



**2022-2023**

# **Wichita Christian Preschool School**

## **PARENT/STUDENT HANDBOOK**

(Revised July 2022)

*Our Vision:*

*Students equipped for this world and the next.*

*Our Mission:*

*Wichita Christian School provides a quality education in a Christian environment that inspires hearts, minds and souls for successful living.*

*Wichita Christian School does not discriminate on the basis of race, gender, creed or religious preference*

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- ☐ Statement of Health

## **2022-2023 Administration**

### **DISTRICT**

**Kent Lemons**, Superintendent

**Theresa Arrington**, Admissions Director

**Julie Barger**, Business Manager

### **PRESCHOOL CAMPUS**

**Margaret Gfeller**, Preschool Director

### **K-12 CAMPUS**

**Courtney Cummings**, K-12 Principal

**Seth Nolan**, Athletic Director

**Don Wallace**, Transportation Director

## **2022-2023 WCS Board Members**

Bonnie McCabe, President

Karen Pipes, Vice President

Jessica Vasquez, Secretary

Sarah Landes, Treasurer

Jim Cummings

Kelly Fristoe

David Hendricks

Bill Lockwood

Stephen Wolf

## **OUR VISION**

The vision of Wichita Christian School: Equipping students for this world and the next by:

- Educating and developing in students the commitment to lead productive, faithful lives of service to God, family, church, community, and country.
- Equipping students to excel in higher education, in the workplace, in family life, and in Christian ministry.
- Encouraging students to grow intellectually, physically, spiritually, and socially, just as Jesus did (Luke 2:52).

## **MISSION STATEMENT**

The mission of Wichita Christian School is to provide a quality education in a Christian environment that inspires hearts, minds and souls for successful living.

## **STATEMENT OF FAITH**

The Wichita Christian School community believes that:

- God is the creator of the universe and author of life (Genesis 1);
- Jesus Christ is God's son who was born of a virgin, lived a sinless life, was crucified for the sins of the world, was resurrected from the dead, and is coming again to judge the world (Matthew 1:22, Hebrews 4:14-15, 1 Corinthians 15:3-4, Acts 17:30-31);
- The Holy Spirit indwells Christians and helps them live a godly life (John 14:26);
- The Bible is the inspired word of God given to humankind to reveal God's love and his will for our lives (2 Timothy 3:14-17);
- The church is God's community of believers who encourage one another and communicate God's message to the world (1 Timothy 3:15, 2 Corinthians 13:11); and,
- The family is the social unit God has designed to shape the faith of children and help them realize their God-given value (Deuteronomy 6:4-9, Ephesians 6:4).

## **STATEMENT OF EDUCATIONAL PHILOSOPHY**

1. WCS views parents as the primary educators of their children with the responsibility for choosing and/or providing appropriate education and training for their children.
2. WCS believes that the church has an integral role in helping families train their children to be committed, steadfast Christians with moral strength, courage, character and responsibility.
3. WCS believes that the purpose of Christian education is to collaborate with families and churches in providing for the intellectual, physical, spiritual, and social growth of children, and WCS values its role as a partner in this endeavor.
4. WCS will strive to educate the whole child by integrating God's Word into all of its curriculum.

5. WCS will arm its students with a Christian faith and a Biblical world-view with which they can overcome sin and show God's love to a sinful world.
6. WCS will equip students to exercise Christian leadership in the world by providing for them a Christian environment for academic and spiritual instruction.

## **INTRODUCTION**

This handbook was adopted by the Board of Directors of Wichita Christian School (WCS). The entire document is considered official Board policy. The Board reserves the right to change portions of this document throughout the course of the school year as might be necessary. Parents/guardians will be given prompt notification should changes occur.

WCS is governed by a Board of Directors made up of responsible Christians whose function is to set policy for the operation of the school. The administration of the school is assigned to the superintendent who oversees the total school program and who, in turn, delegates responsibility to campus administrators who supervise academic programs, student activities and disciplinary procedures. Parents who have questions and concerns about the governing principles and the administration of school policies will follow the "Steps for Problem Resolution."

The intent of this handbook is to provide information about the policies of WCS. The following pages will help you, as a student or as a parent of a student, to understand the standards that WCS seeks to maintain. The faculty and staff are dedicated to these ideals of Christian education and seek to help each student realize his/her full potential.

## **OUR PLEDGE TO WCS FAMILIES**

WCS provides a curriculum that will enable the student to develop academically, spiritually, physically, socially and culturally. In each subject or course a conscious effort is made to integrate the Bible. In addition to our curriculum, a Christian environment is created to allow God's Word to dwell in our students (Colossians 3:17). Students must strive to help us maintain this environment so our school will be recognized as a godly Christian school.

WCS maintains a discipline policy that is biblical, firm and loving. See Proverbs 22:6. The purpose of discipline is to teach the student to discipline oneself. When this is learned at an early age, it brings joy to the students and a lasting joy for the parent. The goal of WCS is to assist parents in producing committed, steadfast Christians with moral strength, courage and character and whose personal goals are to glorify God.

