

A United Methodist Association of Preschools  
Gold Seal Accredited Preschool

*Licensed By DCF : C05LA0064*

## **First United Methodist Church—Clermont**

### **Worship Services & Times**

Traditional Services:	8:00am and 11:00am (Sunday)
Contemporary Service:	9:30am (Sunday)
Awaken Service:	11:11am (Sunday)
Children's Ministry	
(Nursery-5th grade):	9:30am and 11:00am (Sunday)
Youth Services	
(6th-12th grades):	5:00-7:00pm (Sunday)
Celebrate Recovery	7:00-9:00pm (Thursday)
Website:	<a href="http://www.fumc-clermont.org">www.fumc-clermont.org</a>
Phone:	352-394-2412

## **Preschool Parent/Student Handbook 2021-2022**

*"So then, just as you received Christ Jesus as Lord, continue to live your lives in him, rooted and built up in him, strengthened in the faith as you were taught, and overflowing with thankfulness." - Colossians 2:6-7*

## Wesley Christian Academy

950 7th Street

Clermont, FL 34711

[www.wesleychristianacademy.org](http://www.wesleychristianacademy.org)

### Contacts

Academy Office: **352-394-0191**  
Ext. 600 Preschool Administration Office  
Ext. 601 Mrs. Beth Bernoska  
Ext. 602 Mr. Rob McCue  
Ext. 603 Elementary Administration Office  
Ext. 604 WCA Financial/Billing  
Fax: 352-394-4899

Office Hours: 8:00am—3:30pm, Monday-Friday

Principal: Mr. Rob McCue  
[principal@fumc-clermont.org](mailto:principal@fumc-clermont.org)

Director of Administration: Mrs. Beth Bernoska  
[b.bernoska@fumc-clermont.org](mailto:b.bernoska@fumc-clermont.org)

Preschool Admin : Ms. Sandy Burgess  
[wca@fumc-clermont.org](mailto:wca@fumc-clermont.org)

Accounts Rec/Billing: Mrs. Jenn Royston  
[wcabilling@fumc-clermont.org](mailto:wcabilling@fumc-clermont.org)

Elementary Admin: Mrs. Jen Abston  
[wcaelem@fumc-clermont.org](mailto:wcaelem@fumc-clermont.org)

FUMC Church Office: 352-394-2412

### WCA Hours of Operation

Preschool Academy:	Monday/Wed/Friday	8:30am-1:45pm
	Tuesday/Thursday	8:30am-3:45pm
Elementary Academy:	Mon/Tues/Thurs/Fri	8:30am-3:00pm
	Wednesday	8:30am-2:00pm
After-School Care:	Monday-Friday	1:45pm-5:30pm

**CONFRONTING ADMINISTRATORS AND TEACHERS:** I believe in the scriptural admonition that states that one should not rebuke an Elder (spiritual leader), other than in grave matters of misconduct or open sin (1 Timothy 5:19). I will earnestly pray for and follow my leaders, teachers, and administrators. I will not allow anyone to criticize them without following the Matthew 18 Principle and without the specific person present. If I have a problem with my leader(s), I will first go to them alone. I will not share my concern with anyone unless there is an imminent possibility of physical or emotional harm. I will try to listen and understand their perspective of the problem. If I am not satisfied with their explanation and continue to have animosity, I will ask their permission and counsel to find a witness who will listen to the conflict. If the witness finds that I have misunderstood the situation and should continue no further, I will trust God to complete His work in my life by casting my burden on the Lord and leaving it there. If the witness agrees with my concern and finds the administration/teacher wrong, yet the leader refuses to hear the witness, we will then find a group of two or three other witnesses who will hear the matter and determine what God is doing through this conflict.

**SERIOUS STEP:** If I continue to find fault with a leader and cannot relate in spirit and truth, I will seek to find another school, rather than cause any conflict or disharmony. I am committed to pleasing God through resolving my conflicts even if it means separating myself from the source of my irritations.

## THE MATTHEW 18 PRINCIPLE

In every relationship, personal or professional, conflicts are bound to arise even when there is good faith on both sides. God's Word provides a model for resolving conflicts in a way that will be in the best interest of all parties involved; as well as to promote harmony and unity among God's people and bring glory to Him. Our Lord Jesus Christ Himself presented this model in Matthew 18:15-17 "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If he refuses to listen to them, tell it to the church, treat him as you would a pagan or a tax collector." (Matthew 18:15-17 NIV)

**FIRST STEP:** I will do as Christ admonishes and first go to the offending brother or sister in an attempt to resolve conflict. I am committed to restoring our relationship rather than exposing my brother's possible sin. I realize that most of our problems are personality conflicts and I will try to understand their actions based upon their perspective. I will not share an offense with a third party unless there is an imminent possibility of physical or emotional harm.

**SECOND STEP:** If going to the person first and alone does not resolve our differences, I promise to seek a neutral and mature individual who will listen to each of our perspectives of the problem. This person will hopefully be able to suggest a new way for one or both of us to look at the situation, or an action that can be taken to rectify the problem. I recognize that the witness may reveal or say things that I do not like, but believe God is using him/her to resolve the conflict, rather than take sides. (The witness must be an individual with deep spiritual wisdom and highly respected by all of those involved.)

**WARNING:** I will not seek to find others who have also been offended, nor share with potential witnesses my concern before meeting with the offending brother or sister. The purpose of having a witness is not to validate hurt that I may have regarding my relationship with others. I realize my friends may naturally listen to my concerns, but also take up my offense. I will, therefore, not cause them to become party to possible division and disharmony because of our friendship. Whenever I feel an urge to share the offense with my friends, I will seek to pray and commune with God about my hurt.

**ULTIMATE GOAL:** I commit myself to be spiritual rather than "normal" and supernatural rather than "natural" when it comes to solving my problems with others. I desire God's will and way in the resolution of conflicts and will do as the bible teaches, regardless of my "normal" or "natural" feelings. My ultimate goal is to glorify God through the bearing of much fruit and involvement in ministry.

## A Letter from our FUMC Pastor!

Welcome to Wesley Christian Academy!

We are so glad you chose WCA for your child's education. At WCA, your child will receive a Christ-centered education in an environment filled with love and support.

WCA is a vital ministry of First United Methodist Church and we fully support our children, teachers and families. Several times throughout the year, the church and school partner together for community missions and outreach. Our goal is to show the love of God in positive and practical ways.

If you do not have a church home, we would love for you to check us out in person or online. We offer multiple worship services for our multi-generational community. If there is any way we can ever be of help to you and your family, do not hesitate to contact us.

We hope you have a wonderful year!

May God Bless you,



Rev. Doug Kokx—Senior Pastor

[www.fumc-clermont.org](http://www.fumc-clermont.org)

## **Administrators' Welcome!**

Dear Wesley Christian Academy Family,

As we thank our Lord for helping us to “Press On” through the 2020 – 2021 school year, we look forward to seeing the continued blessings that are in store for us in for 2021 – 2022. Our theme this year is **“Growing in Faith.”** As we have witnessed God’s faithfulness and blessings through difficult times, we must grow by being rooted and built up in Him. The verses that make up our theme are from **Colossians 2:6-7**, **“Therefore, as you received Christ Jesus the Lord, so walk in him, <sup>7</sup> rooted and built up in him and established in the faith, just as you were taught, abounding in thanksgiving.”**

Wesley Christian Academy will “Grow in Faith” as we look toward Jesus as our example and abound in thanks as we receive his blessing in our growth individually as students, staff, families, and as a school. We will take our teachings and be a light for others to help them to Grow in Faith with Jesus.

**Wesley Christian Academy will continue to “Grow in Faith” with our continued focus on the goal of pursuing Christ in all things.**

Our preschool and elementary academies are dedicated to student learning focused on growing academic skills, developing character, instilling the value of service, and building leadership. We have been richly blessed with a dedicated staff, each of whom are committed to academic excellence and building Christ-like character in our students. Raising children takes teamwork! At WCA, we believe that with a positive partnership between the home and the Christian school, our students will be shining examples in all areas of life and learning.

It is a privilege and a blessing to serve as administrators of such an outstanding school and be a part of what God is doing at WCA! If we can be of any further assistance to you, please contact us through our school office.

Be Blessed,

Rob McCue  
Principal

Beth Bernoska  
Director of Preschool

# Rilya Wilson Act

Pursuant to s. 39.604, Florida Statutes, a child from birth to the age of school entry, who is under court-ordered protective supervision or in out-of-home care and is enrolled in an early education or child care program must attend the program 5 days a week unless the court grants an exemption. A child enrolled in an early education or child care program who meets the requirements of this act may not be withdrawn from the program without prior written approval of the Department or community-based care lead agency. If a child covered by this act is absent, the program shall report any unexcused absence or seven excused absences to the Department or the community-based care lead agency by the end of the business day following the unexcused absence or seventh consecutive excused absence.

