

Westside Church of Christ
Tuesday / Thursday
School



Preschool Programs
Pre-Kindergarten Program
2009 – 2010
Parent Handbook

At
Westside Church of Christ
100 Crestmont Drive
El Paso, TX 79912
915-584-9475

“And the child grew and became strong; he was filled with wisdom and the grace of God was upon him” Luke 2:40

Westside
Tuesday / Thursday
School

At Westside Church of Christ

Director
Sheila Morrison
584-9475

All students are welcome regardless of race, color, sex, nationality, or religious affiliation.

Dear Parents,

Welcome to Westside Church of Christ's Tuesday-Thursday School! We are pleased you have chosen our program for your child.

Clear communication is one of the keys to a successful preschool program. This handbook contains specific information and guidelines set forth by the Westside Church of Christ's Tuesday-Thursday School Board of Directors and the State of Texas. After reading it, ***please sign the handbook verification*** (found on the last page of this book) stating that you have received, read, and understood this information. This verification will be kept in your child's file and must be turned in within 30 days of his/her enrollment at the preschool. This handbook is designed as a handy reference for you. We suggest you keep it in a convenient place for easy referral throughout the school year.

2009 – 2010 School Calendar

(Dates Subject to Change)

August 27	Open House, 7:00 pm
September 8 September 24	School Starts, 9:00 am – 2:00 pm Grandparents' Tea, 1:30 pm
October 8 October 16 October 22 October 29	Donuts for Dad, 9:15 am Spaghetti Dinner Fundraiser Trip to the Fire Station Fall Festival, 1:00 pm
November 12 November 17 November 19 November 24-26	Trip to the Zoo CHEF DAY! Visit from a Chef Thanksgiving Day Feast Thanksgiving Holiday, No school
December 10 December 15 December 17	Christmas Program 7:00 p.m. Minister Visit Christmas Party, 1:00 pm
December 22 – 31	Winter Break, no school
January 5 January 7 January 14 January 28	School Resumes, 9:00 am Trip to the Library for 3's & 4's Muffins for Mom, 1:30 pm Police Officer Visits
February 4 February 11 February 25	Trip to Peter Piper Pizza Valentine's Day Party, 1:00 pm Rodeo Day
March 11 March 16-18 March 23	Dentist/Hygienist visits school Spring Break- no school Resume School, 9:00 am
April 1 April 22	Easter Party, 1:00pm Nurse Visits school
May 13 May 20 May 29	Trip to Kindergarten (Pre-kinder class) Pre-Kinder Graduation & End-of-School Program 7:00 pm End-of-School Fun Day (Last Day)

Who We Are . . .

Westside Church of Christ's Tuesday-Thursday School 2009 - 2010

School Board

Howard Bryan
Garry Holt
Lisa McFarlin

Director

Sheila Morrison

584-9475

Teachers

Christine Green	2 year old
Shana Emmert	3 year old
Aki Johnson	4 year old / Pre-K

“But the goal of our instruction is love from a pure heart and a good conscience and a sincere faith” 1 Timothy 1:5

Curriculum

Each child will be provided with experiences in these development areas.

Fine Motor Development

- Cutting
- Drawing
- Coloring, painting
- Playing with clay
- Tracing
- Beginning printing skills
- Buttoning, zipping, tying, etc.
- Computer Skills

Gross Motor Development

- Building Blocks
- Hopping, jumping
- Kicking, throwing, catching balls

Visual Skills Development

- Working with puzzles
- Recognizing colors
- Work with alphabet, numbers, shapes
- Distinguishing likenesses/differences
- Learning about community helpers

Auditory Skills Development

- Following directions
- Listening skills
- Music activities

Language Development

- Nursery rhymes
- Poetry/children's literature
- Finger plays
- Dramatics
- Singing

Social Skills Development

- Working/playing well with others
- Sharing
- Following a routine
- Respecting other's property

One session each week will include Bible instruction. The Bible will be taught as the inspired word of God and will be integrated into all subject areas.

