dealing with the problem. If the parents cannot be reached, the school will contact the next authorized person listed on the registration form. In the event that neither can be reached, the school will employ whatever means are reasonable or necessary in its discretion for the aid of the child.

36-Hour Rule

During periods of epidemic illnesses in the community/school, the school sometimes switches to its 36 Hour Rule that is as follows:

- When a student is sent home from school due to throwing up, diarrhea, high fever, etc. he/she may not return to class the next school day. The child must be kept out of class for at least one full school day (36 hours) before he/she will be readmitted to class. A student must maintain a temperature below 100.5 without the use of any medications.

Contagious Disease Policy

FWCS has conferred with the county health department for assistance in controlling communicable diseases. To protect all children as much as possible, the following policies will be followed:

1. Many diseases are not easily detected during the communicable period; however, the following symptoms are often warnings or signs of a communicable disease. Children should be kept home if they display any of the following symptoms:

Diarrhea	Sore throat
2 Episodes of Vomiting	Earache
Excessive runny nose	Red or discharging eyes
Headache	Chronic sneezing and coughing
Swollen glands	Skin eruptions or rashes
Auxiliary Fever of 100.5 or higher	Head lice or nits
Flushed skin, chills	Ringworm

2. Children who are at school when these symptoms appear will be isolated from other students and their parents will be notified to pick them up.
3. To protect other students from communicable diseases, the school requires students who become ill with the following communicable illnesses to not return to school until they are definitely beyond the contagious stage and are free of all open sores or other possible contagious symptoms:

Measles	MRSA
Chicken pox	Conjunctivitis
Mumps	AIDS
Scarlet fever	Streptococcal sore throat
Impetigo	Ringworm
Fifth Disease	Hepatitis

For more serious diseases, the school reserves the right to require a written release from a physician or the health department before a student is allowed back in class.

4. In case of Chicken Pox, children should be kept home for at least one week.
5. A child should be free of fever for at least 24 hours before returning to school. According to the Community Health Department a student must maintain a temperature below 100.5 without the use of any type of medication.
6. Children who have been ill for more than a week must provide a doctor's statement that the child is able to return to school.

Medication Administration Policy

The purpose of this policy is intended to ensure the safe administration of medicine to children with chronic conditions, mild illnesses or special health needs for whom a plan has been developed and approved.

Administration of medication requires clear, accurate instruction and knowledge of why a child needs medicine. Childcare providers need to be aware of what type of medicine a child is receiving, when it is to be given, how to read the label directions in relation to the measured doses, frequency, expiration dates, and be aware of any side effects. This policy applies to all medication administration for any child within the facility.

FWCS will only administer prescription medicine for short term and for chronic illnesses.

State law does not require daycares/preschools to administer medications, either prescribed or over-the-counter, to its students. We do not allow parents or guardian to come to the school to give over-the-counter medicines. This policy is consistent with the North Carolina Division of Child Development rules, but may be more restrictive.

Written Authorization

Prescription medication will be administered only if a parent or legal guardian has provided a written, signed and dated consent to include:

- Child's first and last name
- Name of medication
- Time the medication should be given and how often
- Criteria for the administration of the medicine
- Manner in which the medicine should be given (oral, topical, etc...)
- Length of time the authorization is valid

Length of Consent

Signed Authorization to Administer Forms are valid for various lengths of time. The length of time they are valid will be determined by the type of medication being given, the expiration date, and the doctor's orders.

Short Term Medications

- Typically medications that are used for short time for temporary illnesses.

Up to Six Months

- Prescription medications that are used to treat a chronic medical condition such as asthma, diabetes, ADHD, etc...

Up to Twelve Months

- Non-prescription topical ointments such as diaper cream and lotion for Eczema.
- With prior written parental consent a one time weight appropriate dose of acetaminophen will be administered if a child has a dangerously high fever and a parent cannot be reached.

Types of Medicine to be Administered

Prescription Medications

Prescription medications such as antibiotics, seizure medications, etc...

- a. A signed Permission to Administer Medication Form
- b. Must be administered only to the child for whom they were prescribed.
- c. Siblings cannot share medications
- d. Must be in the original container labeled by a pharmacist to include:
 - Child's first and last name
 - Name of medication
 - Date the prescription was filled
 - Name of health professional who wrote the prescription
 - Medication expiration date, storage information
 - Instructions on administration: right route method (i.e. mouth, ear, eye), dosage amount, frequency, and specific times.
- e. **NC State prohibits medication to be given "as needed".**

Emergency Medications

Emergency medications (Epi-Pen, Glucagon, etc.) are kept unlocked in the child's classroom and will only be administered in case of a severe reaction emergency.

Over-the-Counter (OTC) Medications

Staff and parents are strictly prohibited from administering over-the-counter medicines during school hours. (Tylenol, cough medicine, etc.)

The following OTC creams and lotions will be administered provided written parental authorization has been signed and dated by a parent or guardian. Parents must provide the cream or lotion to be administered. Siblings may not share or use the same container of cream or lotion.

