



PARENT HANDBOOK
K3 Preschool–5th Grade

Westside Baptist Church
801 Historic 66 West
Waynesville, MO 65583
(573) 774-2015

Westside Christian Academy

Bobbie Martin, Director

Phone Numbers

Office: 573-774-2015

Fax #: 573- 774-6432

School Hours

Monday – Friday

8:30 a.m. – 3:30 p.m.

Before Care 7:00 – 8:30 a.m. and/or After Care 3:30 – 6:00 p.m.

(Office will be closed on designated holidays and limited days during summer break)

Westside Christian Academy does not discriminate on the basis of race, disability, color, religion, gender, or national origin in the administration of its educational or admission policies.

MISSION STATEMENT

Westside Christian Academy provides a Christ-centered education that shows children Jesus, nurtures their love for Him and others, teaches them to think, and empowers them to serve.

PURPOSE STATEMENT

Our purpose is to extend the ministry of Westside Baptist Church by providing quality care, education, Biblical instruction, academics, and growth opportunities for students as well as a program of ministry and outreach to the families of the students enrolled.

OBJECTIVES:

1. Provide a well-trained Christian staff who care about young children and communicate that care through love and individual attention.
2. Provide an environment designed to meet the age-appropriate needs of each student.
3. Provide a curriculum of well-planned activities designed to facilitate the student's total development.

PHILOSOPHY STATEMENT

We believe that the childhood years are critical. We desire to be a resource for families seeking to train their children spiritually, morally, academically, physically, and socially. We recognize each student has unique gifts and talents, and is at an individual stage of development. We are committed to providing the best possible Christian school setting for the students enrolled. Our student objective is to help each individual:

- experience the love of Christ in a loving, Christian environment
- develop a positive attitude toward learning
- grow in social interactions with others
- gain an appreciation of God's world
- acquire experience and develop necessary skills

BACKGROUND CHECKS

A Division of Family Services background check and church employment screening will be conducted for all staff positions prior to recommending a candidate for a position at Westside Christian Academy. In addition, a minimum of two phone references will be obtained for all staff positions.

CHILD PROTECTION

All staff members must comply with state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any church/school employee acting in his or her official capacity who knows of reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, will immediately make a report to the:

1. Director
2. Administrator or Associate Pastor
3. Division of Family Services

It is imperative that employees are aware of the guidelines and procedures for reporting and investigating child abuse and neglect.

PROGRAM SPECIFICS

- **Preschool age requirements:**
 1. The child must be 3-5 years old to enroll
 2. A child who will be 3 by Sept 30th will be accepted. Children turning 3 after Sept 30th will have to start preschool the following school year.
 3. All children must be fully potty trained. If after two weeks of being enrolled in the program the child continues to have frequent accidents, the preschool can dismiss the child.
- **Kindergarten –5th grade requirements:**
 1. Kindergarten must be 5 years old by July 31st.
 **Exceptions can be made for children whose birthdays are prior to Oct 1st with testing and parental input. (Exception initiated by parent’s request.)
 2. 1st– 5th Grade will need to have completed the grade prior.
 (transcripts required if not from WCA)
- **In order to register your child with our school you will need:**
 1. Registration packet completed
 2. \$50.00 non-refundable annual registration fee
 3. Copy of Birth Certificate
- **Before the first day of school you will need:**
 1. Copy of student’s health record (must be turned in no later than 30 days after the 1st day of school)
 2. Immunizations should be up-to-date and a copy provided to the school
 3. All book and activity fees paid (**By July 22nd if registered early**)
 4. First month’s tuition paid

• **Cost of program:**

Preschool Full day program: 8:30am-3:30pm.....\$3780/year

Preschool Part day program: 8:30am-11:30am OR 12:30pm–3:30pm \$2115/year

Kindergarten-5th Grade.....\$3240/year

(Tuition can be divided evenly across 9 months August – April)

(A 10% discount will be given for each additional student enrolled)

Before/After Care 7:00-8:30am & 3:30-6:00pm.....\$70/month

Before/After Care for elementary siblings not enrolled in WCA.....\$100/month

Occasional before or after care.....\$3.00/hour

Breakfast Fee (Elementary only).....\$1.25/meal

Lunch Fee (Elementary only).....\$2.00/meal

Milk only Fee (Elementary only).....\$0.40/each

Activity Fees (Kindergarten-5th only).....\$100/year

Book Fees:

K3 \$40/year

K4 \$50/year

Kindergarten \$130/year

1st Grade \$310/year

2nd Grade \$285/year

3rd Grade \$270/year

4th Grade \$270/year

5th Grade \$260/year

PRESCHOOLDAILY SCHEDULE

Circle time

Chapel/Bible Story

Snack and Potty Break

Songs, Music, Rhymes, Poems, and Finger Plays

Reading Site

Active Play

Arts & Crafts

Center time

***Monthly schedules and weekly lesson plans are posted for each class. **Activities are open-ended to allow for individual development and learning abilities.**

CURRICULUM

Westside Christian Academy uses the A Beka curriculum in our preschool and elementary classes.

A Beka curriculum is the "premier" Christian textbook publisher, serving Christian schools for over 30 years. Over a million students in Christian schools use this curriculum each year. This instructional method provides a comprehensive, teacher-directed classroom approach that is based on the truth of God's Word. Your student will receive an education that will challenge them to build on the foundation of the core subjects of reading, writing, and math.

The preschool teachers may use additional ideas from "The Carpenter's Kids" curriculum as well as "WEE Learn" curriculum. These curriculums include basic academics along with Bible stories, moral lessons, scripture memorization, thematic units, sign language, beginning Spanish, and more. Along with these curriculums, students will also enjoy special classes, such as Music, Chapel, and Physical Education throughout the week.

GRADING

Grades Kindergarten – 5th will use different scales to reflect behavioral development and academic achievement.

Grading Scale for Kindergarten

E		Excellent
G		Good
S		Satisfactory
N		Needs improvement
NA		Not applicable this quarter

Grades 1st and above

Percentage	Grade	Grade Scale	Rating
98-100%	A+	4.0	Excellent
94-97%	A	4.0	Excellent
90-93%	A-	4.0	Excellent
88-89%	B+	3.0	Very Good
84-87%	B	3.0	Very Good
80-83%	B-	3.0	Very Good
78-79%	C+	2.0	Average
74-77%	C	2.0	Average
70-73%	C-	2.0	Average
68-69%	D+	1.0	Below Average

64-67%	D	1.0	Below Average
60-63%	D-	1.0	Below Average
59% & lower	F	0	Failing

Grades are sent to parents at the end of each quarter.

HOMEWORK

Recognizing that children learn at different rates and need different amounts of time to complete independent assignments at home, the homework guidelines (on average) for elementary school students are as follows:

- Grade 1: Approximately 10 minutes per night
- Grade 2: Approximately 20 minutes per night
- Grade 3: Approximately 30 minutes per night
- Grade 4: Approximately 40 minutes per night
- Grade 5: Approximately 50 minutes per night

(This would be in addition to reading homework required for all students)

We encourage parents to set aside time each evening for their child (children) to complete assigned homework in a quiet place and to take an active interest in what they are learning in school. If the student is spending, on average, significantly or consistently higher amounts of time on his/her homework above the guidelines listed, please contact the teacher.

PRE-SCREENINGS

All preschool students will undergo a pre-screening test called DIAL 3. A set of well trained staff will administer a base-line assessment prior to school or shortly after school begins.

All elementary students will undergo a pre-screening prior to acceptance into Westside Christian Academy. Students entering who fall below (70%) of the academic guidelines for the grade level will be given the option of enrolling their student in the grade level below the anticipated grade of enrollment.

Student’s whose birthday falls between Aug 1st and Sept 30th are considered to be entering kindergarten early. In this case parents must be advised that Missouri allows early entrance into kindergarten only under very specific circumstances. As WCA is not an accredited school the state would not allow a student to transfer from our kindergarten program to the public school kindergarten program. (See Appendix A) There is no guarantee the student would be allowed to go directly into 1st grade at the public school the next year. Such determination is made by Missouri State Statute. (See Appendix A) To ensure that the implications of this policy are read and understood, parents will be asked to sign a Parent Agreement. (See Appendix B)

Based upon the parents’ request and the results of the readiness test, placement in kindergarten will be made with the understanding that Westside Christian Academy is not responsible for placement in a Missouri public school during or after kindergarten.