Policies

Westside Church of Christ's Tuesday-Thursday School is required to have the following information in your child's file. It is necessary to have this information updated on an annual basis. The following forms are needed: Emergency Medical Authorization Form, Child Pickup Authorization, Handbook Verification, Photo/Video Release, Enrollment Agreement and Current Shot record.

Enrollment

Tuesday-Thursday School reserves the right to refuse admittance or to dismiss any child whose needs it cannot meet, or whose presence would be dangerous for the other children in the school. A non-refundable registration fee of \$30 is due at the time of enrollment.

We will allow Drop-In Students only if there is a vacancy in the regular classroom. Please contact the Director to make arrangements.

Discipline

It is our desire to provide maximum learning opportunities for each child. In order to do this, students need a positive and consistent environment. We have a discipline policy in order to meet these goals.

We believe that instilling a love for the Lord children should make discipline problems a rare occurrence. However, should discipline problems arise, you will be informed of the difficulty with a written notice from the teacher.

UNDER NO CIRCUMSTANCES WILL A TEACHER STRIKE A CHILD. A conference between the Director and parent(s) will be scheduled if there is a discipline problem that needs to be resolved.

Communication

The school encourages close communication and cooperation between the parents, teachers, director, and school board. Conferences may be initiated by the parents or school to discuss any concern.

Teachers and the Director communicate with parents by sending home a monthly calendar and other notices. The school has many bulletin boards in the hallway, also. Please try to check these boards frequently for new information.

In the event that a significant change occurs in your home, please consider informing the Director or your child's teacher as soon as possible. All information will remain confidential.

Significant changes that can change your child's security, behavior and well being may include:

- A parent away from home
- Illness, hospitalization or death of a family member
- A new family member
- Moving
- Separation or divorce
- Death of a pet

Payment Procedures

Tuition Policy

It is the policy of Tuesday-Thursday School that all preschool tuition be paid *on or before the first* school day of the month. A late fee of \$20.00 will be added to your account if not paid by the 15th of the month.

Withdrawal Notice

A two-week advance written notice is required to withdraw a child from the preschool program. Two weeks of tuition will also be due from the date of the written notice.

Late Pickup Fee

Parents who fail to pick up their children after preschool will be charged a fee of \$20 for each 30 minute increment starting at 2:15 p.m.

Tuition

The tuition for the 2009 – 2010 school year is as follows. There is a \$30.00 non-refundable registration fee due at time of registration. There is a \$100.00 annual (once a year) supply fee due no later than September 18, 2008. Tuition is \$110.00 per month due the first school day of each month starting September 4th. The Tuition payment remains the same for each month, long or short.

Absences

It helps us to know when your child is to be absent. You may call your teacher at home or leave a message at the Tuesday-Thursday Office at 584-9475. Teachers should be notified of any extended absences. Tuition will not be affected by absences unless the child will miss two weeks or more.

School Closings

Preschool will be closed in the event that El Paso Independent School District's schedule is canceled due to inclement weather. Listen to local radio stations for these announcements.

Birthdays

Your child's teacher will do all that is possible to make your child feel special on or near your child's birthday. Your child's teacher will inform you as to how they will celebrate birthdays in their classroom.

Clothing

Dress your child in suitable clothing he can manage himself. Play slacks and jeans are preferred. Shoes with non-slip soles are advised. Please **LABEL** all extra clothing and jackets.

Please send to school a complete set (shirt, pants, underwear, and socks) of extra clothing for your child. Spills and potty accidents DO happen. Be sure to label each article of clothing.

If your child is in diapers, please bring plenty of disposable diapers for the day.

Arrival and Dismissal

School begins at 9:00 am. Teachers will be on duty in the classroom at 8:50 am to receive your child.

School ends at 2:00 pm. At dismissal, please drive up carefully to the back gate. Students will not be allowed outside the gate unless escorted by an adult. Students will not be released to anyone other than people listed on the Child Pickup Authorization Form **UNLESS** a signed written notice has been given by the parent to the Director.