- Non prescription diaper cream
- Non prescription lotion for eczema

One-time State Law Exemption for Dangerously High Fevers:

Since excessive high fevers can seriously harm small children the state has made a one-time exemption to its mandates regarding over-the-counter medications. With **prior written parental consent** on file a one-time weight appropriate dose of acetaminophen will be administered if a child has a dangerously high fever and a parent cannot be reached. **After each occurrence** a new written consent slip must be provided to the office to keep on file.

Medication Will Not be Given If It Is:

- Not in the original container
- Beyond the date of expiration on the container
- Without written authorization
- Without the written instructions provided by the physician
- In any manner not authorized by the child's parent/guardian, or physician
- In any manner that does not match the medicine container or prescription
- For non-medical reasons, such as to induce sleep
- To treat the symptoms of potentially contagious illnesses

Expired Medications

All expired medications will be discarded within 72 hours after the parent/guardian has been notified to pick up the expired medicine from the school office.

Procedures for Dropping Off Nebulizers and Other Medications Before School

- The medication will **not** be accepted if all **required paper work** is not accompanied with the prescription medicine, Epi-Pen and/or Nebulizer.
- Drop off with person at the front door.

Procedures for Picking Up Nebulizers and Other Medications After School

- You can pick up meds anytime in preschool office. Alert the individual who is at the door.

Head Lice Policy

1. FWCS operates under a "no nit" policy. This means that students will not be allowed in class even with one visible nit.
2. Any students found to have live lice or nits in their hair will be removed from class.
 - If discovered during the school day, the student will be removed from class as tactfully as possible and sent home for at least 24 hours.
 - **24 Hour Head Lice Rule:** Students identified with either live lice or any nits must be removed from class for at least 24 hours to allow sufficient time to treat the students and thoroughly clean their clothing, rooms, car seats, etc.
 - **Before returning to class** all infested students must be checked by a school employee and declared to be nit-free. The child will be sent back home if any nits are found in his/her hair.

Accident Insurance

All students are covered with a Student Accident Insurance policy. This is a supplemental plan. The benefits are payable only for the portion of expenses which are not recoverable under any other insurance or service contract. All injuries that have resulted in a doctor or hospital visit should be reported to the office immediately. Records of filing for insurance and copies of primary insurance payments need to be submitted to our bookkeeper in a timely fashion. Certain time restraints apply to claims.

Safety Policy at FWCS

Safety is a foremost consideration of the FWCS staff. Our teachers attempt to supervise students at all times. Fire drills are held monthly and state health standards and maintenance inspections are carried out according to state law. Teachers have been instructed in specific steps to take in the event of a terrorist attack on FWCS's campus.

FWC Preschool is a Tobacco Free Campus

FWC Preschool understands that the use of tobacco products on child care premises and in vehicles used to transport children or during any off-premise activities is an environmental hazard and detrimental to the health and safety of children, staff, and visitors. Therefore smoking and the use of tobacco products are prohibited at any time during operating hours:

- On the premises of our child care facility
- On vehicles used to transport children on school activities.
- During any off-premise activities sponsored by our facility.

This policy is in accordance with N.C State child care laws that apply to all children, families, visitors, volunteers, and staff. Both parents and staff are required to sign an acknowledgement confirming that they have been informed of this policy.

HOME AND SCHOOL COMMUNICATIONS

School Phone Numbers

Main Number	(704) 865-9823
Fax Number	(704) 852-4219

Business Office Hours

Monday-Friday	7:30 a.m. - 4:00 p.m.
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School Closing and Emergency Announcements

When FWCS is closed or has a delayed opening due to bad weather or any other emergency, it will be announced **immediately** on the school's Facebook page, and on announcement page of the school's website (www.fwcsfwcs.org). Teachers will utilize Class Dojo to alert families as well.

Remember that FWCS is not bound by decisions that pertain to Gaston County Schools. The county must accommodate buses while we do not. We do not usually have a delayed starting time. Again, the county must accommodate its bus schedule. We do not.

Either **FWCS's Elementary School or Preschool, at times, may operate when the other is closed.** Any weather-related announcements will list the school and preschool separately. The decision will be made on the facts available. Conditions in the community and surrounding area may vary considerably. If bad weather develops during the day, you are encouraged to pick-up your child early. Please do not act distressed or upset. Children easily interpret your uneasiness as a direct threat to their security.

Matthew 18 Principle

The Bible in Matthew 18:15-17 gives specific instructions on how to deal with interpersonal relations. FWCS puts into practice this Matthew 18 principle. Accordingly, if a problem develops, parents are expected to first go to the teacher involved and try to resolve the issue. If that is not successful, then the matter should be brought to the attention of the preschool director. The final step, if the problem is not resolved, will involve a meeting with both FWCS's administrator and preschool director.

