



**Windsor  
Christian**  
*—Preschool—*

Hand Book

**Dear Parents:**

**Welcome to Windsor Christian Academy Preschool. Thank you for trusting us with the responsibility of nurturing and teaching your child. We are excited to have you as part of our school family. After reviewing this handbook, please feel free to call or stop by the office with any questions or concerns.**

**Again, we are so happy you have chosen Windsor Christian Academy Preschool for your child's early education.**

**Sincerely,**

**Windsor Christian Academy Preschool Staff**

## **WINDSOR CHRISTIAN ACADEMY PRESCHOOL MISSION STATEMENT**

Our program is dedicated to the love and care of your child. Our Christ-centered program balances learning and play activities which are age appropriate. Each day will have group and individual opportunities that allow for the emotional, intellectual, physical and spiritual growth of your child.

## **WINDSOR CHRISTIAN ACADEMY SCHOOL PHILOSOPHY**

Windsor Christian Academy exists to glorify God by encouraging students to love Jesus Christ and their neighbor, while educating them in foundational academics.

Windsor Christian Academy's philosophy is based upon the Word of God. The primary objective and purpose of the school is to train each student in the Christian way of life and to give our students a comprehensive, general education. Since the primary reason for the existence of the school is a spiritual ministry, evangelistic efforts are made to bring all students to a saving knowledge of Jesus Christ.

The academic program through the traditional approach is developed to provide students with the best possible program of studies. There is emphasis on the mastery of the fundamental blocks of material necessary for satisfactory achievement in these areas. Along with the acquisition of facts and concepts in the areas studied, stress is placed upon the development and exercise of the powers of reasoning. Methods of teaching proven to be effective are utilized with a constant search for better methods. Realizing the difference in innate ability, we encourage and expect each student to do his or her best. We believe the traditional system of education educates the mind and builds character. It encourages competition and teaches the value of living under the free enterprise system of government.

Character training is an important element at Windsor Christian Academy. The teacher is the authority in the classroom. Discipline is administered firmly, but fairly. To obey, to do right, and to love God and country are attitudes we strive to instill in each student, thus equipping students for his or her role in God's plan for life and for one's proper place in society.

Windsor Christian Academy is an integral and inseparable part of the ministry of First Baptist Church of Windsor. While parent involvement is encouraged, ultimate responsibility for school direction and policies resides with the School Board.

### ADMISSION POLICY

A child will be enrolled when they are between 2.5 and 5 years of age (when school begins) and completely toilet trained!

It is our policy to admit any healthy child, without discrimination as to race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. However, if because of special needs a child cannot participate fully in the school program, and the school cannot adjust itself realistically to meet the needs of the child, then, in the best interests of the child, the parents will be asked to find another school.

Inquiries regarding enrollment, management policies, rules, and public relations should be addressed to the Director.

Several forms must be completed before the first day of school. They are the Preschool Agreement, Enrollment Form, Identification and Emergency Information Form, Consent for Medical Treatment, Emergency Contact Information Form, Physician's Report including immunization records, Preadmission Health History, Parent's Rights, Personal Rights, and the Statement of Faith. State law requires that all forms be on file before your child may be admitted to the school. It is essential that we have this information about your child. In the event of an illness or a serious accident, the school must be able to contact you and/or your physician.

Students are admitted on a first-come, first-serve basis. A child is eligible for enrollment when the Enrollment Form, Agreement, and Registration Fee are received by the office.

## **TIME SCHEDULE**

The normal operating hours of the Preschool are from 7:30 a.m. to 5:30 p.m., Monday through Friday. (Please see fee schedule for hours needed.)

The Preschool will be closed on the holidays and days listed on the yearly preschool calendar.

We close at 5:30 p.m. If a child remains at school after this time, the relatives or authorized adults listed on the emergency card will be contacted to pick up the child. If after an hour, no one can be reached and no one comes to pick up the child, it will be necessary to notify the Windsor Police and have them resume responsibility. This would be an extreme emergency, so we ask you to set up an alternate plan.

## **SIGN IN AND OUT PROCEDURES**

A parent, guardian, sibling 16 years old or older, or a designated representative 18 years or older must clock each child in and out using the Brightwheel app. Each parent will be sent an invitation to join. Brightwheel will assign each person a 4 digit code. This can be changed under profile. QR codes are in the walkway on the table. There is also a tablet in the office that can be used.

1. Download app.
2. Make any changes to your families profile.
3. Phones or your 4 digit code will be used to sign in your child.

Please inform the office if someone different will be picking up or dropping off your child. Anyone picking up a child for the first time will be asked to show proper identification.

## **ARRIVAL AND DEPARTURE PROCEDURES**

If your child will be coming to school late or being picked up earlier than the contracted times, please try to inform the office in advance. A phone call, email, message on the app, or note is an excellent way to communicate this information.

Please walk your child to the playground or classroom and make contact with a teacher when arriving or departing. Children arriving after 9:00am should be taken to the office and will be escorted to their classroom. This helps minimize classroom disruptions.

