

WESLEY'S CIRCLE OF FRIENDS

A ministry to the Community
For Children and Families

HANDBOOK

Wesley Church

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Welcome

Dear WCOF Parents,

Thank you for choosing WESLEY'S CIRCLE OF FRIENDS Preschool, our ministry to the community for children and their families. We are excited about our innovative program and look forward to serving your family's needs.

Wesley's Circle of Friends Preschool has been serving church member families as well as community families since 1996. WCOF is dedicated to children ages 12 months to 4 years of age by providing a warm, loving environment where children can learn and grow.

WCOF staff takes the time to get to know your child's personality, uniqueness, strengths and weaknesses so that we can help your child to be the best he/she can be. Our class sizes are small ensuring your child will receive individualized attention and one-on-one correspondence.

Please read this handbook carefully. The purpose of this handbook is to orient you with WCOF's philosophy, and the policies and procedures followed on a daily basis. If you have any questions or concerns regarding the care your child receives, please feel free to contact the Director.

Thank you for choosing WCOF preschool for your child's preschool. We look forward to serving you and your family.

Sincerely,

Tracy Leszcynski
WCOF Preschool Director

Parent Reviews

"WCOF Preschool is a truly amazing school. All the staff is so friendly, kind, and welcoming. You can tell they truly love their jobs. My daughter loved coming to school. The facility, playground, gym, and classrooms are all very large and fully stocked with fun activities for the children"

Anonymous

"I highly recommend Wesley's Circle of Friends. My son is very shy and in social environments he gets easily upset. The teachers offer him warm welcomes each day and make him feel comfortable so he has an enjoyable experience. Look no further Wesley's Circle of Friends is the best preschool around."

Heather R.

"This was our daughter's 1st year at WCOF and what a wonderful year it has been. Our daughter has learned so much over the past year thanks to her kind and caring teachers Ms. Shana and Ms. Jeanine. We appreciate all the time and dedication they put in to make this such a fun and educational school year. Our daughter always talks about how much she likes her teachers and classmates. We are truly blessed to be able to send our daughter to such a wonderful preschool."

Stephen and Tara Borda

"WCOF is amazing! This is our first year at the school and it has gone beyond all of our expectations. The staff is extremely kind and flexible. The hours of care and school also work well with my husband and my work schedule. We always know what is going on at the school thanks to the communication from the director and the teachers. We will definitely be returning to WCOF next year for another year of fun!"

Anonymous

"Great knowledgeable and caring teachers! Our kids loved their time there! Engaging curriculum that fosters child development."

Anonymous

"We have been so blessed with loving, caring, thoughtful teachers. Teachers who truly care about our child, when our child has a bad day, misses mom and dad, or is too busy and hyper- we have been blessed to have truly understanding teachers."

Anonymous

"WCOF is a friendly and nurturing environment for little ones. My girls have grown so much socially and academically since attending Wesley. It feels like 'home' and we look forward to attending here through the rest of their preschool years."

Anonymous

"We have been so impressed by WCOF preschool. Our son was in a different learning center before WCOF where he would cry most of the day. There were 20 two year olds in his class and it was chaotic and I always felt awful leaving him. He is a more reserved child and it takes him some time to warm up to people. We ended up pulling him out of the other school and were very hesitant to put him in another preschool environment. A close friend highly recommend WCOF and so we set up a tour. Our son immediately warmed up to the teachers and even let me leave the room! We were sold from that point on and have had nothing but a positive experience since the 1st day. Thank you for restoring our hope in a preschool program!"

Anonymous

"We love that WCOF has small class sizes with loving and dedicated teachers. We know our daughter is happy to be in school and we know she is safe and well cared for. The community of families and friends is great too."

Anonymous

" The Wesley preschool staff has become my children's extended family. Not only do they learn wonderful things, but they are loved and safe. I couldn't be more pleased"

Danielle Westgate

"My wife and I are the ones who are most upset our daughter us finished with Wesley preschool. The school is just filled with warmth. You can really see all of the teachers like their jobs and care about each student. We cannot wait to enroll our son next year."

