



WESTGATE
CHRISTIAN SCHOOL

Nursery School Parent Handbook

“Though one may be overpowered, two can defend themselves. A cord of three strands is not quickly broken.”

Ecclesiastes 4:12

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WCS is governed by a board of directors made up of responsible Christians whose function is to set policy for the operation of WCS. The administration of WCS is delegated to the principal who supervises the overall operation of the school.

The students, parents, faculty, staff, and board of WCS are answerable to God, the Creator and Ruler of all. Practicing His principles as revealed in the Bible, we will work together to accomplish the common goal of educating the students He has placed in our trust.

Westgate Christian School has embraced the service concept of 2M2N. This concept is based on the belief that Godly service requires faculty & staff, parents, and students to go the “second mile” to serve others and that this be “second nature”. (Matthew 5:38-42) This learning, incorporation, and modeling of this service concept are important parts of being a member of the WCS family.

MISSION STATEMENT

The mission of WCS is to help students love the Lord with all of their mind by educating them in the light of the Gospel.

VISION STATEMENT

WCS endeavors to educate children in the following areas: truth, beauty, and goodness.

EXPANDED EXPLANATION OF OUR MISSION AND VISION

In our mission, we focus on educating the whole person. We believe that the entire person should be educated in the truth of the Gospel of Jesus Christ. We want to equip our students to go into the world to be a blessing to the world and to be transformative agents in this world. We live in a fallen society that has separated the truth of the creation from its Creator. As a Christian school, we seek to reintegrate all subjects back into their rightful place with Jesus being the central unifying factor.

As Christians, we live in exile in this world dominated by rebellion to God’s good Kingdom rule (1 Peter 2:11). To be an exile, one must be distinct and holy in a foreign culture. An example of what God desires for those living in exile can be found in Jeremiah 29. In Jeremiah 29, God writes to the Jewish exiles that will live in the pagan society of Babylon. God wants His people to be distinct and holy, but at the same time, to work for the good of the city (Jeremiah 29:7). The mission of WCS is to train and equip our students to think truthfully about subject matter, to live faithfully to God’s word, and desire excellence in all they do. We endeavor to do this so that our students will be equipped to go out and be both a blessing to the places they reside as well as be transformative agents for the Gospel wherever they go.

In our vision, we focus on the transcendent areas of truth, beauty, and goodness. We focus on truth because we want our students to excel in math, science, history, grammar, and reading. These areas of study are not fragmented pieces of information, but they are all unified under the truth of the Creator. We focus on the area of beauty because God cares about what is beautiful. Beauty is manifested in the fine arts. We want our students to learn to be creative as our God is creative. We focus on goodness because we realize that our students are not just “brain-boxes”. We believe our students are created in the image of God, and therefore they are moral beings. They have an eternal destiny, and we want our students to spend eternity with God because of what Jesus has done for them.

NOTICE OF NONDISCRIMINATORY POLICY

“Do nothing out of favoritism” (1 Timothy 5:21)

WCS admits students of any race, color, nationality, religion, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School.

It does not discriminate on the basis of race, color, nationality, religion, or ethnic origin in administration of its educational policies, admissions policies, account payments, or other School-administered programs.

As a private Christian school, Westgate Christian School reserves the right to deny admission to any student. Further, WCS reserves the right to ask any student to leave at any time for any reason when the administration believes it is in the best interest of the school; this also includes the right to not allow students to return for the next school year.

PARENT COMMUNICATION

Westgate Christian School wishes to partner with you as parents to help your student achieve his or her goals. In keeping with this thought, parents agree to support and cooperate with the school in this process. Any complaints or negative comments will be shared with staff, administration, or board of directors and NOT through social media. Violation of this expectation can result in removal of the student(s) or denial of re-enrollment.

Divorced Parents

The Code of Alabama 30-3-154 (2005) states: “Unless otherwise prohibited by court order or statute, all records and information pertaining to the child, including, but not limited to, medical, physiological, dental, scholastic, athletic, extracurricular, and law enforcement, shall be equally available to both parents, in all types of custody arrangements.”