Resolving Home - School Conflicts

First Wesleyan Christian School seeks to meet the needs of its students. Parents who are dissatisfied with the performance of the school, please follow the steps below:

- Begin with prayer. Pray for the teacher, student, or situation.
- If the classroom teacher is involved, ask for an explanation of the situation from his/her perspective and for clarification of rules or consequences.
- Ask for the teacher's advice in dealing with the problem.
- Be realistic in your expectations of the teacher and school.
- Be willing to view your child from the teacher's perspective.
- Express your concerns in a non-aggressive manner.
- Work with the teacher to establish a written plan of action. This should include a clear statement of what you will do and what the teacher will do. Establish a reasonable time frame for the improvement of the problem.
- Should this plan of action fail to resolve the problem, please schedule a conference that will include both the teacher and preschool director.
- **A parent should never confront a student or another parent.** This confrontation often leads to threats and accusations and is clearly contrary to FWCS policy. This course of action could and may result in an immediate expulsion of your student. Concerns involving other students should be handled through teachers or the office.

Phoning Teachers at School

By state law teachers are not allowed to leave their classes unattended to take phone calls. Parents are asked to only phone preschool teachers at times when classes are not in session. The best times to call are when teachers are in the cafeteria or during their afternoon prep times:

- **A.M. Snack**—8:25 a.m.-8:50 a.m.
- **Lunch**—10:50 a.m.-11:20 a.m.
- **P.M. Snack**—2:00 p.m.-2:30 p.m.

MISCELLANEOUS INFORMATION

Snacks and Lunch

Students will be served a breakfast snack at 8:30 a.m. every morning. If you wish for your child to have the morning snack, your child must be present by 8:25 a.m. If your child has a food allergy, (such as milk or peanuts), please have your doctor submit a signed note explaining allergies. We will do our best to accommodate but students with multiple allergies may need to have food sent from home.

Lunch is served at 10:50 a.m.-11:20 a.m. All lunches are nutritious, well-balanced meals. All menus are prepared using the state guidelines. Menus are planned with a child's taste in mind. Please encourage your child to try each item on his/her tray.

We encourage children to use proper table manners. Please do not allow your child to eat food with their fingers when it should be eaten with a fork or spoon. We also do not allow hats to be worn at the lunch table or inside the building. Children are not to "play" with their food. If a child is observed to be playing in their food, their tray will be removed from them.

Other Food Items not Allowed at School

Please do not send gum, candy, food, drink, Chap Stick, money, etc. with children.

Personal Belongings\Extra Set of Clothing

The school requires that a complete change of clothes be kept in your child's room at all times in case of an accident or emergency. This is to include pants, shirt, underwear, and socks. If your child uses that change of clothes, you will need to send another set of clothing the next day. All personal belongings should be clearly marked with your child's name. **If your child does not have a change of clothing and he/she has an accident, you will be called to immediately come to the school.**

Each classroom teacher will specify what can be brought with the child each day and what supplies are necessary for the classroom. However, there are to be **no pacifiers** at any time in the classroom. This is for health and safety reasons. We appreciate your cooperation in this matter.

Asbestos Notice

All parents, staff members, and vendors are hereby notified that the building that houses FWCS contains no materials suspected of containing asbestos. FWCS's Asbestos Management Plan (AHERA) is available for public inspection in the main K-8 school office.

Birthday Celebrations at School

Birthdays are very special to preschoolers and we want to help your child celebrate this important day! As your child's birthday approaches, you may contact your child's teacher and select a date to bring your choice of either store bought individually wrapped cookies or miniature cupcakes to share with the class.

You may leave your child's birthday store bought and individually wrapped cookies or miniature cupcakes with the teacher during morning arrival.

All birthday treats are served at 2:30 p.m. Unfortunately we cannot make time exceptions for birthday parties.

Please keep the following restrictions in mind regarding birthday celebrations:

- The NC Department of Health mandates that all food products not provided by the school must be store bought and individually wrapped or separated.
- Foods cannot contain peanuts or nuts and cannot be processed in area that contains peanut products. Please check all labels before purchasing. Should it be determined that a provided cookie or miniature cupcake contains peanuts or was processed around peanut products the treat will be returned to the birthday child's parent and an alternate snack will be provided.
- Please do not send other items such as cakes, candy, drinks, balloons, and treat bags. We want the focus to be on your child and the gift of life that God has given us and not on food and sweets.

Private Parties and Valentine Cards

Each school year across America, children's feelings are crushed when they are "left out" of the private party invitation circuit. At FWCS, we would ask that families consider the feelings of these left out children by doing one of the following:

- Either mail invitations to selected friends, or
- Invite all the students from your child's classroom.

We would ask that private parties be planned so that no one or two students in a given class are left out while the rest of the class is invited. This principle also applies to Valentine's Day. It expresses the greatest "true" love when valentines are given to everyone in the group. Let's show the compassion of Christ. Also, remember, it could be your child who is left out next time.

