



# Wesleyan Preschool & Kindergarten

717 NORTH 11<sup>TH</sup> STREET

BOISE, ID 83702

[www.wesleyanpreschoolboise.com](http://www.wesleyanpreschoolboise.com)

Tel: 208-343-3778

Fax: 208-343-0000

Parent & Family Handbook  
2022-23 School Year

Updated 08/25/2022

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## **A---Wesleyan Preschool & Kindergarten 2022-23 School Year**

### **1--Mission Statement**

***Wesleyan Preschool and Kindergarten is a ministry of the First United Methodist Church.***

We will encourage and nurture each child individually, facilitating all aspects of development: cognitive, social, emotional and physical. We will strive to instill in each child a love for learning and a deep respect for all of God's creation.

### **2--Statement of Philosophy**

Wesleyan Preschool and Kindergarten is predicated on the belief that children grow toward self-reliance and healthy independence, develop positive feelings of worth and inner strength. Children learn to interact with others, respecting their rights and feelings and grow toward physical, social, intellectual, and emotional maturity in an atmosphere of activity, under the guidance of caring adults who help children learn to make decisions. Children learn to accept responsibility for their actions, and find joy in learning about the world around them.

As Wesleyan is part of the First United Methodist Church, a Christian attitude, in terms of values and morals, underlies all of our interactions with children and parents. Wesleyan also recognizes and celebrates the unique differences and abilities of all of children and the belief that all children are entitled to the same opportunities for enrichment and growth. Wesleyan believes that all cultures, ethnic and religious backgrounds are important and we welcome the opportunity to celebrate the diversity of every child and family.

### **3--NAEYC Accreditation**

Wesleyan is accredited through the National Association for the Education of Young Children (NAEYC). Wesleyan is committed to regularly examining who we are and what we do in an effort to maintain a high quality program and staff. One way we accomplish this is by conducting an annual parent questionnaire given out each spring to all families, requesting their feedback on our program.

Wesleyan strives to follow NAEYC guidelines throughout the school.

For more information about accreditation stop in to our office and/or visit [www.families.naeyc.org](http://www.families.naeyc.org) .

### **4--Licensure**

Wesleyan is fully licensed per Boise City regulations, which exceed current Idaho State Regulations. This includes annual Health & Safety, Fire, and City inspections as well as background checks on all staff. A copy of our current license is posted in the office.

***Note: Wesleyan is operated separately from KASP, please contact the KASP office at (208) 343-8441 with any questions regarding their program.***

## **B---Program Content**

### **1--Activity Areas and Equipment**

Your child will have the opportunity to experience many different areas of interest throughout the school day. These areas may include: art, science, dramatic play, carpentry, gardening, water and sensory tables, language arts, music, perceptual motor class, math, and library. The outdoor area has a main climbing structure, sand box, trikes, balls, playhouse, and digging tools. Appropriate curriculum resources are integrated at each age level.

### **2—Daily Prayer of Thanks**

A daily prayer of thanks before meals/snacks will take place in all Wesleyan classrooms. Wesleyan Preschool respects all beliefs and customs. Wesleyan welcomes diversity and encourages families to share their customs and beliefs. Please let your child's teacher know if you would like to share a family custom, tradition, religious, or cultural event.

### **3--Class Offerings/Age Requirements**

Children must be 3 years of age on or before September 1<sup>st</sup> for the 3/4's classes, and 4 years of age on or before September 1<sup>st</sup> for the 4/5's classes. Enrollment in the Transitional Kindergarten class is determined by a separate application process. Children should be 5 by September 1<sup>st</sup> for enrollment in the Transitional Kindergarten class. Exceptions may be made based on availability for children who will be 5 by November 1<sup>st</sup>, have been enrolled in a preschool program and who are determined to be ready for what the class offers.

Class sessions are as follows:

3/4's, 2 days- Tues/Thurs	9 am-12:15 pm
3/4's, 3 days- Mon/Wed/Fri	9 am-12:15 pm
4/5's, 4 days- Mon-Thurs	9am-12:15 pm
Transitional Kindergarten M-F	9am-12:15 pm

### **4--Classroom Activities**

Each day's activities include a free activity time, snack, outdoor play and learning, group time with songs, finger plays, and stories, as well as a small group time for non-competitive games, conversation, cooperative projects, early literacy, science, mathematical thinking and pre-kindergarten skills. The teacher's role is one of offering emotional support, teaching the use of language and kindness in dealing with others, careful observation and asking open ended questions in order to challenge each child individually and extend their experiences within the classroom. S/he fosters a child's natural curiosity about the world around them. Children learn peaceful solutions to conflict, sharing, and the rewards of friendship. Each child is accepted for who they are and taught/encouraged to be the best person they can be.

## **5--Brown Bag Program**

The Brown Bag Program is an optional extended day for children age 3-5 years attending the morning sessions of Preschool and Kindergarten. The children in this program eat lunch, packed from home, and participate in outdoor time, arts and crafts, stories, and free play. Brown Bag runs from **12:15 to 1:30pm Monday- Thursday**. Your child's classroom teacher will take your child to the Brown Bag room at the end of the preschool/kindergarten session. Parents are to pick up their children at the 12<sup>th</sup> Street loading zone promptly at 1:30pm. While an occasional late pick up is often unavoidable, we will assess a late pick up fee of **\$25.00 per 15 minutes or portion thereof upon the third incidence of late pick up**. Enrollment is first come, first serve. There are 10-14 slots available each day, minimum enrollment must be met to offer this program. A second class may be added if there is enough enrollment interest. Please call the Director for more information (208) 343-3778.