Parents who are divorced must provide legal documents to verify child custody and other child/parent restrictions. Unless there is legal documentation that nullifies the standard custodial/non-custodial order in a divorce situation, WCS will abide by the Code of Alabama as stated above. It is the responsibility of the non-custodial parent to keep WCS fully informed concerning expectations for school information pertaining to their child.

Aggressive Parents

Code of Alabama 1975 Section 16-28-A-1 states the following: “the school system shall provide assistance for seeking the issuance of a warrant or warrants for any person or persons threatening or assaulting an administrator or teacher, and timely assistance with appropriate authorities in the prosecution of any person or persons threatening or assaulting an administrator or teacher.”

Parents that are verbally and/or physically aggressive and/or are overly argumentative with faculty or administration will be asked to withdraw their student immediately from WCS.

CODE OF CONDUCT

By enrolling at WCS, students and parents/guardians are agreeing to adhere to a Code of Conduct. Parents must understand that their family becomes part of the WCS family and represents that family by their actions both on and off campus. Parents should strive to set a Christian example at all times and assist children to follow the example of Christ in their daily lives.

Parents are to be examples of good conduct and courtesy. Parents are to treat each other, the faculty, and staff with respect and courtesy, including the respect of time, appointments, and school procedures. This includes respecting the instructional hours by not remaining on campus unless you are volunteering for specific events.

DISMISSAL FROM PROGRAM

Dismissal is the removal of a student when it is determined by the staff that the school cannot safely and adequately serve the needs of the student and the family. This is normally required when repeated behavioral issues that affect the safety of the student, other students, or staff members have occurred. Dismissed students may exhibit a lack of maturity that affects their success and/or the class as a whole. Dismissed students may be readmitted to WCS in future years when issues causing dismissal have subsided. WCS reserves the right to ask any student to leave at any time for any reason when the administration believes it is in the best interest of the school. Parents will be notified of a dismissal determination in writing to include the process for appeal to the Board of Directors.

Dismissal can also occur when a student's account falls in arrears without communication of hardship with the business office. In such cases, parents will be given a date to bring the account current. Should the account not be brought current by the deadline, the student will be dismissed at the end of the month.

WITHDRAWAL

Parents wishing to withdraw their child from the daycare program must inform the office in writing 2 (two) weeks before the child's last day. In the event a notice is not given, parents will be charged for the following two weeks.

SPIRITUAL PROGRAM

WCS is committed to Biblical principles and seeks to articulate those principles in ways that instill an active faith in God and a desire to imitate the character of Jesus Christ as revealed in Scripture within each student. Every part of the students' day will reflect the purposeful discipline that is necessary for Christ-likeness.

Christian education is an approach that carries with it a Christian worldview. Faculty and staff integrate faith in God and the example of Christ throughout the curriculum. WCS aspires to be non-sectarian in character, seeking always to be Christ-like, guided in relationships by gentleness and respect. Therefore, WCS welcomes all students of character and ability who share Christian values.

Throughout its existence, WCS has worked hard to create a friendly and inclusive environment for students from a variety of religious, ethnic, social, cultural, and geographic backgrounds. WCS feels a great responsibility to use the God-given gift and knowledge of all students, faculty, staff, and alumni as each one seeks to show Christ to the world.

WCS promotes lifelong learning and service. WCS will lend support to the growth, stability, and spiritual health of the body of Christ on earth as Christian servants/leaders are trained to honor God and serve Christ in their communities, the nation, and the world. It is not our mission to introduce, propagate, or argue current religious issues of the day. It is not our mission to offend or judge anyone with regard to conviction and practices. It is our mission to nurture spiritual growth in each of our students, their families, and ourselves.

SOCIAL MEDIA POLICY

Social media provides opportunities for Westgate Christian School administration to share information and knowledge with key stakeholders. It also provides a platform by which to engage in conversations, respond to feedback directly, and maintain an active dialogue with parents, grandparents, alumni, and friends of WCS.

