



# Westminster School for Young Children

PARENT HANDBOOK  
2021 - 2022

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## PARENT HANDBOOK

Westminster School for Young Children (WSYC) has been sponsored by Westminster Presbyterian Church since 1969. This nurturing Christian environment will offer your child a time to wonder, explore, share and learn!

Our staff pledges to maintain the highest possible standards throughout the entire school and its program. Each teacher is qualified through education and experience for the task to which she is assigned.

We are anxious that your child’s time with us be a happy and rich experience. It is our purpose that every child be in an appropriate classroom setting and receive the best possible education in an atmosphere of love and understanding. Our staff is dedicated to this task. However, only with your cooperation can we achieve these goals.

### Westminster School's Advisory Board

Our school is governed by an Advisory Board, who meet with the Director monthly, during the school year to lend support and leadership. Members, also, serve as a liaison between our program, our parents, and Westminster Presbyterian Church.

This Board is made up of interested parents and members of the church, who are willing to serve a minimum of two years. Each Board Member serves as a chairperson for one of the many committees that work throughout the school year to insure our program runs smoothly. Each of our classrooms have two (2) parents serving as Classroom Parents. Classroom Parents work with the Director and Advisory Board in conveying needed information to all parents of children in their particular class. Parents assist the Board with various fundraising events throughout the year. These events are listed on our school calendar and may vary from year to year.

### **Westminster School Office**

The school office is located on the lowest level of the Holderness Mission Center of Westminster Presbyterian Church. This is the administrative center of our program. The school director provides support and guidance to the staff, parents, and children. She is happy to schedule a time to meet with you should you have any questions or concerns. The school office is open Monday – Friday during the school year (August – June).

### **Registration**

Westminster School is open to children of all races, creeds, and national origin.

Registration for our next school year begins first for our Toddler classes. These children must turn one year old by March 31<sup>st</sup> to register for the following fall. Younger siblings of our current students, children of church members, and those who have completed a future enrollment form will register at this time. We do reserve the right to refuse a registration.

All other registrations will take place following our Parent and Teacher Conferences. These conferences are held at the end of January to update parents on their child's progress and discuss appropriate placement and plans for the following school year.

Once a child is enrolled in the program, and will be returning to us the following fall, a new **Registration Form and Non-Refundable Registration and Supply**

**Fees** are required. Children in our program are guaranteed placement for the coming year.

In addition to the registration and supply fee, one month's tuition will be required and will apply to your child's last month's tuition for the following year. This tuition payment is also non-refundable. If it becomes necessary for a child to be withdrawn during the regular school year prior to May, a month's notice must be given to the director in writing or the fee will be forfeited.

An activity fee will be required in September. This fee supports all special activities and events during the school year.

### **Financial Aid**

Westminster School offers financial aid for a portion of a child's tuition through the Carol Van Hise Scholarship Fund. Applications must be received prior to February 1<sup>st</sup> to be considered for this assistance. Applications are reviewed, and scholarships are awarded by the Westminster Finance Committee.

### **Future Enrollment Form**

Future Enrollment Forms are completed by parents who wish to have their children considered for placement in our program. These forms can be found on the school website: [www.wsycdurham.com](http://www.wsycdurham.com). A Future Enrollment Form can be completed any time after a child is born, and parents will be contacted when it is time for enrollment.

## Classes Offered

### Toddler Classes

Toddler Classes are for children turning one year old by March 31<sup>st</sup>. These classes are held on Monday and Wednesdays or Tuesdays and Thursdays from 9:00 am – 12:00 pm. A teacher and assistant teacher work with 8 toddlers in a classroom.

### Two-Year-Old Classes

This program is for children turning two by August 31<sup>st</sup>. Westminster offers a two day class (Tuesdays and Thursdays), a three day class (Mondays, Wednesdays, and Fridays), and a five day class (Monday-Friday). A teacher and assistant teacher work with 10 children in each classroom from 9:00 am-12:00 pm. Our two- year-olds are not expected to be toilet trained. Our optional Lunch Bunch program is available to these children from 12:00 – 1:00 each day if applicable.