*\*Brown Bag is not part of the accredited preschool program.*

## **C---Assessment Process**

### **1--Child Assessment and Documentation**

Our school-wide assessment process is ongoing and structured around:

1. Our goals for children (individuality, social relationships, creativity, confidence, social relationships, trust and independence)
2. Developmental areas (physical, social/emotional, cognitive, and language)
3. Content areas (math, science, creative expression, social studies, literacy, health and safety, and technology)
4. Approaches to learning (child's individual learning style)

The Assessment of Child Progress at Wesleyan is based on close and regular observation of activities and experiences within the classroom. Family input is welcomed through verbal and written communication. Assessment information is sought formally from families three times during the school year: at the beginning of school through the Student Information Form filled out by all families, and at the formal parent-teacher conferences in the Fall and Spring. Through these processes, teachers come to understand children's interests and development, and are better able to make decisions about teaching children individually and as part of a group.

Communication regarding assessment (either gathering information or sharing information), is always sensitive to family values, culture, identity and home language.

Teachers use a variety of formal and informal assessment instruments, as needed, to assess development and ability within specific areas of development or content. These may include milestone checklists, formal and informal screening tools, as well as anecdotal and photographic observation. Upon entry into the Wesleyan program new families will receive the Ages and Stages ASQ-3, (Third Edition), developmental questionnaire and screening tool. This screening tool meets professional standards for standardization, reliability, and validity. Information from this screening is discussed by teachers and parents during fall parent teacher conferences, or earlier if needed. The following are other screening and assessment tools teacher may use to understand children's

development and to inform practice: Get Ready to Read, NCS Pearson, Inc. 2009 revised addition and the Boise School District Kindergarten Screener.

Kaymbu is a documentation and assessment software application that teachers use to capture the essence of classroom activities and strengthen relationships between home and school. Teachers use Kaymbu to record photos and videos of important classroom activities and share them with families. Teachers will send weekly storyboards that give you a window into your child's school life and development. Kaymbu is used to digitally document your child's growth and development throughout the school year and used to create an individual portfolio assessment that is emailed to parents before a parent teacher conference.

Documentation is used in a variety of ways by teachers to assess and understand children's learning and development. Photographs, original art, group projects, observation notes, etc. are used to inform the curriculum, assessment and school wide program.

At times, Wesleyan Preschool and Kindergarten and families may find it necessary to learn more about a child's abilities and development than is available to us through our school-wide assessment processes. Within the school, teachers have access to consultations and observations with colleagues and consulting specialists. When there is a need for further screening or evaluation, families are referred to specific agencies, public school resources, or medical professionals for further assessment. The purpose of these referrals is to assist the child in experiencing success in the school setting.

Individual Education Plans (IEP) may be developed by parents, classroom teachers, consulting specialists and program director to support exceptional learning needs of a child. Consulting specialists may include anyone that the parent and director feel would inform the meeting and assist how the school may be better equipped to meet the developing needs of a specific child. An IEP may be created at the beginning of year when a child enrolls with a pre-existing special need, developmental delay or special circumstance. In this case, the initial IEP meeting would happen before school begins. An IEP may also be created when a classroom teacher feels that the program is not adequately meeting the needs of an individual child. This may be specific to an area of development including social, physical, emotional or cognitive and is evident when a teacher needs to spend an excessive amount of time with any one child to the detriment of the other children in the class.

Through these fluid and ongoing assessment processes, we hope to know children and families individually, communicate with families, and effectively plan curriculum. Our staff works to fully support the realization of competence, individuality, independence, confidence, trust, social relationships, and creativity for children at Wesleyan Preschool and Kindergarten.

## **2--Confidentiality**

Assessment and health information for each child is kept in a locked individual file in the classroom and the office. This information is used exclusively by the program for the purposes of tracking your child's development. Those who have access to children's files, including assessment information, are: the school director, classroom teachers, and consulting specialists who are involved with the classroom teachers around assessment interpretations and decisions, the child's parents/guardians, and our

administrative assistant who keeps all school records. If school assessment and/or health information is to be shared more broadly, specific permission will be sought from parents/guardians.

As part of our confidentiality plan, we ask that all parents and volunteers respect each child and family's right to a confidential environment. We ask that you not discuss children other than your own with other parents or anyone outside the program, and that any questions regarding your time in the classroom be directed to the classroom teachers and/or Program Director.

### **3--Permanent Files**

Wesleyan keeps files for children who attend our program. These files usually include the enrollment form, immunization records, health release, photo/address release, student information sheets, as well as informal and/or formal assessment results and conference notes. Parents may request to read the contents of their child's file at any time. Files will be kept in storage for 7 years after a child leaves our program.

## **D---Parent & Family Involvement**

### **1--Parent Visitation/Volunteering**

Parents are welcomed, invited, and encouraged to visit Wesleyan at **anytime**. Do come! It can be a delightful opportunity to view your child from a new perspective. You will have the opportunity to see how teachers work with children and perhaps get some ideas for your time at home with your child. All the programs welcome help with various projects and preparation from parents. City regulation requires that parent volunteers that are in the classroom on a regular basis must have a background check done by the City of Boise. Further, all parents will be provided with the "Volunteer Expectations" handout.

