

# Preschool and K-8 Academy

## PARENT / STUDENT HANDBOOK

2025-2026

A Christian Preschool Association  
Gold Seal Accredited Preschool  
Licensed by DCF: C05LA0064

ACSI Accredited K-8

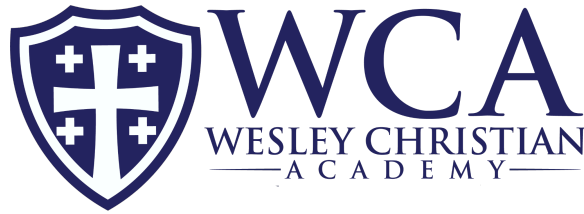
Wesley Christian Academy  
832 7th Street Clermont, FL 34711  
352-394-0191  
[www.wesleychristianacademy.org](http://www.wesleychristianacademy.org)

Principal (Head of School):	Rob McCue	<a href="mailto:principal@lh.today">principal@lh.today</a>
Assistant Principal:	William Skelton	<a href="mailto:asstprincipal@lh.today">asstprincipal@lh.today</a>
Preschool Director:	Coral Broadwater	<a href="mailto:c.broadwater@lh.today">c.broadwater@lh.today</a>
Director of Operations/Safety:	Rich Redles	<a href="mailto:r.redles@wcasaints.com">r.redles@wcasaints.com</a>
Business Administrator:	Beth Bernoska	<a href="mailto:b.bernoska@lh.today">b.bernoska@lh.today</a>
Director of Finance:	Ashley Merritt	<a href="mailto:a.merritt@lh.today">a.merritt@lh.today</a>
Director of Guidance and Admissions:	Stephanie Baysinger	<a href="mailto:guidance@lh.today">guidance@lh.today</a>
Curriculum Resource Teacher:	Carrie Diaz	<a href="mailto:c.diaz@wcasaints.com">c.diaz@wcasaints.com</a>
Registrar and Media Coordinator:	Carolyn Bristo	<a href="mailto:c.bristo@wcasaints.com">c.bristo@wcasaints.com</a>
K-8 Administrative Assistant:	Kara McCue	<a href="mailto:k.mccue@wcasaints.com">k.mccue@wcasaints.com</a>
PK Administrative Assistant:	Callie Klemash	<a href="mailto:c.klemash@wcasaints.com">c.klemash@wcasaints.com</a>

	<b>Office Hours</b>	
Preschool:	8:00am-3:30pm	Monday-Friday
K-8 Academy:	8:00am-3:30pm	Mon/Tue/Thur/Fri
	8:00am-2:30pm	Wednesday
After-School Care:	1:45pm-5:30pm	Monday-Friday

*updated 5/15/2025*

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

Wesley Christian Academy is a ministry of Living Hope 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 Purpose**

WCA exists to honor and glorify God by for equipping students for life and all its seasons, present and future, by helping them to: Shape and strengthen a Biblical Worldview, Go into the world and be disciples for Jesus, Know and be known by Jesus, Love and be loved by Jesus, Long for and belong to Jesus. When we know who we belong to, we know that Jesus Christ is our Living Hope.

### **Our Vision**

Our 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 preschool, elementary, and middle school 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.

**Wesley Christian Academy  
2025-2026**

**Student Calendar  
(180 Days)**

School Month			Student Days
<b>AUGUST</b>	August 11	First Day of Classes/First Grading Period Begins (Monday)	15
<b>SEPTEMBER</b>	September 1 September 12	Labor Day/Student Holiday (Monday) Non-Student Day/Teacher PD (Friday)	20
<b>OCTOBER</b>	October 10 October 13 October 14	End of First Grading Period (Friday) Non-Student Day/Teacher Work Day (Monday) Classes Resume/Second Grading Period Begins (Tuesday)	8 Q1: 43 Days 14
<b>NOVEMBER</b>	November 11 November 24-28	Veterans Day/Student Holiday (Tuesday) Thanksgiving Holiday/Student Holiday (Monday-Friday)	14
<b>DECEMBER</b>	December 19 December 22-31	End of Second Grading Period (Friday) Winter Break/Student Holiday (Monday- Wednesday)	15 Q2: 43 Days
<b>JANUARY</b>	January 1 January 2 January 5 January 6 January 19	New Years Day/ Student Holiday Non-Student Day (Thursday) Non-Student Day/Teacher Word Day(Friday) Non-Student Day / Teacher PD (Monday) Classes Resume/Third Grading Period Begins (Tuesday) Martin Luther King, Jr. Birthday/Student Holiday (Monday)	18
<b>FEBRUARY</b>	February 16	Presidents' Day/Student Holiday (Monday)	19
<b>MARCH</b>	March 5 March 6 March 9 March 16-20	End of Third Grading Period (Thursday) Non-Student Day/Teacher Work Day (Friday) Classes Resume/Fourth Grading Period Begins (Monday) Spring Break/Student Holiday (Monday-Friday)	4 Q3: 41 Days 12
<b>APRIL</b>	April 3	Student Holiday/Good Friday (Friday)	21
<b>MAY</b>	May 25 May 29	Memorial Day/ Student Holiday( Monday) Last Day of Classes/End of Fourth Grading Period (Friday)	20 Q4: 53 Days
		<i>Storm Make-up Days will be determined as needed</i>	180 Days

**Weather/School Day 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 Principal and/or Preschool Director of WCA.

*updated 5/15/2025*

# Pastor's Welcome!

Welcome to Wesley Christian Academy!

We are so glad that 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 Living Hope 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,

A handwritten signature in black ink, appearing to read "Doug Kokx", written in a cursive style.

Rev. Doug Kokx – Senior Pastor

# Administrators' Welcome!

Dear Wesley Christian Academy Family,

In the school year 2021 – 2022 we were “Growing in Faith.” In the school year 2022 – 2023 we were “Walking with Jesus.” In the school year 2023 – 2024 we were “Shining Like the Stars.” In the school year 2024-2025 we were “Anchored in Christ.” Our theme this year is “Soar on wings like eagles.” We praise God for his blessings on our school. As we have experienced God’s faithfulness and blessings through difficult times, we recognize that we are never alone in our Journey. The verse that makes up our theme is from:

Isaiah 40:31- “but they who wait for the LORD shall renew their strength;  
they shall mount up with wings like eagles;  
they shall run and not be weary;  
they shall walk and not faint.”

Wesley Christian Academy will “Soar on wings like eagles” as we walk in our faith with Jesus and hope to lead others to righteousness while we receive God’s blessings 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, Walk with Jesus, and Shine Like Stars.

Wesley Christian Academy will continue to “Soar on wings like eagles” and continue to focus on the goal of pursuing His honor and glory in all things.

Our preschool, elementary, and middle grades 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



Coral Broadwater  
Director of Preschool

*updated 5/15/2025*

# Preschool Welcome!

Dear Families,

Welcome to Wesley Christian Academy's Preschool! We are thrilled to have your child and family as part of our school community. It is our joy to partner with you in nurturing the spiritual, intellectual, and emotional growth of your little one. Here at WCA, we believe that each child is a precious gift from God, and we are dedicated to providing a loving, Christ-centered environment where they can grow and flourish.

Our mission is to guide children in their early years with compassion, care, and a strong foundation in Christian values. Through faith-based teachings, creative play, and hands-on learning, we seek to foster an atmosphere where children feel safe, loved, and supported as they develop a love for God, their neighbors, and the world around them.

We are excited to walk alongside you in this important journey. Together, we will lay the groundwork for a lifelong love of learning and faith. This handbook is designed to provide important information about our preschool program, policies, and procedures to help you navigate the year ahead. Should you ever have questions or need support, our doors are always open to you.

Thank you for trusting us with your child's care and education. We look forward to a blessed and wonderful year ahead!

In Christ's Love,

Rob McCue  
*Principal*

Coral Broadwater  
*Director of Preschool*



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**While the list of items in this handbook addresses issues that are known by administration, the school board of Wesley Christian Academy authorizes the administration to address issues that may not be explicitly in this handbook to ensure a safe and orderly learning environment.**

## **Academics Programs, Expectations, and Policies**

### **Our 4 Academic Pillars**

*Biblical Worldview Shaping:* We believe that the purpose of education is to lead young people to know the one, true God, develop their knowledge, talents, skills, and character, so they can take dominion of the earth and bend it back towards God's original design and by doing so show the world the beauty and glory of God. Biblical worldview shaping helps students view all of life and all areas of study as tools for serving God and others.

*Critical Thinking:* We believe to prepare our students for their futures, thinking needs to go beyond rote memorization. Our teachers develop higher-order thinking skills so students can face challenges in the future with minds that can analyze, evaluate, and create. Students will come to understand how and why things work.

*Academic Rigor:* We are committed to providing a rigorous academic program that helps students reach their highest potential. We carefully select academic and Biblical curriculum that will equip them with the facts, skills, and reasoning abilities to help them succeed in their future endeavors.

*Multiple Learning Approaches:* We acknowledge that God gave each of us each unique gifts that make each of us different. Our teachers provide multiple learning approaches in their classrooms to ensure all students have the opportunity to learn and grow academically and spiritually.

### **Preschool Curriculum Program**

Our preschool programs benefit students from age 3 through 5, combining academic goals with social, emotional and motor skills development.