Christian education is the goal of Wichita Christian School. We believe in educating the child to know God as our Creator, Protector, Provider and Friend. Every teacher is a committed Christian; thus, every subject is taught from a Christian worldview. A large majority of the students are Christians, and Bible classes are offered at all grade levels. Chapel programs and devotional periods within the classrooms are an integral part of the program with special emphasis placed on training for service.

## **ACCREDITATION**

Wichita Christian School is accredited by AdvancED (Southern Association of Colleges and Schools, or SACS), and the National Christian School Association (NCSA), and is a member of Texas Christian Schools Association (TCSA), Texas Private School Association (TPSA), and the Texas Association of Private and Parochial Schools (TAPPS).

## **Parents for Christian Education (PCE)**

WCS parents have organized PCE to work for the mutual interest of the students and school. Parent involvement is encouraged at WCS, and PCE encourages all families to support WCS thru PCE membership.

## **Partnership between School and Home**

Parents can help to reinforce Christian values, responsibilities and conduct. To accomplish these objectives, the parent:

- Recognizes that the school is an extension of the parent while the child is at school;
- Teaches the child respect for the law, for authority, for the rights of others and for private and public property;
- Teaches the child that he/she will be held accountable for a high standard of conduct;
- Shares with the child and with the school an active interest in the child's schoolwork and personal development;
- Arranges for the child's regular school attendance and complies with the attendance regulations and procedures;
- Works with the school in carrying out recommendations that the school believes are in the best interests of the child; and
- Cooperates with the school in carrying out our disciplinary plan when such action is necessary.

Wichita Christian School and a student's parents are partners in the education of their students at WCS. When a student has applied to and been accepted by WCS, it is understood that the parent(s) and the student have read and accepted the regulations outlined in this handbook and agreed to abide by these in full support of the school program from the time of acceptance until graduation or until a student's enrollment in WCS is terminated. WCS reserves the right, in its sole discretion, to enforce the policies in this handbook, and the "spirit thereof," as they pertain to student accountability. If parent(s)/guardian(s) fail to support a WCS administrator's enforcement of handbook policies as applicable to their student, WCS may, in its sole discretion, determine that there is no effective partnership between the school and the home, and accordingly the student will not be permitted to continue in the school.

## **Change of Residence/Employment/Custody**

WCS administration believes in the importance of close working relationships with our parents. This is especially critical in terms of every student's safety, health and security. As a result, all parents are required to notify the school promptly of any changes in addresses, phone numbers (home and work) or custodial arrangements that might occur during the course of the year. In cases where parents are divorced, WCS will provide school records upon request to both parents UNLESS supplied with a copy of court order/divorce decree that prohibits this. It is the parents' responsibility to provide the school with updates of any court orders. Only the custodial parent will be allowed to check a child out of school unless WCS is otherwise notified in writing by the courts or by the custodial parent.

## Time of Operation

The Preschool hours are **8:00 a.m. to 3:00 p.m.** The doors open at 7:00 for the convenience of working parents. A fee of \$5 per day will be charged for drop off between 7:00-7:30, there will be no charge for drop off after 7:30. Our school year is August through May. Our Summer Adventure operates through June and July.

## Drop Off and Release of Children

### Arrival

All students must be dropped off at the South Building. Please enter the circle driveway from Neta Lane so that traffic flows from left to right (counterclockwise). Pull as far toward the exit as possible so that others may access the driveway behind you.

- **PULL ALL THE WAY FORWARD** in the circle driveway. **Please do not stop in front of the doors.**  
Check-in could take several minutes.
  - You are always welcome to park in the north parking area and walk your child(ren) to check-in
- After getting your child out of the car. Students must be signed in by a parent/guardian.

**\*\*Main check-in location will be at South building front door.**

### Dismissal

Dismissal time is 3:00 PM. Teachers and children will remain in designated classroom. Preschool director and aides will walk children from the classroom to the car for parent/guardian to place them in the vehicle.

- If picking up between 2:45 p.m. and 3:10 p.m.
  - Please pull all the way forward, get out and stand beside your car and a staff member will bring your child(ren) to you.
  - North building students will be picked up in front of the gym. Please enter the parking lot of the North Building located on Jarmon St.
- If picking up during After School Care.
  - Upon arrival please come to the front door of the south building, ring bell and a staff member will greet you at the door.

### Procedure for Release of Children

Children are released only to the parents and others that are listed on the enrollment form. Each teacher has a copy of that form in her room and is familiar with those who have been designated by the parent(s) to pick their child up from school. Under no circumstances will a child be allowed to leave with any unauthorized person. Persons other than the parents who are listed as those eligible to pick up their child may be asked to show identification before the child is released to them.