We also ask that you observe and not interrupt the teacher's interaction with the children. The teacher's first priority is the care and nurture of the children. Before and after class is an appropriate time to visit with the teacher. When helping on field trips, please follow the same rules as the children and listen when the teacher is talking. This will ensure a safe field trip for the children and will provide them with a positive role model.

**Photography/Social Media Note:** You are welcome to take photographs of your child in the classroom, but please do not post photos that include any children other than your own, or any staff members, on **ANY** internet or social networking sites without written permission from the child's parents or staff member.

### **2--Parent Participation**

Sharing a special skill that you have is an exciting way for a child to see his/her parent(s) in a new role. You can enrich our program and all of the children's experience in it. Simply coming in to read a story, bake muffins, or sharing a cultural tradition with a group of children is a rewarding experience. We try to provide a variety of ways for you to be involved in school activities, and we will have special events



throughout the year to which you will be invited.

Please make arrangements for younger siblings during your visits or volunteer days.

### **3--Parent/Teacher Conference**

The teachers are always available for informal discussions at school or on the phone. Staff are eager to know your child as well as possible so we can work effectively with him/her in terms of individual needs and interest. If we should have any special concerns about your child, we will conference with you so we can seek solutions together.

Wesleyan Preschool and Kindergarten conducts parent/teacher conferences in the fall and again in the spring. Conferences are a time when teachers and parents discuss a child's progress, share information and written narrative evaluation of a child's development, problem solve, and revisit any issues that have come up in school or at home. Conferences are offered in-person or a Zoom meeting.

### **4—Room Parents**

An important volunteer opportunity is service as a Room Parent. Room Parents fulfill an important role as a support to the classroom teachers; helping to organize school wide community service projects, recruiting classroom volunteers, and organize end of semester classroom celebrations. One of the responsibilities of being a room parent includes being part of a larger group that will include room parents from the other classrooms as well, the Wesleyan Parent Group (WPG). The purpose of this larger group will be to provide the program with valuable feedback on program wide topics. The Wesleyan Parent Group will work together to be an advocate for the program within the church, discuss issues pertaining to the program, and help pursue parent education and staff professional development ideas.

### **5--Annual Program Evaluation**

All adult family members are invited to participate in our annual program evaluation survey conducted in the spring of each year to contribute to our continuous quality improvement at Wesleyan Preschool and Kindergarten. Evaluation results, plans and results are shared with families once result are concluded.

## **E---Operating Procedures**

### **1--Telephone**

The Wesleyan phone number is (208) 343-3778. If no one is available at the Wesleyan phone number, you may leave a message with the KASP Program (208) 343-8441. If you cannot reach us, **emergency calls**, may be made to the church office (208) 343-7511. Messages will be relayed to the individual rooms. Non-emergency and other calls may be made to the school phone, and messages left on the answering machine. School office hours are 8:30am-2:00pm Monday-Thursday and 8:30-1:00pm Friday.

### **2--Promptness Counts**

The teachers at Wesleyan plan many activities for your children in a short period of time. Activities do begin promptly at the start of the session and if your child is late, then they have missed an important part of their day. Being prompt at the end of the session is especially important to young children. In the excitement of parents arriving, it can be very upsetting for a child to watch as others leave while s/he is anxiously waiting and does not see their parent.

While an occasional late pick up is often unavoidable, we will assess a late pick up fee of **\$25.00 per 15 minutes or portion thereof upon the third incidence of late pick up**. Pick up from the preschool day is promptly at 12:15pm and 1:30pm for the Brown Bag Program. If you will be late, please call the Wesleyan Office at (208)343-3778. This way we can reassure your child that you will be coming soon.

### **3--Requirements for Admission**

All children must have on file a completed registration packet, which includes: a signed financial agreement/contract, health release form and current immunization records, student information form, enrollment form, emergency form, email/address/photo release form, and payment form.

### **4--Special Closings**

Wesleyan Preschool begins the day after Labor Day and ends during the third week of May. We closely follow the Boise School District calendar and are closed on holidays, some in-service days, conference days, and bad weather days as directed by the public school officials. Please refer to the 2022-23 school year calendar for a complete list of closures.

During severe weather, Wesleyan will close when the Boise School District announces a closure. Please listen to your local news station during periods of extreme weather to stay informed of closures.

The First United Methodist Church (FUMC) policy is that refunds will not be given due to COVID 19 individual, class or school quarantines, as well as other emergency or severe weather closures.