Steve and Marlene Stosko

"We love WCOF Preschool. My child enjoys coming to school and looks forward to it. The staff is great. All the activities are exciting, and my child has a great time"

Anonymous

"Our daughter started in the toddler room, and went from crying through the morning to not wanting to leave. The love she received from her teachers and all the staff at Wesley was remarkable, and we are so grateful for it. We loved watching her learn and grow, and look forward to the years to come"

The Weikel Family

"My husband and I have both been educators. Therefore, selecting the very first school for our only daughter was very important for us. Last year when our daughter was turning three, we started to make appointments to find her a good match. Wesley's Circle of Friends was the first place we visited. On a Spring day, Tracy greeted us at the door and we looked at the classrooms and met the teachers. As soon as we stepped out of the door, my husband asked me to cancel all the other appointments and acclaimed "This is it!".

It turned out that he was right. We just feel home here. Wesley's Circle of Friends Preschool has been a wonderful experience for our daughter, and us too. She could not wait to go back to class and see Ms. Cheryl and Ms. Margie. She makes friends in her class and enjoys all the activities. The teachers are fun, caring, loving and kind. We feel that she is protected, cared for and guided. One of the questions we were asked before we signed up was "what do you expect from this school?". our answer was "we hope that our daughter would learn about love and feel loved." Wesley surely is achieving that. Our daughter is kind, confident and loving as her teachers.

We heard from another parent that they picked Wesley after they checked out 7 other schools in Lehigh Valley. I guess we were lucky that Wesley was our first visit and everything just felt right! Anyway, we have recommended Wesley to our friends and neighbors. We hope every child would have a wonderful experience with their first exposure to school education. Wesley's Circle of Friends definitely provides that great opportunity."

John and Lucy Waldman

"Our daughter started in the toddler room, and went from crying through the morning to not wanting to leave. The love she received from her teachers and all the staff at Wesley was remarkable, and we are so grateful for it. We loved watching her learn and grow, and look forward to the years to come"

The Weikel Family

"Wesley's Circle of Friends Preschool is the perfect place for my child. It has been such a nurturing place yet still allows my daughter the freedom to learn and be herself.

Anonymous

"Our children have attended WCOF Preschool for the past 5 years, and we couldn't be happier with the supportive environment, curriculum, teachers and children. Both our boys have been well prepared for kindergarten. Absolutely a wonderful program!"

Anonymous

" Wesley preschool is a place that teaches in a way that cultivates a lifelong love for learning. They teach all ages in a way that children learn through play while developing skills that help them feel confident, secure, empathetic towards others and most importantly loved. It is a warm and loving environment where the teachers are there because they love our children and love seeing them learn and grow. The faculty goes above and beyond every day to make their students and parents feel safe, secure and loved through all of the additional things they do that makes Wesley such a very special place."

Jen Balas

"Wesley's Circle of Friends has provided a loving, caring and warm environment that has been perfect for the beginning of my children's educations. My son attended for two years before Kindergarten and like many children was a little hesitant about school at first. His teachers took the time to make sure that he felt comfortable and kept me informed of his progress. Due to their caring approach he quickly went from being insecure to loving school and running into his classroom. When he did start Kindergarten, he was very prepared and ready to go! My daughter started pre-school and again was missing mom at first. Her teachers were so kind to both of us (it was harder on me I think) and they even took her down the hall to see her brother as it made her feel better. She quickly grew to adore her teachers and her class. I have no doubts that she will be ready to go for Kindergarten. I believe that Wesley's Circle of Friends has provided my children with the best start to their education by helping teaching them core values and a love of learning."

Emily

"Our children have attended WCOF Preschool for the past 5 years, and we couldn't be happier with the supportive environment, curriculum, teachers and children. Both our boys have been well prepared for kindergarten. Absolutely a wonderful program!"

Anonymous

"Wesley's Circle of Friends has been a great experience for my daughter. Her teachers in the Fours Classroom are friendly, considerate and encouraging. It is a quality preschool that is preparing my daughter for kindergarten."

Sue Kiefner

"My daughter and son both attended Wesley Circle of Friends. I couldn't have asked for a better preschool experience for both of my children. Wesley's Circle of Friends not only prepared my children for kindergarten but did so in a fun, nurturing environment. I will forever cherish the memories and friends my children made at Wesley."