Educational stability and transition are key components of this act to minimize disruptions, secure attachments and maintain stable relationships with supportive caregivers of children from birth to school age. Successful partnerships are imperative to ensure that these attachments are not disrupted due to placement in out-of-home care or subsequent changes in out-of-home placement. A child must be allowed to remain in the child care or early education setting that he/she attended before entry into out-of-home care, unless the program is not in the best interest of the child. If a child from birth to school-age leaves a child care or early education program, a transition plan needs to be developed that involves cooperation and sharing of information among all persons involved, respects the child's developmental stage and associated psychological needs, and allows for a gradual transition from one setting to another.

This law provides priority for child care services for specified children who are at risk of abuse, neglect, or abandonment. *These children are also known as Protective Services children.*

## Rilya Wilson Act Requirements:

- ✓ Protective services children **MUST** be enrolled to participate 5 days per week.
- ✓ Protective services children **MAY NOT** be withdrawn without prior written approval from the Department of Children and Families (DCF) or Community Based Care (CBC).
- ✓ If a Protective Services child has 7 consecutive excused or any unexcused absence, the child care provider **MUST** notify the appropriate community based care staff.
- ✓ The Department and child care providers **MUST** follow local protocols set up by the CBC to ensure continuity.
- ✓ If it is not in the best interest of the child to remain at the child care or early education program, the caregiver **MUST** work with the Case Manager, Guardian Ad Litem, child care and educational staff, and educational surrogate, if one has been appointed, to determine the best setting for the child.

Community-Based Care Lead Agencies Contact Information:

<https://www.myflfamilies.com/service-programs/community-based-care/docs/leadagencycontacts.pdf>

**\*\* If you have concerns regarding any child that you may care for, please contact the Florida Abuse Hotline at 1-800-96-ABUSE\*\***

## **Who We Are...**

### **Where Prayer has a Place**

Wesley Christian Academy is a ministry of First United Methodist Church of Clermont. We believe all children are a unique creation of God, who can make choices, believe in themselves, share with others, and respect the world around them.

### **Our Vision**

Wesley Christian Academy is defined in Jesus Christ. Our school's vision is to provide an educational program that is grounded in God's word and fosters the development of a Christian mind, a biblical worldview, and Christ-like character in students.

### **Our Mission**

Our mission is to provide a Christ-centered, loving, nurturing, and safe environment where preschoolers and elementary students have the opportunity to develop cognitively, emotionally, physically, socially, and spiritually.

### **Our Philosophy**

Our philosophy is a hands-on learning environment that develops the skills necessary to help a child develop a love for learning and the self-esteem to become an independent thinker and a follower of Christ.

## **Non-Discrimination Statement**

Wesley Christian Academy admits students of any gender, race, color, national, and 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 gender, race, color, national, and ethnic origin in administration of its education policies, scholarship programs, and other administered programs. Though ours is a First United Methodist School, it is open to all qualified applicants regardless of church affiliation whose parents wish them to participate in the program.

License Number CO5LA0064

# Table of Contents

WCA Contact Information	2
A Letter from our Pastor	3
Director's Welcome	4
Who We Are	5
Non-Discrimination Statement	5
Year Calendar	8
Weather Days/School Closure	8
WCA Events & Special Days	9
Financial Agreement	10
Fee/Tuition: Preschool 2020-2021	11
Accreditation: UMAP/Gold Seal Quality Care	11
WCA School Board	11
Communication	12
Parent Teacher Fellowship (PTF)	12
Damages/School Property	12
Technology	12
Academic / Curriculum	13
2 year old Program/Goals	13
3 year old Program/Goals	14
VPK Program/Goals	15
VPK DOE Assessments	16
Perfecting All Learning Skills (PALS) Program	17
Field Trips	17
Religion/Curriculum Specials	18
Bible/Prayer	18



## ATTENTION TIPS:

When alone in a car and call 911 if you are stranded in a car!

Always keep the front and back seat of your car clear away.

During hectic or busy times, such as drop-off, pick-up, yes, and periods of waiting, please do not use your phone.

Do not leave anything in the back seat of your car, such as your work, school or home such as your keys, cell phone or your left shoe.

Always use the baby's car seat and please do not use it as a reminder when the car is empty.

Do not use your electronic device to text or use social media while your child is off at child care.

Parents must notify your child's child care provider if your child is going to be absent. Please call or text to contact you if your child is absent or delayed.

### During the 2018 legislative session,

a new law was passed that requires child care facilities, family day care homes and large family child care homes to provide parents, during the months of April and September each year, with information regarding the potential for distracted adults to fail to drop off a child at the facility/home and instead leave them in the adult's vehicle upon arrival at the adult's destination.



### My signature below verifies receipt of the Distracted Adult brochure

Parent/Guardian:

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Child's Name:

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Date:

---

Please complete and return this portion of the brochure to your child care provider, to maintain the receipt in their records.

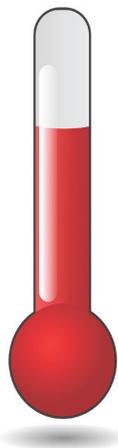


## FACTS ABOUT HEATSTROKE:

It only takes a car **10 minutes to heat up 20** degrees and become deadly.

Even with a **window cracked**, the temperature inside a vehicle can cause heatstroke.

The body temperature of a child increases **3 to 5 times faster** than an adult's body.



## ! PREVENT

- Never leave your child alone in a car if you see any child locked in a car.
- Make a habit of checking the car before you walk away.
- Be especially mindful during schedule or route changes to avoid emotional stress or chaos.
- Create reminders by putting a sign in the car seat that you will need at work, such as a briefcase, purse, cell phone, etc.
- Keep a stuffed animal in the car; place it on the front seat as a reminder that a baby is in the back seat.
- Set a calendar reminder or alarm to make sure you dropped your child.
- Make it a routine to always call your care provider in advance if you are late or absent; ask them to call if they haven't arrived as scheduled.

## Table of Contents Continued

Spanish	18
Music & Movement	18
Lunch/Snack	19
Birthdays	20
Volunteering	20
After-School Care	21
WCA Preschool Dress Code	21
You Can Help...	22
Potty Training	22
Attendance	22-23
Health/Illness Policy	23-26
Discipline Policy	26
Expulsion Policy	27
Grievance Policy	28
Safety/Security	28
Drop-off/Pick-up Procedure	29
Early Sign Out	30
Release Policy	30
Solicitation	30
Car Seat Guidelines	31

### Appendix:

*Gold Seal Quality Care Program Brochure*  
*Know Your Child Care Facility Brochure*  
*Influenza Virus Flyer*  
*Distracted Adult Flyer*  
*Rilya Wilson Flyer*  
*Carpool Map*  
*Matthew 18 Principle*

## Year Calendar 2021-2022

August 10	First Day of School (2 day classes and Elementary)
August 11	First Day of School (3 day classes)
September 3-6	Academy Closed / Labor Day
October 8	Academy Closed (Non-Student Day)
November 11	Academy Closed / Veteran's Day
November 22-26	Academy Closed / Thanksgiving Break
Dec. 17—Jan. 3	Academy Closed / Christmas Break
January 4	Welcome Back / 2 Day Classes
January 5	Welcome Back / 3 Day Classes
January 18	Academy Closed / Martin Luther King Jr. Day
February 21	Academy Closed / President's Day
March 11-18	Academy Closed / Spring Break
May 26	Last Day of School / 2 Day Classes
May 27	Last Day of School / 3 Day Classes & Elementary

## Weather Days/School Closures

In the event of severe weather, WCA will follow the plan of the Lake County School District. If the area public schools are closed, the Academy will be closed. Make-up storm days will be decided by the Early Learning Coalition and the Academy Director.