At this time, Westgate Christian School has official school accounts with Facebook and Instagram. Administration manages all accounts and is responsible for platform and content management. Under no circumstances is anyone allowed to create a social media account that is branded Westgate Christian School, WCS, or any combination of the school's name, logo, and/or mascots that would give the audience any reason to believe the account is an official school account. Anyone interested in creating a WCS account, including those with a particular interest in a program, club, or activity must contact the principal prior to doing so for approval.

For any questions or concerns regarding Westgate Christian School's social media policy, please contact WCS's principal.

BITING

Biting is unfortunately not unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. We understand that biting, unfortunately, is a part of a day care setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten.

When Biting Does Occur: Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap.

When bites occur:

- The wound is cleaned and parents notified.
- The biter is placed in time out (one minute per child's age) and parents notified.

When biting becomes excessive:

- 1. If a child inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
- 2. If the child again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for 2 business days.
- 3. If a child once again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parents will be asked to make other day care arrangements.

If a child, who has been through steps 1 and/or 2, goes 3 weeks (15 business days) without biting, we will go back to step TWO (suspension) if the child bites again.

If a child bites twice in a 4 hour period, the child will be required to be picked up from day care for the remainder of the day. This will not count towards the 2 day suspension.

SICKNESS

Parents will be contacted upon the first episode of throwing up or a BM that cannot be contained in the diaper.

Parents will be asked to pick up their child upon a second vomit episode or after 3 uncontained BMs.*

*In the case of a violent or excessive BM, parents will be called for pickup after one occurrence.

Children must NOT be brought to WCS if they have the following:

- Severe colds (this includes croup, RSV, influenza, or other respiratory illness)
- Undetermined rash or spots with or without fever or behavior changes, until a physician has determined that the illness is not a communicable disease.
- Skin infections (boils, ringworm, impetigo, etc.) until 24 hours after treatment has begun. Lesions on exposed skin must be covered with a watertight dressing.
- Head lice (after head lice treatment, a note from the doctor will be required before returning to daycare.)
- Nausea, vomiting, or diarrhea within 24 hours. Special circumstances that require specific exclusion criteria be met before returning to WCS include the following:
 - Toxin-producing E.coli or Shigella infection, until diarrhea resolves and the test results of 2 stool cultures are negative for these organisms.
 - Salmonella serotype Typhi infection, until diarrhea resolves. In children younger than 5 years with *Salmonella* serotype Typhi, 3 negative stool cultures are required.
- Blood or mucus in the stools not explained by dietary change, medication, or hard stools.
- Mouth sores, unless the child's physician or local health department states that the child is noninfectious.
- Streptococcal pharyngitis (i.e., strep throat or other streptococcal infection), until 24 hours after treatment has begun.
- Staphylococcus aureus skin infections, only if the skin lesions are covered with a watertight dressing.
- Symptoms of childhood diseases (chicken pox, mumps, measles, scarlet fever, etc.)
- Eye infections (pink eye or other infections)
- Fever (100 and above) within the past 24 hours. Exceptions made per doctor's written instructions.
- The illness prevents the child from participating comfortably in everyday activities.
- The illness results in a greater need for care than what the staff can provide.
- The child appears to be ill. Symptoms include lethargy/lack of responsiveness, irritability, persistent crying, difficulty breathing or having a spreading rash.
- If your child becomes ill while at WCS, you will be notified to pick up your child immediately.
- Parents should report to the staff any illnesses or exposures to communicable diseases outside of WCS.
- If your child has a continually clear runny nose, rash, or other non-contagious allergic symptoms, please notify office staff. This should be noted on the enrollment form.

Returning to School After Sickness

IF YOUR STUDENT HAS A FEVER, THEY MUST REMAIN HOME UNTIL THEY HAVE BEEN FEVER FREE FOR 24 HOURS WITHOUT MEDICATION. IF YOUR STUDENT VOMITS OR HAS DIARRHEA, THEY MUST REMAIN HOME WITHOUT VOMITING OR DIARRHEA FOR 24 HOURS. These policies are strictly enforced and are based on Centers for Disease Control recommendations.