## **ATTENDANCE REGULATIONS**

A parent may not bring an ill child to school. Please have an alternate plan. By strictly enforcing the guidelines below, we minimize the spread of illnesses to teaches and other children. The following are guidelines for parents to follow:

### **YOU MAY NOT BRING YOUR CHILD TO SCHOOL . . .**

- when he/she has a contagious disease
- when he/she has had a fever (temperature above 100 degrees orally) within the last 24 hours.
- when he/she has vomited within the last 24 hours
- when the nose or eyes have a mucus discharge (white or clear allergy related mucus acceptable — yellow or green discharge may indicate infection).
- when he/she has a red/sore throat
- when he/she has an earache
- if he/she has diarrhea within the last 24 hours
- during the first 24-hour period of treatment on antibiotic medication
- if he/she cannot participate comfortably in program activities

If your child becomes ill while at school, you will be notified by the staff and expected to remove him/her until the child returns to good health. The staff will make the final decision regarding the health of your child as it relates to participation in the school. A parent or guardian will be contacted if it is the judgement of the school staff

that medical attention is necessary. The school will give appropriate first aid to an injured child, but paramedics will be called to the school in the event of a medical emergency.

## MEDICATION

We will assist parents in administering medication when a child needs it only after the contagious stage of an illness is past. The medication must be in the original unaltered container, clearly marked with the child's name and prescribed dosage. A medication form must be completed and container given to a staff member. The school assumes no liability whatsoever for failure to provide requested medicines, nor for adverse reactions which may be caused by such medicines.

## DRESS CODE

It is important that you dress your child in modest, comfortable, sturdy, washable play clothes that are appropriate for the weather. We require that items with violence-oriented designs (Ninjas, Batman, Transformers, Power Rangers, Catwoman, Spiderman, Superman, Star Wars, Ninja Turtle, Iron Man, Avengers, Backugan, or any action figure or mystical characters, etc.) NOT be worn to preschool. Shoelaces of excessive length are difficult for carefree safe play, so be alert to this safety issue. Sandals with heel straps are permissible. NO FLIP-FLOPS. Hair must be neat and trimmed and kept out of the eyes.

The Director of Windsor Christian Academy Preschool has the final decision on all dress standards as to whether or not an article of clothing is in accordance with the school dress code.

## PERSONAL ITEMS

Personal items such as toys, jewelry, special stuffed animals, and other "treasures" should remain at home. We encourage children to participate in Sharing time on their designated day, but these items should not be of extreme monetary or personal value and should remain in the Sharing Basket. "Lovies" used for sleeping may be sent to school, but will remain in the child's backpack except during naptime.

## DISCIPLINE

At Windsor Christian Academy Preschool, we want to encourage and enhance learning both in and out of the classroom. We believe in positive discipline and will work with the children to develop appropriate behaviors. Redirection of a child's activity along with reinforcement of positive behavior is effective in controlling potential problems. If a child's behavior is continually unacceptable, the child will be asked to come to the office until he/she chooses to rejoin the group and use appropriate behavior. There is no corporal punishment in the preschool.

We use the following rules of behavior:

- ~ use an inside voice in the building
- ~ walk with quiet feet (except for teaching activities)
- ~ no hitting or fighting
- ~ use all equipment the correct way
- ~ listening ears when the teacher is talking
- ~ respect the people and property of the school
- ~ use appropriate language - no profanity or obscenity of word or action

Consequences of unacceptable behavior:

1. The staff will correct improper behavior by redirecting the child and reinforce positive behavior.
2. In instances where improper behavior is repeated, or the safety of other children is at risk, the behavior will be noted in the child's file and the parents notified.
3. If, after involving the parents, the behavior continues, the child may be disenrolled from the school. The Director retains the right to determine if a child is compatible with and/or benefiting from the school.

## FORMS AND FILES

- \* The forms in the packet given to you must be filled out and returned to the preschool before the first day of school.
- \* Immunization Records are required before a child can attend school.

- \* Physician's Report must be completed and returned within 30 days of a child's start date.
- \* Take-home files are for the teacher's use only. If you have items (invitations, notes, literature) that you would like us to consider distributing on your behalf, please speak to someone in the office.

## PERSONAL ITEMS, CUBBIES, LUNCHES AND BACKPACKS

- \* The school will make every effort to safeguard the personal possessions of a child, but will not be responsible for lost, stolen or broken items.
- \* We supply a cubby for each child. Coats, hats and sweaters are to be kept in the child's cubby.
- \* For children who stay for lunch, please label all items or containers that need to be warmed. Please no foil or glass. Silverware and beverages (milk or water) are provided by the school. Please use an icepack when sending perishable items to school for lunch. We recommend that you do not send fruit snacks or fruit roll-ups but choose at least three "growing foods" from the 4 basic food groups (protein, dairy, fruit/vegetable, grain).
- \* Please, no candy, gum or soda.
- \* For children that nap, please provide a crib-sized sheet and a blanket in a zippered backpack for individual storage. This pack also serves as a laundry bag. Please take home your bedding every Friday for laundering. If you forget your bedding on Monday, the school will loan you bedding for a \$2.00 laundry fee.