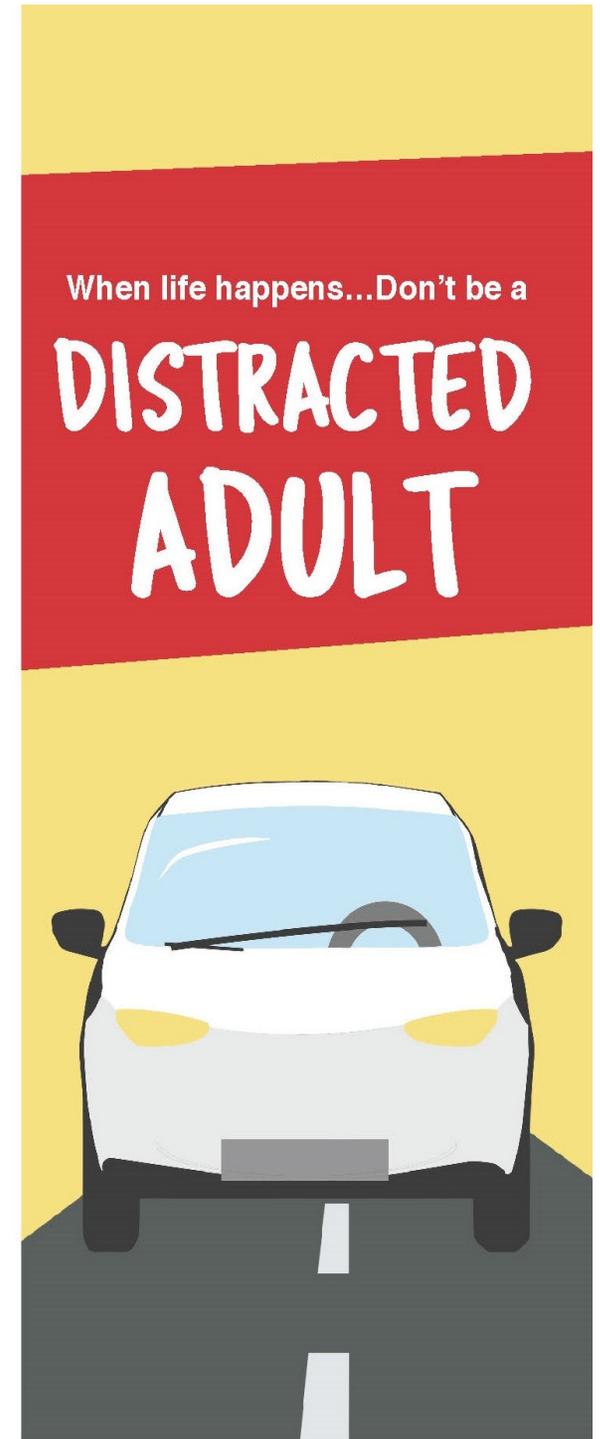


Developed by:

Child Care Regulation

[wca.com/childcare](https://www.wca.com/childcare)

May 12, 2019



**A change in daily routine,** lack of sleep, stress, fatigue, cell phone use, and simple distractions are some things parents experience and can be contributing factors as to why children have been left unknowingly in vehicles...



Developed by  
The Office of Child Care

www.myflfamilies.com  
CF/PI 175-12,

## WCA Events and Special Days

Event	Time	3 Day	2 Day	Elem
Parent Orientation	6:00pm	Aug 4	Aug 3	—
Meet the Teacher	10:00-11:30am	Aug 6	Aug 5	—
First Day of School	8:30am	Aug 11	Aug 10	Aug 11
Family Chapel TBD	8:30am	Aug 25	Aug 24	Aug 25
Donuts Date	8:00am	Sep 24	Sep 23	Sep 21
See You at the Pole	8:30am	Sep 22	—	Sep 22
Fall Student Pictures	Varies	Sep 29	Sep 30	Sep 28
Boosterthon	Varies	—	TBD	—
Fall Celebration (in class)	9-11:30am	Oct 29	Oct 28	Oct 29
Canned Food Drive		—	Nov 8-17	—
Thanksgiving Feast	TBD	Nov 19	Nov 18	Nov 17
Journey to Bethlehem	9am	Dec 10	Dec 9	—
Christmas Program	TBD	Dec 15	Dec 16	TBD
In-House Enrollment	8:30am	Jan 24	Jan 24	TBD
Golf Tournament		Feb 5	Feb 5	Feb 5
Spring Student Pictures	Varies	Feb 23	Feb 24	Feb 22
Wacky Days	9:00am	Mar 2	Mar 3	—
Family Chapel TBD	8:30am	Apr 6	Apr 5	Apr 5
VPK Pictures	Varies	Apr 20	Apr 19	—
Teacher Appreciation Week	—	week of	May 2-6	—
Muffins for Moms TBD	9:30am	May 6	May 5	May 4
VPK Graduation	10:00am	May 27	May 26	—

# Financial Agreement

## Tuition

There is an annual tuition for each student at Wesley Christian Academy, which is conveniently broken down into 10 equal payments for our parents. This tuition is due on the 1st of every month, starting with the first payment due on August 1, 2021 and the last payment due on May 1, 2022.

On the 11th day of each month, regardless of the day of the week, a \$25.00 late fee will be assessed per student for any outstanding unpaid fees. If payment is not made in full with the above late fee by the last day of the month, an additional \$50.00 late fee will be assessed, per student. For any account reaching more than 60 days past due, the student will be released from the school.

An annual \$200.00 Enrollment Fee is due per Preschool Student at time of Registration, and \$50.00 Technology fee is due the first day of school, excluding VPK.

## Fees and Refund Policies

- Enrollment fees are all NON-REFUNDABLE
- If a parent chooses to withdraw their student from WCA, and a refund is due to the family, refunds can take up to 30 days from the student's last day, or 30 days from the exit interview, depending on the situation.
- All fees must be paid in full by the end of the year in order to release records of each student.
- Tuition can be paid by cash/check or via our Parent Portal online. To sign up for online payments, fill out the sign-up sheet at the front desk.
- If your check is returned from the bank for insufficient funds, a Returned Check Fee of \$35.00 per payment will be assessed, payable via cash.
- The custodial parent who signs the student up for attendance at WCA is the financial responsibility partner for the student. If the parent has an agreement with the other parent for tuition payments, we will gladly accept payments from the other party. However, any unpaid balances will be the sole responsibility of the enrolling parent.

If payments or arrangements have not been made to WCA, the school shall have the right to legal action for the collection of such fees. The parent/guardian is responsible for all costs of collection, including court cost and attorney fees.

## What do I do if my child has the flu?

Make sure your child gets a lot of fluids. Never give aspirin to children who have the flu.

### When should I take my child to a doctor if your child:

- Has a fever that lasts a long time
- Breathing or breathes fast
- Has a blue tinge to lips
- Coughs
- Will not wake up, does not respond
- Has seizures (uncontrolled)
- Gets worse again
- Has rashes (like heart or lung) that get worse



## How do I protect my child from the flu?

The best way to protect against the flu virus changes year to year. The best way to protect against the flu is to get vaccinated. The CDC recommends that all children 6 months of age up to their 18th birthday get a flu vaccine every fall or winter. You also can protect your child by getting a flu vaccine yourself.

## What can I do to prevent the spread of germs?

The main way that the flu spreads is in respiratory droplets from coughing and sneezing. This can happen when droplets from a cough or sneeze of an infected person are propelled through the air and infect someone nearby. Though much less frequent, the flu may also spread through indirect contact with contaminated hands and articles soiled with nose and throat secretions. To prevent the spread of germs:

- Wash hands often with soap and water.
- Cover mouth/nose during coughs and sneezes. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Limit contact with people who show signs of illness.
- Keep hands away from the face. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.



## When should my child stay home from child care?

A person may be contagious and able to spread the virus from 1 day before showing symptoms to up to 5 days after getting sick. The time frame could be longer in children and in people who don't fight disease well (people with weakened immune systems). When sick, your child should stay at home to rest and to avoid giving the flu to other children and should not return to child care or other group setting until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours.

For more helpful information about the dangers of the flu and how to protect your child, visit: <http://www.cdc.gov/flu/> or <http://www.immunizeflorida.org/>

During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

My signature below verifies receipt of the brochure on *Influenza Virus, The Flu, A Guide to Parents*:

Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Date Received: \_\_\_\_\_

Signature: \_\_\_\_\_

Please complete and return this portion of the brochure to your child care provider, in order for them to maintain it in their records.



### What should I do gets sick?

Consult your doctor and make plenty of rest and drinks a lot of aspirin or medicine that has or teenagers who may have:

#### CALL OR TAKE YOUR CHILD TO DOCTOR RIGHT AWAY

- Has a high fever or fever
- Has trouble breathing or
- Has skin that looks blue
- Is not drinking enough
- Seems confused, will not want to be held, or has shaking
- Gets better but then worse
- Has other conditions (like disease, diabetes) that get worse



### How can I protect from the flu?

A flu vaccine is the best way to protect your child from the flu. Because the flu virus changes every year, annual vaccination is recommended. The CDC recommends that all children from the ages of 6 months to 19th birthday receive a flu vaccine each year (children receiving a vaccine for the first time require two doses). You can protect your child by receiving a flu vaccine.

For additional helpful information, visit: [www.flu.gov](#)

## Fee/Tuition: Preschool 2021-2022

### Preschool Enrollment

Note: Preschool students must be 2 1/2, 3, or 4 years old on or before September 1, 2021.

\$200 (non-refundable) annually. This is waived for Florida VPK Participants.

\$50 Technology Fee annually. This is waived for Florida VPK Participants.

#### 2 1/2 Year Olds

8:30am-11:45am

2 day.....\$207.00 per month

3 day.....\$242.00 per month

#### 3 Year Olds

8:30am-1:45pm

2 day.....\$243.00 per month

3 day.....\$298.00 per month

#### VPK State Program—4 Year Olds

2 day.....Free\* (8:30am-3:45pm)

3 day.....Free\* (8:30am-1:45pm)

Non-Voucher participants—\$298 per month

\*subject to State funding

### Accreditation: UMAP/Gold Seal Quality Care

Wesley Christian Academy has our Christian accreditation through United Methodist Association of Preschools (UMAP). Through UMAP we are recognized as a Gold Seal Quality Care Program. Our facility maintains smaller teacher-to-student ratios and higher education standards for our staff.