In the event that you must pick your child up early from school, please sign your child "out" on the Sign-In Sheet located in the Director's office.

Health and Safety

Illness

If a child displays any of the following symptoms in the past 24 hours, he or she should be kept at home:

- Fever, Diarrhea, Vomiting, Sore throat
- Eye drainage of any type
- Communicable diseases
- Heavy nasal drainage
- An active cold
- Constant cough
- Is fussy, cranky, or generally out-of-sorts

The child may return after illness when:

- Fever has broken for 24 hours
- Nausea, vomiting, and diarrhea have subsided for 24 hours
- 4 doses of antibiotic have been given over a 24 hour period for any infection
- A cold is over, but minor nasal drip remains
- Child is feeling well again and normal behavior has returned.

Report any communicable diseases to the school immediately so that we may notify parents of the infection.

Medication

State law prohibits us from giving any medication of any kind to your child.

Accidents

In case of any accident, assessment and treatment will be given under the supervision of the teacher or the Director. If further treatment is deemed necessary, the parent, guardian, or emergency contact person(s) will be called. All accidents are recorded on an accident report that requires the signature of the parent.

Child Abuse

The staff of Tuesday-Thursday School is required by Texas state law to report any suspicion of child abuse.

Preschool & Pre-Kindergarten Information

Parent Involvement

We welcome parent involvement in our classrooms, and we feel that it benefits not only the school but the parent and child as well. Parents are encouraged to participate in the classroom as a helper on a regular basis. All parent volunteers must make prior arrangements with the teacher and sign in at the Director's Desk upon arrival.

Field Trips

Field trips are an integral part of the preschool experience. They enhance the learning experience by offering opportunities not available in the classroom. Parents are welcome to volunteer for field trip "duty". We ask that you make arrangements with the school Director before such trips.

Lunch

Please fix lunches that are easily manipulated by your child. Please do not send candy, as this causes a problem with the other children. Please include a drink for your child. Please do not send soda or dark colored Kool-Aid.

Snacks

The preschool snack is provided by parents on a rotating basis. Parents are encouraged to provide nutritional and safe snacks. Teachers may ask parents to bring a special snack that enhances a theme or activity. Some suggested snacks are:

- Juice
- Crackers
- Pretzels
- Fruits*
- Cheese*
- Vegetables*
- Rice Crispie Treats
- Store-bought cookies
- Jell-O or pudding (Individual containers)
- Popsicles (In hot weather)

*All in bite size pieces

Please do not bring the following:

- Popcorn
- Nuts
- Candy

Check with your teacher if you are in doubt about a particular snack. Cupcakes, etc. will be reserved for birthdays and/or special event days only.

Rest Time

A rest period is scheduled for each child. Please put a blanket or towel (small pillows are permissible) in a pillowcase. Please label the pillowcase and its contents with your child's name. These will remain at school. There will be opportunities for you to take these items home for laundering.

School Visitors

When visiting the preschool for any reason, please sign in at the Director's Desk.

Solicitation

The preschool may not be used as a setting for solicitation.

Gum/Candy

Please do not allow your child to bring candy or gum to school at any time.

Toys

Please do not allow your child to bring toys to school except on designated show- and-tell days.

Supplies

A list of supplies will be given to each child at the time of enrollment. Your child will need to bring a paint shirt and blanket for rest time. Please label each item with your child's name.

From time to time we may send a request for special items home with your child. (such as baby food jars, grocery sacks, toilet paper rolls, etc.)

Tuesday-Thursday School

We, the parents of _____,
Child's Name

have read the parent handbook and will cooperate with the policy and purpose of the school. We further understand that the Bible will be integrated into every aspect of the preschool and pre-kindergarten programs.

Parent(s) Date



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Photo/Video Notification

This is just to inform our parents that photos and video taping of your children are taken during the school day at Tuesday/Thursday School. These photos and video taping are for posterity reasons only.

Please sign and return, stating you are aware of this activity. Thank you.

Name Date Student's name & Age