## Health and Safety Guidelines

**Students and employees will be required to stay home or may be denied admittance at check-in if he/she exhibits any of the following –**

- Has a temperature of 100.0 or greater
- Headache
- Chills
- Sore throat
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Runny nose
- Diarrhea
- Vomiting
- Rash (without doctors release)

### Classroom Ratios

- 18-23 months – 7:1,12:2
- 2 years – 9:1
- 3 years and older – 11:1

### Lunch Guidelines

- All students must bring their own lunches from home. Please do bring **NOT** bring items listed due staff child ratio during scheduled lunch times.
  - Microwavable food
  - Certain Lunchables (pizza, hamburger, hot dog, sandwich, etc., which have to be assembled and/or warmed)
  - Carbonated beverages.
- Preferred to bring:
  - Lunches with cold packs.
  - Warm lunches brought in a thermos.
  - Utensils and all necessary preparation items (plates, bowls, straws etc.)
  - PLEASE LABEL ALL LUNCH ITEMS (Water bottles, utensils, lunch boxes etc.)

### Lunch and Snack

Morning snack will be provided by Wichita Christian Preschool and **served on or before 8:30 AM.** You can provide snack for your child/children. If a child brings breakfast in they can eat it at snack time. A list of snacks will be posted. Your child/children's water bottle will always be available for them throughout the day. Filtered water stations are available for refilling.

All students must bring their own lunches from home. WCPS is in no way responsible for the nutritional value of the meals that are provided by the students' parents. Teachers/aides help all children with opening their lunches. They also help and encourage each child to eat his/her lunch. WCPS does not use food as a reward or punishment.

#### **Individually wrapped snacks (If your child/children stay for Afterschool care)**

- No snacks that require **SPOONS**
- **No candy like snacks** (i.e.: Fruit Roll Ups, No Pop-Tarts, No Cookies)
- Please bring healthy snacks that are low in sugar.

## **B. Nap Time Guidelines**

- Vinyl nap mats **ONLY**.
  - **No cloth roll up nap mats. No pillows. No toys.**
- After nap, mats are sanitized and air dried.
- Nap mats will be stored in large Ziploc storage bags.

## **Administrative Policies**

### **Chapel**

WCS chapel is a key element in the Christian educational program, and time is devoted regularly to Christian edification. Student attendance is required. Chapel is also an appropriate forum for announcements and for recognition of outstanding performances.

### **Field Trips**

An important part of the curriculum of Wichita Christian Preschool is providing the children with many and varied experiences within the community. Several field trips are built into the school's curriculum for children three years old or older.

- Parents are informed of field trips in advance through notes sent home for each trip. They are encouraged to volunteer to accompany the class if space is available. If parents choose not to have their child participate in a field trip, they must make arrangements to keep their child home that day or pick up the child at the time when the class is scheduled to leave for the field trip.
- While on field trips we provide a supervision ratio of one (1) caregiver to ten (10) 3-year-old children, and a one (1) caregiver to twelve (12) four-year-old or five-year-old children.
- At least one of the caregivers accompanying the children on field trips will be certified in CPR and First Aid with training in rescue breathing and choking response.
- WCPS requires each child to wear a school approved t-shirt on all field trips.

### **Fundraising and Logo Policies**

The Wichita Christian logo or name may not be used in conjunction with any fundraising event, activity or solicitation without permission of the WCS Superintendent. All fund-raising events, activities, functions and/or solicitations must receive approval by the marketing director before any correspondence, notification or other communication is made. All fund raising must be coordinated through the WCS Administration.

### **Insect Repellent & Sunscreen application**

WCPS will only apply insect repellent and sunscreen as needed. Parents must inform teacher or director **in writing** if your child/children has an allergy to either insect repellent or sunscreen, and one or both must be provided to the teacher. It is a good plan to apply insect repellent and sunscreen before arriving at school.

## **Napping Policy**

The state requires that all students enrolled be provided a rest time for at least one hour after lunch. Each child should bring a sleeping mat along with a **small** blanket that can be left in the classroom for a week at a time. These blankets will be sent home each Friday to be washed and returned to school on Monday.

- Children are encouraged to go to sleep; however, if they are not able to go to sleep, we ask that they rest quietly until their friends wake up.
- Children who are being disruptive during nap may be removed to an alternate and supervised resting place.

## **Parties and Other Activities-Special Activities**

Each parent is encouraged to help by signing up with the teacher to help provide the class with snacks, special treats, and drinks for parties such as the Harvest Celebration and Christmas Party. Birthdays may be celebrated with a special treat, but only after checking with the office for class nutritional/allergy special requirements.

## **Pet Policy**

WCPS does not permit animals in the classroom without prior consent from the director.

