

# Wesley of Yakima Preschool Parent Handbook Policies and Guidelines

WESLEY OF  
YAKIMA  
PRESCHOOL



# 2023 - 2024

WESLEY UNITED METHODIST CHURCH

14 N. 48<sup>th</sup> AVE

YAKIMA, WA 98908

(509) 966-2370

[wesley.preschool@wesleyofyakima.org](mailto:wesley.preschool@wesleyofyakima.org)

[THIS PAGE LEFT BLANK]

## Table of Contents

Purpose and Organizational Structure ..... 4

Students with Special Needs..... 5

Eligibility and Potty Training..... 5

Payment Structure..... 5

Tuition Costs..... 6

Payment Methods and NSF's..... 6

Withdrawal from Preschool ..... 6

Student Immunizations..... 6

Discipline Policy ..... 6

Class Times and Structure..... 7

Drop-off and Pick-up..... 7

Snack Policy..... 8

Sick Days/Health and Hygiene/Bathroom Procedures..... 8

Dress..... 8

Building/Safety/Emergency Procedures..... 9

Personal Information ..... 9

School Closures..... 9

On-site Field Trips/Special Presentations..... 9

Class Holidays/Parties/Fundraisers..... 10

Parent Participation ..... 10

Observations of Classes ..... 10

Parent-Teacher Conferences ..... 10

More Information..... 10

## WESLEY OF YAKIMA PRESCHOOL POLICIES AND GUIDELINES

### **PURPOSE:**

The primary **purpose** of Wesley Preschool is to provide a secure environment where children may practice social skills and develop learning skills that will build a foundation for a lifetime of learning.

Our **goal** is the development of positive attitudes toward school and learning, positive self-esteem, spiritual awareness, and respect for self and others.

Wesley Preschool is strongly rooted in the preparation of students for kindergarten – both academically and socially. These curriculum goals are met through a wide variety of classroom experiences, play, and by the example set by our staff. Wesley Preschool teachers are working in partnership with local school districts and state guidelines for kindergarten readiness.

Wesley Preschool is committed to providing a safe, loving, and secure environment, where children can learn and grow in character and social skills as well as academics. We follow Wesley United Methodist Church of Yakima in seeking “to serve Christ, Community and Creation” by treating all individuals and families with dignity and respect and taking every opportunity to care for the community and creation around us.

### **Wesley UMC Preschool Leadership:**

There are four important leadership aspects for the Wesley Preschool. Those include: the pastor, the Director of Operations and Programs, the preschool board, the teachers, and assistants. Each has an important role in the success of the preschool program. It is also vital that all the leaders involved have a clear understanding of whose responsibilities are whose.

**The Pastor** is charged with oversight of the ministry of the church. Responsibilities regarding the Preschool include supervision that the program follows the mission and vision of the church. The pastor works directly with all staff and volunteers to lead all church programs. Responsibilities include:

- Alignment of Preschool program with mission and vision of the church
- Building relationships with staff, students and parents

**The Preschool Board** is authorized by Wesley United Methodist Church to have oversight of the Preschool program. Responsibilities include but are not limited to:

- Working with the Pastor and Staff Parish Relations Committee, for supervision of the Director of Operations and Programs
- Working with the Finance team, for oversight of the Preschool budget
- Working with the Director of Operations and Programs, for oversight of program schedule, curriculum, activities, and calendar
- Supervision of Preschool program to be in accordance with church policies

**The Director of Operations and Programs** has primary responsibility for the Wesley Preschool program. The Director is the direct supervisor of Preschool staff. The Director implements the vision and program of the Wesley United Methodist Church Preschool.

Responsibilities include:

- Supervision of Preschool staff (including decisions of hiring, evaluations and dismissal.)
- Implementation of Wesley Preschool policies
- Financial management of the program
- Coordination with Preschool Board and Wesley UMC Trustees for building use and care
- Works with Preschool Board for adoption of curriculum
- Other administrative functions vital to the operation of the program

**The Teachers and Classroom Assistants** are responsible for a safe and fun learning environment that provides students with an opportunity to meet or exceed expectations for age level standards.