### Three-Year-Old Classes

This program is for children turning three by August 31<sup>st</sup>. Westminster offers a three day (Monday, Wednesday, Friday) and a five day program (Monday–Friday). Our three day and one of our five day programs meet from 9:00am – 12:00 pm, and our other five day program meets from 9:00am – 1:00 pm. It is our expectation that children in our three-year-old program be toilet trained. A teacher and an assistant teacher work with 12 students in a classroom. Our optional Lunch Bunch program is available to these children from 12:00 – 1:00 each

day if applicable.

### Pre-Kindergarten Classes (Pre-K)

Our two Pre-K classes meet five days a week. One will meet from 9:00 am – 12:00 pm, and the other one meets from 9:00 am – 1:00 pm. This program is for children turning four years old by August 31<sup>st</sup>. We recommend that children have been in a program previously; and their former teacher feels they are ready for Pre-K. A teacher and an assistant teacher work with 18 students in a classroom. Our optional Lunch Bunch program is available to these children from 12:00 – 1:00 each day if applicable.

**Important Note:** Regardless of your child's age, we feel it is most important that they be in a program that best suits their maturity and development. Children mature at very different rates. We never want to pressure children into doing things they are not ready to do. Due to these facts, we urge parents not to compare children. Every child deserves to feel good about their accomplishments, to work at their own level, but to also be challenged.

## **HOURS**

Our daily school hours are from 9:00am until 12:00pm or 1:00pm. Children may not be brought into the classroom prior to 8:55am and must be picked up on time. A LATE FEE of \$5.00 for each fifteen minutes is charged if a child is picked up after 12:05pm or 1:05pm. If in a carpool, the late fee is charged for each child in that carpool.

These same late fees also apply if your child is picked up after 1:00pm from Lunch Bunch if applicable. (See Lunch Bunch Late Fees)

## **ARRIVAL & DEPARTURE PROCEDURES**

An adult must accompany each child to their classroom door upon arrival. There will be a one way traffic flow in our hallway for arrival. Please enter through the columns in the covered area (do not go up the steps) located in the middle of the circular drive. Westminster School for Young Children's front door is in the basement of the Holderness Mission Center. After dropping off your child at their classroom door (parents will not be allowed to enter the classroom), please proceed to exit the opposite door closest to the playground. Our staff will greet your child and settle them in their classroom.

It is important that the children arrive for class on time. The teachers have activities planned for the entire morning. When children arrive after 9:00am, it disrupts the entire class. It is important training for a child to learn to be punctual. If you arrive after 9:15am, the school entrance will be

locked and the bell must be rung to be admitted into the building. Someone from the office will escort your child to the classroom since all classes will have started their morning class routine. NOTE: It is important to call the office and let the director and teachers know if your child has a morning appointment and will be arriving after the usual 9:00am time. If this is the reason for not arriving on time, please make sure to bring a school excused note for your child to arrive late and attend school for that day.

Westminster Presbyterian Church has a security system which automatically unlocks our doors at programmed times. Therefore, you will find our doors locked all morning after the usual arrival time. There are security cameras at entrances and overlooking the playground.

Upon departure, we will be using a car line. Our traffic flow is one way. Always enter the parking lot from Shannon Road, at the Westminster Presbyterian Church sign, swing around the back of the parking lot by the wooded area, and stop prior to proceeding down the hill toward the school entrance. No parking is allowed in the unauthorized area – including the fire lane along the fence near the cabin.

Authorization is required in writing when anyone other than the parents pick up a child. (See Carpool Change Form)

Children must never be left unattended. Please be sure your children are with you upon entering and leaving the building.

They can disappear into the crowd quickly. Always hold your child's hand when crossing the parking lot. Never leave children unattended in cars at any time.

### **Extended Lunch Bunch**

Lunch Bunch is offered from 12:00 noon until 1:00pm Monday-Friday if applicable. There are a few days during the school year that we do not offer Lunch Bunch:

- The day of our Halloween Parade
- The last school day prior to Christmas break
- The last day of school for the year

Children must bring their lunch and water or juice. Please label the outside of their lunch boxes and any individual containers. Remember to provide necessary eating utensils. After finishing lunch, the children will go outside to play (weather permitting) or remain in the classroom. We do not put children down for naps at this time.