## **Safe Sleep**

All staff, substitute staff, and volunteers at will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional [§746.2427 and §747.2327].
- Place infants on a firm mattress, with a tight fitting sheet, in a crib that meets the CPSC federal requirements for full-size cribs and for non-full size cribs [§746.2409 and §747.2309].
- For infants who are younger than 12 months of age, cribs should be bare except for a tight fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices [§746.2415(b) and §747.2315(b)]. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing [§746.2429 and §747.2329].
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation [§746.2415(b) and §747.2315(b)].
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [§746.3407(10) and §747.3203(10)].
- If an infant needs extra warmth, use sleep clothing (insert type of sleep clothing that will be used, such as sleepers or footed pajamas) as an alternative to blankets [§746.2415(b) and §747.2315(b)].
- Place only one infant in a crib to sleep [§746.2405 and §747.2305].
- Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal [§746.2415(b) and §747.2315(b)] or the infant's clothing by a string, cord, or other

attaching mechanism that might be a suffocation or strangulation risk [§746.2401(6) and §747.2315(b)].

- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health-care professional [§746.2426 and §747.2326].
- Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes e-cigarettes and any type of vaporizers) [§746.3703(d) and §747.3503(d)].
- Actively observe sleeping infants by sight and sound [§746.2403 and §747.2303].
- If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position [§746.2427 and §747.2327].
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally [§746.2427 and §747.2327].
- Do not swaddle an infant for sleep or rest unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional [§746.2428 and §747.2328].

### **Toys**

It is the policy of Wichita Christian Preschool that **NO** toys be brought from home. Personal toys can cause disruption, and/or they may be broken or lost. An exception will be made for special days such as "Show and Tell".

### **Visitors**

Parents are welcome to join their child/children for lunch and parties/special events with prior notice. We ask that you allow WCS staff to walk your child to class in the mornings. Please do not park in carpool lanes to enter school. If you need to come inside, we have extra parking available.

### **Water Activities**

It is the policy of WCS to not provide water activities during the August-May school year unless prior notice is given from director.

## **Admission Requirements and Policies**

### **Age Requirements**

The State of Texas has no age requirements for preschool children. WCS Preschool provides classes for children 18 months to five years old, and places children in classes based on their attained age as of September 1. WCS does not admit children into its two-year-old classes before their second birthday, and those accepted must reach their second birthday before January 1. Children must be 5 before November 1<sup>st</sup> to enroll in Transitional Kindergarten. Please note that if a child's birthday is after September 1, that child will not be admitted to Kindergarten until he/she has reached his/her 5<sup>th</sup> birthday, regardless of how many years the child spends in preschool.

## **Enrollment Procedures**

Unless your student is returning under a continuous Enrollment Agreement signed previously, you must complete the enrollment process online (through a link found on our website) and submit payment of the non-refundable registration fee to our business office. Summer Adventure enrollment is a separate process, and details are provided early in the spring semester. Registration is not complete until immunization records (see “Immunization Requirement” below), Statement of Health (see “Statement of Health Requirement” below), and Birth Certificates are on file in the Preschool office.

## **Financial Policy**

Wichita Christian School is a non-profit institution that receives its primary support from tuition and contributions from friends. All income is directed toward student services.

Charges paid by the parent are considerably less than the cost of the services given to each child. The remainder of this cost is made up through fundraising efforts and by gifts from friends who are interested in the superior education that is provided by the school.

As a privately funded Christian education facility, it is critically important that all tuition be paid in a timely manner. Charges for tuition may be paid on the following terms:

1. Annual or semi-annual payments are paid directly to WCS. If you choose to pay monthly, you are required to use the FACTS Management Plan, an electronic withdrawal program. Parents may choose a 10, 11, or 12-month payment plan.
2. All accounts are due by the 1<sup>st</sup> school day of each month.
3. Students that have accounts that are 30 calendar days past due will not be allowed to participate in WCS extracurricular activity, event or sponsored trip.
4. Students that have accounts that are 60 calendar days past due will not be allowed to attend Wichita Christian and will not receive their report cards or school records until all past due accounts are paid in full.
5. Accounts which are 90 days overdue may be turned over to a third party debt mediation company, and students may be withdrawn from school. (See Debt Collection Signature Page at the end of this Handbook.)
6. There will be a \$25.00 fee for returned checks.
7. Students who have outstanding balances will not be allowed to re-enroll at WCS.

***Registration deposits for new students are paid directly to WCS and are NON-REFUNDABLE after the student is accepted into WCS.***

Students leaving school for any reason prior to the last day of a month will be responsible for the costs of the entire month at the 10-month rate.

## **Toilet Training Policy**

The school policy regarding children, who are two years of age before Sept. 1, is that the teachers with parents will be working with children on toilet training throughout the school year. **All children three years of age and above are required to be toilet-trained (not in diapers or pull-ups).** Please notify the director if your child does not meet the following definition of toilet-trained before school starts:

### **Definition of Toilet-Trained**

- Child consistently communicates verbally their toileting needs.
- Child is able to undress and dress themselves.
- Child is able to wipe themselves.