As well, with a student starting kindergarten early, Westside Christian Academy would reserve the right to recommend the student be moved to the preschool program if it is deemed that he/she is struggling too much either socially or academically. This determination would typically be made within the first six weeks of school. Communication between the teacher, the director and parent will be vital during this trial period to ensure the best option for the student.

SCREENING/POST TESTING/CONFERENCES

A base-line assessment will be administered prior to the start of school. An individual assessment will be given to each student near the end of the school year to show the progress the student has made throughout the year. We will conduct one parent/teacher conference in October to discuss the student's progress. If you would like to discuss the student's progress again later in the school year, please request a time with the student's teacher and arrangements will be made.

SPECIAL NEEDS

Westside Christian Academy may not have adequate staff with training in Special Education to meet the needs of students with moderate to severe special needs. Therefore, students must be able to function independently for their own age level. Acceptance of a student with special needs will be at the discretion of the Director and Westside Christian Academy Advisory Board.

If special needs or severe behavioral issues present themselves after a student is enrolled and attending Westside Christian Academy, the teacher, Director, and parents will be involved in deciding what is best for the student. If the Director and Westside Christian Academy Advisory Board determines that Westside Christian Academy is unable to adequately meet the needs of the individual student, Westside Christian Academy reserves the right to recommend other agencies and/or programs to properly diagnose and meet the special needs of the student, and/or dismiss the student from this program.

Many parents have found that their local school District will be able to best assist their student with special needs/disabilities. You can contact your local school district for more information.

PROGRAM POLICIES

DROPPING OFF A STUDENT

Preschool: An adult is expected to accompany each preschool student into the school and sign the child in at the classroom. Parents are not to leave preschool students in the classroom if the teacher/teacher's assistant is not present. Please do not come any earlier than **ten minutes** before class time. Sometimes preschoolers will cry at the beginning of the year when a parent leaves, but usually recover more quickly in the room with other students. When dropping your child off the teacher will assist you with your child if needed when you leave the classroom. We have found that preschoolers adapt better without long good-byes. If your child is upset you are welcome to wait down the hall and have the Director go back and check on your child.

Elementary: Elementary Students will be dropped off and picked up at the Atrium entrance at the front of the building. Students who arrive before 8:15am will assemble in room FLC 11 and will remain in that area until class time. If they will be eating breakfast they will be served breakfast at 8am. At 8:20am the students will be able to proceed to their classrooms and the Atrium doors will be locked at 8:30am. Students arriving after 8:30 are considered late for school and will need to enter through the school office area. (Lower FLC Entrance.)

TARDINESS

It is very important that the student be in class on time each day so that they do not miss any of the classroom activities or instructional time. Students must be seated no later than 8:30 AM or they will be considered tardy. Students who arrive late for school must report to the school office prior to entering the classroom. Three tardies will equal one unexcused absence.

ABSENCES AND MAKE-UP WORK (Kindergarten – 5th grade only)

Attendance is necessary for effective instruction and student academic development. It is the responsibility of the student or parents/guardians to initiate the make-up work for missed time. Upon request from the parents/guardians, the office will gather the student's books and assignments to be picked up during periods of extended absences lasting more than one day. Students who are absent will have the number of days absent plus one to make up work. All assignments not completed on time will receive zero credit.

A student shall not miss more than eight (8) days of school per year without a doctor's note and still receive make-up grades in his or her classes. After the eighth (8th) absence, a doctor's note will be required for each absence due to illness. The Director has the discretion of accepting or rejecting all reasons for absences. Absences for extenuating circumstances other than medical reasons beyond the eighth (8th) day must have prior approval from the Director.

Excessive absences for any reason could result in academic dismissal from WCA. Students who accumulate more than eight (8) absences who wish to remain enrolled may submit an appeal in writing to the Westside Christian Academy Advisory Board. The appeal must include justification of circumstances regarding the absences.

PICKING UP A STUDENT

A list of adults authorized to pick up your student will be on file or in the school office. If a person is picking up your student and is not on the authorized list, a parent or legal guardian must contact the school office. Your student will be sent home only with persons known by the staff or who provide proper identification.

*****Written notification of any person who may pose a threat to your child's safety or well-being should be submitted to the office and kept on file.**

Preschool students must be signed out at their classrooms. If the student is in aftercare, the parent will need to go to the designated aftercare area that is posted at the end of the preschool hallway.

