

Wesley of Yakima Preschool Parent Handbook Policies and Guidelines

WESLEY OF
YAKIMA
PRESCHOOL



2024 - 2025

WESLEY UNITED METHODIST CHURCH

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WESLEY OF YAKIMA PRESCHOOL POLICIES AND GUIDELINES

Purpose

The primary **purpose** of Wesley Preschool is to provide a safe 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 work in partnership with local school districts and state guidelines for kindergarten readiness.

Wesley Preschool is committed to providing a safe, loving, and academically challenging 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 Organizational Structure

There are five important leadership roles at Wesley Preschool. Those include: the Pastor, the Preschool Board, the Director of Operations and Programs, the Teachers and Teacher Assistants, and the Preschool Coordinator. Each has an important responsibility in the success of the preschool program. It is also vital that all involved have a clear understanding of whose responsibilities are whose.

The Pastor is charged with oversight of the ministry of the church. The pastor works directly with all staff and volunteers to lead church programs.

Responsibilities regarding the Preschool 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
- Coordination with Preschool Board for adoption of curriculum
- Other administrative functions vital to the operation of the program

The Teachers and Teacher 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 or assisting with daily lesson plans
- Following policies for safe learning environments

The Preschool Coordinator is responsible for assisting the Director of Operations and Programs with administrative duties.

Responsibilities include:

- Updating Preschool social media accounts and Brightwheel platform
- Coordinating Enrichment programs and presentations

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 together 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

- **3-year-olds** who turn 3 by August 31. Class size is up to 14 children with 2 staff.
- **4-year-olds** who turn 4 by August 31. Class size is up to 18 children with 2 staff.

All children must be potty trained (including wiping.)

Payment Structure and Scholarships

For full tuition policy, please refer to the Tuition Agreement in Brightwheel.

Wesley Preschool charges tuition in nine monthly payments due the **1st of each month**, September through May. A \$125.00 non-refundable registration fee is required to reserve a student's spot prior to each school year. This registration fee is not credited toward payment of tuition or other fees.

Monthly tuition costs:

| | |
|--|--------------|
| <i>3 days (M-W-F) Ages 3-4</i> | <i>\$200</i> |
| <i>3 days (M-W-F) Ages 4-5</i> | <i>\$200</i> |
| <i>5 days (M-W-F Age-Specific Class & T/Th Ages 3-5 Class)</i> | <i>\$325</i> |
| <i>Extended Care (Early drop-off)</i> | <i>\$50</i> |
| <i>Extended Care (Late pick-up)</i> | <i>\$50</i> |

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

If a financial emergency arises, parents/guardians are encouraged to talk with the Director of Operations and Programs. Limited scholarships may be available, based on need.

Payment Method

Wesley Preschool accepts debit/credit card payments through the Brightwheel app and cash or check payments in the Church Office. Cash payments must be for the exact amount as no change is kept in the office. There is a small processing fee for use of debit and credit cards which is administered by Brightwheel; Wesley Preschool does not receive this fee.

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 debit card through Brightwheel, cash, or money order will be required.

Withdrawal from Preschool

Should the need arise to withdraw your student from Wesley Preschool, notification must be given to the Director in writing 30 days in advance of the withdrawal as stated in the Tuition Agreement. During those 30 days tuition will still be collected. After the 30-day notice period parents/guardians will no longer be responsible for tuition payments.

Student Immunizations

Students must be up to date with all immunizations as required by law. Parents are required 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 on certain immunizations 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 to the Director of Operations and Programs. The exemption form can be found online through the Washington Department of Health at doh.wa.gov.

In the event of an outbreak or epidemic, all students not fully immunized will be excused from preschool until they can show proof of immunization status.

Discipline/Guidance Policy

Wesley Preschool encourages a positive behavior approach when extra guidance is necessary, and we recognize that all children will display challenging behaviors from time to time. **No physical punishment is allowed.** Discipline/guidance issues will be discussed with the parent/guardian, and recommended solutions will be discussed with the Director if the situation escalates and is warranted. Our standard method of addressing behavior is:

- De-escalation: Children having a behavioral issue are first encouraged to practice focused breathing techniques, verbalize what is upsetting them, move to a low-stimulation area (such as the classroom calm-down tent), or use the classroom social/emotional manipulatives to communicate with peers and adults.
- Redirection: Children will be redirected when a difficulty occurs
- Guidance: using positive praise, modeling appropriate behavior, and encouraging children to problem solve solutions.
- If inappropriate behavior continues and interventions are unsuccessful, teachers and/or the Director of Operations and Programs will work with parents/guardians 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)
 - Snacks
 - Share Bag Presentation
 - Table Time (Worksheets, Manipulatives, Fine Motor Skill Practice)
 - 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, foreign language, organized physical education activities, puzzles and games, nature walks, etc. With the aid of Teacher Assistants, Enrichment Studies will be led by the Director, Pastor, or Volunteers who have passed church-approved background checks. Lead teachers may utilize enrichment time for additional preparation and planning time.

Drop-off/Late Drop-off

Wesley UMC’s policy regarding parking lot safety is that non-WUMC Preschool children are not to be left unattended in cars while students are escorted to and from school. To support this policy, our drop-off/pick-up process does not require parents/guardians to leave their vehicles, except to assist children getting out of/into the vehicle/car seats. Preschool staff will be at the parking lot drop-off/pick-up site to escort child(ren) to the appropriate location after the student’s attendance has been registered in the Brightwheel app. Parents/guardians do have the option to park and walk their student to their classroom if preferred.