### **After School Care/Supervision**

Supervised After School Care (ASC) is available for preschool and elementary students for a monthly charge. This fee may be added to tuition and collected through FACTS. Please see the current registration form for ASC fees. All students must be picked up from the school by 5:30 P.M. After 5:30, a charge of an additional **\$1 will be assessed for every minute late the child is picked up.**

## **Health Guidelines and Policies**

### **Dispensing Medications**

If your child requires medication during the school day the parent will be required to fill out the “Over the Counter Medication Authorization Form.” The parent will list the name of the medication, dosage, and the time it is to be administered, and sign the document. They will also notify the staff if the medication requires refrigeration or any other special means of storage.

If your child requires prescribed medication to be kept at school, such as an asthma inhaler or Epi pen, a “Prescribed Medication Authorization Form” must be completed by a physician. Medication must be in original package that lists the name of the pharmacy, the physician’s name, and directions.

These forms are located on the website and in the secretary’s office. Once completed and turned in, forms will be kept on file in the secretary’s office. The secretary or director will notify parent/guardian before administering medication. The staff will record the dosage, date and time it was given, and print their name and initial after the dosage is administered.

### **Immunization Requirement**

Parents must provide a copy of their child’s immunization records upon registration. The copy will then be kept in the student’s folder. The school nurse will review each record and will alert the parents of any student whose immunizations are not current. The parent will be required to arrange for the required immunizations. Children may be denied access to school if they do not receive the immunizations requested by the school.

### **Managing Medical Emergencies**

In case of medical emergency, first-aid will be administered, and the parent will be notified as quickly as possible. If it appears that more than first aid is needed, 911 will be called to assess and take the child to the hospital if necessary. If the parent has not yet arrived, a member of Wichita Christian Preschool staff will accompany the child to the hospital and will stay with the child until the parent, guardian, or other designated person arrives.

### **Parental Notification**

Parents will be notified any time a child becomes ill at school and has an elevated temperature and/or is throwing up or presenting any symptoms which the teacher believes may be communicable or if the teacher believes the student is too ill to participate in regular classroom activities. Parents will also be notified in case of a medical emergency which requires a student to be transported by ambulance to the local hospital. In addition, if a student's behavior is such that they are being disruptive to the class and will not respond to redirection and/or timeout, a parent will be called.

### **Statement of Health Requirement**

Parents must provide a copy of their child's Statement of Health upon registration. The copy will then be kept in the student's folder. Statement of Health must be completed and signed by a physician. Children may be denied access to school if they do not receive the Statement of Health requested by the school.

### **Tuberculin Testing**

TB testing is not required in Wichita County at this time.

### **Vision and Hearing screening**

Your child is required to have vision and hearing screening when they are four (4) years old. This is provided by the WCS school nurse. If a follow up is needed the parents will be notified by the nurse.

## **School Safety**

### **Emergency Preparedness Plan**

There are two buildings which house students at the Neta Lane Campus. One is designated the North Building and the other the South Building. In the event that either of the buildings becomes unsafe for occupancy the students will be evacuated to the opposite building.

- **If both the North and South Buildings become unsafe**, the students and staff will exit buildings and proceed directly across the street to the Edgemere Church of Christ located at 4728 Neta Lane.
- **In case the whole block area is unsafe including the church building** across the street, the students will be transported to the gymnasium of Wichita Christian School at 1615 Midwestern Parkway.
- **In the event of an emergency evacuation, parents will be notified by Parent Alert text message regarding any change in dismissal procedures.**

### **Fire and Tornado Drills**

There will be unannounced fire and tornado drills during the year. Instructions for evacuation of the buildings and/or where to find a place of safety will be posted in each room. During these drills, students must keep in line, walk (no running) and be quiet. Each student is to remain with his/her class. After all students are accounted for, an "All Clear" will be given. In the event of a tornado drill or real tornado, students will be directed to the designated area and will be required to sit on the floor in a tucked position with arms covering their heads as practiced in the drill. (*See crisis management document for other emergency situations.*)

### **Stranger Drills**

We will practice announced and unannounced stranger drills. Students and teachers will lockdown in the location that they currently occupy. Deadbolts have been installed on all doors in classrooms and all teachers have walkie-talkies to communicate to each other safely. All drills will be announced to parents through our Facebook page.

### **Insurance**

Accident insurance is provided by WCS. Contact the business office for paperwork in case of school accident. Parents are encouraged to maintain health insurance.

### **School Cancellations**

If school is to be cancelled or dismissed early due to weather conditions, WCS Parents will be notified through the following: Two television network affiliates, KAUZ (channel 6 or 4 on cable) and KFDX (channel 3 or 12 on cable); RenWeb Parent Alert; Facebook; and KMOC (89.5 FM radio station).

### **Transportation of Students**

Students participating in a school activity requiring transportation to another school or site must ride in transportation provided by or approved by the school. For the protection and safety of all students who ride the vans and/or buses, rules of courtesy and safety are to be observed at ALL TIMES. Seat belts will be worn at all times when vehicles are in motion. Your child's cooperation will be expected. Any student who does not comply with these rules will lose the privilege and parents will be expected to provide transportation. Students will be expected to clean out the transportation vehicles after every trip.