### **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 twice 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.

### **3—Year Old Program Goals**

Our innovative 3 year old curriculum, *Pathways to Preschool by BJU Press*, 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 10 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, -, +

### **4—Year Old/VPK Program Goals**

Our VPK/4 Year Old program uses *Footsteps for Fours by BJU Press* in order to meet the Florida Sunshine State and the School Readiness Performance Standards, which prepare them for kindergarten.

#### 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 pincer grip on writing utensil

Increase scissor mobility to cut shapes/angles  
Button, snap, zip  
Walk on balance beam without assistance

*updated 5/15/2025*

Develop hand/eye coordination to include catching	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 <u>Math:</u> 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 all colors
<u>Academic:</u> 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:			

### VPK DOE Assessments

WCA uses the **Florida's Assessment of Student Thinking (FAST) using Star Early Literacy** 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.

### Enrichment Opportunities

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

*updated 5/15/2025*

**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.

**Library:** Students will learn a sense of responsibility by checking out books each week and bringing them back. The library also fosters a sense of curiosity and encourages early literacy, setting a strong foundation for future academic success.

### **K-8 Curriculum Programs**

As a Christian school, it is for such a time as this that we prepare our students to become disciples of God as well as provide a high-quality academic program. To achieve this high-level, holistic educational experience, we have teamed up with BJU Press and Deep Roots as our core academic curriculums in PreK3-8th grade. Both Christian Publishers, BJU Press and Deep Roots provide materials that support our educational and biblical philosophy by providing materials for Biblical worldview shaping, tools for developing critical thinking skills, increased academic rigor, and offer a variety of options for teaching strategies that include multiple learning styles. We are committed to preparing our students to be the 'salt and light' in the positions God places them in this world.

### **Enrichment Opportunities**

**Chapel:** Weekly Chapel, Monthly Special Chapel, Fall and Spring Family Chapel

**Daily Specials:** Music, Art, PE, Spanish, Library, STEM Lab

**Middle School Electives:** Culinary, Preschool Buddies, PE, STEM, Journalism, Study Hall

**Other Curricular Programs:** National Elementary Honor Society (incoming 4th graders - 6th grade), 4th- 6th Tropicana Speech Program

**Afterschool Clubs:** Sports Clubs (soccer, basketball, running), Art Club, Arts and Crafts Club, Lego Club, Coding, STEAM Club, Drama Club, Debate Club, Photography Club, Board Game Club, Astronomy Club

### **Online Academic Programs**

#### ***Accelerated Reader (AR Program)- Kindergarten- 3rd Grade***

Accelerated Reader is a computer program that helps teachers manage and monitor student's independent reading practice and comprehension. The program has more than 150,000 titles to choose from on its Book Finder list with new titles being added each month. Each book has an online "reading practice" quiz, which are referred to as "AR tests". At the beginning of each quarter, students will take the STAR reading assessment. Teachers will use the data from this assessment to determine students' reading level, set a quarterly reading goal, and track students' reading progress throughout the school year. Students may take AR tests in class only. Students can check to see a book's reading levels and AR points at [arbookfind.com](http://arbookfind.com).

*updated 5/15/2025*

At the beginning of each of the nine weeks students will receive their Zone of Proximal Development (ZPD) as well as their AR goal based on their STAR reading assessment. It is important for students to know their levels as they choose books to read. The WCA library is color coded and labeled to help students choose books at their level. Cooper Memorial library also includes AR levels in their children's books. It is important for students to read books within their ZPD level as these books will help to increase a student's reading ability. Books read below level do not help to increase a student's reading level and those too difficult can become frustrating to the reader. Students track their points throughout the nine weeks in a variety of different ways. This tracking will be communicated by their teacher at the beginning of the school year. Parents may sign up for Home Connect. Home Connect allows you to view information about your student's progress. It also allows you to sign up to receive email notifications after your student (s) complete an assessment at school. Please look out for a letter that is sent home at the beginning of the school year.

### ***IXL – K – 8th Grade***

Students in K through 8th grade will use the IXL program. IXL program is an online program that has thousands of skills that match what students are learning in class. At the beginning of each quarter students will take the Reading and Math Diagnostic Snapshot. IXL will assign recommendations to fill gaps in learning, practice at their current level, and expand learning in areas they have mastered. Teachers will also assign codes for students to practice. IXL provides lessons, games, and videos to enhance students' learning.

### **Wildly Important Goals (WIGS)**

Students in K-3 will use the AR program to meet their WIG goals. At the beginning of each nine weeks, students will take the STAR Reading Assessment. Based on their reading levels, students will be assigned a points goal. Through reading and taking quizzes, students will work towards meeting their point goal. Those that meet or exceed their goal will be rewarded with an end of the quarter WIG (Wildly Important Goal) celebration.

Students in 4th – 8th grade will be assigned reading and math practice through the IXL program. This practice will be completed both at school and at home. Students will track their reading/math practice throughout the nine weeks using their WIG Goal Tracking Sheet. At the end of the nine weeks, students who have met 100% of their practice goal will be rewarded with an end of the quarter WIG (Wildly Important Goal) celebration.

### **Expected Student Outcomes**

Students who graduate from Wesley Christian Academy should be young men and women who:

#### **COGNITIVELY:**

- Display good study habits and research skills.
- Obtain skills to investigate, solve problems, and make wise decisions.
- Language Arts – Demonstrate proficiency in reading, writing, speaking, and listening.

*updated 5/15/2025*



- Math – Demonstrate computational skills needed for life in the 21st century.
- Social Studies – Demonstrate understanding of history, geography, and social sciences.
- Science – Demonstrate understanding of the tenets of Creationism while obtaining an appreciation for the physical and biological sciences, the scientific method, and engineering process.
- Bible – Demonstrate an understanding of the basic content involved in biblical literacy and develop skills for a lifetime of personal Bible study.
- Enrichment Specials – Develop intellectually by exploring enrichment classes including Art, Music, Culinary arts, Spanish, and Physical Education

#### EMOTIONALLY/SOCIALLY:

- Treat others with love, respect, integrity, and godliness.
- Exhibit humble confidence as a child of God.
- Demonstrate a servant's heart.
- Resolve conflict using biblical principles.
- Solve problems with perseverance towards a complicated task.
- Set goals in relation to strengths and weaknesses.
- Exhibit self-control with ownership and accountability for behavior.
- Seek wise counsel when needed.
- Find contentment regardless of circumstances.

#### PHYSICALLY:

- Treat his/her body as a temple of God.
- Honor God according to the biblical standard of appropriate choices, grooming, attire, rest, care, hygiene, and nourishment.
- Maintain a lifestyle of purity regarding anything that could be harmful to one's mind, body, or spirit.
- Demonstrate a basic knowledge of sports.
- Develop healthy habits regarding physical fitness.
- Display balance, gross motor skills, and spatial awareness.

#### SPIRITUALLY:

- Know Jesus Christ personally as their Lord and Savior.
- Be connected to a family of faith and know that they are loved by God and the church.
- Honor and respect the Bible as God's Word and display a desire to grow through personal Bible study.
- Apply biblical principles to daily life.
- Commit to memorizing Scripture.
- Have a knowledge of the books and storyline of the Bible.
- Understand they are uniquely created in God's image with specific gifts to be shared with the world.
- Demonstrate a heart of worship.

*updated 5/15/2025*

- Practice discipleship by sharing the Gospel.
- Exemplify an authentic prayer life.
- Maintain a biblical worldview across all aspects of life.

### **Academic Probation**

Students will be placed on academic probation if in any 9-week grading period the report card shows a grade of 'F' in any subject or two or more grades of 'D'. A conference will be scheduled with the student, parent(s), and guidance. The purpose of the conference will be to review the reason(s) for the student's poor academic performance and to outline strategies for improvement. An Academic Probation Contract will be issued at the conference. Students and parents will co-sign the Probation Contract, agreeing to abide by the stipulated conditions.

### **Responsibilities**

Student, parent(s), teachers, and guidance are responsible for several aspects of the probation program. To help the student to become more successful, student, parent(s), teachers, and guidance will meet during the next midterm to discuss the progress that has been made and the need, if any, of further assistance.

**Student Responsibilities** The student must make every effort to:

1. Complete all classwork and homework promptly.
2. Conference with the teacher weekly to ensure an understanding of expectations.
3. Attend academic review meetings when requested with parent/guardian, administration, and teacher(s).

**Family's Responsibilities** The parent(s)/guardian must make every effort to

1. Monitor out of school activities to focus on academic success.
2. Provide an environment at home conducive to study.
3. Maintain close communication with school staff regarding student's progress.
4. Attend academic review meetings with student, guidance, and teacher(s).
5. Consider the feasibility of out-of-class tutoring for the student.
6. Contact the teacher if there are questions about the content of a progress report.

**Teacher Responsibilities** The teacher must make every effort to:

1. Identify areas where the student may need help.
2. Communicate with the student, parents, and guidance.
3. Attend academic review meetings with parents, guidance, and student.

**Guidance Responsibilities** Guidance must make every effort to:

1. Provide the communication link between all the participants in the probation program.
2. Coordinate academic review meetings with parents, administration, and student.

### **Probation Outcome**

Students will be released from academic probation if they earn grades of 'C' or higher in all subjects on the report card for the next quarter. In cases of students who fail to meet the goals of the academic probation contract, administration will determine if sufficient progress has been made to continue with the contract goals or if Wesley Christian Academy is the best educational setting for the student. If a student is placed on academic probation two times during the academic year, the student may be retained in the grade or withdrawn from WCA.