Children may be dropped off between 9 a.m. and 9:15 a.m. The Preschool door is locked at 9:15 a.m. Drop-offs after 9:15 a.m. and Pick-ups before 12:00 p.m. will need to check in with the Director of Operations and Programs by ringing the doorbell at the main preschool entrance and waiting for the Director or designee to come to the door. You may also call the main office at 509-966-2370 or send a message through Brightwheel.

Pick-up/Late Pick-up

Pick-up is at 12:00 p.m. at which time students will be escorted to the parking lot for pick-up. Starting in the 2024-2025 School Year Wesley Preschool will practice a staggered pick-up process. PreK (4-5 year-old) students will be brought out first with 3-4 year-old students being escorted outside after.

In the event a child is not picked up by 12:15 p.m. without prior arrangement, a fee of \$5 per 15 minutes will be charged (a one-time 15-minute grace period will be allowed).

Children will only be released to an adult that has been approved by the enrolling parent by including them in the “Approved Pickups” section of Brightwheel. Parents/guardians are responsible for ensuring that Drop-off/Pick-up Authorizations are up-to-date in the Brightwheel app. Adults may be asked to verify their identity during pick-up/drop-off.

Please see Pick-Up/Drop-Off Policy Document for more information

Extended Hours

Wesley UMC Preschool does provide limited extended hours upon request. Families may sign up to add this service for a fee of \$50/month for early drop-off and/or \$50/month for late pick-up. With this service, students may be dropped off as early as 8:30 a.m. and picked up as late as 12:30 p.m. Due to state licensing requirements, we are only able to have children in our care for a maximum of 4 hours. Please understand that these guidelines will be strictly enforced.

To arrange for early drop-off or late pick-up, please contact the Director of Operations and Programs.

Snack Policy

In each class, teachers 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 snack for them in the event that the provided snacks do not meet your child's dietary restrictions. Please see your child's teacher for more details.

Illness

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 without the aid of medication.* If your student will be home from school, please inform the child's teacher and/or the Director. Please report any communicable diseases to the teacher. If a child is absent and no notice has been given, the teacher or Director of Operations and Programs will reach out through Brightwheel.

If a child becomes ill during class, the parent or guardian will be notified and required to have their child picked up.

Health and Hygiene

Wesley Preschool students and staff are required to wash hands using an antibacterial soap following toileting as well as 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 SARS-CoV-2 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 verbally assist preschool students during toileting, if needed. Your child's independence will be encouraged. ***Only verbal instructions*** will be offered.

You can help make toileting at school easier for your child by encouraging your child's independence in this area at home 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 are discouraged. Keeping a change of clothes in the child's backpack is encouraged.

Building Policy

Wesley United Methodist Church has a building policy of not allowing animals, except service animals, 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.

Emergency Procedures

In the event of a building emergency, children will be directed to a designated safe area. Twice a year Wesley Preschool will conduct a fire drill to practice walking out to the designated space so that, in the event of an actual emergency, staff and students will be prepared. Emergency procedures are posted in each classroom.

Personal Information

We require that you sign up on the Brightwheel app and provide contact information, so that we can inform you of upcoming events, tuition reminders, and special alerts such as school closures for snow days. We respect your privacy and will not share any information with others without your consent. Wesley Preschool does enable parents/guardians to connect with others in their child's classroom through the Parent Directory feature. Each parent/guardian is able to disable this feature in the Brightwheel app. Please keep your information updated in the Brightwheel app so that you don't miss out on important notifications.

School Closures

Wesley Preschool follows West Valley and Yakima School Districts in determining Preschool closures. Closures will be sent as Alerts via Brightwheel and announced on Facebook. 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 integrated with their academic growth. During the school year, Wesley Preschool may invite outside professionals such as Police Officers, Firefighters, Therapeutic Animal Trainers, Musicians, Artists, and others to give presentations on site. Students will also visit Wesley's on-site Community Garden and Recycling Center. Parents/Guardians will be given advance notice of such events.

Classroom Events

Occasionally classes will hold special celebrations. Teachers may have sign-up sheets for parent volunteers. All volunteers must request and pass a Wesley UMC-provided background check at least 1 week prior to volunteering. 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 each fundraiser and parent participation is encouraged. Money raised is earmarked for the preschool scholarship program, equipment upgrades, and/or classroom needs.

Orientation and Parent Participation

The annual Wesley Preschool Kick-off-Orientation is a fun and informative event especially designed to help both students and parents/guardians feel at ease with the preschool experience. This event is an opportunity for students and their families to meet the staff, learn about regular policies and guidelines, see the classrooms, meet other families, and hopefully alleviate - or at least help with - any anxiety your student may feel about going to school for the first time or returning to school after the summer break.

The first class day is a full day (9:00 a.m. – 12:00 p.m.) Staff escorts will be available per the regular drop-off/pick-up routine; however, parents/guardians are welcome to park their vehicles and walk their children directly to the classroom door until children are comfortable with the process. If a parent/guardian walks their child into the school they *must check in with the staff on duty first to register the child's attendance.*

There are many opportunities throughout the school year for you to be involved in your child's preschool experience. Please let your teachers or the Director of Operations and Programs 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 child(ren) have had the opportunity to adjust to the classroom experience (usually after one month). Arrange observations 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 upon parent/guardian request. Conferences will reflect on your child's progress and/or kindergarten readiness. Additionally, the Brightwheel app will be used to report on various activities throughout the day and week. Progress reports will be issued upon request.

More Information

Sabrina Renfrew, Director of Operations and Programs, is available to answer any questions about Wesley Preschool. The office phone number is 509-966-2370; Sabrina can also be contacted via the Brightwheel app or by email at sabrina.renfrew@wesleyofyakima.org.