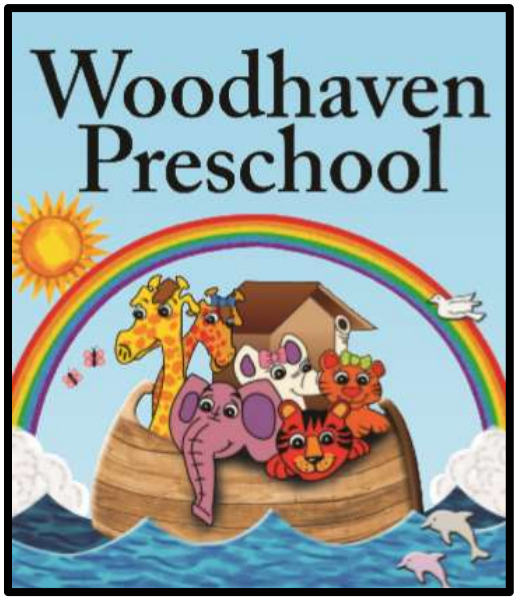
Parents' Handbook



Woodhaven Preschool a Ministry of
Willow Glen United Methodist Church

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woodhavenpreschool.org
Woodhaven Preschool a Ministry of Willow Glen UMC

Updated December 2021

Our Program

Woodhaven Preschool is nestled under redwood trees on the Willow Glen United Methodist Church campus near downtown Willow Glen in San Jose. We offer preschool and pre-kindergarten half-day programs for children ages 2-and-a-half through age 5.

The play-based, developmental curriculum at Woodhaven Preschool is designed to provide our young students the freedom to discover who they are. We believe in preschool education for the "whole child." Our daily activities will enhance your child's ability to communicate, nurture a positive self-image, encourage social and physical skills, and cultivate their natural intellectual curiosity. Low student-teacher ratios promote trust and foster meaningful relationships. Woodhaven Preschool children know they are special, and with God's love, their horizons are unlimited.

Curriculum Goals

Social Skills and Positive Self-Awareness
- Communicate needs in a positive way
- Practice problem solving skills in social situations encouraging empathy and compassion
- Work successfully with others and share
- Self-care of personal basic needs

Arts, Music, and Movement
- Explore a wide variety of art processes through assorted materials and sensory mediums
- Sing and dance with songs that enhance the curriculum and promote movement
- Dramatic and imaginative play with dress-up clothes and monthly themes
- Learn different instruments, play with scarves and other rhythm items

Language and Reading
- Stories: recite, create, recount, rhyme, structure
- Books, puzzles, and other learning toys
- Follow simple and complex directions
- Build listening and vocabulary skills
- Alphabet: recognition, sound/phonics, writing
- Write and spell first name

Math and Science
- Recognition of numbers
- Match & sort by attributes: color, size, shape, pattern
- Block play
- Counting, graphing, charting
- Calendar and time: days of week, months of year, hours of day
- Science: prediction, observation, cause and effect, life cycles, conclusions

Our Classes

Preschool
Monkeys – Two days/week (TTh 9:00am – 12:00pm)
Busy Bees – Three days/week (MWF 9:00am – 12:00 pm)

Our preschool program is designed to provide your child with a gentle environment to expand their emerging social skills and fire-up their imaginations. Our teachers will guide them in appropriate behavior, and they will be encouraged to interact with others and develop their own personalities. Children will participate in games, engage with stories, and work with different art mediums and manipulatives to reinforce their innate abilities and provide a well-rounded introduction to a lifetime of social, physical, and cognitive development.

While both programs are designed as an introduction to the school environment, our two-day program is intended for those students who will have two years of preschool before they are ready for Pre-Kindergarten.

Monkeys must be 2 1/2 years old by September 2 AND toilet trained (no pull-ups). Busy Bees must be 3 years old by September 2 AND toilet trained (no pull-ups).