Please review the brochures in the appendix, provided by DCF: *Gold Seal Quality Care Program; Know Your Child Care Facility; Rilya Wilson Flyer.*

### WCA School Board

Wesley Christian Academy School Board (WCAB) is comprised of both parents and representatives of the Leadership Committees of First United Methodist Church of Clermont. The purpose of the WCAB is to set policies and procedures for the fulfillment of the missions of the Academy and to enable the Principal and Director to carry out the day to day operation of the School.

## Communication

Expect electronic alerts to come via your cell phone or email address from the school regarding events, special notices or school emergencies. We use the Parent Square application as the major avenue to communicate with our families. Check the school website ([www.wesleychristianacademy.org](http://www.wesleychristianacademy.org)) frequently for updates, notices and information as well.

At the start of school an invite will be sent via Parent Square inviting you to “join” the class. This will allow you to see posts and messages directly from your child’s teacher. If you have an alternate person who picks up your student, please see us to add them to your Parent Square account to get our notifications.

If parents wish to confer with a teacher, please send a note requesting an appointment. DO NOT start a conference in the classroom before school, in carline, or drop in after school unexpectedly. A teacher’s first responsibility is the supervision of his/her students and cannot adequately meet with you and supervise students at the same time.

If the parent’s tone in a meeting with any school staff member becomes insulting or abusive, it will be necessary for future conferences to be held in the presence of a School Administrator or Board Member.

We are all on the same team—your child’s! All communication should be handled in a professional manner.

## Parent Teacher Fellowship

PTF is a ministry of Wesley Christian Academy that involves parents, grandparents, teacher and staff. The goal of PTF is to connect and create opportunities for fellowship. See the Academy website for details and sign-ups.

## Damages/School Property

Parents are responsible for the cost of replacing school property, including computer equipment damaged by their child(ren). This includes classroom and library items, furniture, textbooks, playground equipment, P.E. equipment and school/church buildings.

## Technology

Smart Televisions or videos are allowed for our Preschool students’ with approval by the Director. Students may have supervised computer or tablet time using child-protected, educational websites or software.



For more information, please visit [childcare](#) or contact your local office below.

June 2009

in partnership with the Department of Health.



INFLUENZA VIRUS

“The Flu”  
A Guide  
for Parents

### What is the influenza (flu) virus?

Influenza ("the flu") is caused by a virus which infects the nose, throat, and lungs. According to the US Center for Disease Control and Prevention (CDC), the flu is more dangerous than the common cold for children. Unlike the common cold, the flu can cause severe illness and life-threatening complications in many people. Children under 5 who have the flu commonly need medical care. Severe flu complications are most common in children younger than 2 years old. Flu season can begin as early as October and last as late as May.



### How can I tell if my child has a cold, or the flu?

Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, the flu is worse than the common cold, and symptoms such as fever, body aches, extreme tiredness, and dry cough are more common and intense. People with colds are more likely to have a runny or stuffy nose. Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.



For additional information:  
[www.myflorida.com/child](http://www.myflorida.com/child)  
local licensing office

CFRPI 175-70.1

*This brochure was created by the  
Families in consultation with the*

## Academic / curriculum

Our preschool programs benefit students from age 2 1/2 through VPK, combining academic goals with social, emotional and motor skills development.

### 2 1/2—Year Old Program Goals

Our 2 1/2 year old program is uniquely designed to meet the needs of their developmental stage. This diverse program gives them the opportunity to explore their world through a Christian-based curriculum, Mother Goose.

#### Social/Emotional:

- Increase attention span to 10 minutes (length of a story)
- Transition smoothly
- Be potty trained
- Be able to walk from one place to another as a group
- Follow 1-2 step direction
- Make eye contact when in a conversation

#### Motor Skills:

- Throw a ball with two hands
- Ability to kick a ball
- Stand on one foot
- Establish pincher grip
- Pour water into a cup
- Ride a tricycle

#### Academic:

- Recognize 3 shapes
- Recognize primary colors
- Recognize first name in writing
- Rote count to 5
- Name body parts
- Increase vocabulary with descriptive language

### 3—Year Old Program Goals

Our innovative 3 year old curriculum, *Essential Preschool*, allows students to explore literacy, character building, beginning math, social and cognitive development along with health and safety skills with an emphasis on Christian teachings.

#### Social/Emotional:

Transition from parallel play to cooperative play

Verbalize needs

Participate in all classroom activities (including clean-up)

Increase attention span to 15 minutes

Follow 3 step directions

Develop independence through self-help skills (ex: unpack backpack)

Make eye contact when in a conversation

#### Motor Skills:

Use one foot on each step when going up/down stairs

Increase pincher control (no fist-grip with writing utensil)

Be able to throw a ball

Ability to hop on one foot

Able to begin opening containers

Correctly hold scissors while cutting a straight line

Walk in a line with a group

#### Academic:

Recognize letters in name that correspond to printed alphabet (to 9 letters)

Rote count 1 to 10

Understand the concept of zero

Recognize and name up to 6 shapes

One to one correspondence up to 5

Recognize and name 8-10 colors

Master pre-writing strokes O, X, -, +

## Quality Child Care

Quality child care offers healthy, social, and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment.

Children in these settings participate in daily, age-appropriate activities that help develop essential skills, build independence and instill self-respect.

When evaluating the quality of a child care setting, the following indicators should be considered:

#### Quality Activities

- Are children initiated and teacher facilitated.
- Include social interchanges with all children.
- Are expressive including play, painting, drawing, story telling, music, dancing, and other varied activities.
- Include exercise and coordination development.
- Include free play and organized activities.
- Include opportunities for all children to read, be creative, explore, and problem-solve.

#### Quality Caregivers

- Are friendly and eager to care for children.
- Accept family cultural and ethnic differences.
- Are warm, understanding, encouraging, and responsive to each child's individual needs.
- Use a pleasant tone of voice and frequently hold, cuddle, and talk to the children.
- Help children manage their behavior in a positive, constructive, and non-threatening manner.
- Allow children to play alone or in small groups.
- Are attentive to and interact with the children.
- Provide stimulating, interesting, and educational activities.
- Demonstrate knowledge of social and emotional needs and developmental tasks for all children.
- Communicate with parents.

#### Quality Environments

- Are clean, safe, inviting, comfortable, child-friendly.
- Provide easy access to age-appropriate toys.
- Display children's activities and creations.
- Provide a safe and secure environment that fosters the growing independence of all children.



## General Requirements

Every licensed child care facility must meet the minimum state child care licensing standards pursuant to s. 402.305, F.S., and ch. 65C-22, F.A.C., which include, but are not limited to, the following:

- Valid license posted for parents to see.
- All staff appropriately screened.
- Maintain appropriate transportation vehicles (if transportation is provided).
- Provide parents with written disciplinary practices used by the facility.
- Provide access to the facility during normal hours of operation.
- Maintain minimum staff-to-child ratios:

Age of Child	Child:Teacher Ratio
Infant	4:1
1 year old	6:1
2 year old	11:1
3 year old	15:1
4 year old	20:1
5 year old and up	25:1

### Health Related Requirements

- Emergency procedures that include:
  - Posting Florida Abuse Hotline number along with other emergency numbers.
  - Staff trained in first aid and Infant/Child CPR on the premises at all times.
  - Fully stocked first aid kit.
  - A working fire extinguisher and documented monthly fire drills with children and staff.
- Medication and hazardous materials are inaccessible and out of children's reach.

### Training Requirements

- 40-hour introductory child care training.
- 10-hour in-service training annually.
- 0.5 continuing education unit of approved training or 5 clock hours of training in early literacy and language development.
- Director Credential for all facility directors.

### Food and Nutrition

- Post a meal and snack menu that provides daily nutritional needs of the children (if meals are provided).

### Record Keeping

- Maintain accurate records that include:
  - Children's health exam/immunization record.
  - Medication records.
  - Enrollment information.
  - Personnel records.
  - Daily attendance.
  - Accidents and incidents.
  - Parental permission for field trips and administration of medications.

### Physical Environment

- Maintain sufficient usable indoor floor space for playing, working, and napping.
- Provide space that is clean and free of litter and other hazards.
- Maintain sufficient lighting and inside temperatures.
- Equip with age and developmentally appropriate toys.
- Provide appropriate bathroom facilities and other furnishings.
- Provide isolation area for children who become ill.
- Practice proper hand washing, toileting, and diapering activities.

## 4—Year Old/VPK Program Goals

Our VPK/4 Year Old program uses a variety of curricula in order to meet the Florida Sunshine State and the School Readiness Performance Standards, which prepare them for kindergarten. Our teachers use the Zoo-Phonics curriculum to provide the opportunity to develop a strong phonics-based approach to reading, writing, math and social sciences.