### **Gang free zone**

Wichita Christian Preschool is a gang free zone where criminal offenses related to organized criminal activity within 1000 feet of a child-care center are subject to harsher penalty under the *Texas Penal Code*.

### **Procedure for Parents to Review the Minimum Standards and the Most Recent Licensing Inspection Report**

A copy of the minimum standards and the preschool's most recent Licensing Inspection may be reviewed by parents upon request by calling 940-687-0298.

### **Procedure for Contacting the Local Licensing Office, DFPS Child Abuse Hotline and the DFPS Website**

You may contact Norah Orchard by calling 325-201-8128, or by email at [Norah.Orchard@dfps.state.tx.us](mailto:Norah.Orchard@dfps.state.tx.us). To Contact the Child Abuse Hotline, call 800-252-5400, or you may view the Department of Families and Protective Services website at [www.txchildcaresearch.org](http://www.txchildcaresearch.org).



## **Asbestos Management Plan**

### NOTIFICATIONS

**August 15, 2022**

Dear Parents, Students, and Staff:

I am pleased to let you know that Wichita Christian School is working hard to maintain compliance with federal and state regulation concerning asbestos. Should you desire to review the asbestos management plan for your child's school, a copy of the plan is available in the principal's office as well as in the office of the superintendent.

If you have questions about the plan or this federally mandated program, please contact me at 940-687-1643.

Sincerely, Asbestos Designated Person

**August 15, 2022**

To: Wichita Christian School Staff and Parents

From: Asbestos Coordinator, Wichita Christian School

### **Asbestos Management Continued:**

RE: Federal regulations concerning the inspection, re-inspection, periodic surveillance, response activities and management planning for our Wichita Christian School.

I am pleased to advise you that Wichita Christian School is working hard to maintain compliance with the federal AHERA regulations.

We recently completed the process of re-inspecting and updating the management plan for each of our school campuses as required.

Should you desire to review the management plan for your child's school, a copy of the plan is available in the principal's office and in the office of the superintendent.

If you have any questions about the plans or this federally mandated program, please contact me at 940-687-1643.

Sincerely, Asbestos Coordinator for WCS

## Policy Regarding Clothing and Belongings

You are encouraged to send your child to school in play clothes and tennis shoes. If your child is wearing a dress, please have shorts on underneath. **Absolutely no flip flops will be allowed at any time.** Daily school activities include active and sometime messy play. The children should feel comfortable to enjoy themselves and not worry about getting their clothes dirty. Please clearly mark your child's outerwear to ensure proper return. We ask that you provide a change of clothes for your child in case of accident, including underwear and socks. Please provide a backpack for your child that is big enough to hold his/her change of clothes, lunchbox, and folder. Please clearly mark both the backpack and the lunchbox with your child's name. A WCS t-shirt is provided for each child to wear during special campus and field trip activities. Additional t-shirts may be purchased for your child.

## Discipline and Guidance Policies

Positive guidance teaches children skills which help them get along in their physical and social environment. Giving children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior. Our teachers use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
- **Discipline Continued:**
- Reminding a child of behavior expectations daily by using clear positive statements.
- Redirecting behavior using positive statements
- Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.
- If a child exhibits aggressive behavior such as biting, hitting, kicking, scratching, spitting, pushing, or other abusive behavior towards other children or faculty, the child will be removed from the classroom and/or parents will be notified.

## Teacher Conferences and Problem Resolution

Please contact the office at any time if you wish to arrange a conference with your child's teacher.

### Problem Resolution

*It is the school's intent that all disagreements be resolved at the level where they originated.*

Throughout the appeal or resolution process, all parties must demonstrate mutual respect and the dignity of all parties involved will be preserved. The focus of discussions shall be on problem resolution rather than on developing an adversarial conclusion. No reprisals or retaliation of any kind shall be taken against a student or parent for utilizing this procedure.

***Steps for Problem Resolution:***

1. Questions and other concerns should be directed first to the person where clarification/resolution is desired – usually the classroom teacher.
2. If resolution is not reached, the complaint should next be directed to the campus administrator.
3. Complaints and/or problems may be brought to the superintendent if remedy is not possible at the campus level.
4. Requests can be made to address the board regarding unresolved concerns at a regularly scheduled board meeting ONLY after following steps 1-3. Meetings are usually held on the 3<sup>rd</sup> Thursday of each month, and written request to appear before the board must be submitted by Friday before the Monday meeting.

### **Absences and Withdrawal Policy**

Parents are responsible for their child's attendance to class. There is no reimbursement of tuition if your child is absent from class, nor will makeup days be allowed. If it becomes necessary for you to withdraw your child from school, we ask that you give the school a one-month notice. Please contact the school business office to stop payments to FACTS and remove your child's name from our computer generated school roster.