Kindergarten – 5th grade students who are not in after care will be at the school entrance and released as their parent or designated adult is seen at the drop-off/pick-up area. If the student(s) are not picked up by 3:40 they will go to aftercare and aftercare fees will be charged. If the student is in aftercare, the parent will need to go to the designated area that is posted at the lower FLC entrance to pick up the student.

If your student must be picked up from school early due to an appointment or other reason, a note should be sent to the teacher in advance. All students who are picked up during school hours must be signed out from the office. Students returning to school must be signed in at the office prior to returning to class.

CLASSROOM VISITATION

If you would like to visit your student's classroom during the day, please schedule a time with your student's teacher. For the safety of our students and staff, parents or other visitors to Westside Christian Academy must check in with the school office before going to any classroom. In the event you cannot enter through the school doors, you may enter through the main church office.

RECORDS

The school office will maintain records for each student. Immunization records, registration form, consent to treat form, physical evaluation form, photo release form, and parent agreement must be submitted and kept on file. Please make the school aware of any changes that occur with your address, phone number, authorized pick-ups, etc.

MONTHLY NEWSLETTER

Teachers will send a monthly newsletter home with students no later than the last school day of the month. The newsletter will contain class specific information. Please check your student's backpack every school day for newsletters and other information from the student's teacher, as that is our main mode of getting information to you.

DRESS CODE

Clothing, like many other things, can become a distraction to education. It is recommended that your student come to school dressed in comfortable play clothes.

Your child needs to be able to go to the restroom without the teacher having to unhook or take off items (overalls are very difficult for some children to fasten). Wearing tennis shoes and socks is strongly encouraged for school each day. Students have a much harder time running and enjoying active play while wearing sandals or flip-flops; therefore, all open-toed footwear must have securely fastened back. Westside Christian Academy and staff and/or the pastoral staff of Westside Baptist Church reserves the right to require that a student's clothing be changed if it is deemed as too revealing, or is promoting or advertising an item or product that does not reflect a Christian environment.

Shorts are allowed, but the length of the shorts must be no more than three inches above the knee when standing. Skirts or dresses must also be no more than three inches above the knee when standing. Wearing shorts under skirts or dresses is required. Shirts or blouses **cannot** be sleeveless, and "spaghetti strap" styles are not allowed.

Please be sure that student's jackets, coats, hats, sweaters, gloves, mittens, etc. are clearly labeled with the student's name.

TUITION PAYMENT

Our tuition is based on an annual fee that may be divided into nine equal monthly payments. If payments are divided, each payment is due by the 15th of each month. Payments may be split in half between the 1st and the 15th of the month. Please speak with the Director to make these arrangements if you desire to have payments divided. If the student is sick or otherwise does not attend during this time, please mail your payment to Westside Christian Academy, 801 Historic 66 West - Waynesville, MO 65583. **Checks should be payable to Westside Christian Academy.**

A **non-refundable** registration fee of \$50.00 per student/per year is due upon completion of the enrollment form.

LATE PAYMENT PROCEDURES

In the event that a payment has not been received by the 15th of the month the following procedures will be implemented.

1. The Director will send written notification of non-payment.
2. The Director will provide the family with a scholarship application if funds are available. (Application for a scholarship is not mandatory.)
3. The Director will work with the family to obtain a written payment agreement.
4. If payment arrangements have not been made or 50% of a monthly payment has not been received by the end of the first month of non-payment, the child (children) will not be allowed to attend school the following month.
5. Written notification of non-payment will again be provided to the family at the end of the first month of non-payment.
6. If payment has not been arranged and started by the 15th of the following month the child will be dropped from the program.

Please be aware that all balances remain the responsibility of the family and are expected to be paid in full before the end of the school year.