Pre-Kindergarten
Owls – Three mornings/week (MWF 8:30am – 12:00pm)
Extended Day Stars – Two days/week (TTh 8:30am – 2:30pm)
Owls/Stars – Five mornings/week (MWF 8:30am – 12:00pm)

Our morning and extended-day Pre-K programs are designed for children who will be going on to kindergarten the following year. Curriculum is designed specifically to help children develop concepts necessary for elementary school readiness including concentration, staying on task, following directions, large and small motor skills as well as socially appropriate behavior. We develop age-appropriate math and science skills, use the “Handwriting Without Tears” curriculum to encourage writing readiness, and offer enrichment activities such as field trips and presentations to increase independence and nurture children’s interests. Extended Day Stars will stay for lunch, additional playground time, and two enrichment rotations per day. Enrichment may include tumbling, Kindermusik, Spanish, Zoo Phonics, and additional science content.

Pre-K students must be 4 years old by September 2. Pre-K students may combine Owls/Stars for five mornings a week or Extended Day Stars/Hoppers for two extended days and three afternoons. Owls may not combine with Extended Day Stars.

Pre-Kindergarten/Pre-TK Combo
Hoppers – Three afternoons/week (MWF 1:00 – 4:00 pm)
Hoppers/Extended Day Stars– Three afternoons, two days/week (MWF 1:00 – 4:00pm; T/Th 8:30am – 2:30pm)

Our MWF afternoon Hoppers Pre-K/Pre-TK combo program is designed for children who will be going on to either kindergarten or TK the following year. This program has the same curriculum as our morning pre-K program, but in a more intimate class setting with only 12 children on campus. For those children anticipating moving on to TK the following year, this is a gentle way to transition from preschool to elementary school. This is not a two-year program. Only Pre-K students may combine Hoppers with Extended Day Stars.

Registration

Registration occurs annually beginning in January for the upcoming fall. We use a wave lottery system to register students in the following prioritized order until we reach capacity:

1) Staff and members of Willow Glen United Methodist Church,
2) Currently enrolled children (attending pre-K; attending Sunshine and Rainbows; COVID-hold/waitlist students with enrollment confirmation forms on file)
3) Siblings of the above currently enrolled children,
4) Siblings of previously enrolled children,
5) Members of other United Methodist churches,
6) General public.

Families will list their first, second, and third choice of session on their registration form. Students will be assigned a registration order via random number generator by prioritization group. Due to the popularity of our three- and five-morning sessions, please be aware that you may not receive your first choice of session. Priority registration applicants who do not receive their first choice will be registered for their second or third choice and waitlisted for their preferred session(s) in order of their lottery number. After all priority registration deadlines have passed, remaining spots will be made available to the general public via lottery. General public applicants will be registered or waitlisted in the order of their lottery number. It is our policy to enter twins into the random number generator as a pair receiving the same number.

To secure your spot for fall, your completed registration and consent form is due in the office by the priority registration deadline. Forms turned in late will be processed within the next available priority window. Once your child is placed in a session, you will be billed via Brightwheel for the non-refundable registration fee of $150 along with one month's tuition. These fees must be paid within 10 days or your spot will be offered to a waitlisted family and you will be added to the end of the waitlist. Should you choose to withdraw for any reason prior to the start of school, tuition will be refunded if you provide written notice via email up to 5:00 pm on July 15th.

Referral Bonus

Woodhaven is offering a referral bonus for the 2022 registration cycle. A $50 credit will be applied to your November 2022 invoice for each child you refer who is enrolled as of October 25, 2022.

Waitlist

We maintain our waitlist throughout the current school year and contact waitlisted applicants as openings become available. Families will have 48 hours to respond and accept the spot. If we do not receive a response or you choose to decline the spot, you will remain at the top of the waitlist until the next availability occurs.

Tuition

We are a non-profit organization. Our tuition is based on our cost to operate the facility and pay our teachers. Tuition is broken down into 10 equal payments. The first is due upon registration and is used to fund administration of the school over the summer months and teacher in-service/preparation for the new school year. The remaining 9 payments are due the first of each month from September through May. No refunds will be given for absences. In the case of extended absences/vacations, families will be expected to maintain current tuition to secure their placement. Children who enroll after the first day of school will have their first month tuition pro-rated.