100% Tobacco-Free Policy for North Carolina Child Care Centers

Purpose/Belief Statement

We, First Wesleyan Christian Preschool, understand that the use of tobacco products on child care premises and in vehicles used to transport children or during any off-premise activities is an environmental hazard and detrimental to the health and safety of children, staff, and visitors.

Background

Exposure of children to environmental tobacco smoke is associated with increased rates of lower respiratory illness and increased rates of middle ear effusion, asthma, and sudden infant death syndrome. Exposure during childhood may also be associated with development of cancer during adulthood.

Applicable NC Child Care Laws/Rules

N.C. Child Care Rule 10A NCAC 09 .0604 (h)(i)(j) Safety Requirements for Child Care Centers states that:

- Children shall be in a smoke-free and tobacco-free environment. Smoking and the use of any product containing, made or derived from tobacco, including but not limited to e-cigarettes, cigars, little cigars, smokeless tobacco, and hookah is not permitted on the premises of the child care facility, on vehicles used to transport children or during off-premise activities. All smoking materials shall be kept in locked storage.
- Signage regarding the smoking and tobacco restriction shall be posted at each entrance to the facility and in vehicles used to transport children.
- The operator shall notify the parent of each child enrolled in the facility, in writing, of the smoking and tobacco restriction.

Application

This policy applies to all children, families, visitors, volunteers, and staff.

Procedures/Practices

Smoking and the use of tobacco products are prohibited at all times:

- on the premises of the child care facility
- on vehicles used to transport children
- during any off-premise activities sponsored by our facility

Signs are posted at each entrance to the facility and on vehicles used to transport children. The signs are posted in a manner and location that adequately notify families, visitors, volunteers, and staff of the tobacco-free child care facility policy.

Communication

Our facility will review this policy with parents/guardians, volunteers, and staff in writing and verbally at child care-sponsored or related events. Copies of the policy are in staff and parent handbooks. We may provide materials and information provided by the local health department.

Parents/Guardians

- A copy of the policy will be given and explained to the parents/guardians of newly enrolled children on or before the first day the child receives care at the facility.
- Parents/guardians will sign an acknowledgement form that includes the child's name, date the child first attended the facility, date the operator's policy was given and explained to the parent, parent's name, parent's signature, and the date the parent signed the acknowledgement.
- The child care facility shall keep the signed Tobacco-Free Policy parent acknowledgement form in the child's file.

Enforcement

- Parents and visitors using tobacco products will be asked to refrain while on the child care premises or to leave the premises.
- Consequences for employees who violate the tobacco use policy will be in accordance with personnel policies.

Definitions

- **Premises**—the entire child care building and grounds including but not limited to natural areas, outbuildings, dwellings, vehicles, parking lots, driveways, and other structures located on the property.
- **E-Cigarette**—Any electronic oral device that employs a mechanical heating element, battery, or electronic circuit regardless of shape or size and that can be used to heat a liquid nicotine solution or any other substance, and the use or inhalation of which simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, or sold as on e-cigarette, e-cigar, e-pipe, or any under any other product name or descriptor.

- **Off-premise activity**—any event sponsored by our facility that is not on the child care facility premises, including but not limited to field trips and educational or entertainment activities.
- **Smoking**—the use or possession of lighted or heated cigarette, e-cigarettes, cigars; little cigars, hookah, snuff, snus, and chewing tobacco. A tobacco product excludes any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.
- **Tobacco Product**—Any product containing, made or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, or ingested by any other means, including but not limited to cigarettes, e-cigarettes, cigars; little cigars, hookah, snuff, nus, and chewing tobacco. A tobacco product excludes any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

Tobacco Cessation Resources

Our facility will consult with the local health department or other appropriate health and community-based organizations to provide staff and administrators with information and access to treatment programs and services to support them in complying with this policy. The **NC Quitline 1-800-QUIT-NOW (1-800-784-8669)** offers free coaching sessions, helps develop a plan to quit, provides reading materials, and offers counseling. See www.quitlinenc.com.

Parent Acknowledgement Form

100% Tobacco-Free Policy for North Carolina Child Care Programs

Purpose/Belief Statement

I, _____, (Parent Name) understand that the use of tobacco products on child care premises and in vehicles used to transport children or during any off-premise activities is an environmental hazard and detrimental to the health and safety of children, staff, and visitors.

Background

Exposure of children to environmental tobacco smoke is associated with increased rates of lower respiratory illness and increased rates of middle ear effusion, asthma, and sudden infant death syndrome. Exposure during childhood may also be associated with development of cancer during adulthood.

NC Child Care Rule 10 A NCAC 09.1719 Safety Requirements for a Safe Indoor/Outdoor Environment:

(a) The operator of a family child care home shall provide a physically safe and healthy indoor and outdoor environment that meets the developmental needs of children in care, including but not limited to the following:

- (10) Keep tobacco products in locked storage when children are in care. Children shall be in a smoke free and tobacco free environment. The operator and staff shall not smoke or use any product containing, made or derived from tobacco, including cigarettes, e-cigarettes, cigars, little cigars, smokeless tobacco, and any device used to inhale or ingest tobacco products at any time during operation hours on the premises of the family child care home, on vehicles used to transport children, or during any off premise activities;
- (11) Notify the parent of each child enrolled in the facility, in writing, of the smoking and tobacco restriction.