Please make sure that your child is signed in for Lunch Bunch by checking his/her name on the list posted on the bulletin board outside the school office. An hourly fee is charged for this service. Your monthly invoice will include fees for Lunch Bunch, so you'll be able to pay along with your monthly tuition.

You will be charged whether or not your child uses this service if you do not remove his/her name from the list once they are signed up. If your child will be absent, please call the office to have their name

removed from the list. This should be done prior to 9:30am.

A Late Fee of \$5.00 per child per 15 minutes will be charged if you do not pick up at 1:05pm. Should you fail to pick up on time on two occasions in one month, Lunch Bunch will no longer be an option for your child for the following four weeks. Should you fail to pick up on time on four occasions in two months, Lunch Bunch will no longer be available for the remainder of the semester.

### **Toilet Training**

Children in our Toddler and Two-Year-Old classrooms are not required to be toilet trained.

Diaper changing is not a routine part of our Three-Year-Old program. Three-year-olds must have the appropriate independent skills in this critical self-help area. To enhance your child's success potential with using the toilet independently, we suggest pants without zippers/belts, and no overalls. We know that occasionally accidents will happen. If your child still has frequent bowel accidents, then they are not quite toilet trained. In such cases, we will need to work closely with you regarding strategies for developing these important skills.

It is usually just a matter of time before the child will have these routines well integrated. It may, also, be the case that the child is not ready to be in a classroom. In such cases, it is usually best not to push.

Parents are encouraged to talk with their child's teacher or the director if they have questions or concerns. In our resource library we have a number of books, handouts, and other information on various techniques and strategies for toilet training. These are available for parents to check out and use.

### **Preparing Your Child**

We want the transition to school to be a smooth adjustment. Prior to the start of school, begin to develop a regular routine at bedtime. Getting to bed on time in the evening and rising early enough to have a good breakfast is important for all children.

- Arrive on time! It is important for each child to attend school each day they are scheduled for class, and to arrive on time.
- Have your child walk into the building, and be responsible for carrying their own backpack.
- Please do not enter classroom once you have said your good-byes to your child. All classes have a "Kiss and Go" line at the door. We offer a loving morning filled with discovery and age appropriate learning experiences for your child. We will call you if we see a separation problem.
- Inform us if your child is showing signs of unhappiness at any time. There may be days when they do not want to come to school, but it is best to keep up the routine. Be

positive! If there is a problem, it will usually work itself out in a few days.

- Anticipate with your child a happy experience in school. Speak of the wonderful times that will be experienced and the new friends they will meet. Your child will be quick to sense your emotions. We want this to be a wonderful experience for both you and your child.

### **Parent-Teacher Conferences**

As an extension of your home, we want to hear any concerns you have regarding your child. Please feel free to speak to the teacher briefly before or after school, via email, or by telephone. It is not appropriate to hold lengthy conversations in the doorway of the classroom as children arrive.

Communication between the school and parents is very important to us. Our director is always available to meet with parents. We can, also, set aside a time for you to meet with your child's teacher upon request.

Optional Parent-Teacher Conferences are scheduled in early October. Mandatory conferences are scheduled for two days in late January. However, we will set up a time for you to talk with the teacher when you feel it is necessary. If your child's teacher has concerns, she will ask for a time when you can meet together.

## Discipline Policy

At Westminster, we view discipline not as a means of punishing a child who has behaved inappropriately, but rather as a means of teaching a child. Positive discipline teaches children where limits are set, how to maintain control over their bodies, and how to problem solve in the event of conflict. When children receive positive, non-violent, and understanding interactions from adults around them, they develop good self-concepts, problem solving skills and self-discipline.

Based on this belief of how children learn and develop, we implement the following discipline and behavior management techniques:

- The environment is a place designed especially for children.
- Each class has clear and simple rules which are stated positively and posted in each room. The children are encouraged to help make these rules so that they can become familiar with what is expected from them.
- Positive behavior is reinforced through our We Care Rules which children are encouraged to follow in age appropriate ways.
- Redirection is used often as a means of interesting a child in a more constructive activity.
- Positive reminders are used to tell the child what we want them to do (rather than constantly using “no” or “don’t”).