Responsibilities include:

- Building relationships with students and parents
- Creating daily lesson plans and incorporating the annual curriculum
- Following policies for safe learning environment

### **Students with Special Needs:**

Wesley Preschool strives to be an inclusive preschool, and our staff is skilled in utilizing the resources available to them to ensure that each student's learning needs are acknowledged and addressed. In certain circumstances, including a student's repeated disruptions to classroom learning, staff and parents/guardians may determine that a student may be better served in the school district's special needs classes or at schools such as [Children's Village](#), which specializes in a broader array of individualized assistance.

### **Student eligibility and student to teacher ratio are as follows:**

- **3-year-olds** who turn 3 by August 31. Class size is 14 children with 2 staff.
- **4-year-olds** who turn 4 by August 31. Class size is 16 children with 2 staff.

***All children must be potty trained (including wiping.)***

### **Payment Structure and Scholarships**

Wesley Preschool charges an annual tuition in August. For the convenience of the parents, tuition may be broken down into nine monthly payments due the **1st of each month** August through April. The August tuition payment is a deposit of the last tuition payment of the school year, the May tuition, and is held in reserve until that month. If a student withdraws from preschool *before* Oct. 1 the May tuition is refundable but **only** if *written* notification to the preschool office is given. If the withdrawal occurs *after* October 1<sup>st</sup>, then the May tuition is non-refundable.

During the school year, if tuition is not paid by the 10<sup>th</sup> day of the month, the preschool director will contact the parents of the student. If by the 15<sup>th</sup> of the month the tuition payment has not been brought current, the student's enrollment will be suspended until payment has been received in full.

If an emergency arises, parents are encouraged to talk with the Director, Sabrina Renfrew. Limited scholarships may be available, based on need.

***Tuition costs:***

***2 days a week (Tues/Thurs class)                      \$150***

***3 days a week (Mon/Wed/Fri class)                      \$200***

***4 days a week (Tues/Wed/Thurs/Fri class)                      \$250***

**Payment Method:**

Wesley Preschool accepts checks or cash and payment boxes are located in each classroom. Debit and credit card payments will be processed in the Church Office. There is a small processing fee for use of debit and credit cards. If paying by cash please use one of the envelopes provided and fill in your student's name in the space provided. If paying by check, please write your student's name in the memo line. Receipts are provided for cash payments; cancelled checks serve as receipts for payments by check.

**NSF Checks:**

Checks returned due to insufficient funds (NSFs) will result in a \$10.00 Returned Check Fee being placed on your student's account. If a second NSF check occurs, payment by cash or money order will be required.

**Withdrawal from Preschool:**

Should the need arise to withdraw your student from Wesley Preschool, written notification must be given to the Director in advance of the withdrawal. Current month's tuition will still be required; May's tuition deposit will not be used for that payment.

**Student Immunization:**

Students must be up to date with all immunizations as required by law. Parents are to offer proof of immunization for the following diseases: diphtheria, pertussis (whooping cough), poliomyelitis, measles, rubella, mumps, tetanus, and hepatitis A & B. Washington State Law allows parents or guardians to exempt their child from school or childcare immunization requirements. Exemptions on certain immunizations may be claimed for personal/philosophical, religious or medical reasons. As of July 2019, Washington State does not allow exemptions for religious or personal/philosophical reasons for the measles, mumps, and rubella vaccines. To request an exemption on other vaccines a completed Certificate of Exemption must be submitted. You can find the form online by going to the Washington Department of Health at [doh.wa.gov](http://doh.wa.gov).

In the event of an epidemic, all students not fully immunized will be excused from preschool. If a child becomes ill during class, his/her parent will be notified and the parent will be required to have their child picked up.

**Discipline Policy:**

Wesley Preschool encourages a positive behavior approach where discipline is necessary and we recognize that children will display challenging behaviors from time to time. Regardless, no physical punishment is allowed. All disciplinary issues will be discussed with the parent. Disciplinary actions will be discussed with the Director if the situation escalates and is warranted. Our preferred style of addressing behavior is:

- Children having a behavioral issue are encouraged to use their words to communicate with peers and adults.
- Children will be redirected when a difficulty occurs (using positive praise, modeling appropriate behavior, encouraging children to problem solve solutions to the situation).
- If inappropriate behavior continues and various interventions are unsuccessful, we will work with parents to determine if it is necessary to develop and implement a behavior plan.