## **6--Community Behavior Inclusion Statement**

The Wesleyan program endeavors to create an inclusive and supportive environment for all children. We envision an environment where teachers, parents and fellow students work together as a community to support each individual's needs socially, emotionally, and behaviorally, so that all children thrive and learn the skills needed to be successful in the human community. In order to create this inclusive and relationship based community it may, at times, be necessary for the teachers to discuss a child's specific behaviors and actions with his or her fellow students and other parents during times of challenge in order to support that child. This will be done with the utmost sensitivity and care. Information shared will be limited to general information regarding a particular incident(s) and will respect the private nature of information about medical issues, family situations or other sensitive topics. Open communication allows us to be specific about how we are handling challenging behaviors. We acknowledge that all children learn different things at different times and that each possess unique coping strategies, which allows teachers to create "teachable moments" within the classroom. We share what the goals are for each child, and support all children by making them feel safe, valued, and worthy of our love and attention. Children may present with challenging behaviors for a wide variety of reasons. They may not feel comfortable in the classroom, may have a sensory based issue such as being over-stimulated by noise, may not have had many experiences with other children, or may have a more serious underlying issue. If we ostracize the child that needs us most how will they grow and change? Ultimately our goal is that all children feel comfortable at school and challenging behaviors that are beyond our ability to successfully resolve will be referred to the appropriate professionals.

By enrolling your child in the Wesleyan Preschool & Kindergarten you acknowledge that you agree with the program's inclusive and supportive environment, are willing to be an active participant in our community, and are willing to work with the staff and parents of the program to create a supportive environment where all children grow and thrive.

## **7--Guidance Policy: Behavior/Discipline and Limits**

We consider "childlike" behavior as natural and work with all children to help them achieve the highest quality social interactions possible, both with peers and adults. The students experience their effect on other people, and learn to evaluate and deal with other children's behavior. Our goals are to teach moral living by helping children accept the natural consequences of their actions. In this way, children can develop inner control and grow in self-discipline toward healthy independence. Affection, honest encouragement and praise are freely given. We believe that children should be given the tools to handle their own problems. Through communication, developing self-control, encouraging the expected behavior, and problem solving techniques most situations can be alleviated. However, when necessary, the following procedures will be implemented:

- Ignore misbehavior. Respond positively to the desired behavior.
- Act as a mediator (down on child's eye level) and listen to both sides. Try to achieve an agreeable solution.
- Verbally redirect misbehavior. Remove the child from the situation. Give choices if possible (I.e. "Susie, you may choose to read the books in the reading center or you

may build with the blocks, but you may not build with the books in the reading center”).

- Cooling off zone. When a child is feeling out of control the child may need to find a prearranged space to cool off. If needed, the teachers can help the child identify their feelings and that s/he might need to take a little time until s/he feels more in control. After the child has calmed down s/he will be encouraged to rejoin the group when s/he feels ready.
- Keep parents informed. Teachers will make arrangements to discuss the child’s behavior privately either by phone or a conference. Focus is on the behavior, not the child.
- If a child’s behavior continues to be inappropriate, we will document the behavior, what we have tried to redirect the child, and continue to keep parents informed. We will work together as a team to problem solve and carry out the agreed upon solutions.
- Aggressive/Difficult behavior: the teachers will help the child acknowledge the other person’s feelings and help the child understand that aggressive/difficult behavior is not acceptable, and work together on a solution. Finally, the child will be encouraged to help in making restitution to the hurt child.
- In cases where aggressive/difficult behavior continues and teachers and parents feel they need outside assistance, a referral will be made to an appropriate professional.
- Repeated inappropriate behavior will result in returning the child to their parent’s care. In the rare instance that the school determines that we are no longer able to meet a child’s needs or that we find parent follow through lacking, we reserve the right to terminate a child’s enrollment. The program must be a positive and safe environment for all children.
- Staff will not use threats, coercion or derogatory remarks nor withhold or threaten to withhold food as a form of discipline.
- **Physical punishment and verbal abuse will never be accepted at Wesleyan Preschool and Kindergarten.**

## **8--Child Abuse or Neglect**

Idaho Code, Section 16-1605 requires all childcare personnel to report any indication of Child Abuse or Neglect. We are obligated by law to inform the Child Protection offices of the Health and Welfare Department within 24 hours of any conditions or circumstances that have or could reasonably result in physical injury to a child. Idaho Code, Section 16-1620, protects persons who act upon reasonable cause in reporting child abuse from any liability.

**Number to report child abuse and neglect** – The Idaho Department of Health and Welfare announced that as of October 1, 2012 all Child Protection Reports in Idaho will be made to the Family and Community Services Central Intake Unit. You can report child abuse and neglect 24 hours a day to the Idaho Central Intake Unit at 1-855-552-KIDS or dial the Idaho Care line at 211 and they will direct your call.

## 9--Preschool Arrival Time

The time prior to each school session is needed by the teachers to prepare materials and to evaluate individual needs of the children for that day. We feel that it is important to be ready to greet each child personally and therefore we ask that you do not drop off your child before the beginning of class.

## 10--Drop-Off/Pick-Up Procedure

### Arrival:

- **Classes- School starts at 9am. Drop off time will be from 9- 9:15 am.**
- Families will park and walk their children to their child's classroom.
- Please **DO NOT** leave children unattended in your car while dropping off other children. Thank you!

### Parking:

- There are three parking lots available to use for school arrival in the morning; the primary lots available for school use are on 12<sup>th</sup> Street (A on the Map) and the lot across Hays St. (C on the Map). Limited overflow parking is available in Lot B.
- The current loading zone on 12<sup>th</sup> Street is available for use during drop off.



*\*If you arrive prior to the drop off time, please shut off your engine as emissions from idling cars flow down onto the playground and into the classrooms around the courtyard.*

It is the policy of the Wesleyan Preschool and Kindergarten to follow all Idaho State Laws regarding car seats.