### Social/Emotional:

Use words to express needs and emotions

Master cooperative play

Initiate/respond appropriately in conversation

Increase attention span to 20 minutes

Follow 4 step directions

Make eye contact when in a conversation

### Motor Skills:

Master pincher grip on writing utensil

Increase scissor mobility to cut shapes/angles

Button, snap, zip

Walk on balance beam without assistance

Develop hand/eye coordination to include catching

### Academic:

Writes own name (legibly)

Recognizes upper case letters (75% of alphabet)

Recognizes lower case letters (75% of alphabet)

Identifies letter sounds (50% of alphabet)

Begins to manipulate words:

Begins to count syllables

Combines syllables into words (sis + ter = sister)

Blending (p + ig = pig)

Compound words (dog + house = doghouse)

Segmenting (campfire - camp = fire)

Recognizes and produces rhyming words

Uses drawing to convey a message

Retells or reenacts a story after it has been read aloud



## **Math:**

Rote counting to 30

Numeral recognition 1-30

One to one correspondence to 10

Recognize 2 dimensional shapes (circle, square, triangle, rectangle oval, rhombus, trapezoid)

Recognize 3 dimensional shapes (sphere, cube, cone, pyramid)

Recognizes and creates repeating patterns

Understands positional words/meaning (up, under, beside)

Compare size using measurement (ex: length in paperclips)

Identifies colors: red, blue, yellow, orange, green, purple, pink, white, black, brown, gray

## **VPK DOE Assessments**

WCA used the Florida Voluntary Prekindergarten (VPK) Assessment to monitor the progress of our students as they develop important readiness skills.

Assessments are done at the beginning, middle, and end of the school year to plan instructional activities that meet the needs of each child.

Skills measured are:

### **Print Knowledge Measure**

This assesses a child's ability to recognize the difference between letters and words, his/her knowledge of letter names (both upper and lower case) and the sounds they make.

### **Phonological Awareness Measure**

Phonological Awareness measure assesses a child's awareness and manipulation of the different sounds in a word and also assesses the child's ability to blend a word if it is broken up into smaller sounds or syllables, blend a compound word, and recognize the remaining word when part of the stimulus word is taken away (e.g., If the teacher says to the child: "Say, football without ball." Football is the stimulus word.)

### **Mathematics Measure**

This measure assesses a child's early numeracy skills across three different areas: counting skills, numerical relations skills, and arithmetic reasoning skills.

### **Oral Language/Vocabulary Measure**

The Oral Language/Vocabulary measure assesses a child's ability to express him/herself in words, understand language that is heard, and his/her knowledge of age appropriate words and their meanings.

This child care facility is licensed according to the minimum licensure standards included in section 402.305, Florida Statutes (F.S.), and Chapter 65C-22, Florida Administrative Code (F.A.C.).  
License Number: \_\_\_\_\_  
License Issued on \_\_/\_\_/\_\_  
License Expires on \_\_/\_\_/\_\_  
For more information regarding the compliance history of this child care provider, please visit:  
[MyFLFamilies.com/childcare](http://MyFLFamilies.com/childcare)



OFFICE OF CHILD CARE REGULATORY  
AND BACKGROUND SCREENING  
[MYFLFAMILIES.COM](http://MYFLFAMILIES.COM)

To report suspected or actual cases of child abuse or neglect, please call the Florida Abuse Hotline at 1-800-962-2873.

CF/PI 175-24, 03/2014

This brochure was created by the  
Florida Department of Children and Families,  
Office of Child Care Regulation and Background Screening  
pursuant to s. 402.3125(5), F.S.,



# Know Your Child Care Facility

[MyFLFamilies.com/ChildCare](http://MyFLFamilies.com/ChildCare)

## Parent's Role

A parent's role in quality child care is vital:

- Inquire about the qualifications and experience of child care staff, as well as staff turnover.
- Know the facility's policies and procedures.
- Communicate directly with caregivers.
- Visit and observe the facility.
- Participate in special activities, meetings, and conferences.
- Talk to your child about their daily experiences in child care.
- Arrange alternate care for their child when they are sick.
- Familiarize yourself with the child care standards used to license the child care facility.

More  
information  
and free  
resources:

[MyFLFamilies.com/ChildCare](http://MyFLFamilies.com/ChildCare)



## Parent Conferences

Parent conferences are formally scheduled 2 times a year. A written summary is provided after the 3rd and final assessment. Parents are encouraged to schedule a conference with their teachers or Director any time a concern arises. A parent is a child's best advocate. Please remember morning drop off or carpool is not an appropriate time to address concerns. It is best to schedule a time to speak with your teacher when they can give you their undivided attention. As a school policy, we do not release a teacher's address, phone number or email. You are welcome to send a message directly to your child's teacher via Parent Square, or call the school and leave a message.

## Perfecting All Learning Skills (PALS) Program

PALS is a Tuesday/Thursday option from 8:30am-1:45pm for our 3 day VPK students, as well as our 3 day 3 year old students after they reach the age of 4. The curriculum for PALS is based on a literary author study and is created to enhance the student's regular class days, as well as provide a low student to teacher ratio of 1:6. A drink, snack and lunch need to be provided daily.

PALS is \$30.00 per day. PALS is billed each Monday for the week attending. Payment is due weekly, or you can pay monthly in advance by the 1st of each month. All tuition policies apply to the PALS Program. A \$35.00 annual enrollment fee is due at the time of enrollment or first use. PALS may NOT be used if tuition and other fees are not current and paid in full.

**Cancellation:** If you have pre-registered for a PALS class, a 24 hour notice is required for cancellation in order to avoid being billed for that day. It is important for staffing that we know in advance the number of students attending each day.

## Fieldtrips

Preschool field trips will be on school property or within walking distance. A permission slip signed by the parent or legal guardian must be turned in prior to departure date. Siblings may not attend field trips unless approved by the Principal or Director.

## Religion/Curriculum Specials

### Bible/Prayer

Each week your child(ren) will have the opportunity to participate in Chapel Time, where they will learn about the love of our Lord and Savior through exploring the Bible and worshiping through songs and prayer. Family Chapel is offered multiple times a year for our families to join in and experience chapel with your child(ren).

Prayer is an important part of our day. The students are encouraged to pray before each meal, for each other, and for persons we don't know. No child is forced to pray, but they are expected to be respectful of these special moments with God.

Bible lessons are also included in our classrooms to expose children to the wonderful word of God. Throughout our school year we will teach the children that Jesus cared for and loved his neighbors. We provide opportunities for the children to participate in several mission projects that allow them to see the importance of caring for each other.

*“Train up a child in the way he should go and when he is old, he will not part from it.” -Proverbs: 22:6.*

### Special Classes

Along with our regular daily curriculum lessons, we provide Spanish, and Music & Movement classes each week to all ages of students.

### Spanish

This class allows students to be engrossed in another language through planned lessons. They are based on the *Second Language Learners* principles and explored through music and motor skills that enhance brain development.

### Music & Movement

Students will learn about music through various genres and activities that will stimulate brain function and enhance their motor skills. Additionally, the children will perform in musical programs throughout the year.

### As a parent, how can I find a Gold Seal Quality Care Program provider?

A map of Gold Seal Quality Care Programs can be accessed at the following link:

<http://www.myflfamilies.com/service-programs/child-care/gold-seal-map>

Parents may also conduct a Provider Search to access additional information such as provider services, hours of operation, and inspection history by visiting the department's "Provider Search" tool web address at:

<https://cares.myflfamilies.com/PublicSearch> is updated continuously.

### Tax Exemption links and information for Gold Seal Quality Care child care providers:

Certain educational materials purchased by Gold Seal Quality Care child care facilities (not homes) are exempt from sales and use tax. For more information on requirements, please visit the following link or contact the Department of Revenue at 1-850-488-6800 or 1-800-352-3671 <http://floridarevenue.com/dor/tips/tip99a0130.html>

### How do I apply for tax exemptions associated with the Gold Seal Quality Care Program?

To qualify for exemption from sales and use tax, the child care facility must meet the following requirements:

- Satisfy the standards for child care facilities as outlined in s. 402.305, F.S.;
- Be licensed under s. 402.308, F.S.;
- Hold a current Gold Seal Quality Care designation as provided in s. 402.281, F.S.; and
- Provide all employees with basic health care as defined in ss. 627.6699(12), and 627.6699(12), F.S.

If your child care facility meets all requirements you may submit a Sales and Use Tax application to:

**The Children's Forum**  
2807 Remington Green Circle  
Tallahassee, Florida 32308  
Or submit via fax 1-866-596-9513

The Sales and Use Tax Application may be found on the Gold Seal web site listed below:

<http://www.myflfamilies.com/service-programs/child-care/goldseal-tax>

### Who issues the Tax Exemptions?

Tax exemptions are administered by the Department of Revenue and your local county property appraiser.