Invoices will be sent via the Brightwheel app 5 days before payment is due. Tuition is payable via the Brightwheel app, or in the office via cash or check made out to WGUMCP. There is a $20 service charge for dishonored checks. After a second dishonored check, we will ask that all future invoices be paid in cash. You can use Brightwheel Bill Pay to link to a bank account or credit or debit card and manually pay each invoice. You can also enroll in Brightwheel Auto Pay to have your tuition payment automatically sent each month. Payments made via credit card or debit card will incur a 2.9% credit/debit card processing fee.

After the 1st of the month, you will receive a Brightwheel reminder notice for unpaid invoices. Invoices not paid by the 10th of the month are considered past due. A $20 late fee will be assessed on the 11th of the month. Please stay current on your invoices. Families who are greater than 60 days past due will have their children unenrolled and their spot forfeited.

2021-2022 tuition rates are as follows:

Session	**Monthly**	**Yearly**
Monkeys (T/Th morning preschool)	$385	$3850
Busy Bees (MWF morning preschool)	$500	$5000
Hoppers (MWF afternoon pre-K/pre-TK combo)	$500	$5000
Owls (MWF morning pre-K)	$575	$5750
Extended Day Stars (Tu/Th extended day pre-K)	$650	$6500
Owls/Stars (M-F morning pre-K)	$900	$9000
Extended Day Stars/Hoppers (T/Th pre-K, MWF afternoon)	$1070	$10,700

Families with more than one child enrolled will receive a 10% discount for all siblings of the first child. We offer a 10% discount for active-duty military members.

Withdrawal

We require a minimum of 30-day written notice if you choose to withdraw from the school for any reason. This allows us adequate time to offer your child's spot to a waitlisted family. Tuition is payable for 30 days following notice of withdrawal. Current month tuition is non-refundable, and subsequent month will be billed on a pro-rated basis through the 30th day.

Enrollment Records

All students must have complete enrollment records on file prior to the first day of school. By law, students will not be admitted with incomplete forms. Forms can be downloaded from the school website and may be submitted by mail, in person, or electronically to michelle@woodhavenpreschool.org no later than August 15th to allow sufficient time for review and to address deficiencies prior to the start of school. You will receive written notice of any deficiencies.

Enrollment forms to be completed upon initial enrollment include:

1) Personal Rights LIC 613A
2) Parents' Rights LIC 995
3) Consent for Emergency Medical Treatment LIC 627
4) Physician's Report LIC 701
5) Child's Preadmission Health History LIC 702
6) Identification and Emergency Information LIC 700
7) Emergency Contact/Authorized Pick-Up Form

Forms will only need to be filled out once, upon initial enrollment. Please let the office know if you need to make updates to any of the forms at any point while you are at Woodhaven. We ask each family to fill out an emergency contact/authorized pick-up form in addition to populating this information in Brightwheel (see Brightwheel App) so that we have a hard copy to keep in our emergency backpack in the event we are unable to access the internet following an evacuation.

The Physician's Report must be signed by a parent at the top, by the doctor at the bottom, and must include proof of immunization history or have an attached Medical Exemption form signed by a physician or your child will not be admitted to class. Please make an appointment early in the summer prior to initial enrollment to complete your child's immunizations if necessary. The California Department of Public Health currently requires the following immunizations: Polio (3 doses), DTP/DT (4 doses), MMR (1 dose), Hep B (3 doses), and Varicella/Chicken Pox (1 dose). *Please double check that your doctor has checked one of the boxes under TB Screening, and one of the boxes for "have" or "have not" reviewed with parent/guardian as we have had to return several incomplete forms in recent years.*

Confidentiality

All your child's records are confidential and stored in a locked file that is accessed only by staff on a need-to-know basis. Unless you initial your approval on the consent form, your phone number, address, and email address will not be included on the class roster.

School Visits

Parents are welcome in our school any time. The California State Department of Social Services is authorized to view all our files and to visit with children without supervision at their prerogative. If you are working with a speech/occupational or other therapist or support service provider who has requested an on-site observation, please contact the office to schedule an appointment.

