

ADMINISTRATIVE POLICIES

GENERAL POLICY

ADMISSIONS AND ENROLLMENT

Westbrook Christian School does not discriminate on the basis of race, color, gender, or national and ethnic origin in its admission, educational or athletic policies. The School does not provide enrollment to students whose special educational or physical needs cannot be met by our existing programs, services, or staff.

According to availability of space, children in 3K and 4K may enroll in the daycare program. Students enrolling in 3K must be three years old by September 1st of that school year, and 4K students must be four years old by September 1st of that school year. *All students enrolled in the preschool/daycare program must be fully potty trained by the date of entrance.* WCS daycare (12:00-5:30) is not licensed by the Alabama Department of Human Resources but files for exemption status each year. Parents enrolling a child in daycare are required to sign the Affidavit acknowledging they have been informed of that fact.

Daycare Enrollment

Westbrook offers Priority Enrollment in daycare for presently enrolled students provided the privilege is exercised within the Priority Enrollment period.

Enrollment priorities for daycare can be honored for qualified students only when space is available.

Admission to WCS daycare will be based on the following criteria:

1. The parent or guardian of a student enrolling in daycare should embrace a Christ-centered environment for his/her child.
2. Parents or guardians of all students enrolling or re-enrolling in daycare are expected to read school policy and sign a statement agreeing to support and aid in enforcement of policies.
3. All criteria required for admission to WCS must be met prior to acceptance in daycare.
4. All health, registration, and financial forms must be completed and returned before the admission to daycare can be complete.
5. Students with an infectious or contagious disease or who are carriers thereof will not be admitted to WCS daycare.

According to the State of Alabama, the following forms are required for admission in the daycare program:

- (a) Application for Daycare
- (b) Immunization Form
- (c) Affidavit – Signed and Notarized
- (d) Daycare Medical Form – completed and signed by a physician
- (e) Signed Statement Acknowledging Daycare Policies

The Immunization form and Daycare Medical Forms must be received before the first day of student entering daycare.

Children who are enrolled as students at WCS will be considered for daycare services. Only those children who are registered (having a regular place reserved) with the daycare will be allowed to stay in daycare.

Daycare Hours

Daycare operates on the following schedule: Monday – Friday, 12 pm-5:30pm.

When school closes due to holidays, inclement weather, teacher in-service, finals, etc. parents will be notified in advance of the closing. Our schedule will follow the activities of WCS, rather than the city or county schools.

In case of inclement weather, announcements of an early dismissal will be made through AP Notify and television stations.

Cost of Daycare

Daycare costs are as follows: Half day (12 pm – 5:30 p.m.) \$15.00

A \$5.00 late charge is added for every 2 minutes past 5:30 p.m.

As part of the application process, parents must complete a WCS daycare contract to confirm days when daycare services are needed. Daycare charges will apply for days the child is registered, whether the child attends or not.

Staff-Child Ratio

3K: Staff to Child: 1 to 11

4K: Staff to Child: 1 to 12

Staff Requirements

Qualified staff will be available daily in accordance with the requirements of the State of Alabama. In order to meet the staff/children ratio as set by the State, WCS requires each child to be registered and admitted according to the policies set by the school board. The daycare will not be able to accept children who are not officially registered.

Arrival and Departure

Parents/guardians may drop off their child for preschool at the front entrance of the preschool building. If you arrive between 7:30 and 7:40 you must walk your child to the classroom. Curbside service will be provided by the faculty for arrival from 7:40 until 8:00 and from 11:45 to 12:00 for dismissal.

At 12:00 noon, a staff member will escort students enrolled in daycare to the daycare room. All other preschool students not enrolled in daycare will be dismissed at the front entrance with assistance from the faculty.

Parents/guardians of students enrolled in daycare are required to purchase an access card for admittance to the building for afternoon pick-up (12:00-5:30). Daycare parents must sign the sign out sheet each day.

Children attending daycare will only be released to those persons specified by the parent/guardian. License identification may be required.

Lunch and Snack Program

Lunch is provided by the school lunchroom and the menu is posted on the school website; www.westbrookchristian.org. The lunchroom staff brings the lunch to the preschool/daycare building. Any special dietary needs of a child must be specified in writing by the parent. *The cost of lunch is included in the cost of daycare.*

A snack will be provided by the daycare each afternoon .

Daily Program

The preschool program daily schedules are posted on the outside of each classroom door. Daycare schedules for the afternoon will consist of the following: lunch, naptime, snack time, center time play and storytime. Outdoor play will be available daily according to the weather conditions. The children will be given opportunity for group play, as well as time to proceed from one activity to another alone. The staff-directed activities will be planned according to the child's stage of development. There will be periods of vigorous activity and opportunity for quiet play. The children will be given individual attention, as well as encouraged to converse with their peers.

The use of educational internet videos will be used only when they supplement and enhance the daily plan for the children.

Napping/Resting

Preschool students who attend daycare will be given a daily rest period. Rest time begins between 12:30 and 12:45 p.m. following the midday meal. The children will not be allowed to sleep over 2 hours during a rest period to insure being able to sleep at home in the evening. Staff will wake the children up by 2:30 p.m. each day.

Parents are responsible for washing their child's mat and cover on a regular basis. Cots are provided by the daycare and will be cleaned as needed.