- Renewal time – when a child loses control, is disruptive or destructive, the teacher may give the child a brief “renewal time”.

**Note: No child will be subjected to corporal punishment of any kind.**

Should a discipline problem arise that the teacher and director cannot handle without advice and support from the parents, a conference will be held with all involved parties. Written documentation will be provided concerning the problem. A letter will be sent after this conference restating the problem and informing the parties of the improvements or regressions seen to date. A follow-up conference will be held, if needed.

In the event the discipline problem does not improve, affects the welfare of the other students and/or cannot be adequately counseled by the staff, the situation will be reviewed by the Advisory Board. They will decide if dismissal is in the best interest of all parties. A two week grace period will be given to the parents and child (if needed) so that alternative arrangements can be secured.

## Health Issues

Please notify the school office when your child is sick or absent for any reason.

We will isolate any child who becomes ill at school and call the parents to come pick up the child as soon as possible.

### **The 48 Hour Rule**

If your child receives a diagnosis that requires antibiotics, please keep them home until you have the results of the culture and/or antibiotics have been administered for 48 hours.

In addition, children must be kept at home for a full 48 hours after the following symptoms have subsided: fever, vomiting, diarrhea, conjunctivitis, coughing or heavy, discolored nasal discharge.

Establish the kind of “going to bed, waking up, resting and playing” routine at home that is conducive to good health and good habits. Children share everything – especially germs! Please be considerate and fair to the other children in class and our staff by not allowing a sick child to come to school. Often a day of rest is the best medicine!

We require a new medical form for each child by the first day of school each fall. Your child’s pediatrician or family physician must sign this form. This physical examination and updating of the child’s immunization record should take place no more than six months prior to the start of school each September. Please mail this form after completion or bring to the school office no later than the first day of school. This form will remain in your child’s file.

**Allergies:** Please alert the director and other staff if your child has any food allergies. It may be necessary to have a medical plan on file to protect your child in

the event they are exposed to anything to which they are allergic.

We will post information and send a message to our families if any of our children has been exposed to a communicable disease. Please notify the office any time your child is ill. Each child is asked to bring a large box of tissues to the classroom on the first day of school.

**Accidents:** If an accident occurs at school, staff members will administer first aid, as necessary. In cases where the injury seems to need further attention, you will be called for a consultation or to pick up your child. An accident report will be filled out with details of the injury and actions that were taken.

Staff members are certified in CPR and trained in First Aid. If your child becomes ill or is injured and requires immediate medical attention, 911 will be called. Parents will be notified immediately.

Teachers are not permitted to administer any medication to children during school. If your child needs medication during the morning, one of the parents must administer the medication. We realize from time to time a child must use an inhaler or due to an allergy must have an EpiPen available. We will work with these situations but must have a doctor’s signed statement requesting these types of emergency supplies. If there is a medical need, the child’s parents must meet with the director and teachers involved prior to school’ opening.

## **Abuse**

North Carolina law requires us to report to the Department of Social Services of Durham County (DSS) if we suspect that a child is being abused or neglected. Our staff has a responsibility for the children with whom we work.

If you feel a situation exists that warrants a closer look, please bring it to the attention of the director. Any information that you give to us will be kept confidential.

## **Special Needs**

Westminster does not discriminate against children with special needs. We are not equipped to meet the special needs of some children, however.

If cases arise that require additional help, we are willing to work with parents in providing or helping to find the most appropriate care.

If it becomes necessary to have a child evaluated by a trained professional to determine if additional or outside help is needed, we ask the parents to have their child evaluated. Since the evaluation is at the parents' expense, the final decision as to who administers the evaluation is theirs. This step only enhances the quality of life of the child in question.

If it is determined that a child requires extra help that Westminster is not equipped to handle, it is required that the child's parents sign and agree to Westminster's special needs policy. It states that the family will compensate the child's

teacher(s) for any time spent meeting with professionals working with the child outside regular school hours. Payment will also be made to the child's teacher(s) if attending Individual Education Planning (I.E.P.) meetings or other conferences.