### **Grading Scale**

#### Kindergarten – 8<sup>th</sup> Grade

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

### **Plagiarism Policy**

**Plagiarism** – the use of ideas or words of another as one's own; work presented as new and original; an idea or product derived from an existing source. A student who is found to have plagiarized on a school assignment will not receive credit for that assignment and will need to redo the assignment and be assigned an intervention by a teacher/administrator. When grade reduction is determined to be an appropriate disciplinary measure, the student's parent/guardian shall be notified.

### **AI policy**

WCA is committed to using Artificial Intelligence (AI) technologies in an ethical, transparent, and responsible manner. We acknowledge that AI technologies have the potential to enhance student learning and engagement, but we also recognize the importance of protecting student privacy and ensuring that the use of these technologies is consistent with ethical considerations. AI is an emerging and rapidly changing technology and the guidelines on its use at WCA and teachers may offer further clarification and adjustments as necessary.

The use of AI technologies at WCA aligns with our purpose of providing an education that prepares our students for success. AI technologies have the potential to support personalized learning and help teachers identify areas where students need extra support.

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They can also support research and writing activities and provide opportunities for students to develop skills related to critical thinking, problem solving, and digital literacy. While AI tools can contribute to brainstorming ideas, exploring possible responses to questions or problems, and creatively engaging with class materials and ideas, it is the expectation that all assignments will be fully prepared by the student. Developing strong competencies in the skills associated with each course will prepare students for success at WCA and beyond. Each teacher is responsible for giving clear instructions on the acceptable use of AI in their class(es). It is the responsibility of each student to clearly cite the use of any AI tools anytime they are used. The use of AI without permission and/or the uncited use of AI will be treated as plagiarism.

### **Academic Accommodations**

The Accommodations Policy at WCA is designed to maintain the dignity and uniqueness of individuals with diagnosed learning differences. Our K – 8 Academy supports students with specific learning disabilities, so they may work toward their academic potential. These diagnosed learning differences include specific learning disabilities in reading, mathematics or written expression. Psychological disabilities, such as anxiety or depression, are addressed through outside referrals. Anxiety toward testing, while impactful, is not accommodated through the Accommodations Policy. Students who are intrinsically motivated and committed to improving organizational, self-advocacy, and communication skills are most likely to be successful. We provide limited classroom accommodations which may include extended time on tests, an alternate setting for taking tests, and preferential seating. We do not modify curricular or behavioral expectations. The rigor of our classes may not be the best fit for every student with learning differences.

For students to access official accommodations, they must provide a comprehensive psychoeducational assessment conducted by a licensed psychologist within the last three years and commit to be re-evaluated when the current evaluation expires. This evaluation must include a statement of the specific learning disability and how it affects the student. A disability code as specified in the Diagnostic and Statistical Manual of Mental Disorders (DSM-IV or V) is preferred. The evaluation should also include complete results from comprehensive cognitive testing, achievement testing, and other measures on which the diagnosis is based as well as recommended school accommodations for the student.

Students with diagnosed learning differences can be successful at WCA if they demonstrate and continue to develop self-advocacy skills, communication skills, and a strong level of motivation and effort, often greater than what is necessary for their peers. The ability to self-monitor work and behavior expectations will also promote success and strong relationships with teachers. Parental support combined with a good working relationship with school staff is vital to student success. We encourage frequent, open communication between parents and teachers via our communication platform.

*\*WCA does not evaluate for possible or previously diagnosed learning or psychological disabilities but can provide information on outside resources.*

**Students requesting accommodations must:**

1. Meet all regular admissions requirements.
2. Submit a current psychoeducational evaluation report completed by a licensed professional psychologist. To be considered current, the evaluation should be no more than three years old. It should include:
  - a. A diagnostic statement of the specific learning disability;
  - b. Complete results from comprehensive cognitive testing, achievement testing, and other measures on which the diagnosis is based.
  - c. Recommended accommodations to be used to support the student in the school setting.
  - d. The psychologist's name and credentials on the diagnostic statement.
3. Commit to be re-evaluated when the current evaluation expires (within three years of testing).
4. Submit any records of services or accommodations received previously.
5. Have an active IEP or 504 Plan.

Disclosure of your student's learning difference, including documentation, allows WCA to assess and support your student. Failure to disclose your students' learning difference can result in dismissal from WCA. WCA does NOT discriminate based on learning and/or other disabilities.

**The following services are provided through Lake County Schools for students with an active IEP:**

1. **Speech Therapy/ Language Therapy** services are available, when included on a service plan, onsite for students with speech and/or language disorders.
2. **Occupational Therapy** services are available when included on a service plan, onsite for students to help rehabilitate functional deficiencies such as hand/muscle control required for writing and sensory processing issues.

**Accreditation**

Wesley Christian Academy is accredited by the Association of Christian Schools International (ACSI) and provides a Christian Biblical worldview as the base of academic excellence in Kindergarten –8<sup>th</sup> Grade. ACSI is a leading international organization that promotes Christian education and provides training and resources to Christian schools and Christian educators, resulting in schools that contribute to the public good through effective teaching and learning and that are biblically sound, academically rigorous, socially engaged, and culturally relevant. ACSI schools have educators who embody a biblical worldview, engage in transformational teaching and discipling and embrace personal and professional growth.

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Wesley Christian Academy Preschool has our Christian accreditation through Christian Preschool Association. Through CPA 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.

### **Admissions**

Students are admitted to Wesley Christian Academy based on previous school performance, standardized testing, admission tests and family interviews. Student records will be reviewed prior to admission. WCA reserves the right to refuse admission to anyone who would not fit into the spirit of the institution, nor benefit from the education offered. Priority is given to returning students, siblings of returning students, students of church members, staff and alumni.

### **Continuous Enrollment Contract**

Wesley Christian Academy enrollment contract is a continuous enrollment contract. Families will be given a Continuous Enrollment Packet in January of each school year. Families are required to return the forms by January 16th. For families who do not return the form before January 20th, their student(s) will be unenrolled for the following year. For families choosing not to return for the following year, a withdrawal form must be submitted by January 16th and an exit interview will be scheduled. Remember, the continuous contract is financially binding, and all deposits will be due on the due dates provided on the form.

Parents are responsible for keeping the school informed of changes in their status, such as but not limited to address, medical, and marital/divorce. The Student Change of Information form can be found on our website at [www.wesleychristianacademy.org](http://www.wesleychristianacademy.org) under Parent Resources ☐ Forms.

### **Extended Care Programs**

#### **Morning Care**

WCA offers a before-school program for students Kindergarten - 8th grade that begins at 7:00am and ends at 8:15am. The program is a 4 week contract. All tuition policies apply to the before-school program. Rates are as follow \$100 per 4 weeks due in Advance of the Dates Below:

August 11th-September 5th - Payment Due August 4th  
September 8th-October 3rd - Payment Due Before September 5th  
October 6th - October 31st - Payment Due October 3rd  
November 3rd-December 5th - Payment Due October 31st  
December 8th-January 16th - Payment Due December 5th  
January 19th-February 13th- Payment Due January 16th

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February 16th-March 13th- Payment Due February 13th  
 March 23rd-April 17th - Payment Due March 13th  
 April 20th-May 15th - Payment Due April 17th  
 May 18th-last day of School- payment Due May 15th

### **After School Care**

WCA offers an after-school program that begins at the conclusion of the school day and ends at 5:30 p.m. The program is an annual contract and a non-refundable \$35 registration fee (per family) is due at enrollment. All tuition policies apply to the after-school program. A two-week paid and written notice to WCA is needed to withdraw a child from the program. WCA K-8 academy after school hours are from 3:00-5:30 p.m. (Wednesday is 2:15-5:30 p.m.). Preschool after school hours are 1:45-5:30p.m (only available for days a student attends). After 5:30pm you will be charged at the rate of \$10 for every five (5) minutes. If a child is left after 6:15pm, the police may be notified of an abandoned child. Any habitual offenders (3 ) will be banned from all extended care programs to include before care and clubs without appeal. Locations for aftercare are PK3-1st grade in the preschool building and 2nd-8th grade are in the WCA K-8th building. Rates are as follows:

Preschool		K-8th Grade	
1 Day per week	\$30/week	1 Day per week	\$25
2 Days per week	\$45/week	2 Days per week	\$35
3 Days per week	\$50/week	3 Days per week	\$40
4 Days per week	\$55/week	4 Days per week	\$45
5 Days per week	\$60/week	5 Days per week	\$50

### **PK3-8 Student After School Care Drop Ins/ Late pick-up**

Parents who need to use aftercare for a one-time use will be charged the daily rate for each student. If this service is needed again there will be a \$35 registration fee charged as well as the Drop In-Fee. Each subsequent use of “drop-in” after care will be charged the daily rate.

### **Wrap-around care: 1:45-3:00 pm**

Wrap around care is only available if a preschool student has an older sibling in WCA’s K-8 academy for \$10 per day. At the conclusion of the preschool’s day your student will go to aftercare until the K-8 Academy is released for carline. Your preschooler will be escorted to the appropriate car line to meet up with their sibling for your convenience to pick up all students together.