Application

This policy applies to all children, families, visitors, volunteers, and staff.

Procedures/Practices

Smoking and the use of tobacco products are prohibited at any time during operating hours:

- On the premises of the child care facility
- On vehicles used to transport children
- During any off-premise activities sponsored by our facility

100% Tobacco-Free Policy for North Carolina Child Care Programs

Parent or Guardian Acknowledgement Form

I, the parent or guardian of _____, acknowledge that I have read and received a copy of the facility's 100% Tobacco-Free Policy for North Carolina Child Care.

Date of Child's Enrollment _____

Print name of Parent/Guardian _____

Signature of Parent/Guardian _____ Date _____

STUDENT CONDUCT AND DISCIPLINE

Privilege to Attend

Attendance at First Wesleyan Christian School is a privilege and not a right. Students forfeit this privilege if they or their parents do not conform to the standards and ideals of work and life at FWCS. The school will insist on the withdrawal of a student at any time for (1) inappropriate behavior or if, in the opinion of the school (2) he/she does not conform to the spirit of the ministry of the school, or (3) is corrupting the morals and values of other students whether inside or outside of school. The school reserves the right to interpret the rules and policies as individual situations and needs arise.

Discipline Philosophy and Procedures

FWCS believes that the teacher's time should not be consumed with behavioral problems of students, but with academic instruction. To that end, the school expects full cooperation from both students and parents. This involves training students in self-discipline. In order to train our students, FWCS uses an assertive discipline plan. This system clearly describes our expectations of students' behavior and the consequences that will be applied if a student chooses to misbehave. With this system, a student starts every day with a clean slate. Every day can be one in which he/she chooses to make good choices concerning behavior. The consequences are designed to alert the child, to change behavior, and to alert a parent of continued poor behavior choices. FWCS's philosophy works out as follows:

1. Discipline and its application at First Wesleyan Christian School is grounded in Scripture (see particularly Proverbs 12:1, 13:18 & 24, 22:15; I Corinthians 13; Ephesians 5:1-4; Hebrews 12; and Revelation 3:9)
2. Discipline at FWCS seeks the following objectives:
 - To develop and maintain the optimum learning environment.
 - To correct behavior which is disruptive or destructive to the learning or spiritual environment.
 - To train students in positive Christ-honoring behavioral patterns that will be essential to them as adult believers and citizens.
 - To remove, as a last resort, disruptive and rebellious students so that the learning and spiritual environment may be maintained.
3. The school's policies apply to students while they are at school, in vehicles on a school-sponsored activity, or at a school-recognized function.

4. Actions which give evidence of disregarding school rules (disrespect, lack of courtesy, and other such misconduct) shall be handled by the teacher in such ways as he/she deems best. Situations, which are habitual or flagrant, will be referred to the preschool director.
5. There are several levels of disciplinary action. These levels are not necessarily progressive in the administration of discipline.
 - Consequences for inappropriate behavior will be given at the lowest level of producing tension, such as eye contact, speaking with a student, etc.
 - Depending upon the severity of the behavior, the age of the child, and the circumstances, consequences may include but not be limited to: missing a few minutes of recess, exclusion from special activities, a note to the parents, a phone call to the parents, and/or a conference with the parents, teacher, and preschool director.
 - A student may be placed on probation, suspended, or expelled if he/she does not respond to the efforts of the school for changing inappropriate behavior.
6. **Note:** FWCS uses **no** form of corporal punishment in its disciplinary procedures.

Typical Consequences of a Classroom Discipline Plan (For non-severe behavior)

- **First offense:** Verbal warning (this is before moving object or pulling card, etc.)
- **Second offense:** Either name is written on board, car is moved, or card is pulled
- **Third offense:** Once a card (etc.) is moved (or one check placed beside name) then the child may have to put head down, stand in time-out, stand at back of room, sit at time-out desk, or lose age appropriate time from playground or other activities.
- **Fourth offense:** Time out in another room (providing ratios are met), time-out with director, speak with another teacher, additional (but separate) time out from playtime.
- **For repeated offenses:** Children will be required to talk with director and parent may possibly be called.

Typical Consequences for Being Disruptive during Naptime

A period of rest time is required by the State. Our children rest for approximately 2 hours. Children are not required to actually sleep, but must be quiet and still to allow other children to rest. Since this is a time of rest, toys and activities are not given to children during naptime. Teachers will use discretion to help individual students that do not fall asleep.

Children who are disruptive during naptime will face one of the following...