LATE CHARGES

Students need to be picked up promptly at 3:30 p.m. unless they are enrolled in our before/aftercare program. After a ten minute grace period, a fee of \$5.00 per student for every ten minutes after the end of the aftercare session will be assessed. If the student is not picked up by 6:30 p.m. after the director or teacher has tried to locate you or other people on your registration packet, the Pulaski County Sheriff's Office will be called. If an emergency occurs or you are running late please call the church at 573-774-2015 or 573-774-6431. You may pay these additional fees when you pick up the student, or the next day. This policy must be enforced to allow the teachers to complete their cleanup responsibilities and go home. **Five late pick-ups will result in dismissal from the program.**

VACATIONS

If you are planning on your student missing school due to a vacation, please let your student's teacher know. This helps the teacher as they prepare their lesson plans, and allows for make-up work to be assigned. **NO REFUNDS WILL BE GIVEN FOR DAYS MISSED.**

WITHDRAWAL

If you are planning to withdraw your student from Westside Christian Academy during the school year, a written form must be turned into the Director two weeks before withdrawal. If we have not heard from you in two weeks and the director has made three attempts to get in touch with you, the student will be considered dropped from the program. **NO REFUNDS WILL BE GIVEN.**

RE-ENROLLMENT

If your student has been dropped from the program or left the program for a month you must pay a re-enrollment fee of **\$35.00** with the additional monthly fee in order to return. Also your student's spot in his/her class may not be guaranteed, if another student has enrolled during his/her absence. Reasonable effort will be made to put them back in the original class but it will not be guaranteed.

MEDICATION

If a staff member is to administer medication to a student, a written permission form must be on file at the school office, and the medication must be in its original container with student's name and dosage. If your student requires either an asthma inhaler or EPI pin for an emergency, please come to the school office to complete a permission form and to demonstrate proper usage of the needed item. All medications will be stored in the school office in a locked container. No student should have medication in their bags or pockets. An "ALLERGY ALERT" notebook is kept in the office and other areas of the school for staff awareness.

HEALTH

Only healthy students can attend school. We require that a student be free of fever, vomiting and/or diarrhea for 24 hours before returning to school. When in doubt, it may be best for your student to stay home.

Upon recommendation of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, a student should not be taken from the home when any of the following exists, and will not be accepted at school:

- Fever
- Vomiting and / or diarrhea (even associated with teething and / or medication)
- Any symptoms of childhood diseases, such as Scarlet Fever, Measles, Chicken Pox, Strep Throat, Flu, etc. or any infectious contagious diseases.
- Sore Throat
- Croup
- Fifth Disease
- Any unexplained rash
- Any skin infection, boils, ringworm, impetigo
- Pinkeye or other eye infections (All eye infections are contagious. The student must be on medication for 24 hours before returning to school).
- Any communicable diseases
- Cloudy or green runny noses/persistent cough

If your student becomes ill at school you will be contacted to pick your student up at the school office. Someone must pick up your student within one hour. If the parents are not available, the emergency contact person will be called. Please call the school office when your student will be absent due to illness.

PERSONAL ITEMS (TOYS)/ELECTRONIC DEVICES

Please have your student leave their personal items (toys) and electronic devices at home unless otherwise requested by the teacher. Play guns and weapons of any kind are not allowed at the school. We cannot be responsible for personal items brought from home which can interrupt the educational environment.

DISCIPLINE PHILOSOPHY

The goal of discipline is the development of self-control from within the student. This is a process that begins to emerge during the preschool and elementary school years. We feel that self-control in young children is best facilitated by the use of positive guidance techniques. These include the following:

- Modeling and encouraging Christ-like behavior
- Providing a well-planned environment and predictable schedule
- Clearly defining and consistently maintaining reasonable and age-appropriate behavioral limits
- Helping children recognize and deal with their feelings appropriately
- Redirecting children to more acceptable activities

WCA will follow a “Three Strikes, You’re Out” policy that will be applied if your student is hurting others in a deliberate manner. For example, if your student bites or hits (or any other act that is intended to cause harm or injury) another child or staff member, we will do everything possible to help your student overcome this behavior. However, we are also obligated to protect the other students and staff in the classroom.

At the first incident the teacher will remove the student from the other students to be taken to the Director. The Teacher and Director will speak to the child about their behavior in an effort to correct the behavior. The child will spend a period of time with the director to “think about” their actions and to determine the cause of the behavior. The Director will give written notification to the parents explaining the day’s events and as a reminder of this policy.

At the second incident the child will be removed from the other students and again taken to the Director, who will again reinforce that this kind of behavior will not be tolerated. The child will not be permitted to return to class, and the child’s parents will be notified to come and pick up the child for the remainder of the day. The Director has the discretion to suspend the student for an additional day if it is deemed appropriate. Parents will be asked to conference with the Director and Teacher to determine possible causes for the behavior and to work out an agreeable plan that will be implemented to help change such behavior. This plan can include either In School Suspension or Out of School Suspension. No suspension will last more than three days.