The current Idaho law states:

- In the State of Idaho all children six (6) years of age or younger must be properly secured in a child safety restraint that is federally approved.

- Children from one (1) to four (4) years of age (typically twenty (20) to forty (40) pounds) can be placed in a forward facing car seat with harness straps that position on the child's shoulders.
- Children four (4) to six (6) years of age must be placed in an approved booster seat using both a lap and shoulder belt combination in the back seat of the vehicle if a back seat exists.

***The curb along 12<sup>th</sup> Street is for active loading and unloading only. NO parking is allowed.***

## **11--Weapons**

The First United Methodist Church (FUMC) strictly prohibits possession of weapons of any type on the church property. This includes guns, regardless of permits. Also included are knives, explosives, or any other deadly objects. FUMC reserves the right to search a person, vehicle, or other locations on Church Property when there is any suspicion. Violators are subject to criminal prosecution. Weapons are not allowed in the Church Facility; no exceptions.

## **12--Emergencies**

In the event of an emergency or illness at school, the following procedures will be followed: the mother or primary guardian will be called first unless otherwise indicated. If we are not able to locate the mother or primary contact then the father or secondary guardian will be contacted, followed by the designated emergency person(s).

If you are not home during the school hours please leave a phone number (i.e. cell phone, work number) where you can be reached by the Lead Teacher.

Wesleyan has an emergency evacuation plan in the event of a flood, active shooter or other emergencies. Escape routes and procedures are posted in all classrooms and emergency drills are conducted monthly.

Should the need to evacuate the building arise, we will exit and proceed to the large parking lot on Hays at 12<sup>th</sup> Street. In the event that emergency crews determine that we must evacuate farther away, we will proceed to the parking lot of the Baptist church on 13<sup>th</sup> and Franklin (208) 344-7809, the Downtown YMCA, or Boise High School. If evacuation to a site away from the downtown core is necessary we have an arrangement with Eagle Methodist Church, 651 N. Eagle Road (208) 939-0180.

Wesleyan and FUMC are located in the flood zone. In the event of a possible flood, children will be moved to Fellowship Hall and parents or other designated persons will be called to pick children up.

## **13--Hot & Cold Weather/Air Quality Policy**

It is our policy to go outdoors unless the weather is too hot or cold/wet, or the air quality is

poor. We will not go outside if the temperature is above 98° Fahrenheit or below 15° Fahrenheit, or if the air quality is determined to be in the red zone according to local reporting agencies. Children and Staff will be kept inside based on individual needs when the air quality is in the orange or red zone.

### **14--Pick Up Authorization**

We will not permit your child to leave with any person for whom we do not have your **written permission**. A form will be provided for you to fill out to authorize carpool drivers, designated emergency people, and others to pick up your child. For other changes in pick up please send in a signed note or call the office prior to pick up time. If the teacher is unfamiliar with the person picking up your child, they will be asked to show a valid photo ID before we will release your child. The safety of your child is our first priority. If there is a predetermined custody arrangement or other court decrees regarding the child's custody or pick-up arrangement, a copy of the court documents must be provided to the office.

## **F---Registration, Enrollment, Tuition Policies**

### **1--Tuition / Fees**

Registration Fee = \$100.00 Preschool & Transitional Kindergarten

Supply and Snack Fee:

- = \$400.00 3/4's Tues & Thurs Class
- = \$450.00 3/4's Mon, Weds & Fri Class
- = \$550.00 4/5's M-TH Four-Day Classes
- = \$600.00 Transitional Kindergarten Class

Registration, Supply and Snack fees are due each year your child attends Wesleyan and are non-refundable.

Annual Tuition:

- = \$3555.00 3/4s, Two-Day Preschool Program
- = \$4455.00 3/4s, Three-Day Preschool Program
- = \$5220.00 4/5s, Four-Day (AM) Preschool Program
- = \$5670.00 Pre-K/Transitional Kindergarten Program

Brown Bag Fee:

- = \$100.00 Per Month for the 2-day a week program
- = \$200.00 Per Month for the 4-day a week program

### **2--Tuition Payment Policy**

Tuition is calculated based on as an annual fee and for your convenience is payable in 9 equal monthly payments. A non- refundable deposit consisting of the first month's tuition

installment and a non-refundable registration fee is due at the time of enrollment. Tuition can be paid by check, Credit/Debit card, or automatic withdrawal. **A 2.5% bank fee will be added to Credit/Debit card payments.** Checks are to be made payable to “Wesleyan Preschool.” You will be billed monthly by email, unless you indicate otherwise, with tuition being due on the first of each month. **Please do not give your tuition payment to the teachers, as they will not accept them.** Wesleyan is a non-profit organization and depends on the timely payment of tuition in order to pay teacher salaries, buy supplies, and run a quality program. Tuition paid after the 15<sup>th</sup> of the month will be assessed a \$25.00 late fee. If payment is more than 45 days overdue, Wesleyan reserves the right to drop your child from the program. We understand that circumstances may arise that make it difficult to meet the tuition agreement and we are willing to work with you. Please contact the accounting office with any questions regarding payment.

**Returned Check Policy:** any returned check will result in an additional charge of \$20.00. A consistent pattern of returned checks will result in accepting only cash or money order for your tuition.