**Class Times and Structure:**

- All class sessions meet for 3 hours: 9:00 a.m. to 12:00 p.m. with time spent in the following types of activities:
  - Free Play
  - Crafts
  - Circle/Carpet Time (Attendance, Weather, Calendar, Helper Assignments, Stories, Songs, Prayer)
  - Snacks
  - Share Bag/Special Person
  - Table Time (Worksheets, Scissor Time, Manipulatives)
  - Quiet/Book Time
  - Washing hands/Cleaning Up
  - Recess (Outside or "Big Room," depending on weather)
  - Enrichment
- One half-hour of each school day will be spent in "enrichment" studies, such as music, Spanish, organized physical education activities, puzzles and games, nature walks, etc. With the aid of Assistant Teachers, Enrichment Studies will be led by the Director, Pastor, or other Volunteers who have passed church approved background checks. Enrichment time will provide teachers with additional preparation and planning time.
- Throughout the year, the preschool will feature special performances and presentations by local artists in its Arts2Us program. Parents/Guardians and families are invited to attend these events.

**Drop-off and Pick-up:**

Wesley UMC policy regarding parking lot safety is that children are not to be left unattended in cars while you bring your student to and from class. If you have other children in your care, please make arrangements for another adult to watch over those children while you come into the building.

Children will only be released to an adult that has been approved by the enrolling parent. If during the school year you need to change your authorization to pick up release on the

registration form, please speak with your child's teacher. That authorization must be made in writing.

Parents/Guardians or other individuals who are listed on the child's registration form must sign the Sign-In/Out Sheet at both drop-off and pick-up. Teachers request that these persons form a line in the designated area outside the classroom, so that students can be dropped off or dismissed individually in an orderly fashion.

**Late Pick-up:**

Wesley UMC Preschool does not provide extended care or day-care services. In the event a child is not picked up at the end of class time, a fee of \$5 per 15 minutes will be charged (a one-time ten-minute grace period will be allowed).

**Snack Policy:**

In each class, teachers will organize a rotating schedule where parents/guardians provide snacks on a weekly basis. While healthy snacks are preferred, it is understood that special treats such as candy, cookies, or cupcakes are appropriate for birthdays and seasonal parties. If your child has food allergies, please plan on providing a daily of snack for them. Please see your child's teacher for more details.

**Sick Days:**

Please keep your child home if they have a fever (100.4°), are nauseated, vomiting, or have diarrhea. *Children should remain home for 24 hours after signs of fever, vomiting, and/or diarrhea are gone.* If your student will be home for several days, please inform the child's teacher and/or the Director. Please report any communicable diseases to the teacher.

**Health & Hygiene:**

Wesley Preschool students and staff are required to wash hands using an antibacterial soap following toileting and prior to snack time. Hand sanitizer stations are provided in the classrooms and throughout the Wesley facilities. In the event of pandemics, such as the COVID pandemic, Wesley Preschool will follow masking, handwashing, and quarantine guidelines as set forth by national, state, and local health departments.

**Bathroom Procedures:**

The teacher or assistant may assist preschool students during toileting, if needed. Your child's independence will be encouraged. Only verbal instructions will be offered unless further assistance is requested or needed by the child.

You can help at home by encouraging your child's independence in this area and by dressing your child appropriately to make toileting as easy as possible for your child.

**Dress:**

Children are encouraged to dress in weather-appropriate clothing suitable for play. Recess times are most often spent outdoors riding tricycles, climbing, and playing games. Flip-flops or open-toed sandals are not appropriate shoe attire for our school playground and not allowed.



**Building Policy:**

Wesley United Methodist Church has a building policy of no animals, except service animals, allowed in the building. This policy also includes the fenced courtyard area where the children play. Drugs, alcohol, weapons and smoking are not allowed on church premises.

**Safety Policy:**

The door coming into the preschool wing of the building will be locked at 9:15 a.m. and open again at 11:45 a.m. If you need to come to your child's class and the door is locked, please use the church's main doors and check in with the Director in the Church Office.