### **After School Clubs**

WCA offers after-school clubs throughout the school year. The cost is \$100 per club, per cycle. May be subject to equipment fee. After-School Club fees are non-refundable. Clubs

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will begin at 3:15 pm and end promptly at 4:30 pm each day except early release days. On Wednesdays (early release days), clubs will begin at 2:30 pm and end promptly at 3:30 pm. Pick-up will be in the carline under the Wesley Center each day. If a student is not picked up by 4:30 pm (3:45 pm on Wednesdays), a late fee of \$25 will be incurred. Students will be sent to after school care programs.

## **Arrival/Pick-Up Procedure**

### **Preschool Procedures**

Drop-Off: Preschool parents, please park in the North Lot (lot facing Hwy 50) and walk up daily to drop your child off. The first week of school you will be allowed to walk your child(ren) to the classrooms.

#### After week 1:

- 3's will have 1 teacher in each classroom while the other teacher greets the students as they walk down to their rooms.
- VPK classes will also have one teacher in each classroom while 3 teachers are in the hall greeting, one teacher at the base of the stairs and one teacher at the top of the stairs. The Admin staff and special teachers will also greet at the doors. *(See Appendix B 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 the 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).
- Use your provided car tag in the driver's side window or hang from the rearview mirror.
- Cars must line up and move in an orderly fashion in the 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.
- No adult should ever walk up to our student holding area to pick up a student
- **NO CELLPHONES WHILE CARLINE IS MOVING!**

**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.**



## K-8 Arrival / Pick-Up Procedure

Arrival and dismissal times are generally busy with a lot of vehicles and students moving in and about the parking lot areas. All parents are expected to follow the traffic flow patterns as shown on the WCA map, directional signage on campus and/or the direction of WCA staff.

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

- Please see your map for drop/pick up location.
- Please do not line up for pick up/dismissal until after 2:00pm due to preschool dismissal.
- Follow directions given by WCA staff.
- Cars must line up and move in an orderly fashion in the car line.
- No one may pass other cars in the car line, unless directed to do so.
- Never leave your vehicle unattended in the car line. If you must leave your vehicle, park in one of the designated parking spaces.
- **NO CELL PHONES WHILE CAR LINE IS MOVING.**

If the carline is backed up in the North parking lot on ANY days, please queue the carline on the access road in front of the Social Hall and Wesley Center on the 8<sup>th</sup> Street side of the campus.

WCA K-8 Drop off will begin and end from **8:00am** and end at **8:25:00am**. Staff will **close the drop off** line at **8:25:00am**. Families arriving after 8:25:00am will need to go to the K-8 front desk to sign in. A parent must walk the child to the office. Your student(s) will be marked **tardy** after **8:30:00 am**.

WCA K-8 Dismissal is **3:00pm - 3:30pm**. Staff will **close dismissal** lines at **3:30pm**. Dismissal is earlier **Wednesday (2:15pm-2:45pm)**. If students are not picked up by **3:30pm** (or **2:45 pm** on Wednesdays), students will be sent to our after-school care program. See aftercare Drop in/Late pick up policy.

WCA K-8 Dismissal for “walkers” will start at 3:20pm (2:35pm Wednesdays) at the north entrance along Desoto Street.

## Release Policy

Parents must keep an up-to-date list of adults allowed to pick up their child(ren) from our school. If your child(ren) is not going home with his or her usual car rider pick up, please send an email to [k.mccue@wcasaaints.com](mailto:k.mccue@wcasaaints.com) ahead of time. All persons picking up children that are unfamiliar to staff will be asked for a photo ID. We cannot accept verbal messages

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from children or parents. We will not allow a child to leave school with anyone unless we have written permission from a parent and are on the pick-up list. (NO EXCEPTIONS). 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.

**Carline Map** See Appendix A & B

### Early Sign Out

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

- Please park in the north lot for K-8 or south lot for Preschool.
- Come inside the K-8 office or Preschool office to sign them out.
- Arrive **30 minutes** prior to our release times. After the **30-minute time frame you will need to use the carline**, as we will not be able to bring your student to the office due to dismissal.

Note: Our curriculum extends to the end of the school day and if you choose to pick up your child early you are disturbing the other students. This is a hectic time and teachers as well as students need to be focused on everyone arriving at the carline on time and safely.

### 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 a 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 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 4'9" in

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		height and are 8-12 years of age. All children younger than 13 should ride in the back seat.
Older Children	● Seat Belts	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.

## 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. Students who miss more than three consecutive days due to illness will be required to submit written documentation from a healthcare professional. Further, WCA reserves the right to require documentation from health professionals for students who excessively request to be excused due to illness.

## Florida Compulsory Attendance Law

WCA follows the Florida Department of Education statute for attendance:

6A-1.09512 Equivalent Minimum School Term for Compulsory Attendance Purposes.

Any child of compulsory school attendance age, who is enrolled in a non-public school pursuant to section 1002.42, F.S., shall be deemed to be in compliance with the compulsory attendance requirements of section 1003.21(1)(a), F.S., provided the child maintains regular attendance during the entire school term of either:

(1) One hundred eighty (180) actual school days determined as prescribed by section 1011.60(2), F.S., or

(2) A minimum of one hundred seventy (170) actual school days and the hourly equivalent of one hundred eighty (180) actual school days, determined as prescribed below:

(a) Kindergarten: Five hundred forty (540) net instructional hours.

(b) Grades 1-3: Seven hundred twenty (720) net instructional hours.

(c) Grades 4-12: Nine hundred (900) net instructional hours.

Failure to meet this statute can affect student promotion.

The Florida Compulsory Attendance Law requires that every school age child attend school for 180 days per year or the hourly equivalent. Parents are required to enforce this law. It is the parent's responsibility to monitor student attendance through the WCA online portal. To be marked "Present" for the school day, a student must attend at least 3 ½ hours. The final authority for judging the legitimacy of an absence rests with administration. Wesley

Christian Academy and the State of Florida require that a student may not be absent (for any  
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reason) 20 or more days during the school year. A student who has more than 20 absences for the year (10 in a semester) will be required to show mastery of core subjects in order to receive credit. Mastery will be determined by a cumulative passing grade in core subjects (70% or higher).

### **Tardy Policy**

Students who are not in class by 8:30am are tardy. Families arriving late should go to the WCA K-8 front office to sign in. Student(s) will be given a tardy slip to present to their teacher. Students who go to class without a tardy slip will be directed back to the office to obtain one.

**Most tardies are unexcused.** Tardies will not be excused for traffic, unavoidable circumstances, oversleeping, or notes with no reason given for the tardy.

A tardy may be excused for the following reasons only:

- Returning from a medical appointment with doctor's note
- Involvement in a car accident
- Illness related to a medical condition on file (physician's note required)

After Five unexcused tardies in a 9-week period, a \$10 fee will be assessed, per child, for each tardy that follows. Three unexcused tardies will equal one unexcused absence. Any student with more than 10 unexcused absences per semester can be retained in their current grade. Probation will be assessed after every grading period.

### **Excused Absences**

Absences will be deemed excused provided the student turns in a written, valid excuse within 48 hours of returning to school. A written excuse can be provided by either the student's doctor/dentist or parent/ guardian. Notes must include dates of absences, the student's name, and the return to school date. **We cannot accept notes sent digitally.** WCA reserves the right to require documentation from health professionals for students who excessively request to be excused due to illness. Excuses will be accepted for the following reasons:

- Personal illness or injury
- Serious illness or death in the family
- Medical or dental appointments that cannot be scheduled outside of school hours.
- Court-related appearances
- Pre-arranged absences that have been approved by administration.

All other absences will be considered unexcused. Any student with more than 10 unexcused absences per semester can be retained in their current grade.

### **Unexcused Absences**

Absences will be deemed unexcused when they occur either by student choice (truancy) or for non-legitimate reasons, such as oversleeping, sleeping late, staying home to complete schoolwork, having out-of-town visitors, birthday celebrations, unapproved absences, etc. Any excuse turned in after the 48-hour period will be marked as unexcused.

### **Long-Term Absences**

Long-term absences due to hospitalization or other verified medical reasons will be handled on an individual basis by administration.

### **Prearranged Absences**

When parents sincerely believe that an absence is necessary, they should ask for a pre-arranged absence form located on the school's website under Parent Resources. Please keep in mind the following:

1. A completed pre-arranged absence form is to be signed by a parent/guardian and submitted to the appropriate administrator, a minimum of one week prior to the absence.
2. Pre-arranged absences that are requested during spring standardized testing are strongly discouraged and may be denied. If special accommodations must be made to complete testing, the student will incur a fee of \$50 for WCA to administer the exam at an alternative time.
3. It is the student's responsibility to gather assignments that will be missed during the period of absence. One day is given for each day missed to complete assignments.
4. Projects/long-term assignments with a due date that falls during the pre-arranged absence must be turned in prior to the absence to receive credit.

### **VPK Absence 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 3 day VPK students, or 36 days for 5 Day VPK students.** There are no excused absences, so please do not miss school unless necessary.

Classes begin at 8:30am. A child arriving 25 minutes after class begins (8:55am 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.**

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 WCA Policies. If your child is terminated from VPK because of

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attendance, you can enroll your child as a 4 year old paying student. All enrollment, technology and tuition fees will apply.

### **Scholarship Implications for Attendance**

Parents/Guardians are encouraged to stay up to date on scholarship requirements by reading the [Step Up for Students Handbook](#) and follow state legislation on attendance requirements [State Statute 1003.01](#). Step Up for Students may audit the school at any time for attendance records and they may take punitive action based on what they review.