- Have his/her sleeping mat moved near the teacher's desk
- Be moved to another classroom to rest (providing ratio and age requirements are met)

- Have his/her sleeping mat moved to the director's office for duration of rest time.
- Parents will be notified if children repeatedly disrupt the class during nap time.

Severe Behavior Clause

If a student engages in behavior which is willfully disobedient, disrespectful, destructive, or violent and refuses to stop that misbehavior, the student will be removed from the classroom immediately. Reasons for immediate dismissal include: repeated use of inappropriate language, physical abuse or bullying directed at another student or adult, obscene, or inappropriate behavior, and outright disrespectfulness to school staff.

Discipline Steps Regarding Severe Behavior

Severe repeated disobedience will be dealt with in the following progressive manner:

- Parent will be called to speak with child over the phone regarding his/her behavior.
- Parent will be called to come to school immediately to discipline child.
- Parent will be called to immediately pick child up from school.
- If a child has to be picked up from school a second time, he/she usually will be permanently dismissed from FWCS.

Other reasons for expulsion include: physically harming/injuring other children, accounts past due, parental disrespect to staff, and unwillingness of parents to abide by the policies as stated in this handbook.

Campus Security Rules

During the school day

1. Students may not be removed from campus by someone other than their custodial parents during the school day without prior clearance through the office. Persons lacking pre-authorization must have either a written note from the parent or authorized person. **Verbal verification will not be honored.** FWCS reserves the right to require ID of anyone who is not recognized by our staff. This includes parents, grandparents, etc.; regardless of whether the individual is listed on the students approved pick up list.
2. Children must be walked into the building each morning by an adult, and must be picked up by an adult each afternoon. Do not send a sibling or other children in with your child.
3. Neither the school nor its staff members will be responsible for any items brought from home by the student whether for use in the classroom or at recess.

DRESS CODE — PRESCHOOL STUDENTS

FWCS requires students to wear modest attire that is conducive to both learning and a spiritual climate. The following guidelines should be followed:

1. Students should be comfortably dressed for classroom and playground.
 - Classroom temperatures vary with the season and location in the building.
 - A light jacket or sweater is a good thing to keep in a book bag at all times.
 - Layers are a particularly wise choice in the spring and fall.
2. Clothing should always be clean and tidy looking.
3. Socks must be worn at all times and students are required to wear closed-toe shoes. (This is an insurance requirement.)
4. The following items are not appropriate:
 - High-cut shorts or biker shorts.
 - Cut-off T-Shirts, spaghetti strap shirts, tank tops with straps smaller than two inches, oversized T-Shirts (below child's finger tips), or midriff tops.
 - Sandals, Crocs, open back shoes, jellies, flip-flops, turf shoes, cleats, or thongs.
 - Shirts with obscene language, objectionable pictures, or suggestive slogans are also prohibited.
5. Children should not wear any clothing that makes it difficult for the child to take care of his/her bathroom habits. (Overalls, pants that snap, shirts that snap between the legs, belts, etc.)
6. Children may not wear clothing that promotes transgender beliefs or practices or reflect gender identity contrary to one's gender at birth. (e.g. a boy wearing a dress)

Keep in mind that FWCS is a Christian school and we strive to demonstrate this distinctive trait through our speech, actions, and dress. If there is a question regarding appropriate clothing, students will be asked to call home for other clothing. The preschool director reserves the right to determine the appropriateness of any clothing or hairstyle.

Every year, numerous items of clothing end up in the lost and found. Consider placing your child's name on all coats, jackets, and sweatshirts to ensure keeping track of them.

Parent Policy Notification:

PREVENTION OF SHAKEN BABY SYNDROME AND ABUSIVE HEAD TRAUMA POLICY

BELIEF STATEMENT

FIRST WESLEYAN CHRISTIAN PRESCHOOL BELIEVES THAT PREVENTING, RECOGNIZING, RESPONDING TO, AND REPORTING SHAKEN BABY SYNDROME AND ABUSIVE HEAD TRAUMA (SBS/AHT) IS AN IMPORTANT FUNCTION OF KEEPING CHILDREN SAFE, PROTECTING THEIR HEALTHY DEVELOPMENT, PROVIDING QUALITY CHILD CARE, AND EDUCATING FAMILIES. **BACKGROUND**

SBS/AHT IS THE NAME GIVEN TO A FORM OF PHYSICAL CHILD ABUSE THAT OCCURS WHEN AN INFANT OR SMALL CHILD IS VIOLENTLY SHAKEN AND/OR THERE IS TRAUMA TO THE HEAD. SHAKING MAY LAST ONLY A FEW SECONDS BUT CAN RESULT IN SEVERE INJURY OR EVEN DEATH¹. ACCORDING TO NORTH CAROLINA CHILD CARE RULE (CHILD CARE CENTERS, 10A NCAC 09 .0608, FAMILY CHILD CARE HOMES, 10A NCAC 09 .1726), EACH CHILD CARE FACILITY LICENSED TO CARE FOR CHILDREN UP TO FIVE YEARS OF AGE SHALL DEVELOP AND ADOPT A POLICY TO PREVENT SBS/AHT².