Sign-In/Out

State law requires that all children be signed in and out by a parent/guardian or authorized adult aged 18 or older. We utilize the Brightwheel app for sign in and out. You and your authorized contacts may use the app on your phone or one of our kiosks to sign in and out. Only adults that you have entered in your Brightwheel profile under approved pick-ups will be allowed to sign your child out of school, and should be prepared to show ID. Please make sure that you have at least 2 back-up authorized adults in your profile in case you are running late or have an emergency. There is no limit to the number of authorized adults you can add. A benefit of Brightwheel is that you can add an authorized adult to your profile at any point in your day if you realize you will be unable to collect your child. We will not release your child to anyone who is not listed in your profile at pick-up time. If you find yourself delayed or are having a new contact pick up your child, please send us a message via Brightwheel.

Licensing requires that we be able to produce a digital signature record of the individual who signs out each child, each day. For this reason, each authorized adult must be listed as a unique individual in the child's profile and must utilize their unique 4-digit Brightwheel code to sign out a child. All authorized contacts should also be listed on your emergency index card. We are happy to retrieve the card at any point during the year for you to add contacts to your list.

State law prohibits leaving unattended children in vehicles during drop off and pick up. We understand that it is inconvenient to wake sleeping siblings. Please make arrangements with other authorized parents to escort your child into the school or sign your child out and bring them to your car for you. We also require that all children be properly buckled into child restraints whenever a car is moving in our parking lot.

Though the parking lot along Minnesota fills quickly, we have plenty of extra parking in the side lot along Newport.

We appreciate when families pick up their children on time. It can be upsetting to the children who must wait to be picked up. Our staff have tasks to attend to and lunch breaks prior to their second session. Families who are consistently late to pick up will be charged $5 for the first five minutes and $1 for each additional minute.

Educational Accommodations

Woodhaven Preschool makes every effort to accommodate all children who register for our program and is committed to partnering with our families to meet the needs of all children. We encourage communication between staff and parents to address concerns that may arise as children develop and will support parents in seeking and implementing support services as needed. However, if a child's individual needs require educational accommodations that cannot be provided through existing resources, would result in an undue burden on our existing resources, or fundamentally alter the nature of our program, admission or continued enrollment may be denied. We cannot accept children who in our judgement are:

- a danger to themselves.
- a danger to others.
- a disruption to normal activities making it reasonably difficult for others to benefit from our program.

We urge parents and guardians to discuss with the Director any special circumstances involving your child prior to registration or the beginning of the program, and keep communications open throughout your time at Woodhaven.

Potty-Training

All Woodhaven children must be completely potty-trained prior to the start of school. As a practical matter, we encourage you to think of the July 15th withdrawal date as the deadline to be potty-trained so that you do not have to forfeit a month of tuition after July 15th because your child is not fully potty-trained. Diapers and/or pull-ups are not allowed for any reason. A child is considered to be toilet trained when they initiate going to the bathroom and can adjust clothing necessary to urinate or have a bowel movement, wipe, re-dress, and wash hands independently.

We watch for the signs and remind children often, and we know occasional accidents may happen. If a pattern develops, we may ask you to take time off school to concentrate on re-establishing/reinforcing potty-training habits and then try again.

Dismissal

Our school makes every effort to ensure the success of each student. As a last resort, we reserve the right to dismiss your child for reasons of non-cooperation, delinquency in payment of fees, or the inability of your child or family to adjust to the school program or policies as determined by the Director and Executive Assistant of our school. If the school dismisses your child, a one-week notification of termination of services will be rendered. We will issue a pro-rated tuition refund for the current month and any subsequent pre-paid months.

Field Trips

Preschool children do not leave the campus for field trips but may participate in nature walks in the garden behind Woodhaven. Pre-K children, in addition to nature walks, will occasionally have a neighborhood field trip during the year such as Pizza My Heart, the library, etc. By signing the consent form included in the registration materials, you authorize your child to participate in these events which will be properly supervised by staff within ratio.

The pre-K has historically taken an annual off-site fall field trip to Emma Prusch Farm or similar educational venue. Parents are responsible for providing transportation to and chaperoning this off-site field trip. The school covers the cost of admission for each child and their chaperone. Each chaperone may be responsible for up to two children, and each child is allowed one chaperone due to group size limitations. To ensure that your children can get the most out of their special field trip day, we do not allow siblings to attend. Please make childcare arrangements or alternate transportation and chaperoning arrangements on this day.