**Preschool and Kindergarten Tuition is non-refundable. Tuition is non-refundable and families are required to sign a school year enrollment contract which obligates the family to pay the full tuition fee. Families who withdrawal during the school year for any reason will be responsible and billed for the remaining full tuition. In the event that your child withdraws from the Wesleyan Preschool and Kindergarten Program, all effort will be made to enroll a new student to fill that opening, which would release you from the enrollment contract.**

### **3--Waiting List/ Future Enrollment**

Wesleyan Preschool maintains a Waiting List for future enrollment. If you or your friends wish to put the names of your children on our Waiting List, you can access information about our school plus a printable wait list form on our website [www.wesleyanpreschoolboise.com](http://www.wesleyanpreschoolboise.com). If you prefer, we can mail you the packet of information or you can pick it up in the office. When the Wait List form is returned, with the processing fee, the child’s name will be entered on the appropriate list. Wesleyan is a “first come, first served” school with concurrently enrolled siblings, returning families and active FUMC members given preference in that order. The enrollment season for new classes begins in January. Please remember to submit wait list forms for incoming siblings early so we know they are coming.

Enrollment in the Transitional Kindergarten is a separate process and is not based on the Preschool wait list, applications and tours are available October 1<sup>st</sup> the year prior to attendance.



## **G---Wellness Policies**

### **1—General Illness Policy**

A safe and healthy environment is important for all children. Our illness policy is designed to decrease disease transmission and protect the health of your child, the other children and the staff. While we are sorry to have your child miss school, we do not like seeing other children as well as teachers become ill because they were needlessly exposed. Should your child come down with a communicable disease (this includes but is not limited to: strep infections, roseola, RSV, conjunctivitis, chicken pox, molluscum contagiosum) please inform the Lead Teacher or Office immediately so they can notify other parents of possible exposure. Wesleyan will seek guidance from the Central District Health Department in cases of community or school outbreaks of communicable diseases. If your child becomes ill at school, s/he or she will be taken to the office to rest and we will call you to come pick him/her up.

Children may not return to school with:

- Any communicable disease until such time that the child is no longer contagious.
- An elevated temperature or if unable to participate normally. Must be fever free for **24 hours** before returning to school.
- Vomiting or diarrhea. Child must be free of symptoms for **24 hours**.
- Bacterial infections: a child should be on antibiotics for a **full 24 hours** before returning to school or have a physician's clearance to return.
- Generalized rashes over multiple parts of the body. Children with chickenpox and Hand/Foot/Mouth disease should stay home for at least a week and until all sores are scabbed over. For other rashes a physician's clearance is necessary in order to return to school.
- Head lice or scabies: Children must be "nit free" to return to school. A teacher will inspect the child's head prior to readmission.
- Thick, green or yellow nasal discharge if accompanied by fever, persistent cough, eye drainage, or ear pain.
- Conjunctivitis (pink eye) until treated with antibiotic eye drops for 24 hours, all drainage is gone, and child has stopped rubbing their eyes.

An important indicator of whether or not a child is "well" enough to attend school is their ability to participate fully in all aspects of the day. The teacher/director will make the final decision about continued attendance for the ill child based on the above exclusions.

### **2—COVID 19 Illness Policy**

This illness policy is guided by the recommendations of the CDC and CDH and updated as new information and guidance are released.

You can help protect your family from COVID-19 by practicing and promoting everyday healthy habits. If an outbreak occurs in our community, Wesleyan may have to close to prevent further virus spread.

**Masks are optional but highly recommended.**

COVID-19 Symptoms

- Cough • Shortness of breath or difficulty breathing • Fever • Chills • Nausea and vomiting
- Repeated shaking with chills • Muscle pain • Headache • Sore throat • New loss of taste or smell

1. Keep your child home if they are sick.
2. If exposed, watch for symptoms and test for the virus 5 days after exposure. Wear a mask for 10 days to prevent possible exposure to others.
3. Symptoms may appear 2-14 days after exposure to the virus

If your child becomes ill at school, they will be separated as soon as possible and wait for a parent to arrive.

If COVID-19 is confirmed for a child or staff member, the following protocols will take place in the classroom learning environment:

- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the areas.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
- Continue routine cleaning and disinfection.

**When a child tests positive for COVID**

Notify your child's teacher or director by phone or email as soon as possible. Include when the child became ill and when they tested positive. We will track all cases to help minimize the spread.

- **Children must stay home for 5 days and can ONLY return if symptoms improve.** In addition, the child will be required to mask upon returning for an additional 5 days (please pack additional masks). Masks must fit securely.
- The director will email notifying families of a positive case of COVID in your child's class.

- We ask that you monitor your child for symptoms and test as needed.

**The same protocol is required if a teacher tests positive for COVID.**

- Teachers must stay home for **5 days** and can **ONLY** return if symptoms improve.
- Teachers will be required to wear a mask for an additional 5 days, monitor their symptoms, and test as needed.
- The director will notify you of a positive case of COVID in your child’s class.

Families in the program will be notified that there is a confirmed positive case in the community. HIPPA privacy will be adhered to.

**Communication**

- If there are new Central District Health (CDH) or CDC recommendations and it becomes necessary to update our procedures or close our program temporarily, we will notify parents by email.
- Please text or email your child’s classroom teachers if needed.
- You can always call the Wesleyan line directly, 208-343-3778 or email the office at gmunkers@boisefumc.org.