PROCEDURE/PRACTICE

RECOGNIZING:

- CHILDREN ARE OBSERVED FOR SIGNS OF ABUSIVE HEAD TRAUMA INCLUDING IRRITABILITY AND/OR HIGH PITCHED CRYING, DIFFICULTY STAYING AWAKE/LETHARGY OR LOSS OF CONSCIOUSNESS, DIFFICULTY BREATHING, INABILITY TO LIFT THE HEAD, SEIZURES, LACK OF APPETITE, VOMITING, BRUISES, POOR FEEDING/SUCKING, NO SMILING OR VOCALIZATION, INABILITY OF THE EYES TO TRACK AND/OR DECREASED MUSCLE TONE. BRUISES MAY BE FOUND ON THE UPPER ARMS, RIB CAGE, OR HEAD RESULTING FROM GRIPPING OR FROM HITTING THE HEAD.

RESPONDING TO:

- IF SBS/ABT IS SUSPECTED, STAFF WILL³:
 - o CALL 911 IMMEDIATELY UPON SUSPECTING SBS/AHT AND INFORM THE DIRECTOR.
 - o CALL THE PARENTS/GUARDIANS.
 - o IF THE CHILD HAS STOPPED BREATHING, TRAINED STAFF WILL BEGIN PEDIATRIC CPR⁴.
- REPORTING: INSTANCES OF SUSPECTED CHILD MALTREATMENT IN CHILD CARE ARE REPORTED TO DIVISION OF CHILD DEVELOPMENT AND EARLY EDUCATION (DCDEE) BY CALLING 1-800-859-0829 OR BY EMAILING WEBMASTERDCD@DHHS.NC.GOV.
- INSTANCES OF SUSPECTED CHILD MALTREATMENT IN THE HOME ARE REPORTED TO THE COUNTY DEPARTMENT OF SOCIAL SERVICES. PHONE NUMBER: _____

PREVENTION STRATEGIES TO ASSIST STAFF IN COPING WITH A CRYING, FUSSING, OR DISTRAUGHT CHILD

STAFF FIRST DETERMINE IF THE CHILD HAS ANY PHYSICAL NEEDS SUCH AS BEING HUNGRY, TIRED, SICK, OR IN NEED OF A DIAPER CHANGE. IF NO PHYSICAL NEED IS IDENTIFIED, STAFF WILL ATTEMPT ONE OR MORE OF THE FOLLOWING STRATEGIES⁵:

- ROCK THE CHILD, HOLD THE CHILD CLOSE, OR WALK WITH THE CHILD.
- STAND UP, HOLD THE CHILD CLOSE, AND REPEATEDLY BEND KNEES.

- SING OR TALK TO THE CHILD IN A SOOTHING VOICE.
- GENTLY RUB OR STROKE THE CHILD'S BACK, CHEST, OR TUMMY.
- OFFER A PACIFIER OR TRY TO DISTRACT THE CHILD WITH A RATTLE OR TOY.
- TAKE THE CHILD FOR A RIDE IN A STROLLER.
- TURN ON MUSIC OR WHITE NOISE.

IN ADDITION, THE FACILITY:

- ALLOWS FOR STAFF WHO FEEL THEY MAY LOSE CONTROL TO HAVE A SHORT, BUT RELATIVELY IMMEDIATE BREAK AWAY FROM THE CHILDREN.
- PROVIDES SUPPORT WHEN PARENTS/GUARDIANS ARE TRYING TO CALM A CRYING CHILD AND ENCOURAGE PARENTS TO TAKE A CALMING BREAK IF NEEDED.

PREVENTION OF SHAKEN BABY SYNDROME AND ABUSIVE HEAD TRAUMA

PROHIBITED BEHAVIORS

BEHAVIORS THAT ARE PROHIBITED INCLUDE (BUT ARE NOT LIMITED TO):

- SHAKING OR JERKING A CHILD
- TOSSING A CHILD INTO THE AIR OR INTO A CRIB, CHAIR, OR CAR SEAT
- PUSHING A CHILD INTO WALLS, DOORS, OR FURNITURE

STRATEGIES TO ASSIST STAFF MEMBERS UNDERSTAND HOW TO CARE FOR INFANTS

STAFF REVIEWS AND DISCUSSES:

- THE FIVE GOALS AND DEVELOPMENTAL INDICATORS IN THE 2013 NORTH CAROLINA FOUNDATIONS FOR EARLY LEARNING AND DEVELOPMENT, NCCHILD.CARE.NC.GOV/PDF_FORMS/NC_FOUNDATIONS.PDF
- HOW TO CARE FOR INFANTS AND TODDLERS IN GROUPS, THE NATIONAL CENTER FOR INFANTS, TODDLERS AND FAMILIES, WWW.ZEROTOTHREE.ORG/RESOURCES/77-HOW-TO-CARE-FOR-INFANTS-AND-TODDLERS-IN-GROUPS
- INCLUDING RELATIONSHIP-BASED CARE PRACTICES IN INFANT-TODDLER CARE: IMPLICATIONS FOR PRACTICE AND POLICY, THE NETWORK OF INFANT/TODDLER RESEARCHERS, PAGES 7-9, WWW.ACF.HHS.GOV/SITES/DEFAULT/FILES/OPRE/NITR_INQUIRE_MAY_2016_070616_B508COMPLIANT.PDF