Children are allowed to bring a stuffed animal and/or blanket for naptime.

Toileting

All children admitted to preschool/daycare must be fully potty-trained. (NO PULL-UPS) A child in the program who proves to be lacking these skills may be sent home for a period of time until fully potty-trained. This decision will be based on the discretion of the director after conferencing with the teacher and parents.

Discipline

The preschool/daycare department has set developmentally appropriate limits or rules for the children that are understood by each staff member and explained to the children receiving daycare services. The expected behavior of a child will be on the child's level. Discipline is guiding behavior; therefore we discuss unacceptable behavior with the student and the parents of the student. The "time out" or the "no fun- think chair" is used when necessary. The discipline will be consistent and fair.

Parents/guardians will be informed of any disciplinary action taken involving their child.

Staff-Parent Communication

The daycare staff will be responsible for communication with the parent/guardian concerning changes in the child's behavior patterns. The staff will be available for communications and/or conferences with the parent/guardian at a mutually convenient time. Written and/or verbal communication will be given to parents concerning any changes involving the regular daycare schedule or practices.

Health and Medical Needs

In accordance with Alabama State Laws, each child must have up-to-date physical records and required immunization. The Alabama Revised Statutes require that school children are immunized adequately against measles, rubella, tetanus, diphtheria, poliomyelitis and pertussis, unless the parents submit a written objection based on constitutional grounds. Your doctor has the appropriate health forms, which are to be turned into the school office at the beginning of the school year. *Proof of immunization or written objection will be required prior to admittance into daycare.*

Parents/guardians must provide written information/directions concerning special health needs of their child. Room for such information is provided on the application and will be kept on file in the daycare facility.

Inspections

A child who appears ill upon arrival at the daycare will not be admitted. Any evidence of suspected child abuse/neglect will be recorded in the child's record and reported as required.

Isolation and Removal

Any child in attendance who becomes ill will be isolated promptly from the group, but will have continuous supervision by a staff person. Toys, bedding, equipment and bathroom facilities used by an ill child or adult will be cleaned and disinfected.

The ill child's parent/guardian will be notified immediately and required to come pick him/her up or arrange for another designated person to do so.

Communicable Diseases

When a communicable disease has been introduced into the daycare, the parent/guardian of all exposed children will be notified.

The daycare urges parents/guardians to notify the daycare staff when their child has been exposed to a communicable disease outside of the WCS daycare.

Readmission

A child who does not appear to be fully recovered from an illness will not be readmitted to the daycare without a statement from an attending physician or physician's assistant that the child is able to return and participate in the activities of the daycare, or is no longer infectious.

A child must be fever free (less than 99.9 as well as free from vomiting and diarrhea) for 24 hours before returning to daycare.

Administration of Medicine

The school nurse or daycare staff will administer all medication delivered by the parent, with written instructions including the following :

1. Labeled with child's name.
 2. Explanation for medication.
 3. Time medication is to be given.
 4. The length of time it is to be given.
 5. Any special handling, such as refrigeration, dilution, etc.
- The written instructions must be signed by the parent. The information is valid for not more than 7 days.

Each child must have a Medical Authorization Form on File.

Management plans from a physician are required for any chronic condition.

First Aid

Designated staff with proper training will render first aid treatment. A nurse's station is provided for the first aid treatment. The daycare is equipped with emergency first aid supplies for minor cuts and abrasions for after school use.

Emergency Phone Numbers of Parents Required

An Emergency Information Card will be provided to the parent/guardian to provide contact information of parents or other designated persons for contact when or if needed. A written description of procedures to follow in emergency situations is also included on the card. This card is to be turned in to the school office for filing. A copy of the same will be provided to the daycare for use after school. This authorizes WCS to follow the planned source of emergency medical care.

Procedure for Addressing Problems

Occasionally during the course of the year, misunderstanding or problems can arise between the staff and a student, staff and parent, parent and school, or any one of several possible areas. This is often the result of lack of communication between those involved.

The Board has adopted a set policy for those situations. Complaints and problems will be handled in no other way than prescribed below:

1. *All questions, problems, or complaints should be brought directly to the daycare staff first before anyone else is involved.*
2. *If the situation is not cleared up at this level through direct contact, (95% of them are) it should then be brought to the Preschool/Elementary Director.*
3. *Finally, but only when the above steps have been taken in order and without satisfactory resolution, does the problem find its way to the school Board through written grievance.*

Financial Responsibilities

Payment of fees and other charges for daycare are set out from time to time in the schedule of charges, and other communications, must be made in accordance with terms specified.

Payments are to be made through post-dated checks or prepayment in full based on the number of days set in the contract. There are no other options. An informational letter and cost sheet will be sent home within the first month of school each year. Post-dated checks for the school year (August-May), should be dated the first of each month and received by the designated date set by the Business Office. Insufficient funds in an account will result in a child being removed from daycare, unless other arrangements have been made.

Any family who leaves a delinquent balance at year end will not be allowed to reenroll in daycare.

Acknowledge of Daycare Policy

I have read and agree to abide by the policies stated herein of Westbrook Christian School, 100 Westminster Drive, Rainbow City, AL 35906.

Westbrook Christian School reserves the right to deny admission or continued enrollment in daycare to any student whose actions demonstrate that it is not in the school's best interest to allow admission or continued enrollment.

Date

Parent/Guardian Signature