**3--Immunizations**

Idaho State Statute, Code 39–1118 , requires that all children in licensed child facilities be fully immunized. Immunizations must be administered age appropriately according to the ACIP Recommendation Schedule, unless fewer doses are medically recommended by a physician. See schedule: <https://www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf> A copy of original immunization records must be provided to Wesleyan at the time of enrollment. Though public facilities may accept personal and religious waivers, it is our policy that only medical exemptions signed by a certified Idaho Physician are granted. There is medical exemption form that must be signed by a licensed physician in the state of Idaho. Medical exemption form: <https://publicdocuments.dhw.idaho.gov/WebLink/Search.aspx?searchcommand={LF:Basic%20~=%20%22Childcare%20Exemption%20Form%22,%20option=%22NLT%22}&view=search&cr=1> Regardless of the type of exemption on file, if an outbreak occurs at school, any child not fully vaccinated for the disease will not be allowed to attend until Public Health Officials approve their return. No refunds will be given for this time and tuition will still be owed. If you have questions about the immunization schedule or the individual immunizations you may visit [www.cdhd.org](http://www.cdhd.org) and click on the Immunizations Link for information.

**4--Allergies**

If your child has a known severe or life-threatening allergy, we must be notified in writing. A **Medical Action Plan** and if necessary, an **Allergy Plan** must be filled out by the child’s health care provider. Teachers must be given verbal and written instruction if there is a need for any special precautions in the classroom. Should an Epi-Pen or other life-saving

equipment/procedures play a part in your child's special needs, you will be required to provide professional training as required by NAEYC Accreditation Standards for your child. While primary responsibility for making sure that all medications are current lies with parents, teachers will check medication upon receipt and note the expiration date on the calendar to aid parents in remembering to bring in new medications.

**Peanut/Nut Free:** Wesleyan Preschool and Kindergarten is a peanut/nut free school. Peanut/Nut allergies can be life threatening and we take this very seriously. Our goal is to provide the safest environment possible for all children. This policy may apply to other elements that constitute a life-threatening situation through exposure.

## **5--Administering Medicine**

It is the Wesleyan School's policy to NOT administer any medications, prescription or over the counter, to any child while at school. For health problems such as diabetes, asthma, or severe allergic reactions where medication may be needed, a signed authorization and instruction form must be completed and caregivers must be trained by a qualified healthcare provider in the administration of the medication(s). Medication must be in the original container and given directly to the teacher. Please DO NOT send medication in your child's tote bag. Minor injuries are treated with soap, water, ice, and/or band-aids. Should it be necessary to administer sunscreen or insect repellent a signed authorization form must be completed.

## **6--Sunscreen/Insect Repellent Policy**

Parents/Guardians are responsible for sun screening (UVB and UVA protection of SPF 15 or greater) their children prior to coming to school and providing sun-protective clothing. For children enrolled in the Brown Bag Program we will reapply sunscreen as needed with written permission from parents/guardians.

During periods of high mosquito activity parents/guardians should apply insect repellent, only those containing DEET, as recommended by the local authorities.

## **H---General Information**

### **1--Carpools**

Wesleyan Preschool and Kindergarten assumes **no responsibility** for the transportation of a child to and from the school. Carpools may be formed independently of Wesleyan. You will be furnished with a class list containing each child's address and phone number.

### **2--Class List**

You will be given a class list indicating the names of each child, parent/guardian names, addresses and phone numbers. This helps with carpool formation, learning classmate's names, and arranging play-dates. Please note that in some cases parents have asked that their information not be published on class lists. Should you wish to contact them to arrange a play-date, party or other occasion, please talk to your classroom teacher and they will assist you. **Please do not pass out invitations at school unless ALL children are included.** Please remember that the class list is for private use only and should not be used for in home sales or solicitations.

### **3--Classroom Pets**

Classroom pets provide a wonderful opportunity for children to observe and learn about the animal world. If your child has an animal related allergy, please let the teacher know and arrangements will be made, if necessary, to remove the animal. Due to concerns about salmonella infection, reptiles are not allowed in the classroom. All classroom animals are fully immunized, if the animal can be so protected, and the teaching staff closely supervises all interactions.

### **4--Clothing**

Play clothes invite children to play and work freely. We encourage you to send your child to school in washable play clothes that don't interfere with climbing and running. Please don't send your child to school in any clothing you wish to remain free of paint, glue, and dirt.

**Well fitting, rubber soled** shoes are to be worn at all times. Flip-flops, Crocs, mules, clogs, dress up shoes, or any backless shoes are dangerous at school and should be left at home.

Outdoor time is an important component of the school day and we go out unless it is raining heavily or too cold. Please keep your child's outdoor comfort in mind when you send outdoor apparel each day. It is easier to remove clothing if it becomes too warm than to try to keep warm with inadequate outdoor clothing. Please send your child in with a hat, outdoor footwear, and **mittens/gloves**.

Please label all outdoor clothing. This helps prevent conflict of ownership and helps identify owners of misplaced items.

### **5--Coats/Backpacks/Personal Belongings**

Each child is encouraged to remove his/her own outer clothing and hang it up. There is special pride for the children in gaining this degree of self-sufficiency.