### **Suspension and Dismissal**

In the event of repeated aggressive behavior, a child may be placed under suspension or dismissed, or parents may be asked to withdraw the child from school. Suspensions are given only by the director and take effect immediately and parents are required to remove the student from the campus.

### **Signature Pages**

Please sign and return the following pages.

- ❖ **Debt Collection Agreement Page**
- ❖ **Privacy Form**
- ❖ **2021-2022 Parent/Student Handbook**
- ❖ **Student Health Information**
- ❖ **Over the Counter Medication Authorization Form**
- ❖ **Prescription Medication Authorization Form**
- ❖ **Statement of Health**
- ❖ **Health Standards Form**

**Wichita Christian School**  
**Debt Collection Agreement Page**  
**2022-2023**

Debt Collection Policy:

The Board of Directors will make all decisions regarding debt collection.

Debt collection procedures are as follows:

1. Payment on all invoices is due within 30 days of invoice date. Accounts overdue by 30 days shall result in personal courtesy phone call. Students that have accounts that are 30 calendar days past due will not be allowed to participate in any WCS extracurricular activity, event, or sponsored trip.
2. Accounts which are overdue by 60 days will receive a warning letter. Students that have accounts that are 60 calendar days past due will not be allowed to attend WCS and will not receive their grade reports or school records until all past due accounts are paid in full.
3. Accounts which are overdue by 90 days may be turned over to a third party collection agency.
4. All overdue invoices shall bear interest at 2.0% per month (24% annual percentage rate) on the unpaid balance.
5. Credit applicant agrees to pay all costs of collection.
6. Credit terms and limit may be canceled or changed by Creditor at any time without notice.
7. All transactions are governed by the laws of the Creditor's state.
8. All transactions are governed by the terms of the Creditor's documents.
9. Borrower must give permission for any creditor to disclose information.
10. Borrower must give permission to contact all references, inquire as to credit information, and receive any confidential information relevant to approving credit.
11. Paperwork shall be included in enrollment documents and be signed at the beginning of each school year. (Board adopted 7/30/2012; Revised 8/8/2016.)

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**Please detach, sign and return with other forms below:**

I, \_\_\_\_\_, have read and understand the debt agreement policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Wichita Christian Preschool  
PRIVACY FORM  
2022-2023**

Wichita Christian School may at times use student names or photos in official school publications or for commercial purposes. A student may also be an honoree of the school whose name, photo, or information from his/her school record requires publication (ex. GPA, or special honor such as "student of the month"). Parental consent is needed for such publication.

Please complete this form by initialing and signing where indicated and return this form to the school office. It will be filed in the student's records folder in the office.

\_\_\_\_\_ Yes, by **initialing below**, I hereby give permission for my child to be photographed, but ONLY for the following school and/or commercial purposes:

\_\_\_\_\_ Social media (Facebook- Will post weekly pictures and live videos. Preschool and Summer Adventure pages are set to private and are for members only (parents and staff).

\_\_\_\_\_ School newsletters

\_\_\_\_\_ Local newspaper articles

\_\_\_\_\_ WCS marketing material

\_\_\_\_\_ Class pictures

\_\_\_\_\_ No, I DO NOT give permission for my child to be photographed for ANY school purposes and/or for commercial purposes.

\_\_\_\_\_ I DO NOT give BLANKET permission for my child to be photographed for school purposes and/or for commercial purposes, but school staff may call me to request verbal permission for specifically described uses for which I may give my consent.

**HONORS RELEASE**

\_\_\_\_\_ Yes, I give permission for my child and his/her information to be honored in publications.

\_\_\_\_\_ No, I DO NOT give permission for my child and his/her information to be honored in publications.

Print Name of Student \_\_\_\_\_

Print Name of Parent \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Wichita Christian Preschool  
2022-2023 Parent/Student Handbook**

Please sign and return this form to the office to indicate you have read the 2020-2021 WCPS Parent/Student Handbook.

“I have read the Parent/Student Handbook of Wichita Christian Preschool School and agree to abide by the rules and regulations as stated.

---

Please print name of Student

---

Please print name of Parent/Guardian

---

Signature of Parent/Guardian

---

Date

# Student Health Information

2022-2023

Name \_\_\_\_\_

DOB \_\_\_\_\_

List any special needs that your child may have, such as environmental allergies, food intolerances, existing illness, previous serious illness, injuries and hospitalizations during the past 12 months, any medication prescribed for long-term continuous use, and any other information which caregivers should be aware of:

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Does your child have any food allergies?

Yes

No

If yes please specify. \_\_\_\_\_

Does your child have asthma or use an inhaler?