### For more information:

- Department of Revenue 1-800-352-3671
- Sales tax exemption - access Tax Information Publication #99(A)01-30 at <http://floridarevenue.com/dor/tips/tip99a0130.html>
- Education Property Tax Exemption established under s. 402.26(6), F.S. Contact your county property appraiser at [http://floridarevenue.com/Pages/forms\\_index.aspx#adval](http://floridarevenue.com/Pages/forms_index.aspx#adval)



## Frequently Asked Questions Regarding the Gold Seal Quality Care Program

### Gold Seal Accreditation Process for Child Care Providers

There are several benefits associated with the Gold Seal Quality Care Program designation:

- A positive marketing tool for parents
- Sales tax exemption
- An increased reimbursement rate for children participating in school readiness programs\*
- Satisfies the program eligibility requirement for participation in the Voluntary Prekindergarten (VPK) program

\* For more information on the Gold Seal Quality Care Program reimbursement rate, contact the Office of Early Learning at 1-866-357-3239 or visit them at: [www.floridaeearlylearning.com](http://www.floridaeearlylearning.com)

### Does a child care provider have to be licensed to qualify for the Gold Seal Quality Care Program?

Any legally operating child care facility is eligible to achieve Gold Seal Quality Care Program status if it is accredited by one of the department's approved Gold Seal Quality Care Program Accrediting Agencies. Although the department doesn't require that a provider be licensed in order to participate, some accrediting agencies may require licensure as part of their accrediting process. For example, the National Association for Family Child Care requires a family child care home to be licensed in order to become accredited. Providers that are not licensed must agree, by submission the Gold Seal Provider application, to periodic inspections conducted by licensing authority.

### Gold Seal Accreditation Process for Child Care Providers

Typically it takes between nine months and two years, depending on how many of the accrediting standards your program has already achieved. You can conduct a self-evaluation to determine how far along you are towards becoming accredited, or the accrediting agency you select may be able to give you an idea how long it will take.

### Is there a cost associated with becoming a Gold Seal Quality Care Program provider?

The Department of Children and Families does not charge a fee for the Gold Seal Quality Care Program; however, most accrediting agencies charge an application fee and a validation fee as part of their accreditation process. For more information on each accrediting agency's fees and other costs, contact the accrediting agency directly.



### Can a child care provider be accredited by more than one of the approved Gold Seal Quality Care Program accrediting agencies?

Yes. However, accreditation by more than one of the approved Gold Seal Quality Care Program accrediting agencies does not affect the Gold Seal Quality Care Program reimbursement rate or the tax benefit. The Child Care Program Office only reports one accreditation per child care provider.

### How long does it take to receive a Gold Seal Quality Care Program Certificate once accredited?

It usually takes one to three weeks to process Gold Seal Quality Care Program application requests.

## Lunch/Snack

Parents will need to provide water and a healthy morning snack each day and nutritious lunch for those whose classes end at 1:45pm or later. Healthy and nutritious food is a priority at WCA. (NO SODA, CANDY OR POPCORN are allowed in snacks or lunches, and no sippy cups or glass containers). Please note there are no microwaves or refrigeration on campus for students so pack accordingly.

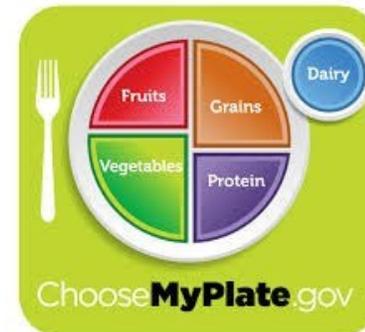
Mealtime is a learning opportunity. Students learn to eat in a designated amount of time, open packaging, and begin with their most healthy food items first. Suggested lunch box choices include: sandwiches, rolled lunch meat, cheese cubes, carrot sticks, dried fruit, apple slices, cucumber slices, ranch dressing dip, yogurt, teddy grahams... (grapes and hot dogs MUST BE CUT INTO SMALL, NON-ROUND PIECES as they are a choking hazard).

**For health reasons, water bottles must be labelled with first and last name.**

Due to severe peanut allergies, some classes may be designated as peanut free classrooms. You will receive notification in advance if your child's room must be peanut free.

A pleasant lunch/snack time depends on mutual understanding and cooperation:

- Prayer before meals.
- Good manners and behavior are expected of all students while eating on campus.
- Pleasant conversation (in indoor voice) is allowed and encouraged.
- Food CANNOT be traded or shared. Students are expected to eat what they brought.



## Birthdays

To celebrate your child's birthday, you may bring in a special snack for your class (such as donut holes, cookies, Rice Krispie treat) and all food must be from a USDA approved facility. You are welcome to come and join in as the class celebrates, but it is to take no more time than the class designated snack time. No homemade food, and no balloons, flowers or candles. Check with your teacher for designated time (usually lunch or end of day). If desired, out-of-school party invites can be passed out at school if provided for the entire class, or all of one gender. We cannot give out phone or address information.

## Volunteering

WCA appreciates the helping hands of our families. There are various school-wide events that cannot happen without your support. Your child's teacher will also provide opportunities for you to volunteer in the classroom at various times throughout the year.

Any person volunteering will need to check in at the front desk prior to going to the classroom or event. To check in, the adult volunteer must provide Photo Identification (drivers license or passport) to be run through a data check system for approval. A Volunteer ID Badge will be provided, which must be worn on site.

- For the protection of our students, no volunteer is permitted in the student bathrooms or to be left along with the children at any time.
- While volunteering, all discipline and direction of the class will be handled and led by WCA Staff.
- Any food served must be addressed by the teaching staff.
- Any emergency care will be administered by the Academy Staff.

If you would like to volunteer, but time or schedule does not permit, there are take-home projects that would also benefit the program. Check with your teacher or the front office.



### OFFICE OF CHILD CARE REGULATION

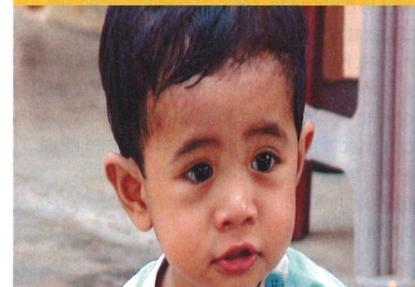
1317 Winewood Blvd.  
Building 6, Room 389 A  
Tallahassee, FL 32399-0700  
(850)488-4900



# Gold Seal



# Quality Care Program



## Gold Seal Quality Care Program Description

In 1996, the Florida Legislature established the Gold Seal Quality Care program to acknowledge child care facilities and family day care homes that are accredited by nationally recognized agencies and whose standards reflect quality in the level of care and supervision provided to children. In addition, the Legislature established provisions for Gold Seal providers participating in the subsidized child care program, a.k.a. school readiness and early learning, to receive a higher reimbursement rate per child than providers not receiving a Gold Seal designation.

Licensing standards established using Florida Statute (F.S.) and the Florida Administrative Code (F.A.C.) are the "minimum" standards that a child care facility, family child home or large family child care home must meet in order to be licensed or registered. Child care programs accredited by an accrediting agency approved to participate in the Gold Seal Quality Care Program meet additional standards promoting quality in their programs. These programs are eligible to receive a Gold Seal Quality Care Designation.

The Gold Seal Quality Care Program is a voluntary program with potential benefits of participation including, but not limited to: a positive marketing tool for parents, sales tax exemption, and an increased reimbursement rate for children participating in school readiness programs.

To be approved, accrediting agencies must substantially meet or exceed the Gold Seal Quality Care standards adopted by the department which are based on the applicable accrediting standards of the National Association for the Education of Young Children (NAEYC), the National Early Childhood Program Accreditation (NECPA), or the National Association of Family Child Care (NAFCC). These standards require a level of care that exceeds the minimum licensing standards.

The Office of Child Care Regulation is tasked with ensuring that the accrediting agencies approved for participation are of sufficient variety to meet the needs of all child care providers (i.e., faith-based, school-age, Montessori, school-based, private, etc.).

## Gold Seal Accreditation Process for Child Care Providers

To be recognized as a Gold Seal Quality Care Program provider:

- Review the list of approved Accrediting Agencies by visiting <http://www.myflfamilies.com/service-programs/child-care/goldseal>
- Find an agency that meets the needs of your facility. Review the agency's accreditation requirements and follow their procedures for accreditation. Many child care providers are surprised to learn that they already meet some or many of the accrediting standards
- Once a provider has achieved accreditation from an approved accrediting agency, the provider must submit to the DCF Office of Child Care Regulation the Gold Seal Quality Care Provider Application, CF-FSP 5386, [http://www.dcf.state.fl.us/programs/child-care/docs/CF-FSP\\_5386.pdf](http://www.dcf.state.fl.us/programs/child-care/docs/CF-FSP_5386.pdf)

Upon receipt and verification of the application information, the department will award a Gold Seal Certificate to the child care provider recognizing their achievement. The certificate will be mailed directly to the child care provider.