## SPECIAL DAYS AND ACTIVITIES

- \* Children have an opportunity to celebrate their birthday during morning snack time. You will receive a note from your child's teacher giving you the opportunity to provide snack. Children with a summer birthday will have a "un-birthday" during the year.

- \* We take a lot of photographs throughout the year. Your child's image (not his/her name) may be used in advertising or publications. If you wish to exclude your child from the school's photographs, please submit a letter stating your wishes.

## **REPORTING**

- \* The Director or other staff members shall report to Child Protective Services, or the Police Department, any suspicion of child abuse (sexual or otherwise) neglect or endangerment as required by State Penal Code Section 11166.

## **DISENROLLMENT OF CHILD**

This agreement shall cease if any one or more of the following occur:

1. Serious illness of the child, preventing school attendance.
2. The parents or guardians allow their account to become delinquent.
3. The parents or guardians fail to meet the requirements in this agreement, or in any of the rules or regulations of the handbook provided by the school.
4. Please submit a written LETTER OF INTENT with a two-week notification if you need to withdraw your child from school.
5. The school determines it is unable to meet the needs of the child and it is not in the best interest of the school or the other children.

## **SCHOOL FEES**

Tuition will be handled by the Preschool office. Payments are due once a month on the 1st for the upcoming month and are late after the 10th. The late charge is \$25.

The Family Tuition is a contracted, monthly amount. Illnesses, vacations, and school holidays do not affect the Family Tuition payment amount.

The Preschool Agreement/Contract can be changed on the first of the month to allow for adjustments in a child's schedule.

If the academic school year continues into the first week of June, and your child is not enrolled for the summer session, families will be charged a daily rate for this week.

Summer Session is billed at a weekly rate determined by the number of hours per week the child attends.

There is a \$25 returned check fee. All accounts over 30 days delinquent will result in the suspension of the student until the account is paid, unless special arrangements have been made with the Preschool Director. The school will send a statement through email with amount owed. A \$25 late fee will be assessed on the 11<sup>th</sup> of each month for all delinquent accounts.

Children who are at the preschool past 12:00 noon, and do not have a lunch, will be provided a lunch.

Children who are at the preschool past 1:00pm will be asked to lie down for nap. If a child does not have a crib sheet or blanket, the school will provide these items for a \$2.00 charge. Parents will receive a note regarding this fee and it must be paid, in cash, directly to the office.

## DISCOUNTS

There is a 15% sibling discount for a 2<sup>nd</sup> preschool child's tuition. If your child is enrolled in Windsor Christian Academy, and a second child is enrolled for 15 hours or more in the preschool, you are eligible for the multiple child discounts outlined below. Discounts are applied August-May and distributed evenly among children.

2 <sup>nd</sup> child	\$30.00/mo off per child
3 <sup>rd</sup> child	\$70.00/mo off per child
4 <sup>th</sup> child	\$152.00/mo off per child

If a family has two or more children in the preschool, and children in the Academy, they can choose to take either the 15% sibling discount or the multiple child discount outlined above. Sibling discounts and multiple child discounts cannot be combined. A 3% discount will be given if the whole year is paid in advance.

We appreciate your referrals. There is a \$100.00 per family Referral Credit. This amount is pro-rated over a 10 month period.

We also offer a Kindergarten Incentive Credit for families who enroll their child in WCA Kindergarten. This credit is calculated based on annual tuition paid to Windsor Christian Preschool the year prior to Kindergarten.

## **LATE FEES**

Promptness in picking up your child is imperative.

Pick-up times are:

11:45 a.m. if not staying for lunch

12:45 p.m. if not staying for rest time

Before 5:30pm

There is a \$10 fee for the first 10 minutes beginning at noon and 1:00 p.m. and then \$5 for each minute after that. Advance arrangements must be made if your child will be staying for lunch and/or rest time, otherwise the overtime rate will apply.

There is a \$20 Late Pick Up Fee beginning at 5:31 p.m. then \$5 late fee for each minute after that. Three late pick-ups (after 5:30 p.m.) may result in your child being disenrolled from the school.

## **SCHOOL CLOSURE**

Parents will be notified through Brightwheel, Facebook, and local radio stations (KZST, KSRO).

If for some reason, the school must be closed for natural disasters then the WCA School Board, WCA Principle, and WCAP Director will decide if a credit will be given to families.

## **SCHOOL EMERGENCY**

Temporary Location Sites:

1. Windsor Christian Church—We will be on the ball field or Auditorium

2. Los Robles Park—10860 Rio Ruso Dr. We would walk to this site, if the school is unsafe.

## **GREAT INFORMATION TO HAVE**

**School Phone Number: 707-838-3084**

**School email: domalley@windsorchristianacademy.org**

## **ADMINISTRATION**

Windsor Christian Academy Preschool is an integral and inseparable part of the ministry of First Baptist Church of Windsor. It is not a parent-controlled school. The policies and decisions of this school are approved by the School Board. The Administration Staff consists of:

**Dawn O'Malley, Preschool Director**

**Daren Briare, Elementary School Principal**

**Lance Wallace, School Board President**

We hope that this Parent Handbook will be of help to you in understanding the policies and procedures of the school. If we can be of any further assistance to you, please do not hesitate to contact the Director.

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