We find it helpful for each child to have a medium sized tote or backpack with a wide opening to ensure that personal belongings and artwork will not be lost coming to and leaving school. Backpacks or bags with a zipper are encouraged.

Personal belongings such as a favorite stuffed animal do fill some very special needs for some children. We do not ask that they share these items if they do not want to. We respect their right to say "no" about their private property. We will ask that they place their item in their cubby/tote and assure them that it will be safe. **Toy weapons of any kind are not allowed.**

### **6--Communication**

The teachers and administration make every effort to communicate information in a timely manner and through a variety of means: weekly storyboards, flyers, classroom boards and email. While in-depth conversations with your child's teacher are difficult to accomplish during arrival and pick up please feel free to set up a meeting or phone call with them, they value your feedback. Teachers are happy to discuss your child and answer any questions

that you may have. If you feel that you are not receiving timely communication, please let your classroom teacher or the director know. Please let the Wesleyan office know if your contact information changes, this is especially important regarding cell phone numbers and email addresses.

The classroom teachers and the Program Director are available both by phone and one on one meetings. It is our intention that all parents/guardians feel that they are a part of the decision-making process regarding their child's school experience. Should a parent/guardian feel that they are not receiving the support they need from the teachers or director, they are encouraged to contact the church administrator or senior pastor. We will work collaboratively with a goal of resolution.

Be sure to check your child's tote bag daily for notes from the teachers. If you need to send a note from home, please pin it to your child's tote bag.

## **7--Field Trips**

The 3/4's classes take walking field trips in the vicinity of the preschool, such as gathering fall leaves or looking for the signs and wonders of the different seasons. The 4/5's and Transitional Kindergarten classes take field trips to a variety of local places of interest based on the children's interests and teacher observations. The students walk, take city buses, or private cars whenever they go on a field trip and will adhere to Idaho State Car-seat laws. Parent drivers must submit a copy of a valid Idaho Driver's License and proof of current insurance prior to driving on a field trip.

## **8—Monthly Newsletters, Weekly Classroom Story Boards & Email Communication**

School wide monthly newsletters are emailed the first week of every month from the Wesleyan Administration. Monthly newsletters include important messages from the director, links to timely articles, and information about program wide events and happenings.

Classroom storyboards are emailed and texted to families weekly. Teachers use Kaymbu, a documentation and assessment software application, to capture the essence of classroom activities and highlight learning experiences. The classroom storyboards are an important form of communication from the teachers to you, the parent, as pick up and drop off times are often hectic. Please take the time to read the weekly storyboards, as it contains important information about what the children have been doing, photos, videos and information about upcoming events and dates. Teachers will also utilize email to communicate additional important classroom information.

## **9--Separation Concerns**

Learning to separate for short periods of time is developmentally appropriate for three-, four- and five-year-olds and we do all that we can to help your child work through separation problems. It is completely normal to experience difficulty separating even after

coming to school for several weeks or months. Please let your child's teachers know if your child is experiencing any difficulties and they will be glad to help you and your child create a supportive process to say good-bye.

## **10--Snacks**

**Peanut/Nut Free:** Wesleyan Preschool and Kindergarten is a peanut/nut free school. Peanut/Nut allergies can be life threatening and we take this very seriously. Our goal is to provide the safest environment possible for all children. This policy may apply to other elements that constitute a life-threatening situation through exposure.

Nutritional snacks follow USDA guidelines to provide a variety of food experiences. "Tasting" new and familiar foods is emphasized in all of our programs.

Snack time provides opportunities for conversation amongst peers and with the teachers, socialization, table manners, and math concepts.

In order to keep you informed about what your child has eaten a snack calendar will be shared with families each week in the classroom Kaymbu Storyboard.

## **11--Spare Clothing**

Because many of our activities at preschool and kindergarten are "messy" and because an occasional toileting accident may occur, we ask that all preschoolers bring an extra set of clothing. Due to space constraints of storing clothing for so many children we ask that you send the clothing in your child's tote bag or backpack each day. We do have a few spare clothing items available, but many children are uncomfortable in unfamiliar clothing.

## **12--Special Needs**

Should a child or family enrolled in the Wesleyan Program require extra services such as Speech and Language testing and/or therapy, learning disabilities screening, or counseling, the Lead Teacher and Program Director will work with each family to facilitate and/or find services. Wesleyan keeps an up-to-date list of local resources to support families. Please talk to your child's teacher or the director if you need family support, we are here to help.

## **13--Toilet Training**

Wesleyan Preschool and Kindergarten does **not** require that children be toilet trained prior to entering school. We encourage parents to work on toilet training with their preschoolers before school begins. However, we do not want any undue anxiety over this issue as each child has his or her own developmental schedule. The teachers will work with you to facilitate your child's training. If your child is not completely toilet-trained, we do ask that they wear disposable diapers or disposable training pants until they have fully mastered toileting. Children wearing disposable diapers, disposable training pants and children who have accidents in underwear are changed when wet or soiled. Please send extra diapers and wipes as well as a change of clothes in your child's tote bag or backpack each day. It is the policy of the Wesleyan Preschool to require that all children still in diapers use disposable diapers. An exception will be made for medical reasons accompanied by a

signed doctor's note. Please feel free to talk to the teachers if you have any questions.