Proof of the Gold Seal Quality Care accreditation may be required for participation in the Voluntary Prekindergarten Program and tied to increased payments for child care providers participating in School Readiness. It is also required as proof for tax incentives outlined in s. 212.08, F.S.

## For additional information, visit:

<http://www.myflfamilies.com/service-programs/childcare>  
or call toll-free: 1-888-352-4453

## After-School Care

WCA offers an After-School Program that begins at the conclusion of the school day and ends at 5:30pm. The program is available to students releasing at 1:45pm or later, on the days your child attends WCA, and is an annual contract. This is NOT a drop-in program. A non-refundable \$35.00 Enrollment fee (per family) is due at enrollment. After-care is billed each Monday for the week attending. Payment is due weekly, or you can pay monthly in advance by the 1st of each month. All tuition policies apply to the After-School Care Program. A two week paid and written notice is needed to withdraw a student from the program. After-School Care may not be used unless tuition and other fees are current and paid in full.

### Preschool Rates:

1 day per week	\$20.00/week
2 days per week	\$30.00/week
3 days per week	\$35.00/week
4 days per week	\$40.00/week
5 days per week	\$45.00/week

Wrap-around 1:45-3:00pm for WCA Elementary Siblings only: \$5.00/day

2-Day VPK Student 3:45-5:30pm: \$8/day

3 year old sibling of 2 day VPK Student 1:45-3:45pm: \$8/day

Parents must pre-register and are responsible to pay for attendance even if student is absent. One concurrent week of vacation/sick time is available during the school year.

## Late Pickup/After-School Care

**A charge of \$15 will be assessed if a student is not picked up by 5:30pm. An additional \$15 will be charged for each additional 15 minute increment until the student is picked up.**

## WCA Preschool Dress Code

Students should wear comfortable clothes, suitable for playing, exploring and messy activities. On cooler days we still go outside, so suitable outerwear is important. Please put your name on all items. Our Lost and Found will be donated after a month. Shoes can include athletic, sturdy, rubber sole shoes or sandals with heel straps. **No flip flops, or boots of any kind are allowed—they are not safe on the playground or stairs!**

## You Can Help

All children need a complete change of clothes at school. The clothes need to be appropriate for the season, each piece labeled with your child's name, and put in a large size ziplock bag. To develop your child's independence, please send clothes that allow them to dress themselves.

Do not allow your child to bring toys to school except on days designated for sharing. **Toy weapons are not allowed at any time.**

Check your child's folder daily for notes from your teacher, field trip notices, announcements from the office and beautiful artwork.

## Potty Training

**2 1/2 Year Olds:** As they begin the process of potty-training, we ask that you place them in clothing that is easy for them to remove. They may come in pull-ups at the beginning of the process but as they develop confidence you and your teacher will decide when to move to underpants.

**3 Year Olds & VPK:** These students are to be potty trained prior to attending school. We do allow a grace period of one month to help the child adjust to school. You may not bring them in pull ups unless there is a medical reason. If a child continues to have accidents, it is the policy of the school that a parent will be notified and required to come to the school and change the child's clothing. We will be glad to help support you and the child so long as efforts are being made to correct this issue.

## Attendance

The expectation of Wesley Christian Academy is that all students will be in attendance each day of the school year. One of the major indicators of responsibility is the ability to fulfill one's obligations to be punctual and present. Not only is responsibility a character trait that we want to instill in every student, but also our ability to provide excellent academic instruction is dependent on every student being in the classroom on time. Wesley Christian Academy families must take this commitment seriously and do everything possible to abide by the attendance policies.

## Car Seat Guidelines

WCA Preschool follows the recommendation of the *American Academy of Pediatrics* car seat safety guidelines and the *Florida Child Restraint Seat Belt Law*. Anyone not using an age-appropriate car seat will need to park and walk in to pick up their child early. WCA will not put child into a car without a properly installed seat for each child.

### Types of Car Seats

Age Group	Type of Seat	General Guidelines
Infant and Toddler	<ul style="list-style-type: none"><li>Rear-facing only</li><li>Rear-facing convertible</li></ul>	All infants and toddlers should ride in a <b>rear-facing seat</b> until they are at least <b>2 years of age</b> or reach the highest weight or height allowed by their car seat manufacturer.
Toddlers and Preschoolers	<ul style="list-style-type: none"><li>Convertible</li><li>Forward-facing with harness</li></ul>	Children who have outgrown the rear-facing weight or height limit for their convertible seat should use a <b>forward-facing</b> seat with a harness for as long as possible, up to the highest weight or height allowed by their car safety seat manufacturer.
School-aged Children	<ul style="list-style-type: none"><li>Booster Seats</li></ul>	All children whose weight or height exceeds the forward-facing limit for their car safety seat should use a <b>belt-positioning booster</b> seat until the vehicle seat belt fits properly, typically when they have reached 4 feet 9 inches in height and are 8 through 12 years of age. All children younger than 13 should ride in the back seat.
Older Children	<ul style="list-style-type: none"><li>Seat Belts</li></ul>	When children are old enough and large enough for the vehicle seat belt to fit them correctly, they should always use <b>lap and shoulder seat belts</b> for the best protection. All children younger than 13 years should ride in the back seat.

## Early Sign Out

For the safety of our students and to maximize learning, we strongly suggest you take advantage of our car line for pick up. If you need to pick up your child prior to the designated pick up time you will need to:

- Park in the FUMC Administration Office lot, diagonal from the Academy, or in the North lot.
- Arrive 15 minutes prior to our release times—After that time, you will need to use the car line.
- You may be asked to wait in the lobby and we will bring your child to you.

Note: Our curriculum extends to the end of the school day. If you choose to pick up your child early you are disturbing the other students. Parents may not wait in the hallway, but must pick up child immediately, and leave the building. This is a hectic time and teachers, as well as students, need to be focused on everyone arriving to the car line on time and safe.

## Release policy

Parents must keep an up-to-date list of adults allowed to pick up their student(s) from our school. If your student is not going home with his/her usual car rider pick up, notify the front office ahead of time. We cannot accept verbal messages from students. We will not allow a child to leave school with anyone unless we have permission from a parent/guardian. All unfamiliar persons entering the school to pick up a student will be asked for a photo ID. Please do not send minor-aged siblings to sign your child(ren) in or out. WCA has no legal recourse to keep a parent from picking up their child unless we have a copy of the legal custody agreement on file.

## Solicitation

WCA does not promote or advertise events with which the school is not directly partnered. Agencies or groups wishing to distribute information through WCA must have administrative approval.

## Withdrawal Policy

Withdrawal from WCA requires a two week notice and a written letter of withdrawal, to be provided to WCA Administrators. Any outstanding fees for services rendered must be paid in full prior to withdrawal.

## VPK Absentee Policy

All students participating in the Florida Voluntary Pre-K Program must attend school regularly to maintain their funding! **A VPK student must attend 80% of the school year. Absences must not exceed 20 days for our 3 day VPK students, or 14 days for our 2 Day VPK students.** There are no excused absences, so please do not miss school unless necessary.

Classes begin at 8:30am. A child arriving 15 minutes after class begins (8:45am or later), is considered tardy. If your child received 3 tardies, they will be given an absence. **Non-compliance of the VPK attendance policy will result in the loss of your VPK funded services. Remember this is your responsibility and part of the requirements for VPK students to receive funds.**

**All VPK Parent/Guardians are required to sign in upon arrival for class. Each month, the parent/guardian is required by Florida law to sign a “Student Attendance and Parental Choice Certificate” showing the days attended/absent.**

WCA reserves the right to dismiss a student that does not follow the guidelines set by the State of Florida and the WCA Policies. If your child is terminated from VPK because of attendance, you can enroll your child as a 4 year old paying student. All enrollment, technology and tuition fees will apply.

## Health/Illness Policy

### Medical Forms

All students are required to submit two forms before they are permitted to attend class. These will be kept on file in the school office and updated each school year upon expiration:

- 1) Certification of School Entry Health Exam Form (Form 3040) signed by Florida doctor stating that the student is in good health.
- 2) Florida Certification of Immunization (Form 681, or a *Religious Exemption from Immunization*).

## Health Regulations

It is imperative that students do not attend school if they are sick! Keep your child home if he/she seems listless, unusually irritable, complains of a stomachache, headache, earache, or seems to be pale or flushed. It is better to be overcautious than to risk exposing the rest of the students and staff to contagion. If your child becomes ill with a communicable disease, contact your doctor to determine proper care and then notify the school office.

A child who is sent home due to fever, vomiting, diarrhea and/or rash must automatically be kept home the following day. When contacted to pick up your child due to illness, you must do so immediately (within one hour). The child also must be kept home from any after-school events in that time frame.