In some instances, it may be determined that special classroom assistance is needed in order for a child to attend our program. If this is the case, the parents are responsible for working with the director and teacher(s) in hiring a "shadow" to attend to the child. This makes it a "win-win" situation for everyone, but especially for the child.

## **Nutritious Snacks**

Parents furnish snacks for their child's class. Depending upon the number of children in the class, a parent will sign up to provide snacks for two or three weeks during the year.

Please send nutritious (low sugar) snacks for the children. Send at least two snack choices each day. Make them different in nature (i.e. apples and goldfish crackers, or cheese and pretzels). Remember to send enough snacks for the number of children in the classroom and the teachers. The staff sits and enjoys snack with the children. Please do not send in drinks – we serve water at snack time and throughout the day, as needed.

Please send no nuts or peanut products of any kind. Check labels to make sure peanut oil or peanut products were not used in preparing the snack item. If sending grapes

or cherry tomatoes, please cut them in half lengthwise.

Birthdays are always special! Children love to celebrate them at school with classmates. If possible, sign up for snack the week of your child's birthday. While we do not have elaborate parties at school, a special low sugar snack is certainly welcome. No gifts are exchanged in class. Please be considerate when extending birthday party invitations. If possible, involve all children in the class.

### **Clothing**

Children should be dressed simply, comfortably and sensibly for play. Shoes with non-skid bottoms should be worn by children all the time to avoid accidents, particularly on the playground.

Please mark all your child's clothing. Many times, a child will not recognize his/her own jacket or sweater. More than one child will often have the same outerwear as someone else in the class or school. A name on everything is helpful.

Children need to wear clothing that is washable. This enables them to participate in lots of fun (and sometimes messy) learning experiences. We do not want their good clothing damaged. For our creative art activities, we use washable paint. Some colors, however, do not wash out of fabric as well as others.

Our two and three-year-old students should have a change of clothing with them each day. This can be kept in their

backpack.

If your toddler or two-year-old is in diapers, please have a supply of diapers in their backpacks daily and bring a container of wipes for the teachers to use.

Each child should arrive daily with a backpack. Many children like to pick cute backpacks; however, small ones will not hold the items your child will be bringing home. He/she will need to bring home artwork, information from the office or teacher, etc. Please label your child's bag clearly on the outside with their name. Many of our classes will furnish laminated name tags, featuring the class logo for this purpose.

Please check your child's bag every day to see what "treasures" might be coming home. No rolling book bags are allowed because of the space that take up.

### **Lost and Found**

A lost and found is located on the hat tree in the hall near the school entrance.

### **Playground**

We feel each child should have some daily outside activity. Therefore, we usually go outside when the weather is 32 degrees or above and is not inclement. Please remember coats and mittens with your child's name on them. Gloves are quite difficult to get on little hands!

Parents often bring their children to use our playground when school is not in session. No one other than our school classes can use

the playground between 9:00am and 1:00pm each weekday.

If you use our playground at other times, help us maintain it by making sure the equipment is used properly, sand toys are left in sand areas, and any trash is picked up and disposed of properly. The gates must be left closed upon leaving the area.

No pets, food or drink are allowed on the playground at any time. This attracts bees and other insects.

Our gazebo and picnic tables are available for use, also. Help us by clearing any debris when you leave the area.

Our insurance prohibits planned parties on our playground or in our classrooms, other than events sponsored by the school.

### **Carpooling/Transportation**

You will be asked to complete a general carpool form at the beginning of the school year. This form will

indicate the name(s) of persons who will be allowed to pick up your child. We do not allow children to go with persons we do not know.

Let everyone who drops off or picks up your child know of our traffic flow plan. Always enter the parking lot by the Sanctuary – across from Shannon Road. Exit by our playground. Help them know that they must drive slowly (5 miles per hour) and follow all arrows and stop signs.