For maximum safety, children must be brought to the classroom at the beginning of class by an adult and signed in. At the end of class, children will be dismissed individually to their parent or other adult authorized by the parent on the registration form and will need to be signed out. Please notify your child's teacher in advance if someone else will be picking up your child.

**Emergency Procedures:**

In the event of a building emergency, children will be directed to a designated safe area. Twice a year we have a fire drill to practice walking out to the designated space so if that is ever necessary to do in an actual emergency, we will all be prepared.

**Personal Information:**

We require you provide us with a current functioning phone number and email address(es) at the beginning of each school year and anytime throughout the year when that information changes. We will use these for the purpose of informing you of upcoming events and tuition reminders as well as emergency contact when needed. We respect your privacy and will not share this, or any other information, with others. Please keep us updated on any changes so we can keep in contact with you.

**School Closures:**

Wesley Preschool follows West Valley and Yakima School Districts in determining Preschool closures. Closures will be posted here and on Facebook with follow-up texts from staff. If you are uncertain if your child's class is cancelled due to weather, please contact your child's teacher as there will often not be anyone up to answer the phone at the church.

No reimbursements will be made for emergency closures.

**On-site Field Trips/Special Presentations**

Wesley Preschool understands that preschool is often the first time a child may venture beyond their own home for extended periods of time. It is the school's intention to provide students with a well-rounded introduction to nature, arts, and community, in addition to and as part of their academic growth. During the school year, Wesley Preschool may invite outside professionals such as Police Officers, Firefighters, Animal Trainers, Musicians, Artists, and others to give presentations on site. They will also visit Wesley's on-site Community Garden and Recycling Center. Parents/Guardians will be given advance notice of such events.

**Class Holidays and Parties:**

Several times a year classes will hold parties for the various holidays. Teachers will have sign-up sheets for parent volunteers. We ask that if you volunteer in the classroom that you leave siblings and other children at home to allow for a special time for your student.

**Fundraisers:**

As a ministry of Wesley United Methodist Church, Wesley Preschool relies on tuition and registration fees, as well as fundraisers to meet its budget for staff salaries, supplies and other necessary expenses. The Preschool Board approves the fundraisers and parent participation is encouraged. Money raised is earmarked for the preschool scholarship program and/or classroom needs.

**Parent Participation:**

Open House on the first day of school is designed to help the students to feel at ease with their new classroom environment. On this day parents attend class with their child. It is a shortened class day, 9:00 a.m. - 10:00 a.m. This is an opportunity for your student to come meet the teacher, see the classroom, meet some friends and hopefully alleviate, or at least help with, any anxiety your student may feel about going to school for the first time. Since this day's emphasize is on the students, we ask that parents hold conversations and questions for the teacher for another day.

The next normally scheduled class day is a full day (9:00 a.m. – 12:00 p.m.) That day parents are asked to bring their child to the classroom door and give them a quick hug and kiss goodbye. A teacher will be there to greet the children and welcome them to class.

There are many opportunities throughout the school year for you to be involved in your child's preschool experience. Please let your teachers know if you have a project or talent that you would like to share with the class.

**Observation of Classes:**

If you wish to observe your child in class, we encourage you to wait until after the children have had the opportunity to adjust to the classroom experience. Arrange an observation with the teacher beforehand. Please register in the office when you come to observe so that the office staff knows who is in the building.

**Parent-Teacher Conferences:**

Teachers will schedule parent/teacher conferences in the spring upon parent request. The conference will reflect on your child's progress and/or kindergarten readiness. Anytime you have a concern, please feel free to discuss your concerns with your child's teacher.

Written progress reports will be issued twice yearly - in October and again in April.

**More Information:**

Sabrina Renfrew, Director of Operations and Programs, is available to answer any questions about Wesley Preschool. Office hours are Monday through Friday 9:00am to 4:00pm. The office phone number is 966-2370; Sabrina can also be contacted by email at [sabrina.renfrew@wesleyofyakima.org](mailto:sabrina.renfrew@wesleyofyakima.org).