### **K-8th grade Attendance Probation**

Students will be placed on attendance probation if, in any 9-week grading period, they have 5 or more unexcused absences and/or 5 or more unexcused tardies. An Attendance Probation Contract will be issued and students and parents will co-sign the Probation Contract, agreeing to abide by the stipulated conditions. For students with repeated Attendance Probation or absences exceeding 10 in a semester, a conference will be scheduled with the student, parent(s), and guidance. The purpose of the conference will be to review the reason(s) for the student's poor attendance and to outline strategies for improvement.

### **Responsibilities**

Parent(s), teachers, and guidance are responsible for several aspects of the probation program. To help the student to become more successful, parent(s), teachers, and guidance will meet during the next midterm to discuss the progress that has been made and the need, if any, of further assistance.

**Parent(s)/Guardian(s) Responsibilities** The parent(s)/guardian must make every effort to

1. Have student(s) here every day and on time.
2. Provide a pre-arranged absence form for a day(s) not in school.
3. Maintain close communication with school staff regarding student's health absences.
4. Attend any attendance review meeting with guidance.
5. Contact the office if there are questions.

**Teacher Responsibilities** The teacher must make every effort to:

1. Communicate with Administration when two or more absences have occurred in a 9-week period.
2. Communicate with Administration when four or more tardies have occurred in a 9-week period.

**Guidance Responsibilities** Guidance must make every effort to:

1. Provide the communication link between all the participants in the probation program.

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2. Coordinate attendance review meeting with parents, administration, and guidance.

### **Probation Outcome**

Students will be released from Attendance Probation if in the next quarter, they accumulate fewer than 5 unexcused absences and fewer than 5 unexcused tardies. In cases of students who fail to meet the goals of the attendance probation contract, administration will determine if the student(s) will be retained in their current grade, or to continue with the contract goals or if Wesley Christian Academy is the best educational setting for the student(s). If a student is placed on attendance probation two times during the academic year, the student may be retained in the grade or withdrawn from WCA.

### **Birthdays**

To celebrate your child's birthday, cupcakes and cookies are allowed at lunch time only (or snack time for Preschool) and must be enough for the entire class. No homemade food. All food must be store bought from a USDA approved facility. No balloons, flowers, candles etc. Do not pass out party invitations at school unless everyone is invited or all of one gender. Please make arrangements with your child's teacher ahead of time. A volunteer form must be filled out prior to interaction with WCA students.

### **Behavior Management**

#### **Preschool 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. WCA 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 WCA. If resolution cannot be found that is in the best interest of the child, WCA 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.

## **K-8 Classroom Behavior Management**

The behavior expectations at Wesley Christian Academy follow those listed on the SAINTS PLEDGE signed by each student at the beginning of the school year.

### **SAINTS PLEDGE**

Students pledge to honor a Christian community of caring, and to take responsibility for their own actions.

- **SAFETY:** I will work toward making my school a safe Christ-centered place to learn that is free of bullying, teasing and name-calling. Do to others as you would have them do to you; Luke 6:31
- **ATTITUDE:** I will have a positive attitude about myself and others by being an encourager, speaking the truth, and using kind words with both my classmates and teachers. All patience and encouragement come from God. And I pray that God will help you all agree with each other, as Christ Jesus wants. Then you will all be joined together. And all together you will give glory to God the Father of our Lord Jesus Christ. -Romans 15:5-6
- **INTEGRITY:** I will strive to come prepared for class, work hard, follow directions, and do my very best with integrity. Remember what you are taught, and listen carefully to words of knowledge. Proverbs 23:12
- **NOBILITY:** I will be noble by thinking about the needs of others, listening when others are speaking, and treating others with respect. Wise people can also listen and learn; even they can find good advice in these words. Proverbs 1:5
- **TOLERANCE:** I will be tolerant of those who are different than I am because Jesus loves them also. Do everything in love; 1 Corinthians 16:14
- **SERVANTHOOD:** I will look for ways to show the love of Christ by serving others. Do not forget to do good to others. And share with them what you have. These are the sacrifices that please God. Hebrews 13:16

Students are expected to participate and give their best effort in class. If a student is having a behavior issue that keeps him/her from succeeding in class (as well as other students), the consequences are as follows:

1. The student is given a verbal warning to correct their behavior. If the student redirects their efforts positively on their own and has a successful class, then the issue is resolved without any further intervention.
2. If repeated verbal warnings do not redirect the student's focus back to their work, the student may be sent to the administration offices (usually the Assistant Principal). The sending staff member will contact the parent and enter the Behavior Event (discipline referral) into FACTS, the school management system. An appropriate intervention will be assigned by the administrator.



3. Should the student's behavior not improve, the student may be suspended from school. A parent conference will be set up to ensure expectations are clearly understood moving forward.
4. If the misconduct continues despite earlier efforts of intervention, another suspension (or expulsion from WCA) would be the next steps in the discipline progression.

### **Levels of misconduct**

The steps above would be used in cases where "minor" infractions occur. Examples of such infractions include (in alphabetical order): Cell phone on campus, cheating, class disruption, destruction or misuse of school property, disobedience, disrespect/insubordination, dress code violation, in off-limits area of campus, inappropriate behavior, inappropriate language, lying, profanity, stealing.

The steps would not be followed for more serious infractions such as: bullying (see below), fighting, possession of alcohol or drugs, possession or use of weapons, sexual harassment. The intervention used in more serious infractions would likely be suspension or expulsion.

### **Bullying**

Christ commands us to love one another, *"I give you a new commandment: Love each other. Just as I have loved you, so you also must love each other."* John 13:34, bullying is not tolerated at WCA. If an issue should arise, parents are expected to work closely with the Principal, Director, and staff to develop a plan that supports the philosophy of the academy. If a resolution is not reached, WCA reserves the right to discontinue services.

Bullying (including cyberbullying) is defined as willfully and repeatedly exercising power or control over another by systematically and chronically inflicting physical hurt or psychological distress on one or more students. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture that is severe or pervasive enough to create an intimidating educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to teasing; social exclusion; threat; intimidation; stalking; physical violence; theft; sexual, religious, disability, or racial harassment; public or private humiliation; or destruction of property. Bullying violates the safety segment of the Saints Pledge. It is considered a serious conduct infraction and will be treated as such.

### **Preschool Expulsion Policy**

Unfortunately, there are sometimes 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.

*updated 5/15/2025*

### **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 through parent square and/or 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

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

## **Communication**

### **Parent Square**

Parent Square is our online communication platform that is used to communicate between parents/guardians and the school. Families will need to download the free app and turn on notifications. Expect electronic alerts to come via Parent Square regarding events, special notices, weekly school newsletter, or school emergencies. **This is the major avenue of communication with parents.** Teachers will send private messages through Parent Square to

*updated 5/15/2025*

address concerns regarding students. This is how parents should communicate with teachers as well.

### **FACTS Management**

Families will be able to access attendance, grades, report cards/progress reports via FACTS. This program can be accessed online or through the app. There may be a fee charged by FACTS if you choose to download the app through your app store, but all information can be viewed through the online website at no charge. Families are encouraged to check FACTS weekly regarding attendance and grades. Communicate concerns regarding grades with the teacher. Email the Registrar if you have concerns regarding attendance.

### **Teacher Communication**

The first line of communication for families is with their student(s)' teacher(s). Daily communication occurs with the use of student planners (1st - 8th grade). Students will write down homework assignments, teachers can make behavior notes, or other items that may need to be addressed before the next school day. Weekly communication occurs via classroom newsletters or ParentSquare posts created by the teacher and sent via ParentSquare. Teachers will reach out about individual concerns via ParentSquare. At that point, the teacher may request to schedule a phone call or an in person conference depending on the issue. Check your child's folder daily for notes from your teacher, field trip notices, announcements from the office and beautiful artwork.

If families need to confer with their child's teacher, please send a message via ParentSquare requesting an appointment. Teachers are unable to meet without an appointment. Please do not address parent concerns in the carline. A teacher's first responsibility is the supervision of his/her students. A teacher cannot adequately meet with you and supervise students at the same time.

During meetings with faculty/staff if the parent's tone becomes insulting or abusive, the meeting will be ended immediately, and it will be necessary for any future meetings to be in the presence of the Principal or a board member. We're all on the same team – your child's. All communications should be handled in a professional manner.

### **Preschool 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.

## **Website**

Wesley Christian Academy's website is found at [www.wesleychristianacademy.org](http://www.wesleychristianacademy.org). Families can find information about events and no-school days via the Calendar tab, families can use the Parent Resources tab to find lunch menus, car line maps, forms, the Parent/Student handbook, as well as other needed information.

## **Conflict Resolution**

Wesley Christian Academy believes that a positive and constructive working relationship between the school and a student's parents or guardians and the student is essential to the accomplishment of the school's mission.

WCA follows the Matthew 18 Principle which can be found in the appendix of this handbook. Parents are encouraged to reach out with concerns to the appropriate school personnel to try to resolve issues. If the issue is not resolved between the two parties then they should reach out to school administration to seek further counseling in the matter. At no point should any member of the Saints family partake in using social media or other platforms to air grievances.

*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 School Board Chairperson.