The following conditions should be reported to the school office:  
(A note from a doctor is not required before returning to school)

**Colds:** A good rule of thumb is to keep a child home at the beginning of a cold...the most infectious time and when he/she feels the worst. Keep your child home if he/she is experiencing discomfort that would interfere with his/her ability to perform in school (ie: uncontrollable coughing, severe runny nose, severe lack of energy) or if the symptoms would negatively affect the classroom environment, other students and the teacher. If your child experiences green nasal discharge that continues throughout the day, or a cough lasting longer than 10 days, or is accompanied by fever, chills and is productive of discolored sputum, consult with your doctor. The child may return to school when the child does not have a persistent cough and feels well.

**Conjunctivitis (pink eye):** Following a diagnosis of bacterial conjunctivitis, the child may return to school 24 hours after antibiotic treatment is started. A child with viral infection may return when the eyes are clear.

**Cough or congestion:** The child should remain home if the cough or congestion interferes with breathing and/or if wheezing.

**Diarrhea:** A child with diarrhea must stay home and return to school only after being symptom-free for 24 hours.

**Fever:** The child must remain at home with a fever greater than 100.4 degrees. **The child can return to school once fever-free for 24 hours—without fever-reducing medicine such as Tylenol, or Motrin or with a Doctor's note.**

**Vomiting:** If your child has vomited during the night, the child should not be sent to school. A child may not return to school until he/she has not vomited for a full 24 hours.

## Drop-Off/Pick-Up Procedure

### -NO CELLPHONES WHILE CARLINE IS MOVING!

Drop-Off: Preschool parents, please park in the Hwy 50 parking lot and walk in daily to drop your child off. Remember to sign them in upon arrival. Elementary students will be dropped off by the Wesley Center portico Shea. (See appendix for map).

If your WCA student has a sick sibling that you have brought with you, **DO NOT ENTER THE BUILDING**. Please flag down an administrator or ring bell and we will escort your child for you.

Pick-Up: In order to ease congestion, maximize traffic flow and minimize the risk of injury, WCA requires students, parents and visitors to follow these guidelines and courtesies at all times:

- Follow your map for drop off/pick up location (we have multiple lines at times).
- Use your provided car tag in the driver's side window or hang from rearview mirror.
- Cars must line up and move in an orderly fashion in carline.
- **No one may pass other cars in the carline, unless specifically directed to do so by Staff.**
- Never leave your vehicle unattended in the carline. If you must leave your vehicle, park in a designated parking space.
- If you are borrowing a car seat, you must park in a designated spot and walk in to get it. We cannot install a car seat during carline.

**Anyone not following our carline procedure will receive one warning notification. If you choose to endanger our school students or staff you may be terminated from WCA.**

### Late Pickup

**A charge of \$15 will be assessed if a student is not picked up within 15 minutes of their release time. An additional \$15 will be charged for each additional 15 minute increment until the student is pick up.**

That the Parent/Guardian may work on the child's behavior or to come to an agreement with the school.

- The Parent/Guardian will be informed regarding the length of the expulsion policy.
- The Parent/Guardian will be informed about the expected behavioral changes required for the student (or parent) to return to the school.

### **Student's Actions for Expulsion**

- Failure of student to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outbursts
- Ongoing physical abuse to staff or other children

### **Parental Actions for Student's Expulsion**

- Failure to pay/habitual lateness in payment
- Verbal abuse to the staff
- Parent threatens physical or intimidating actions toward staff members

## **Grievance policy**

*Failure to abide by these policies can result in the termination of services.*

Should you have a grievance with a teacher, or staff personnel that you have been unable to resolve directly, please ask to have a conference with the Director. If the Director is unable to rectify the matter, submit your concern in writing to the Wesley Christian Academy Board Chairperson.

The Academy Board is a governing group of parents, church members, lay leaders and staff who have authority to write policy and issue directives for WCA.

## **Safety / Security**

Wesley Christian Academy will conduct monthly safety drills which will include Fire, Inclement Weather, Malicious Threat and Active Intruder. There is an Emergency Preparedness Plan posted in each classroom. In the event of an emergency evacuation, parents will be notified and students picked up at the designated reunification address.

Reunification Address: WCA Field, 658 W. Broom Street, Clermont, FL 34711

Do not allow children to go up the stairs to class alone.

Communicate with the front office and your child's teacher. Let us know when phone numbers, email address, home addresses or any emergency information changes, or if your child is experiencing some change at home. This helps us do a better job of meeting your child's needs.

**The school office MUST be notified if your child has been diagnosed with one of the following diseases. A doctor's note stating that the child is non-communicable is required before returning to school:**

Covid 19	Chicken Pox	Coxsackievirus	Croup
Fifth Disease	Head Lice	Hepatitis A or B	Herpangina
Impetigo	Influenza A or B	Kawasakie Disease	Measles
Meningococcal	Molluscum Contagiosum	Mononucleosis	Mumps
Norovirus	Pertussis	Pinworms	Pneumonia
Rashes	Ringworm	Rotavirus	Rubella
Scabies	Scarlet Fever	Shingles	
Staph Infection	Strep Throat		

**COVID-19:** Due to the frequent updating of guidelines from the Center for Disease Control (CDC) and our local Lake County Health Department, we will follow the most up-to-date guidelines that exist throughout the year and communicate that information to parents and our school community when appropriate. If your student is showing any potential symptoms of COVID-19, please keep your child(ren) at home and communicate with the school so that we may provide further guidance based on your individual case.

A child who is sent home due to fever, vomiting, diarrhea and/or rash must automatically be kept home the following day. When contacted to pick up your child due to illness you must do so immediately (within one hour). The child must also be kept home from any after school events in that time frame.

**Chicken Pox:** The child must stay home until there are no new spots and all old ones are scabbed over. Usually this requires the student to stay home 7-10 days.

**Coxsackievirus (Hand, Foot & Mouth disease):** The child must stay home during the acute phase/stage of illness while fever or lesions exist. Lesions or rash must be completely scabbed over and dry before returning to class.

**Head Lice:** The child may return to school only after treatment and when hair is free of nits. A letter from a professional head lice removal company must be provided or the child's head must be checked by staff prior to admittance to the classroom.

**Measles, Mumps, Rubella and Pertussis:** These illnesses are highly communicable. Please report any confirmed cases to the school.

**Molluscum Contagiosum:** If the papules are red and inflamed, they must be completely covered for entry into school.

**Rashes:** Skin irritations are difficult because they can be a harmless allergic reaction, or a sign of a serious illness. A rash with no accompanying fever symptoms or change in behavior probably is not cause for concern. However, if the child seems sick or the rash comes on suddenly, a trip to the doctor is wise.

## Medical Emergency

In case of an accident or emergency, we will attempt to notify the designated parent/guardian immediately. If she/he cannot be reached, we will continue down the list indicated on the emergency information section of your Enrollment Form. If we believe emergency treatment is necessary, we will call 911 for the child to be taken to the nearest Emergency facility.

## Medications

If your child should require medication to be administered during the school day, you must:

1. Fill out a "Permission to medicate" form at the front desk.
2. Check in the medicine at the front desk.
3. Send medicine clearly labeled with the child's name and in its original (prescribed) container.

NEVER send medication, vitamins or hand-sanitizer in your child's lunch box or backpack.

## Discipline Policy

Our policy is to redirect inappropriate behavior using positive techniques. The goal of discipline is to educate, not punish.

WCA Staff follow the rules established by Florida State Law.

- Children will not be subjected to discipline which is severe, humiliating or frightening.
- Discipline will not be associated with food, rest or toileting.
- Spanking or any other form of physical punishment is prohibited.

Children at the preschool age may occasionally act out physically due to frustration and lack of skills that prepare them to deal with that emotion. The Academy expects parents to work with the staff to help children use their words instead of acting out. Through the teachings of Jesus, the staff works to help children work through conflict resolution. We follow the Matthew 18 Principle, which can be found in the appendix.

Bullying and physical contact is not appropriate. If an issue should arise, the parents are expected to work closely with the Principal, Director and staff to develop a plan that will support the philosophy of the Academy. If resolution cannot be found that is in the best interest of the child, the Academy has the right to discontinue services. Our philosophy of discipline is to redirect and use teachable moments for children to develop skills to help them make good choices.

## Expulsion Policy

Unfortunately, there are sometime reasons we must ask that a student be removed from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the student(s) in order to prevent this policy from being enforced.

### When a student is having a problem during school time:

- Staff will try to redirect student from negative behavior.
- Staff will reassess classroom environment, appropriateness of activities, supervision.
- Staff will always use positive methods and language while disciplining.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Student will be given verbal warnings.
- Student will be given time to regain control.
- Student's disruptive behavior will be documented and maintained in confidentiality.
- Parent/Guardian will be notified verbally.
- Parent/Guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The Director, Classroom Staff and Parent/Guardian will have conference(s) to discuss how to promote positive behavior.

### Schedule of Expulsion

If, after remedial actions above have not worked, the student's Parent/Guardian will be advised verbally and in writing about the student's (or Parent's) behavior warranting an expulsion. An expulsion action is meant to be a period of time so