FAILURE TO COMPLY WITH THE SICKNESS POLICY COULD RESULT IN YOUR CHILD'S DISMISSAL FROM WCS.

Immunizations

“The board of education and the governing authority of each private school shall require each pupil, prior to entering kindergarten or first grade or prior to re-entering the higher grades of the schools of Alabama, to present a Certificate of Immunization for the prevention of diseases listed in 420-6-1-03 (Code of Alabama, 1975, 16-30-4). The Certificate of Immunization will be on a form approved by the Alabama Department of Public Health.” Rules of the State Board of Health Chapter 420-6-1

Westgate Christian School requires that this Certificate of Immunization be presented before the first day of attendance. These certificates may be obtained from your physician or local Health Department. Administration will check immunization records periodically, and parents will be notified if any student is found to have an expired immunization record. In the case of an expired immunization record, parents will have thirty (30) days to return a current immunization record.

Medical Conditions

Parents are encouraged to discuss any health issues or medical conditions related to their child with the WCS administration. Our plan is to have an Individual Health Plan (that includes an Emergency Plan) on file for any student that has a medical condition that could affect their school success.

Please see the school administration promptly regarding any student that requires emergency medication, i.e., an EpiPen or EpiPen Jr. Proper paperwork will need to be completed to allow students to carry an EpiPen at school. We advise that an EpiPen be kept in the medicine room during the school year.

Medications

PARENTS MUST FILL OUT A MEDICATION/MEDICAL PROCEDURE FORM FOR ANY AND ALL MEDICATIONS WHETHER PRESCRIPTION OR OTC TO BE ADMINISTERED AT SCHOOL.

For medication that is to be given at daycare, the procedures listed below will be followed:

- Medication of any kind will only be administered if written instruction is provided
- All medicine will be in the original container and clearly labeled with child's name
- Prescription drugs must have a pharmacy label or must be accompanied by a physician's written instructions. If the prescription label does not include the time span the medication is to be given, we will require written authorization from the doctor to continue administering the medication for more than seven days. All medication must be stored in the medicine room.
- All medicine will be turned in to the office. Any medication placed inside bags/backpacks will be checked in to the office.
- WCS will only administer the middle dose of medications given three times in a day or a maximum of 2 doses for medications given four times in a day. WCS will not administer medications that are given once or twice a day.
- In compliance with Alabama law HB 253, WCS will not administer medication contrary to the written prescription or nonprescription label even with parent's consent/
- The parent is responsible for providing the appropriate utensil for administering the medication. This utensil must be clearly marked with dosage measurements.
- "As needed" medication will not be accepted or given to any child.
- Parents are welcome to come to WCS and administer medication to their child at any time.
- All medications should be returned to the parent when the child is picked up

Prescription Medications

In order for prescription medications to be given at school, an authorization form must be completed by the prescriber and the parent. The authorization will be valid for the current school year only. The prescription medication must be delivered in a pharmacy labeled container which includes the student's name, prescriber's name, name of medication, strength, dosage, time interval, route, and date of medication discontinuation when applicable. Most pharmacies are happy to provide parents with duplicate prescription containers for school use. Changes in medication or medication dosage will require a new authorization form to be completed. A written doctor's order will be required if the dosage changes from the dosage directions printed on the prescription bottles. For example, if the bottle reads "1 tablet at lunch", the administration will not be allowed to administer 1 ½ tablets without written authorization from the physician.

The first dose of new medications **MUST** be given at home, with the exception of emergency medications; e.g. EpiPen injections.

Parents are responsible for picking up any remaining medications at the end of the school year or when medicine has been discontinued. Prescription medications left at the school will be disposed of at the end of the school year. Parents are to notify school administration if, for any reason, the student has been prescribed a narcotic medication that will be taken before school that could alter the student's ability to learn and/or concentrate on school work.