### **Carpool Change Forms**

You must complete the carpool change form when your child is to ride home with someone other than those listed on our permission slips. These forms are outside each teacher's door or can be picked up in the office. Give this form to your child's teacher on the morning of the change. We do not take a child's word in these matters, nor do we allow children to leave with persons we do not know. In cases of emergency, call the school office and leave a message about a change in plans and we will notify your child's teacher. We ask for identification when necessary.

### **Field Trips**

Throughout the school year, individual classes will schedule field trips. Plenty of notice is given to parents regarding the date, time, cost (if any), etc. Parents are asked to drive on these trips. The number of drivers needed for the trip will be posted on a sign- up sheet outside your child's classroom door. If enough drivers are not available, the trip will be canceled. (Our insurance prohibits teachers from driving students on field trips.).

Please note: Once you have signed to drive on a field trip, the teachers will assign children for you to transport. This will, of course, always include your own child.

Children under eight, years of age, and under eighty pounds must be in a car safety seat. A child's own seat must be installed in the vehicle of the parent who is driving by

the parent of each child who is riding in that vehicle. We do not allow any child to ride in the front seat of a vehicle.

Please see [www.buckleupnc.org](http://www.buckleupnc.org) to see the most recent Child Passenger Safety Law.

### **Inclement Weather Policy**

Snow days and other days when we must be out of school due to inclement weather and / or hazardous road conditions are kept to a minimum.

Announcements of our closings, delayed openings, and early dismissals will be communicated through the following:

- An email from the School Office
- An email from your child's teacher
- Notice on our Social Media platforms and website

### **Delayed Openings**

On days when a delayed opening is necessary, we will open at 10:00am.

### **Early Dismissal**

Parents will be alerted by email from the School Office when an early dismissal is necessary. The group texting app will also be used. On days when inclement weather is predicted, please check your email often. On those days, parents are welcomed to pick up their children earlier than our dismissal time.

We are aware that our children and staff come from a wide geographical area and road conditions may vary in periods of

inclement weather. Please use your best judgement concerning whether or not to send a student to school.

### **School Calendar**

You will receive a school calendar at the beginning of the school year. In general, we start with a float-through morning the day after Labor Day in September. The first full day of school will be the Wednesday following Labor Day. Lunch Bunch (noon – 1:00pm) will begin on Wednesday if applicable.

During the school year, all three and five day children in our program attend Celebrations each Wednesday. This is a short, age appropriate presentation by the Church staff, including songs and stories.

After school opens our Advisory Board will sponsor Parent-Get-Acquainted times. These events give parents an opportunity to meet and get to know each other.

### **More about our Calendar**

There are two days during the school year when students are dismissed at 11:00am. In October, we have a Halloween costume party. In December, a holiday party is given the last day of school prior to the winter break. All other days are from 9:00am – 12:00pm or 1:00pm. The only exception is an occasional day when the Church asks that we vary our schedule to help with traffic tie-ups (Lenten Luncheons, memorial services, etc).

The only two days during the year when we

do not offer Lunch Bunch are the days we dismiss at 11:00 and the last day of school in May.

During the spring semester, we hold a family event to raise funds to support our playground and classroom needs. The Advisory Board and parents are responsible for the planning of this event.

Dates and times for all our events and activities will be published in our school calendar, which all parents receive upon school's opening.

### **Finances**

Westminster's Federal Tax ID #56-0893567

All tuition payments are due on your child's first school day of each month (September – April). September's tuition should be mailed to us prior to school's opening.

You will receive an invoice from the school office for your monthly tuition payment.

A late fee of \$25.00 will be charged on all payments received after the 10<sup>th</sup> of each month and there is a \$35.00 fee after the 15<sup>th</sup>.

A \$20.00 fee will be charged for each check returned by the bank.

Important: Please indicate your child's name on your check. Often, we have children with the same last name or the parents and students use a different last name.

The yearly tuition fee has been divided into nine equal installments. One of these

payments is to be made with registration and is applied to next year's last month's tuition. These required payments are non-refundable.

Often parents choose to have their bank send the payment the first of each month. Others pay for the entire year in September, or pay for four months in September or four months in January. (Note: You will have paid for May in advance.) A reminder: The school is financed entirely through your tuition payments.