Snack

We encourage our children to make healthy choices at snack time. If your child has any allergies, please make us aware of those on your registration forms. We post a list of allergies in all of our snack areas as well as in our food preparation area in the preschool. We are a strictly nut-free school (no peanuts, no tree nuts of any kind)!

On the preschool side, we provide snack daily consisting of a whole grain option, a fruit or vegetable option, and water. Children are practicing self-help skills of cleaning and setting the tables with placemats, cups, and napkins. Children also clear their spots and help clean up after eating.

On the pre-K side, we are practicing for kindergarten by asking each child to bring in their own snack in a small snack tote provided at orientation. We encourage you to pack healthy food options in containers that your child can open independently. Please do not send any candy in school snacks or lunches. Water and cups are provided at each table, and the children help themselves to sinks and paper towels as needed to clean up. For health and safety reasons, we do not allow water bottles at school.

On celebration days, we will prepare snacks in keeping with the theme that incorporate a grain and fruit or vegetable. If you are preparing an item for one of our potluck gatherings, we thank you for keeping all our children safe by observing our no-nut policy.

Birthdays

We love to celebrate birthdays with your children! On the day of (or the school day before) each child's birthday, we present them with a birthday crown, sticker, and card. For health and safety reasons, we do not allow birthday goodie bags or treats to be distributed at school. At snack time, we sing Happy Birthday, and the birthday child selects a book from our birthday treasure box. If your child misses school, we will celebrate when they return. Summer birthdays are celebrated in May.

Dress Code

Please dress your child in appropriate play clothing and shoes that can get dirty. Consider it a sign of a day well-spent when your child comes home with clothing covered in water, dirt, sand, playdough, paint, glue, glitter, etc. For safety reasons, your child must wear closed toe shoes (no sandals). Our children love to run around outside, and little toes are very susceptible to bark, bikes, and bike paths! We do not like to have to ask busy parents to go home and change shoes before school. If your child is wearing a skirt or dress to school, we recommend playground shorts underneath so they can move freely without modesty concerns. Please consider whether your child will be able to independently go to the bathroom without needing help to remove or put back on their clothing (such as leotards, overalls, etc.). If your child is participating in tumbling enrichment, please wear gym shoes and appropriate clothing.

For playground safety reasons, please leave all necklaces at home. We will ask your child to put it in their cubby for safekeeping if they wear one to school.

Please send in a set of extra clothes including underwear, socks, shirt, pants, and shoes. We will store them at school until needed. Accidents and spills do happen, and we have a limited supply of clothes to lend. We do not keep extra shoes or socks on hand.

Personal Property

Please label all outerwear and any other clothing your child may remove throughout the day. We often have multiple items that are similar (or exactly the same), and it can sometimes be a challenge for the children to get everything in the correct cubby. We have a Lost and Found trunk in the foyer, will hang unclaimed apparel on the clothesline on the porch, and will place small items on the windowsill above for a few days initially.

With the exceptions of clothing and Sharing days (for Pre-K), personal property items should not be brought to school. Items can get lost or damaged or may create a distraction in the classroom, and it is very hard to share your favorite toys. If your child brings personal property to school, we will ask them to store the item in their cubby until the end of the day.

On Sharing days in pre-K, items should stay in a bag in your child's cubby until Sharing time.

Emergency Preparedness

We conduct monthly fire drills by activating the fire alarm system and evacuating the building to our green-striped emergency assembly area in the parking lot. Just as we would in a real emergency, when we evacuate, we bring our red earthquake kit bags and our emergency first-aid backpack with all emergency contact cards. A designated staff member sweeps the building to make sure everyone has evacuated, and we take attendance. This is the same procedure we will follow in the event of an actual emergency evacuation.