Over-the-Counter (OTC) Medications

The school stocks Children's and Infants' Tylenol and Motrin, antibiotic ointment for cuts and scrapes and Benadryl cream for itching due to insect bites. Any other OTC medications must be brought in by a parent/guardian to be administered to students.

Skin Infections

Any student identified with a skin infection must be seen and treated by a physician as soon as the infection is noted. Parents who notice a skin infection must seek physician assistance and present a copy of the doctor's findings to school administration. If a student is observed with a skin infection at school, staff members will check with the nurse to assure that medical action has been taken as required. Unless directed by a physician, students with skin infections will not be excluded from attending school.

Exclusion from physical activities will be reserved for those with infections that cannot be covered and contained with a clean, dry bandage.

SECURITY/VISITOR PROCEDURES

Westgate Christian School is under constant video surveillance 24 hours per day using a network of outside and inside cameras.

WCS classrooms, gymnasium, hallways, cafeteria, and playgrounds are subject to closed circuit video surveillance at any and all times. Any footage captured on video is for administrative use and not for parent observation.

All external doors are locked at all times. Visitors can only access the building by requesting entry from the front desk through the front far right door. Once entry is granted, all visitors will sign in and receive a visitor's pass. All visitors are required to sign in and sign out at the reception desk.

Parents/grandparents are welcome at WCS at any time, however we do ask that visitors abstain from disrupting naptime. All meetings with the principal or teachers must be scheduled in advance. Parents will not attempt to meet with teachers before or after school without an appointment as it disrupts their daily schedule and affects classroom quality.

NO ONE SHALL VIDEO (TO INCLUDE FACETIME) OR PHOTOGRAPH ANYONE AT WESTGATE CHRISTIAN SCHOOL WITHOUT THE WRITTEN CONSENT OF THE PRINCIPAL. Failure to observe this policy could result in your child's dismissal from the program.

EMERGENCIES

School Closing

In the event of school closing for any reason, WCS will contact local television and radio stations to announce closings. In addition, WCS will send out an all call and/or text message. Updates may also be listed on WCS's social media accounts. We follow Dothan City School's closings.

In the event of extended closing, refunds and credits will not be available.

Fire and Weather Drills/Emergencies

There will be both announced and unannounced fire, tornado, and emergency shutdown drills during the year. Instructions for evacuating the building, including the location to which teachers and students should go, are posted in each classroom. During these drills (or in the event of an actual emergency), students must keep in line, stay together, walk (no running), and remain silent. Students are to remain with their classes throughout the drill.

Weather Watches/Warnings

In the event a weather watch is issued, the administration will closely monitor its location and will take action accordingly. If a weather watch is in effect at the end of the regular school day, school will dismiss as usual.

In the event a weather warning is issued, the administration will take action immediately following the school action plan. Under a tornado warning, students will not be released via regular transportation plans provided the warning is in effect at the time set for normal school activities, EXCEPT that students may be released to the student's parent/guardian, provided said parent/guardian comes to the school to assume custody for his/her child.

School Lockdown

In the case of any danger outside or inside the school, or when notified by law enforcement agencies, a school-wide lockdown may be required. All staff members have been trained on detailed procedures that ensure the safety and security of all students during a lockdown. Once the building is locked down, no one will be allowed to enter or leave the school building for any reason until the all clear is given.

FUNDRAISING

All fundraisers must be approved by WCS administration and listed in advance on the calendar regardless of the person or organization conducting them.

SCHOOL TRAFFIC

Parents bringing children into the school must park in a parking spot, not in the drive through. This also applies when picking up children from school. **Parents going inside the building shall not leave their vehicle unattended in the circular drive.**

Children must not be permitted to run in the front of the building, this includes any grassy areas, parking lot, or drive through.