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

## **Student Dress Code**

### **Preschool Dress Code**

To ensure comfort and safety, students should wear clothes that are suitable for active play, exploration, and messy activities. On cooler days, we will still go outside, so please make sure your child has appropriate outerwear to stay warm. All clothing items should be clearly labeled with your child's name, as this will help us return lost items. Please note that our Lost and Found will be donated after one month.

For footwear, students should wear athletic shoes or sturdy, rubber-soled shoes with heel straps. Sandals and Crocs are acceptable as long as they have a strap around the heel. For safety reasons, flip-flops and boots (of any kind) are not allowed, as they are not safe for playground activities or navigating stairs.

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.

### **K-8 Uniform Policy**

Students must follow the dress code below. Any student who is out of uniform will be asked to change into something from our recycled uniforms or a parent may be called to bring a change of clothes.

#### **Tops**

1. Students must wear WCA logo embroidered polos, dresses, jumpers, blouses in a solid school color. Turtlenecks may be worn under school approved tops as long as in solid school color.
2. All shirts and dresses must have a collar and sleeves.
3. WCA school colors are light blue, navy, white, black, and gray.
4. Sweaters, pullovers, and sweatshirts (zip-up or hooded) worn inside the buildings must be in a solid school color. Outerwear with any emblems or logos other than the WCA logo must be removed once inside the buildings.
5. Chapel Shirts (light blue oxford/polo with WCA logo) can be purchased at our designated uniform vendor and are encouraged to be worn on designated Chapel days for K-8 students.

#### **Bottoms**

1. Docker-style pants, shorts, skorts or skirts, must be in khaki, navy, or black and are the only acceptable uniform bottoms.
2. Skirts, pants, shorts, skorts, dresses, and jumpers must be properly fastened with no tears or holes.
3. Girls **MUST** wear appropriate shorts or school-colored leggings underneath skirts, dresses, and jumpers.
4. Hemlines for dresses, skorts, skirts, and/or shorts must be no shorter than mid-thigh. Mid-thigh is defined as while a student is in the seated position, measure halfway from the top of the leg (the crease your hip makes when seated) to the outside of the bent knee. In a standing position, whatever students are wearing should be longer than the mid-thigh mark, when standing, as defined above.
5. Skin-tight clothing (i.e. Bike pants, tights, leotards, leggings – unless worn under shorts, dresses, or skirts that conform to appropriate dress code policy) shall not be worn.

#### **Socks**

1. Socks or tights must be in solid school colors only. This includes ankle socks and socks that may peak out of the shoes. (If you can see it, it should meet school uniform colors).

#### **Shoes**

*updated 5/15/2025*

1. Shoes must have closed toes and fit securely on the foot; such as those with laces, buckles or Velcro. Sneakers are the best shoes for school on a daily basis.
2. Shoes with electronics, wheels, LED lights, and other irregular accessories are not to be worn.
3. Crocs, jellies, water shoes, flip flops, cleats, heels, and boots are not permitted.

### **Hair**

1. Only natural hair colors are permitted on campus during the school year. This includes dying hair bright colors.
2. Hair should be kept off the face.
3. Accessories are permitted but must not be bulky in nature and should support the overall school appearance.
4. Hats, hoods, bandanas, scarves, and beanies are not permitted.

### **Outerwear**

1. Sweaters/sweatshirts (or other outerwear) worn inside during the school day must be solid school colors with no emblems or logos (other than the school logo).
2. Please write your child's name inside jackets, sweatshirts, and sweaters.

### **School Spirit days**

Fridays are school spirit days when students may wear one of their WCA spirit t-shirts with blue denim jeans/shorts or regular uniform bottoms. Jeans/shorts may not have any tears or holes in them.

### **Dress Down Days**

Dress down days will be scheduled throughout the school year and usually coordinate with special events such as fundraisers and holidays. Tops/Dresses must have sleeves, cover midriffs, and fit the event theme. Bottoms must be appropriate length and may not be skintight (i.e., leggings without being under dresses or skirts). Shoes must follow uniform guidelines.

Violations of the Dress Code Policy are considered "minor" infractions and will be treated as such. Parents may be required to bring a change of clothes

### **Electives - 6th - 8th grade**

Middle school students will participate in electives as part of their academic day. Electives may include courses such as study hall, Journalism, Robotics, STEM, Culinary arts, Drama, Bible study, Art, physical education, and music courses.

### **Field Trips**

K-8 Field Trips

See Field Trip Manual

*updated 5/15/2025*

### **Preschool Field Trips**

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.

### **WCA Parental Financial Responsibility**

There are annual tuition and fees for each student at Wesley Christian Academy, which is conveniently broken down into 10 equal payments for our parents. We have partnered with FACTS Management Company to help us manage our tuition payments.

### **Payment Options**

Payment options are available to best suit your financial needs: most families will need a combination of the following:

- 1:** Private Pay - families must choose a payment plan in FACTS before students are permitted to start school. Tuition/fees payments are due on the 1st, 15th or 22nd of every month, starting with the first payment due in August 2025, and the last payment due in May 2026.
- 2:** Step up for Student Scholarship -families are required to approve scholarship invoices quarterly within 5 days of notification. Scholarship payments will be applied to your account in FACTS after WCA has received your payment from Step up for Students.
- 3:** 3 day VPK student voucher - families are required to submit their students VPK voucher to the preschool office before admission.

### **Financial Policies**

Each family commits to a one-year service agreement for their student at WCA. This commitment ensures a reserved place for the enrolled child, which may require turning away other prospective students to honor that agreement.

Each family is required to pay all fees and tuition according to the established payment plan. Failing to meet payment deadlines may result in the child's enrollment being discontinued. It is the family's responsibility to stay informed of these deadlines.

All families – must enroll in FACTS for the purpose of student accounting and sign up for "Auto Payment." In this way, unpaid incidental charges will be drafted through the FACTS system. Tuition may be paid by credit card, checking or savings account. Families are responsible for fees associated with the use of credit cards.

A \$25.00 late fee will be assessed per student for any outstanding unpaid fees, if payment is delinquent. If your account is delinquent more than 30 days an additional \$50.00 late fee

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will be assessed. For any account reaching more than 60 days past due, the student will be released from the school. Parents may not inactivate or suspend the payment plan directly with FACTS or cancel automatic withdrawals with the bank. In such a case, all charges for the school year become immediately due and payable.

All application fees, capital improvement fees and enrollment fees are non-refundable and non-transferable.

Incidental charges (e.g., extended care, forgotten lunches, chromebook repairs, field trip, etc.) will be billed through the FACTS payment system.

All fees must be paid in full in order to release student records.

If your payment is returned for insufficient funds, a fee of \$25.00 per payment will be assessed from FACTS.

The custodial parent who signs the student up in FACTS 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.

### **Withdrawal Policy**

Wesley Christian Academy is a non-profit organization that organizes its yearly budget upon the students who have committed to WCA educational services each school year. Therefore, early withdrawal of a student will result in payment of the remainder of the quarter or \$250.00 (whichever amount is greater). Should a parent/guardian wish to withdraw their student, they must give a minimum of two weeks' notice of withdrawal. Until payment is remitted all grades and records will be withheld. An exit interview is required with the administration and finance department at which time formal withdrawal paperwork is signed. Withdrawal is not considered finalized until the above procedures have taken place.

## **Health Guidelines and Policies**

### **Forms**

All students are required to submit a certification of SchoolEntry Health Examination Form (DH form 3040) signed by a Florida doctor stating that the student is in good health. The School Entry Health Examination Form is an annual form that will need to be updated each school year upon expiration date. In addition, all students are required to have on file in the

*updated 5/15/2025*



school office an up-to-date state Certification of Immunization form (DH form 680) before they are permitted to attend class. Younger students will have a Temporary Medical Exemption expiration date on the form. Forms must be kept current and will not be allowed to attend school if expired. Once the student obtains a "Complete for Kindergarten" designation on the form it will NOT need to be updated until their health exam during 6th grade when they will receive additional immunizations. The DH form 680 should indicate "Complete for Seventh Grade." If you have a religious exemption form (DH form 681), you will no longer be required to submit immunization records.

### **Health Regulations**

Keep your child home if he/she seems listless, unusually irritable, complains of a stomach ache, headache, or earache, or seems to be pale or flushed. It is better to be overcautious than to risk exposing the rest of the children 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 note from a doctor is not required before returning to school)**

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.

**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. Please keep your child at home if he/she is experiencing discomfort that would interfere with his/her ability to perform in school (i.e. 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 ten days, or is accompanied by fever or 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. Students with viral infection may return when 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 at home and return to school only after being symptom-free for 24 hours.

**Fever:** The child should remain at home with a fever greater than 100.4°. The child can return to school after he/she has been fever-free for 24 hours (without fever-reducing medicine such as Tylenol or Motrin).

**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 or she has not vomited for a full 24 hours.

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.**

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

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

**Coxsackievirus (hand, foot and 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 of Emergency Contacts located in FACTS. If you need to update your Emergency Contacts, please do so in the FACTS application.. If it is believed that emergency

*updated 5/15/2025*

treatment is necessary, a school official 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 “Prescription Medication Consent Form” for prescription medications or a “Authorization for Medication” form for non-prescription medications. These forms can be found on the school’s website under Parent Resources. You may email forms to the Registrar or deliver them to the School Office.
2. Check in the medicine at the front desk. Please do not send in medications with students in their backpacks. This includes ALL medications such as cough drops, eye drops, vitamins, and other over the counter medications. Medicines must be in a ziploc bag with the student’s name and must be in the original packaging.