In preparation for an earthquake, we have taken practical measures to safeguard the children from injury due to falling items. All cabinets are secured closed with latches, and all non-structural items that could tip such as shelves, cubbies, equipment, etc. have been secured to the walls. Heavy items are stored on low shelves. We have prepared for the possibility that children and staff may need to shelter-in-place on campus for as long as 3 days by storing in the church sufficient food, water, first aid, flashlights, and crank radio as well as a supply of clothing, blankets, pull-ups, toileting and handwashing items, and activities to keep the children busy. These are in addition to the earthquake kits we require each child to bring in at orientation. In the event of an earthquake, we may not be able to communicate with you. Please come to the school as soon as possible. We will maintain a staff to child ratio of 12:1 while sheltering-in-place on campus and will release staff only as we are able while remaining in ratio.

We conduct annual earthquake preparedness drills using the simple *Drop, Cover, and Hold On* drill. This includes dropping to the floor to prevent falling, making yourself as small a target as possible, and protecting your head, neck, and chest by taking cover under a sturdy desk or table or near an interior wall, covering your head with your hands and arms. We announce that the earthquake drill has begun and to Drop, Cover, and Hold On, and play an audio recording of realistic sound effects provided by ShakeOut.org in each classroom. After one minute, we evacuate the building as previously described.

Air Quality

In recent years we have experienced periods of poor air quality related to wildfires. In the event of impacted air quality in the region, our policy will be to remain open so that your children have a safe place to learn and play. We will monitor air quality via the government website airnow.gov, and when the Air Quality Index (AQI) is above 150 we will stay inside with the doors and windows closed. We will not close the school due to elevated air quality unless directed to do so by the county, in which case school closure policies will go into effect as described in this document. Every family should make their own decisions about whether to send their children to school. We do ask that if we have played inside due to poor air quality, please do not allow your children to stay and play outside on campus after pick-up, to avoid confusing children about school rules and the decisions we have made for their protection.

School Closure

In the event that the school must close for consecutive days due to reasons beyond our control (including but not limited to air quality, natural disaster, disease outbreak, extended power outage etc.), Woodhaven will add up to five make-up days on to the schedule at the end of the school year and will not refund tuition for those first 5 days of school closure. Missed make-up days will not be refunded. Pro-rated tuition credits will be issued for closures beginning on the 6th day through the rest of the paid month and billing will be paused until school resumes. If Woodhaven must close for 4 weeks or more, a re-assessment of tuition billing will be conducted.

All enrollment is maintained during a closure period as long as all financial commitments to Woodhaven are fulfilled. Withdrawals initiated during a school closure will be processed in accordance with our withdrawal policy. We reserve the right to adjust this policy according to the situation at hand, doing our best to balance the needs of staff and families.

Illness

**COVID-19 Health and Safety Plan, when in effect, supersedes regular illness policy.*

State law requires that children be well to attend school. Just as we know you would appreciate that your child is not exposed to illness, we ask that you extend the same courtesy to the other families and staff at our school and keep your sick children home until they are fully recovered. If children arrive at school sick, they will be sent home. If your child becomes sick while at school, we will remove them from the classroom and have them rest in the office and contact you to pick them up. We will always call you with any immediate concerns.

If your child contracts a communicable disease, please notify the school as we are required to provide exposure notices to children who may have been exposed to contagious illnesses. Please inform us within 24 hours of a diagnosis of a serious illness in the family. Even if your child is kept home or it is a sibling or parent who is ill, we should know the diagnosis and the cause of the infection in order to advise other families whose children may have been exposed.

Sign or symptoms requiring exclusion from school are described below:

A. The illness prevents your child from participating comfortably in facility activities.

B. The illness results in a greater care need than the staff can provide without compromising the health and safety of the other children; or

C. Your child has any of the following conditions:

1. Temperature: Oral temperature of 101° or greater. Return when fever-free for 24 hours or when medical evaluation indicates inclusion.
2. Symptoms and signs of severe illness such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing or other unusual signs. Return when medical evaluation indicates inclusion.
3. Diarrhea: Return when 24 hours diarrhea-free.

4. Vomiting: Return when no vomiting within previous 24 hours.
5. Colds and coughs: Return when fever-free for 24 hours and child can participate in activities. Please keep in mind that if your child is repeatedly sent to go wash hands because they are not coughing into their elbow or are constantly wiping their nose, they will not be able to fully participate in activities and probably will not enjoy school.
6. Rash: Return when a healthcare provider determines that these symptoms do not indicate a communicable disease.
7. Infection Discharge: Return when your child is not discharging any fluid from eye or ear infections or infection elsewhere on the body.