Arrival Procedure

- Special instructions concerning your child should be written and given to the teacher.
- Infants and Toddlers should eat breakfast BEFORE arriving at WCS. Children should not be sent into the room eating and drinking.
- Schedule an appointment for a parent-teacher conference if you have questions for your child's teacher instead of during arrival time.
- **Children should not be brought in or picked up between 11:00 a.m. and 2:00 p.m.** Nap time is a vital part of the children's day. We want it to be as undisturbed as possible.

Departure Procedure

- Children will be released only to parents, guardians, or others listed on the enrollment form as authorized individuals. Photo identification may be required at any time.
- Written notification is necessary anytime your child will be picked up by someone not listed on the enrollment form. A photo I.D. will be required.
- **Please be prompt. A late fee of \$1/minute for the first 4 minutes after 5:30 p.m. For 5 - 9 minutes late pickup, you will be charged \$5/ minute. For 10 or more minutes late, the charge will be \$10/minute. These charges are in addition to each other. Being late an excessive number of times could jeopardize your child's daycare position.**
- Please park in a parking spot and come in to get your child. Do not block the drive through.

MEALS AND SNACKS

No breakfast or supper will be given at WCS.

Children should not be eating or drinking once they have exited the vehicle.

Due to our contract with We Lunch It, food deliveries are not allowed.

- All food allergies must be listed on the enrollment form.
- Non-breakable bottles must be used.
- All bottles and caps must be clearly labeled with the child's name.
- All containers of food must be labeled with child's name.
- The staff will make a reasonable attempt to feed the amount of formula or milk requested. We will strive to honor your requested feeding schedule, but will not allow a child to cry from hunger for an extended period of time.
- Breast fed babies should be accustomed to drinking from a bottle before starting daycare.
- Infant cereal must be mixed and ready to feed. Cereal will be fed by spoon unless the parent provides a written doctor's recommendation that it be added to the bottle.
- WCS does not supply whole milk nor formula. Children drinking whole milk should bring the appropriate number of bottles or cups filled with milk each day.
- Bibs and spoons will be provided by WCS.

Personal Belongings

- Everything brought from home should be clearly labeled with your child's first and last name
- For Toddlers, a nap mat should be brought for nap time. Mats will be sent home on Fridays for laundering.
- Personal toys, books, electronics, or other items should not be brought to WCS. **WCS is not responsible for items lost or damaged.**
- Every child should have one change of clothes, including underwear, at WCS that fit and are appropriate for the season. For infants, please have at least 3 changes of clothes available.
-

Supplies

Parents are to supply all of the following items:

- Wipes
- Disposable Diapers
- Diaper Creams
- Pacifiers
- Bubble syringe
- Complete change of clothes
- Milk/formula

All items must be clearly labeled. Teachers will notify you when supplies are low.

TUITION AND FEE PAYMENTS

Tuition and fees will be assessed through FACTS.

Tuition and daycare fees will not be waived in the event WCS closes due to pandemic, weather, or any other closure advised by authorities.

Late pickup after 5:30 p.m. will result in a \$1/minute charge for the first 4 minutes. For 5 – 9 minutes late pickup, you will be charged \$5 per minute. For 10 or more minutes late, the charge will be \$10 per minute. Daycare staff is paid to work until 5:30. They have families and responsibilities, too. Continued misuse of late pick-up from daycare may result in your child being disenrolled from daycare.

ANNUAL RE-ENROLLMENT

Each February, current WCS families have the first opportunity to enroll for the following year before registration is opened to the public in March. A registration packet and registration fee through FACTS is required to ensure a child's spot for the following summer and school year..

WESTGATE CHRISTIAN SCHOOL RESERVES THE RIGHT TO REVIEW AND REVISE THESE POLICIES AT ANYTIME. WRITTEN NOTIFICATION OF CHANGES WILL BE GIVEN TO PARENTS.

I have read the policies and procedures included in this handbook and agree to abide by the rules stated within. I understand that failure to comply with these rules could result in my child's dismissal from WCS. I also understand that these rules are subject to change, and I will be notified of any changes.

Child's Name _____

Parent's Signature _____

Parent's Signature _____

Date _____

Return this page to WCS to keep on file.