STRATEGIES TO ENSURE STAFF MEMBERS UNDERSTAND THE BRAIN DEVELOPMENT OF CHILDREN UP TO FIVE YEARS OF AGE ALL STAFF TAKE TRAINING ON SBS/AHT WITHIN FIRST TWO WEEKS OF EMPLOYMENT. TRAINING INCLUDES RECOGNIZING, RESPONDING TO, AND REPORTING CHILD ABUSE, NEGLECT, OR MALTREATMENT AS WELL AS THE BRAIN DEVELOPMENT OF CHILDREN UP TO FIVE YEARS OF AGE.

STAFF REVIEW AND DISCUSS:

· BRAIN DEVELOPMENT FROM BIRTH VIDEO, THE NATIONAL CENTER FOR INFANTS, TODDLERS AND FAMILIES,

WWW.ZEROTOTHREE.ORG/RESOURCES/156-BRAIN-WONDERS-NURTURING-HEALTHY-BRAIN-DEVELOPMENT-FROM-BIRTH

· THE SCIENCE OF EARLY CHILDHOOD DEVELOPMENT, CENTER ON THE DEVELOPING CHILD, DEVELOPINGCHILD.HARVARD.EDU/RESOURCES/INBRIEF-SCIENCE-OF-ECD/

FOR MORE INFORMATION, PLEASE CONTACT A MEMBER OF THE STAFF.

PARENT POLICY NOTIFICATION
RE: PREVENTION OF SHAKEN BABY SYNDROME AND ABUSIVE HEAD TRAUMA POLICY

PARENT ACKNOWLEDGEMENT FORM:

**I, _____ (PARENT'S NAME) ACKNOWLEDGES THAT I
HAVE READ AND RECEIVED A COPY OF FIRST WESLEYAN CHRISTIAN SCHOOL AND
PRESCHOOL'S SHAKEN BABY SYNDROME/ABUSIVE HEAD TRAUMA POLICY.**

PARENT SIGNATURE: _____

DATE: _____

PRINT PARENT'S NAME: _____

**PARENT OF STUDENT: _____
PRINT STUDENT'S NAME**

TOBACCO AND STATE LAW

POLICY FORBIDDING CHILDREN BEING LEFT UNATTENDED IN AUTOS

Recently several parents have been observed leaving their preschoolers unattended in their autos while they enter FWCS's building to pick up other children. Sometimes the autos are even left idling while the parents go into the building. This practice creates (1) all types of safety and liability issues for both the parents and the school and (2) major safety issues for our precious children/students.

Safety Concerns

1. Children getting out of their car seats and getting the autos out of gear which then rolls off—striking other children, adults, or autos. Please don't over estimate the ability of preschoolers. Many horror stories can be told.
2. Children getting out of their seats and out of the auto places them in total danger of being struck or ran over by other autos.
3. An idling car can be easily hi-jacked along with any children strapped in their car seats.

Legal Concerns

1. We have spoken with Child Protective Services regarding the practice of leaving any child unattended in an automobile for any length of time regardless of the circumstances. CPS and DSS consider this practice both illegal and extremely dangerous.
2. Also, if a child shifts an auto into gear and injures or even kills someone else both the parents and school will face heavy liabilities beside the moral blame of injuring or killing someone.
3. Police consider any child under age 13 too young to be left unsupervised in an auto.

First Wesleyan's Policy

The school's policy based on CPS directives is as follows:

1. At no time may a child, either awake or asleep, be left unsupervised in an auto while on FWCS's or First Wesleyan Church's campus. This applies to children ages 0-12.
2. The school will contact either the local police or CPS if any child/student under age 13 is discovered in an auto unsupervised.
3. As the bare legal minimum CPS defines supervision as being in constant, direct, visual contact with the auto and child at all times.

Committee Approved—November 16, 2009

PARENT POLICY NOTIFICATION
RE: SUMMARY OF THE NORTH CAROLINA CHILD CARE LAW AND RULES

PARENT ACKNOWLEDGEMENT FORM:

**I, _____ (PARENT'S NAME) ACKNOWLEDGES THAT I
HAVE READ AND RECEIVED A COPY OF THE SUMMARY OF THE NORTH CAROLINA CHILD
CARE LAW AND RULES.**

PARENT SIGNATURE: _____

DATE: _____

PRINT PARENT'S NAME: _____

**PARENT OF STUDENT: _____
PRINT STUDENT'S NAME**

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