### **Withdrawals**

We realize it is sometimes necessary to withdraw a child from our program in the case of prolonged illness or a move from the area. In such instances, a thirty day notice, in writing, should be given to the director in person. Upon doing this, the tuition that you paid in advance for the month of May, will be applied to your child's last month in our program.

### **Paying for Lunch Bunch**

You will be billed for your monthly Lunch Bunch use along with your tuition. The total amount due will appear on your invoice.

### **Parent Involvement**

If applicable, Parents are encouraged to visit classrooms to participate with children in special activities or projects, read/tell stories to the class, help with parties, go on field trips, share a talent or hobby (playing the guitar, gardening, cooking, etc.). Parents are

invited to share their holiday customs and traditions by visiting classrooms and telling/showing/sharing with the children their special celebrations. Please check with your child's teacher before your visit. Also, please remember that the usual classroom ground rules are in operation even during parent visits.

If you wish to observe in a classroom, these arrangements must be made with the director and the classroom teachers.

Westminster is able to continue its tradition of high quality not only because of the dedication of its staff, but also because of the support of our community of parents. Parents in our school community assist us as substitutes in the classrooms, participate in occasional playground workdays, help us with small painting/carpentry chores, provide professional resources and advice from landscaping to computer programming. Everyone's contribution assures that our program remains the best that it can be.

Parent volunteers are asked to serve as Classroom Parents, keeping the parents in their child's class informed of school happenings and needs.

### **Fundraising**

Monthly tuitions cover staff salaries and utilities. There is very little left each month for supplies and other needs. The annual supply fees paid by parents are divided into nine equal amounts and used monthly to purchase any supplies needed for the classrooms.

Each year parents help with one of more important fundraisers planned and supported by our Advisory Board. Board members chair these events but must have the help of all our parents to insure their success.

Our fundraising events may change from year to year; however, they are essential to our overall budget. Through these well-planned events, funds are raised to provide classroom enhancements, maintain, and improve our playground and purchase furnishings that our regular monthly budget cannot afford.

### **Show and Tell**

Teachers handle this type of experience in different ways. Your child's teacher will let you know the specifics of Show and Tell for that class.

No war related toys are permitted at any time; i.e., swords, guns, etc.

Show and Tell is a wonderful opportunity for children to verbally and visually share with their fellow classmates. We prefer items from nature rather than toys. Objects brought for Show and Tell are not played with during the morning. This prevents them being misplaced or accidentally broken.

### **We Need Your Help**

We all do our best to take care of Westminster Presbyterian Church's beautiful grounds and Memorial Garden. Please teach your children to respect these surroundings

by not climbing on trees, playing in the flower beds and plantings, or picking flowers.

### **Request for Legal Intervention**

Unless the mental or physical well-being of a student is in jeopardy, the Westminster staff will not become involved in legal situations such as marital separations, divorce, child custody, foster parenting, adoption, etc.

We do not keep in-depth records once children have left the program; therefore, we cannot become involved in any actions pertaining to children not presently enrolled in Westminster School. Should testimony from a staff member be required, the preferable format would be:

- The attorney must speak with the director of the school.
- A notarized statement be given
- An audio-taped interview
- A video-taped interview
- Should it become a necessity for a staff member to appear in court, the attorney requesting the appearance will be responsible for all necessary expenses including travel, lodging, meals, salary payment for the time away from school, reimbursement for a substitute to fill the staff member's position while away from their job and any other expenses incurred by the staff member.

### **Children Learn What They Live**

- If a child lives with criticism,  
he learns to condemn.
- If a child lives with hostility,  
he learns to fight.
- If a child lives with ridicule,  
he learns to be shy.
- If a child lives with shame,  
he learns to feel guilty.
- If a child lives with tolerance,  
he learns to be patient.
- If a child lives with encouragement,  
he learns confidence.
- If a child lives with praise,  
he learns to appreciate.
- If a child lives with fairness,  
he learns justice.
- If a child lives with security,  
he learns to have faith.
- If a child lives with approval,  
he learns to like himself.
- If a child lives with acceptance and  
friendship,  
he learns to find love in the world.

Dorothy Law Nolte