Yes

No

If yes please specify. \_\_\_\_\_

**\*If yes was selected for either, an additional form that is required will be sent for completion.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Wichita Christian School  
Over-the-Counter Authorization Form  
2022-2023**

Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Medication Allergies: \_\_\_\_\_ Grade: \_\_\_\_\_

Food Allergies: \_\_\_\_\_ Teacher: \_\_\_\_\_

Over the course of the school year your child may complain of a stomach ache, headache, or another type of minor pain/ache. The school may, with your permission, treat your child with an over-the-counter medication. These medications are: Tylenol (liquid or pill form, age-dependent) and Motrin (liquid or pill form, age-dependent). Please initial below FOR EACH MEDICATION to give us permission to treat your child. Please then sign below and return this form to WCS office (even if you are not giving us permission to treat).

Please keep in mind that all WCS Health Guidelines still apply. For instance, if your child has a fever, they will have to be picked up from school.

Parent/Legal Guardian will be notified before administering any medication.

**Initial and Sign Below to Give WCS Permission to Treat:**

\_\_\_\_\_ My Child may be treated with Tylenol/Acetaminophen

Dosage: \_\_\_\_\_

\_\_\_\_\_ My Child may be treated with Motrin/Advil/Ibuprofen

Dosage: \_\_\_\_\_

**For other over the counter medication not listed above:**

\_\_\_\_\_ My Child may be treated with \_\_\_\_\_

Dosage: \_\_\_\_\_

\_\_\_\_\_ My Child may be treated with \_\_\_\_\_

Dosage: \_\_\_\_\_

\_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_  
**Parent/Legal Guardian Printed Name** Telephone number(s)

\_\_\_\_\_  
**Parent/Legal Guardian Signature**

\_\_\_\_\_  
Date



**Wichita Christian School  
Prescription Medication Authorization Form**

Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Medication Allergies: \_\_\_\_\_ Grade: \_\_\_\_\_

Food Allergies: \_\_\_\_\_ Teacher: \_\_\_\_\_

**Physician/Licensed Prescriber to complete:**

<b>Medication:</b>
<b>Dosage:</b>
<b>Route:</b>
<b>Time:</b>
<b>Possible Side Effects:</b>

**Physician/Licensed Prescriber's Signature:** \_\_\_\_\_

**Physician/Licensed Prescriber's Printed Name:** \_\_\_\_\_

**Office Phone:** \_\_\_\_\_ **Office Fax:** \_\_\_\_\_

**Parent/Guardian to complete:**

I hereby represent and attest that I am the parent or legal guardian of the above named student. I hereby request that the medication specified above be administered to the above mentioned student beginning on the following date \_\_\_\_\_ and ending on the following date \_\_\_\_\_.

On behalf of the above named student, myself, and our personal representatives, family members, heirs, assigns and successors, I also agree and do hereby waive and release all claims for loss, damage, or injury against Wichita Christian School and any teacher, employee, volunteer, agent or other person arising directly or indirectly out of any act or omission relating to the receipt, administration, or execution of this request. I give permission for the school nurse to consult with the above named student's physician/licensed prescriber regarding any questions that arise with regard to the listed medication(s) or medical condition(s) being treated by the medication(s).

Parent/Legal Guardian's Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Legal Guardian's Signature: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_



Wichita Christian Preschool  
4729 Neta Ln  
Wichita Falls, TX 76354  
Phone Number: (940)687-0298  
Fax Number: (940)264-1643

## HEALTH CARE PROFESSIONAL'S STATEMENT

Date\_\_\_\_\_

Name\_\_\_\_\_

This is to certify that the above named is in good health and free of any communicable diseases and that he/she is physically able to participate in our preschool program that includes P.E. and outdoor physical play.

Physician Signature\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# HEALTH STANDARDS

2022-2023

Your child's health is a matter of major importance to all of us. All children attending the school should be free of contagious diseases and all immunization records are to be in good standing.

Use the following guidelines in determining when to keep a student home from school due to illness.

1. **Fever- Student will not be allowed to attend school if temperature is 100.0 degrees orally or higher.** Do not give student any fever reducing medicine and send them to school. This practice only reduces the fever for a short time and does not take care of the illness that is causing the fever. Also, coming to school sick can delay your child's healing time.
2. **Uncontrolled Vomiting/Diarrhea-** If vomiting or diarrhea occurs more than once in 24 hours, you must keep student home.
3. **Skin rashes-** If the rash has any fluid or pus coming from it, the student must remain out of school until the rash is gone (dried or scabbed over with no new spots appearing) or provide a physician note stating student may return to school.
4. **Red eyes, especially if there is drainage or crusting around the eyes-** If the eye/eyes are red with colored drainage present and there is crusting, student must receive treatment or provide a physician note stating student may return to school.

When a child has been absent due to illness, he/she should not return to school until he/she has been without a fever for at least twenty-four (24) hours.

Please notify the school office if your child does have a communicable disease so we may inform the other parents.

Fever: \_\_\_\_\_

Student: \_\_\_\_\_

Date & Time: \_\_\_\_\_

Parent: \_\_\_\_\_

Teacher: \_\_\_\_\_