### **Homework**

Here at Wesley Christian Academy, we believe that homework is the continuation of the learning process developed in the classroom.

**Purposes:** To reinforce and practice the concepts taught in the classroom. (Review Worksheet, Reading Log), To extend and enhance the concepts taught in the classroom. (At Home Project), To prepare students for upcoming quizzes/assessments. (Bible Verse, Spelling Tests, Study Guides), To complete any unfinished classwork or missing work.

**Guidelines:** Considering the developmental characteristics of children, the suggested average time for daily homework assignments should be no more than:

- Kindergarten-2nd grade 10-20 minutes
- 3rd -4th Grade 30 – 40 minutes
- 5th grade 50-60 minutes
- 6th-8th grade 70-90 minutes

**Role of Student:** The student has the responsibility to understand and complete the assigned task.

**Role of Parent:** The parent/guardian should work in conjunction with the teacher to ensure that the homework is completed.

**Role of Teacher:** The teacher should plan, assign, communicate, and monitor the completion of activities.

### **Make-up Work/Retake Policy**

At Wesley Christian Academy we intend to take a proactive approach and provide opportunities for relearning and grade improvement on an ongoing basis.

*updated 5/15/2025*

### **The 3 Gold Passes**

Students from kindergarten through eighth grade will receive three gold passes per nine weeks. Students can use these passes to retake any assignment or assessment during the nine weeks period no matter what grade they earned. The retake grade will replace the original grade in the gradebook. Students will be given one opportunity per assignment, and corrections must occur during the school day. Corrections should take place within 10 days of the grade being posted in FACTS. If an assignment comes home that is being requested as a redo/retake, students are responsible for bringing it back to school for their retake. Assignments must be returned to the school without corrections. If corrections have been made, students will not be able to use their pass for a retake.

Teachers will determine when the retake opportunity takes place during the grading period and the school day. Retake opportunities will be given up until the last 5 school days of a grading period to allow teachers time to reteach, redo, and reassign a grade. Students MAY NOT redo long term projects. (These are defined as any project that is given more than a week to complete.)

### **Late Work:**

Late work is defined as classwork or homework not turned in at the time it is due (as designated ahead of time by the classroom teacher). Teachers may deduct UP TO 10 percentage points for a late grade. It is the teacher's discretion on how many points will be deducted based on the expectation set forth with the students.

Example: Student earns 18 out of 20 points on an assignment for a grade of 90%, students turned in the assignment three days late, the gradebook grade becomes an 80%.

### **Make-up Work Due to Absences:**

Students will be provided with make-up work once the student returns to school or as requested by the parents. Parents must give teachers 24 hours to put together work for the absent student. For prearranged absences, teachers must be given one week's notice so that they may gather work and/or post to Google Classroom.

Students will have the opportunity to make up their work based on the number of days they were absent. For example, if the student was absent 2 school days, then they have 2 school days to complete and return the make-up work. For example, if the student was absent Monday and Tuesday, they will have Wednesday and Thursday to complete it and return it Friday morning.

If the student returns the work late or unfinished, teachers may deduct UP TO 10 percentage points for late/unfinished work. Make-up assignments due to an absence that must be redone or retaken, students will need to use one of their gold passes for the nine weeks. If their passes for the quarter have already been used, they will receive the initial

grade. If the assignment was not turned in and their passes were already used, they will receive a zero on the assignment.

### **Communication of Grade Changes:**

When a teacher gives a student a retake grade, that grade change will be communicated to parents through a note attached to the assignment. The posting of the new grade within FACTS cannot be considered a replacement for parent communication regarding retake grades.

## **Lunch**

### **K-8 Lunches**

K-8 Students have the option to purchase lunch from the Wesley Café Monday – Friday. Parents are expected to complete the Monthly Lunch Order Form and pre-pay for lunches ordered in FACTS online only. Students who do not wish to purchase lunch are required to bring their lunch daily. Healthy and nutritious food is a priority at WCA. (NO SODA or CANDY) Students are expected to follow all of the lunchroom guidelines, including using indoor voices, cleaning up after themselves, and throwing their own trash away. There is no microwave or refrigerator on campus for students so please pack lunch accordingly. Also, please note that Salad bar (3rd-8th grade) will have to be preordered only, students will not be allowed to pay for salad bar the day of lunch. [Lunch payments are non refundable.](#)

### **Preschool Lunches**

Parents will need to provide a water bottle and a healthy morning snack each day and a nutritious lunch. Healthy and nutritious food is a priority at WCA.

(NO SODA, CANDY OR POPCORN are allowed in snacks or lunches, and no baby bottles or sippy cups). 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 quarters, (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.

*updated 5/15/2025*

- 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.

### **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 our school is a ministry of Living Hope Church, it is open to all qualified applicants regardless of church affiliation whose parents wish them to participate in the program.

### **Parent Teacher Fellowship (PTF)**

Parent Teacher Fellowship (PTF) is a ministry of Wesley Christian Academy that involves parents, grandparents, teachers and staff. PTF exists in place of a traditional Parent-Teacher Organization because WCA believes that fellowship is also a critical part of this relationship. Membership is automatically granted to all parents and guardians. PTF maintains a governing board that is elected annually. Information about PTF can be found on the school's website under Parent Resources.

### **Potty Training**

3 Year Olds & VPK: These students are to be fully 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.

### **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 in each classroom. An Evacuation Map is posted in each room on the campus.

In the event of an emergency evacuation parents will be notified and children will be picked up at the designated reunification address.

#### Reunification Address

WCA Field  
658 W. Broom Street  
Clermont FL 34711

Lightning/Inclement Weather: Students should never be outdoors in heavy rain or if lightning and/or thunder has been seen or heard. Administration will monitor weather

*updated 5/15/2025*

conditions and alert staff when lightning is noted within a 10 mile radius. Once lightning reaches a 6 mile radius no students or staff may move from the building they are in unless under covered walkways. All staff should download the Weather bug app. and monitor with alerts on personal phones or devices.

### **School Board**

Wesley Christian Academy School Board is composed of both parents and representatives of the leadership committees of Living Hope Church. The purpose of the Board is to set policies and procedures for the fulfillment of the mission of the School and to enable the Principal and Director to carry out the day to day operations of the School.

### **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.

### **Solicitation**

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

### **Spiritual Emphasis**

#### **Chapel**

Chapel is a vital part of student life at Wesley Christian Academy. Individuals who are exemplary in their Christian faith are invited to speak. Students should participate in weekly chapel sessions by being attentive and practicing good conduct.

#### **Bible Instruction**

In addition to the Bible being taught as a classroom subject, the Bible is integrated into all courses throughout the curriculum. Students are expected to memorize Scripture according to the instruction of Psalm 119:11: *"I have hidden your word in my heart that I might not sin against you."* It is the desire of Wesley Christian Academy that students not only learn the Bible, but be able to apply its truths in everyday life situations.

#### **Special Chapel**

Once per month we hold a Special Chapel that is led by students. Each grade level takes its turn during the year. The students read off names of those whose birthdays were celebrated for the month and the names of students who were recipients of our monthly Super Saints award. A memory verse may be shared or a song sung based on the particular place the class is studying in the Bible that week.

*updated 5/15/2025*

### **Family Chapel**

There are multiple family chapel days scheduled throughout the school year when parents are encouraged to come and attend. Dates for these events can be found on the school's website under the Calendar tab. Information will also be sent out via ParentSquare a week before the event.

## **Technology Policy**

### **Cell Phones**

Students are not allowed to carry cell phones while on campus. If a student violates the device policy, the following consequences will occur:

- 1st Infraction: Cell phone taken and locked in office until parent can come to school to retrieve it.
- 2nd Infraction: Cell phone will be taken and locked in the office until the end of the current grading period.
- 3rd Infraction: Student will be expelled from school.

### **Smart Watches**

The use of smart watches is not permitted in school and will be treated the same as a cell phone. For the purposes of this policy, a smart watch would be considered any watch that has the capability of any function other than displaying the time of day.

### **Preschool Usage**

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.

## **Technology Use**

The use of technology tools allows teachers to expand instructional methods and enhance instructional delivery, enrich student performance, and increase student engagement. Internet access is available to all students and teachers, offering a wide variety of educational opportunities. Students will be educated throughout the school year on appropriate online behaviors, including how to properly access materials and how to interact with others accordingly. Students will participate in an annual "Digital Citizenship" lesson.

Your child will have access to a Chromebook that is to be kept at WCA.

### **Students may:**

- Access Google Drive, Docs, Slides, and other Google Apps
- Access approved educational websites via the Internet
- Access and interact with other classmates

*updated 5/15/2025*



- Access digital assignments and classwork at school

**Students may Not:**

- Share computer account IDs and passwords, except when authorized.
- Create, copy, receive, or use data, language, or graphics that are obscene, abusive, or otherwise inappropriate at school
- Access, change, or delete computer programs, data files or electronic mail without expressed permission.
- Violate or attempt to violate the security of the computer/network systems.
- Take unauthorized actions that deny access to, disrupt, or destroy the service of the computer/network systems.
- Make unauthorized or unlawful installation of personal computer software on the school's computers or computer networks, including, but not limited to, games, virus programs, and applications software.
- Use computers, computer networks, computer software, and data files or intellectual property in any unauthorized way.
- Students may not use methods to circumvent GoGuardian.