At the third incident the child will be removed from the other students and again taken to the Director and sent home. The student will be expelled from school.

Parents have the right to appeal this decision to the WCA Advisory Board.

Parents may seek reinstatement if/when the child’s behavior is satisfactorily modified. However, a student reinstated has only one opportunity to demonstrate that their behavior has indeed changed.

Discipline Policies Preschool:

If a student has been given a warning or has been redirected, but continues to be disruptive, the student may be removed from the classroom and taken to the Director or his/her designee. At this time the student will have the opportunity to calm down and gain control. If the student continues to be disruptive, a phone call to the parent will be made. The policies of Westside Christian Academy prohibit our staff from using corporal punishment or physical and verbal abuse.

Consequences for unacceptable behavior:

1. Redirect student. (to include the possible loss of recess, and/or other special privileges)
2. After redirecting student if inappropriate behavior continues, the teacher will contact parents.

3. Notify WCA Director.
4. The Director will have conference with student about behavior and contact parent.
5. After parent contact by Director if behavior continues student can be placed on probation or dismissed from WCA.

Discipline Policies Elementary:

In order to help students maintain proper attitudes and to maintain an environment conducive to learning, we have adopted the following discipline policies:

1. A verbal warning will be given to the student.
2. Reasonable and appropriate classroom discipline will be administered by the classroom teacher, which may include loss of privileges within the class.
3. Parents will be contacted if problems continue.
4. Students will be sent to the director if the problem continues.
5. A conference will be scheduled with the student's parent, teacher, and director.
6. A student who is directly disrespectful and/or disobedient toward any teacher/person in authority or who causes intentional injury to another person will be sent immediately to the director.

Students who fail to respond to correction will be suspended (ISS-In School Suspension or OSS-Out of School Suspension) and/or expelled if/when other methods of discipline have been ineffective.

Behaviors worthy of suspension/expulsion:

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Obscene, profane, or vulgar language that is written, spoken, or expressed by symbols or gestures.
- Leaving school without permission.
- Harassment, threats, disrespect or bullying of students and/or teachers, including racial disrespect, through physical, verbal, or written forms.
- Misuse and/or damage to school or private property.
- Moral misconduct: inappropriate contact or conversations of a sexual nature.
- Other serious infractions or behaviors deemed by the administration.

Behaviors worthy of immediate expulsion:

- Possession, using, selling or furnishing any firearm, knives, explosive or other dangerous object.
- Possession, using, selling or furnishing tobacco, drugs, or alcohol.
- Failure of parents to cooperate with the school in discipline measures.

Consequences of suspension:

- 1-3 days out of class
- All homework must be made up. For ISS no grade above a 70% can be earned and for OSS no grade higher than 50% can be earned on said assignments.
- Parents will be required to pay \$60 per day for the substitute teacher if ISS is required.

A child's conduct reflects his/her attitude toward God, parents, and school. He/she is accountable for his/her actions at all times. Behavior directly against school policy that happens off of school property will be dealt with the same as if it were done on school property.

SCHOOL RULES

These rules are the general expectations for all students. It is the school's expectation that all students abide by these and individual classroom rules. Please talk about these rules with your student.

1. Be Respectful-

- Use good manners.
- Use an inside voice.
- Be kind in your words and actions.
- Listen carefully when someone is talking.
- Be patient while standing in line.
- Raise your hand quietly for permission.
- Tell the truth without arguing.

2. Be Responsible-

- Be on time.
- Always practice safety.
- Stay in your own space (KHFOOTY).
- Listen to and follow directions.
- Do your best.
- Be careful with church and personal property.

3. Be Ready to Learn-

- Get enough rest and enough to eat.
- Prepare your assignments.
- Choose to listen to teachers and other students.
- Read instructions and ask questions as needed.

Field trip privileges:

If the teacher feels that the student would create a behavior concern during a field trip the teacher may request that a parent or designated adult accompany the student. If an adult is unable to accompany the student as requested the student will not be allowed to go on the field trip. The student's attendance at school on the field trip day will be determined on a case by case basis. Field trips are a privilege and can be lost because of discipline issues.