Please notify the school if your child contracts any of the following which require exposure notices:

8. Amebiasis: Return when cleared by Public Health Department.
9. Campylobacter: Return when symptoms have resolved.
10. Chicken pox: Return when all scabs have dried and crusted (typically at least a week).
11. E. Coli 0157:H7: Return when cleared by Public Health Department.
12. Fifth Disease: Return when child can participate in activities.
13. Giardia: Return when symptom free for at least 48 hours and on treatment if indicated.
14. Hand, Foot & Mouth Disease: Return when child can participate in activities.
15. Head Lice: Return when treatment is completed.
16. Impetigo: Return after 24 hours of antibiotic treatment.
17. Pink eye: Return 24 hours after treatment has been initiated.
18. Pinworms: Return when child can participate in activities.
19. Ringworm: Return once treatment is started.
20. Roseola Infantum: Return when fever free and child can participate in activities.
21. Salmonella: Return when all symptoms have been resolved for 24 hours.
22. Scabies, or other infestation: Return when treatment is completed.
23. Scarlet Fever: Return after 24 hours of antibiotic treatment.
24. Shigella: Return when cleared by Public Health Department.
25. Strep Throat: Return after 24 hours of antibiotic treatment.
26. Viral Gastroenteritis: Return 24 hours after symptoms have resolved.

Medication

We do not have licensed medical personnel and staff and are not licensed to dispense medication to your children. If your child has a life-threatening allergy or condition that could necessitate emergency administration of prescription or nonprescription medication, we will ask you to sign a Parent Consent for Administration of Medications and Medication Chart form and provide the medication in original packaging with unaltered label including original instructions in a resealable plastic bag labeled with your child's name and date. Medication will be stored in a locked location accessible only by staff and will be administered in accordance with the prescription label or product label directions as needed.

Illness or Injury Notification

In the event your child becomes sick or injured while at school, all measures will be taken to contact you. We will immediately contact emergency medical services for any serious illness or injury as appropriate. For non-emergent illness and injury, if we are unable to contact you, we will refer to your emergency contact list. After we exhaust the list, we will contact your child's doctor and follow their instructions. If we are unable to reach any of your contacts or your doctor, we will resort to contacting emergency medical services. We strongly encourage you to ensure that you or your alternate emergency contacts are reachable at all times when your child is at school.

Discipline

One of the goals of our school is to help children learn how to interact and be happy members of their social group. We have basic rules to help our children explore and learn within the boundaries of respectful, responsible, and safe behavior. Children cannot be expected to follow rules they do not know, so we go over expectations during circle time, in the classrooms, and on the playground at the beginning of the year and often throughout the year as needed. Our basic rule is the Golden Rule.

We use positive reinforcement for appropriate behavior and take time to discuss inappropriate behavior. We may ask your child to hold our hand or sit with us until they can gain control of their body or emotions. Sometimes when a behavior is becoming too disruptive for the rest of the class, spending some time with another teacher's class can help a child "hit the reset button." Decompressing in the office with the Director or Executive Assistant is not punitive, but can help calm a child, change their perspective, or give them the privacy they may need to express and get on top of their emotions. If your child is too upset to return to class, we may call you to come collect them for the remainder of the day.

If your child's teacher has ongoing concerns about your child's behavior at school (or if you would like to address your own concerns about school or home), we will schedule a meeting with you to develop a unified approach we can all work on together. We are on your team and want your child to be happy and successful here!

Counseling

Our church has wonderful staff who are excellent resources and always available if you should ever have any concerns. Please do not hesitate to reach out to them, or to visit the school office for resources.

Jaekuk Jo, Senior Pastor, **jaekuk@wgumc.org**

Susan Grace Smith, Pastor of Children and Family Ministries, **susan@wgumc.org**

Lisa Jacobs, Director of Joint Youth Minisitries, **Lisa3cyouth@gmail.com**