**Supervision and Monitoring**

It shall be the responsibility of all the members of Wesley Christian Academy's staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Wesley Christian Academy uses GoGuardian to monitor students' screens while in use. Students should have no expectation of Digital Privacy. Given a valid reason, Wesley Christian Academy may at any time and without notice to or consent from users, obtain access to all information, conveyed or stored anywhere on any of the school's electronic systems, including telephone calls and electronic mail messages, even if the information has been password protected or encrypted. Wesley Christian Academy may use the information obtained for any legal purpose, including disclosure to third parties, subject only to applicable law, but otherwise in the sole discretion of the school. The school may exercise an investigation triggered by indications of impropriety or as necessary to locate substantive information that is not more readily available by some other less intrusive means.

**Consequences**

Should a student be found to have violated these terms, or to have utilized technology improperly in any way, consequences may be applied. As with our typical discipline procedures, all infractions will be handled individually, and the application of consequences will be determined by the teacher and/or school administration. Consequences may include but are not limited to: conversations with teacher/administration; conferences with parents; loss of computer privileges; or reimbursement to WCA for materials that are lost or damaged.

*updated 5/15/2025*

**These are the laws and policies that help to protect our students online:**

**Child Internet Protection Act (CIPA)**

The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene. -- CIPA -

<https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>

**Children's Online Privacy Protection Act (COPPA)**

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes. -- COPPA -

<https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions>

**Family Educational Rights and Privacy Act (FERPA)**

FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc.) but parents may request that the school not disclose this information. The school will not publish confidential educational records (grades, student ID #, etc...) for public viewing on the Internet. The school may publish student work and photos for public viewing. Parents may request that photos, names and general directory information about their children not be published. An Opt-Out form may be obtained from your child's school. Parents have the right at any time to investigate the contents of their child's e-mail and Apps for Education files. -- FERPA -

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Transfer of student records will occur in the event of school closure. In the unlikely event of a school closure, all student records would be sent to Lake County Schools in Tavares, Florida in accordance with applicable statutes.

**Volunteer Policy**

WCA appreciates the helping hands of our families. The time and resources you contribute benefit every student at WCA. 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. Hours spent attending PTF meetings count towards volunteer hours.

*updated 5/15/2025*

The volunteer requirements are as follows:

- K-8<sup>th</sup> – 10 volunteer hours for one student, 15 hours for multi-child families
- PreK3 - VPK – 5 hours per family
- Buy out option of \$10 per hour. This is a donation instead of putting in the hours.
- Supplies bought for the classroom or donation count as volunteer hours, 1 hour for every \$10.00. A receipt must be shown to Mrs. McCue @ the front office for hours to be given.
- Volunteer hours for K-8 will be input and monitored by Mrs. McCue through FACTS, in order for this to happen, you must sign in and out at our front desk.

**Any person wishing to volunteer and/or interact on campus with WCA students must have a volunteer form filled out. (No Exceptions)**

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 (driver's license or passport), your license will be held at the front desk until the volunteer badge is returned. A Volunteer ID Badge will be provided, which must be worn on site. WCA will be tracking hours served by our families and will notify them if not complete and if payment is needed.

- For the protection of our students, no volunteer is permitted in the student bathrooms or to be left alone 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.

## APPENDIX

### Appendix A: K-8 Car Line Map



#### PICK-UP & DROP-OFF MAP



##### NOTES:

When you enter the carline for PICKUP in the North Lot (Wesley), please form two lines at the cones. We will alternate lines based between each set of cars.

Students who miss drop-off line must be signed in at the K-8 Front office. If they are signed in after 8:30am they will be marked tardy.

Students not picked up by 3:30pm (M/T/TH/F) & 2:45pm (Wed) will be sent to After Care and associated fees will be charged to the family's account.

##### Morning Drop-Off

All Grades follow **Red** Line North Lot (Wesley):

8:00am - 8:25am

After 8:25:00am car line will be stopped and parents must walk their students into the building. After 8:30:00am students will be marked as tardy.

##### Afternoon Pick-up

K-8 Students:

Car line starts at 3:00pm (2:15pm on Wednesday)

Wrap Around Care students will be put in the car with their K-8 siblings.

On Wednesdays do not join the carline before 2:00pm as the VPK students are still being released.

Walkers/Parent Walk-up pickup:

If you would like to pick up your student without utilizing the carline you may park and walk up to the North door (on Desoto) starting at 3:20pm (2:35pm on Wednesdays). You must have your car tag with you.

##### After Care Pick up:

Pre-K - 1st Grade will be in the Preschool Building.

2nd-8th Grade will be in the K-8 building until 4:30pm. After 4:30pm please go to the Preschool building to pick up all students.

## Appendix B: Preschool Pick-up Carline Map



### PICK-UP & DROP-OFF MAP



#### Drop Off PK3 & VPK

Park in South Lot and walk students to doors.

PK3: Main doors (by TV/ramp)  
VPK: Side doors (by grass hill)

#### Pick-up VPK Classes

##### 5 Day & 3 Day (MWF)

Pick-up time:

1:45-2:00pm

Pick-up location:

Red car line/North Lot

Students not picked up by 2:00pm will be sent to After Care and associated fees will be charged to the family's account.

#### Pick-up 3's Classes

Pick up time:

1:45-2:00pm

Pick up location:

Yellow car line/South Lot

#### After Care Pick up:

Walk into preschool building

## Appendix C: 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 super-natural 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.

**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

*updated 5/15/2025*

misconduct or open sin (I 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.



## Appendix D: CF/PI 175-24 Know Your Child Care Facility



# Know Your Child Care Facility

MyFLFamilies.com/ChildCare

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.

### GENERAL REQUIREMENTS

Every licensed child care facility must meet the minimum state child care licensing standards pursuant to s. 402.305, F.S., and chapter 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	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.





## 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, storytelling, 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, and 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.

## 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.

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).



More information  
and free resources:

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

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

## Appendix E: CF/PI 175-70 Influenza Virus

### 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?

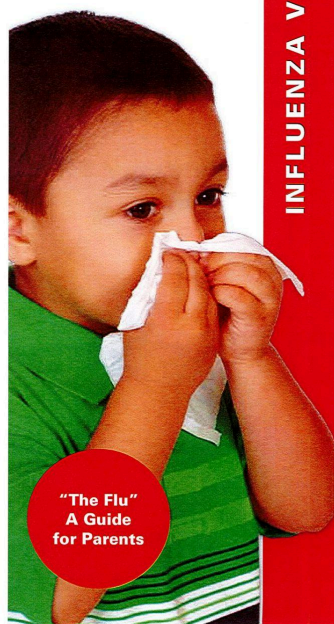
Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between 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, please visit [www.myflorida.com/childcare](http://www.myflorida.com/childcare) or contact your local licensing office below:

CF/PI 175-70, June 2009

This brochure was created by the Department of Children and Families in consultation with the Department of Health.



INFLUENZA VIRUS

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 if my child gets sick?

Consult your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. Never give aspirin or medicine that has aspirin in it to children or teenagers who may have the flu.

#### CALL OR TAKE YOUR CHILD TO A DOCTOR RIGHT AWAY IF YOUR CHILD:

- Has a high fever or fever that lasts a long time
- Has trouble breathing or breathes fast
- Has skin that looks blue
- Is not drinking enough
- Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions (like heart or lung disease, diabetes) that get worse



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

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



## Appendix F: CF/PI 175-70 Distracted Adult

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 Regulation  
[www.myflfamilies.com/childcare](http://www.myflfamilies.com/childcare)  
CF/PI 175-12, May 2019



### FACTS ABOUT HEATSTROKE:

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

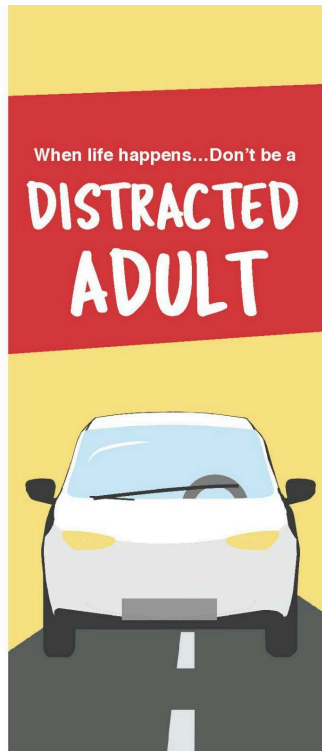
Even with a **window cracked**, the temperature inside a vehicle can cause heatstroke.

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



### PREVENTION TIPS:

- Never leave your child alone in a car and call 911 if you see any child locked in a car!
- Make a habit of checking the front and back seat of the car before you walk away.
- Be especially mindful during hectic or busy times, schedule or route changes, and periods of emotional stress or chaos.
- Create reminders by putting something in the back seat that you will need at work, school or home such as a briefcase, purse, cell phone or your left shoe.
- Keep a stuffed animal in the baby's car seat and place it on the front seat as a reminder when the baby is in the back seat.
- Set a calendar reminder on your electronic device to make sure you dropped your child off at child care.
- Make it a routine to always notify your child's child care provider in advance if your child is going to be late or absent; ask them to contact you if your child hasn't arrived as scheduled.



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:

Child's Name:

Date:

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