FOOD

Preschool:

Full Day Classes: Nutritious breakfast, lunch and afternoon snacks will be provided following meal patterns that are established by the USDA food program. There may be times when you are asked to bring a snack for your child's classroom. All snacks must be purchased and wrapped in their original package. Please notify your child's teacher of any food allergies and return a completed food allergy form to the Director.

Part Day Classes: Snacks will be served either mid-morning or mid-afternoon. You may be asked to bring a snack for your child's classroom. All snacks must be purchased and wrapped in their original package. Please notify your child's teacher of any food allergies and return a completed food allergy form to the Director.

Kindergarten – 5th Grade:

Nutritious breakfasts and lunches, following meal patterns that are established by the USDA food program, will be available. There may be times when you are asked to bring a snack for your child's classroom. Please notify your child's teacher of any food allergies and return a completed food allergy form to the Director. Children are allowed to bring sack lunches if they will not be purchasing lunch at school. Children are not allowed to share their food with the other students.

SPECIAL CELEBRATIONS

A student's birthday is a special time. Please check with your student's teacher concerning birthday celebrations. In the event that your student has a summer birthday discuss with your student's teacher about an alternate day for special recognition. Parents may bring treats if they so desire. The treats **must be** purchased and delivered in their original package. **NO** home baked items are allowed. Also, ask the teacher if any of the students in the classroom have food allergies. To protect the privacy of our families we do not give out addresses and/or phone numbers of our students. If you need a phone number or address, please speak personally to the other parent. We may give you a list of students in the classroom with the first name only.

Holidays are special occasions to be celebrated by all. Your student's teacher will inform you of any upcoming parties or special days. As such, we will ask parents to provide low-cost snacks and other items to share with the classroom.

PARENT VOLUNTEERS

We encourage and appreciate parent volunteers in the classroom. You may read, help with art and craft projects, and go on field trips with your class. A parent volunteer form may be obtained from the Director's office. All regular volunteers are required to register and undergo a volunteer screening through the church office.

WEATHER CONDITIONS

If Waynesville Schools are cancelled for snow or extreme weather, our school will also be cancelled. **WE WILL TRY TO HAVE THIS INFORMATION BROADCAST ON KJPW (102.3 or 97.9 FM / 1390 AM) OR SPIRIT FM (92.1 FM) AS EARLY AS POSSIBLE.** Teachers are not responsible for calling their students to inform them of cancellations. If Waynesville Schools are in session, including snow route transportation limitations, Westside Christian Academy classes will be in session. In the event of a weather delay or change in weather conditions during the school day, Westside Christian Academy will follow arrival and dismissal times of the Waynesville School District.

Make up days will be the same as Waynesville Schools with the exception of Good Friday; we will not use this day as a make-up day. If they do not make up all the days we will look at our schedule to see if we can schedule them.

SAFETY

Safety drills, such as fire, tornado, etc., will be conducted periodically. These drills are conducted on a regular basis so students become familiar with escape routes and emergency procedures. A full emergency plan is available in the school office. You will find a letter outlining specific places that students may be taken if an emergency situation requires moving the students away from our building. We highly recommend you keep this letter with you. (See APPENDIX C)

Our school has a security system in place that requires a special pass card to enter our building. Each family will need to **pay a deposit of \$25 per card** that will be refunded to you when the card is

returned. If a card is lost, there will be a deposit of \$25 for each additional replacement card requested. Deposits for lost cards will be retained by Westside Christian Academy. If there is someone else picking up your student who does not have the card they may ring the doorbell outside the door and one of the staff will escort them in. These cards are specially numbered and can be deactivated if needed.

** Recent copies of the fire safety; and health & safety inspections of this facility are available.

Division of Fire Safety
P.O. Box 844
Jefferson City, MO 65102

Missouri Department of Health and Sanitation
930 Wildwood
P.O. Box 570
Jefferson City, MO 65102

Bureau of Child Care
1715 Southridge Dr.
P.O. Box 570
Jefferson City, MO 65102

APPENDIX A

Kindergarten and First Grade Entry

Section 160.053, RSMo, states that:

- A child is eligible for admission to kindergarten if the child reaches the age of five (5) before the first day of August of the school year beginning in that calendar year.
- A child is eligible for admission to kindergarten/first grade if the child is a military dependent and has successfully completed an accredited pre-kindergarten program or has attended an accredited kindergarten program in another state.
- A child who reaches the age of five (5) prior to the cut-off date is eligible for admission to the summer school session immediately preceding kindergarten.
- A child is eligible for admission to first grade if the child reaches the age of six (6) before the first day of August of the school year beginning in that calendar year.
- "Any child who completes the kindergarten year shall not be required to meet the age requirements of a district for entrance into grade one." This law does not specify the type of kindergarten program that must be completed prior to promotion to the first grade. Most school districts accept successful completion of kindergarten at any accredited public, private or parochial school as sufficient basis for promotion to the first grade. A child transferring from an unaccredited school, such as a home school, may be subject to additional evaluation to determine promotion.

Exceptions

- Pursuant to statutes **160.054** and **160.055**, RSMo, the St. Louis and Kansas City School Districts may establish a later kindergarten/first grade entry date.
- A school may enroll a transfer student that has attended kindergarten or first grade in another state with a different entry age date on the theory of giving "full faith and credit" to the other states' entry age law.
- Parents seeking information regarding the above-referenced exceptions to kindergarten/first grade enrollment should contact the **school district** in which they intend to enroll their child

APPENDIX B

Parent Understanding and Agreement for early enrollment to Kindergarten

The attached information is copied directly from the Missouri Department of Elementary and Secondary Education web site.

Westside Christian Academy is not currently an accredited school, therefore, there is no guarantee your student would be allowed to transfer into public school kindergarten from our program or that they will go directly into 1st grade the next year. Such determination is made by Missouri State Statute.

However, based upon your request and because of the results of the Readiness test we have recently completed with your student, we are willing to place them in our kindergarten class with the understanding that Westside Christian Academy is not responsible for placement in a Missouri public school during or after kindergarten.

With your student starting kindergarten early Westside Christian Academy would also reserve the right to recommend the student be moved to the preschool program if it is deemed that he/she is struggling too much either socially or academically. This determination would typically be made within the first six weeks of school. Communication between the teacher, the director and parent will be vital during this trial period to ensure the best option for the student.

I have read and understand the information included with this letter.

Parent Signature

Date

APPENDIX C

Dear Parent / Guardian:

In the event of an emergency situation Westside Christian Academy has outlined the below response plan. Please know that Westside Christian Academy will make every attempt to notify you so it is vital that you keep your emergency contact information up-to-date. **Keep this letter with you so that you will know how to contact us in the event of an emergency.**

Evacuation / Relocation

- If the emergency is confined to the immediate area at the Westside Christian Academy, e.g. fire, and the children cannot stay on the premises, the children will be taken to Waynesville Middle School, located at 1001 Historic 66 West, Waynesville, MO. The children and staff will remain at this location while you or your emergency contact is notified of the situation.
- If the emergency is more wide spread and encompasses a larger area such as the neighborhood due to an environmental threat, e.g., flood, and the children cannot remain in the immediate area, they will be transported to The Ark, located at 25625 Hwy 17, Waynesville, MO. The children and staff will remain at this location while you or your emergency contact is notified of the situation.

Emergency Care

- In the event that a child, or all children are in need of a physical exam or emergency care, the child or children will be transported to General Leonard Wood Army Community Hospital, located at 126 Missouri Ave., Ft. Leonard Wood, MO where they will be examined by a physician and you will be notified.

Notification

- Every effort will be made to contact you as soon as the children and staff are safe. If we cannot reach you, we will contact your alternate emergency contact. Children will only be released to you or your alternate emergency contact during times of emergency.
- Information about the event can be obtained through KJPW (97.7/102.3FM) and/or Spirit FM (92.1FM).

Emergency Supplies

- We encourage you to bring individual back packs for each child to keep at our facility that may include a change of clothes, small blanket and a small comfort item like a teddy bear to help comfort your child during a crisis. These individual packs will be something the children will take with them during an emergency.

Please rest assured that Westside Christian Academy staff will remain with and care for the children at all times during an emergency to ensure the children's safety. As always, please don't hesitate to contact me if you have any questions or concerns.

Sincerely,

Bobbie Martin

WCA Director

(Office) 573-774-2015 (Cell) 573-337-0717

wcadirector@westsidewaynesville.com