Kristen Kubinsky

“As a working parent, it is always a struggle and concern to find great care for your children. The most important review I took into consideration is direct experience from other parents and children. I had several friends and family members who had/have their children attend WCOF preschool and all of the recommendations were always positive. That made my decision to enroll my children into their program that much more confident. I have a 3 year old and a 1 year old who attend the school 3 days a week, and the thing I value most about the program is that my 3 year old, Jillian, absolutely loves going to school and on her days off she asks if she could go to school. The teachers have an open communication policy and have always been friendly and welcoming of suggestions and feedback. The activities on a daily basis both include learning and developmental skills as well as interactive playtime. Out of the blue one day, my daughter started reciting the Pledge of allegiance which I had no idea these skills were being taught to her and I was very impressed. The kids are very much cared for, and there are always smiling faces before and after school. What I like about the toddler room for my 1 year old is that there aren’t so many children in the class that you feel that they aren’t being attended to. His teachers and other kids are wonderful and are well cared for. Another benefit is that they have both pre and post care if needed which is hard to find in other preschools. The combination of a caring staff, well-rounded curriculum, a fun and safe environment makes this a great place for children to be part of.”

Tara Reiger

“We have had an excellent experience at WCOF preschool. As elementary classroom teachers, we had a few focus areas when looking for a preschool. Our first interest was that of socialized play and emotional development. I feel that my child has thrived here. She has made friends, and is happy and comfortable with all the teachers in both her classroom and the extended care classroom. The facility has a playground and a gym for the winter months and rainy weather. They are playing daily, and outside as often as possible. Secondly, was the curriculum and class size. I particularly appreciated the inclusion of chapel into the curriculum. I recognize the value of character education and morals being presented. The teachers in the two and three year old classes have had age appropriate art projects that students obviously create themselves, which fosters independence. I also considered the lower student to teacher ratio, and older and younger class groupings in the younger ages due to the developmental differences between younger and older two year olds and three year olds. Students start slightly later and have lunch with their class. Also, extended care is available for younger students, with bathrooms in the extended care classroom and the younger aged classrooms. I found very few preschools that offered these flexible options for children under the age of three. Finally, the communication at WCOF has been outstanding. We receive teacher and director communication regularly via email, and if necessary, phone and text. We've really enjoyed our experience here, and have recommended the preschool to many other families.’

Danielle Frank

General Information

Our Mission:

To respond to the needs of young children and families by:

- Providing a safe, nurturing Christian environment
- Offering learning through play experiences and age-appropriate activities

Admission Guidelines

- A child must be at least 12 months old by October 1 and no older than 5 years old to participate in our program.
- To enter the 2, 3, or 4 year old class, the child must be of that age by October 1. Birthdays which occur during the enrollment year do not mandate a transfer to an older age class.
- The 2 year old class does not require your child to be potty trained.
- Children entering the three year old class must be potty trained by January 1 in order to return to the three year old class after the holiday break.
- Children entering the four year old class must be fully potty trained and independent in the bathroom.

Enrollment:

- 1) Schedule a tour with the Director and check for availability
- 2) Complete the registration forms
- 3) Pay the registration fee: \$50.00/child
- 4) Have your child's pediatrician complete the health assessment form before your child starts preschool.
- 5) Complete the following forms which you will receive at Welcome Day.
 1. Parent handbook form
 2. Substitute form
 3. Volunteer form
 4. Student Directory form
 5. Emergency form for First Aid Bags

6) WCOF Preschool begins registration for the next school year in February for the children currently enrolled. March 1, all remaining spaces are open to new families in the community. Enrollment is based on a first come, first served basis.

Hours of Operation:

Infants/ Toddlers

MTWTHF: 9:30- 12:00

Two year olds:

MWF or TTH: 9:30- 12:30 (September- December)
9:30-1:30 (January-May)

Threes:

MWF: 9:30- 1:30
TTH: 9:30- 1:30
M-F: 9:30- 1:30

Fours:

MWF: 9:30- 1:30
M-F: 9:30- 1:30

Extended care:

AM: 8:00- 9:30am: All ages

Minimum of 2 children

PM: 12:00- 1:30: Toddlers

Minimum of 4 children

After School Care: 1:30- 3:30pm

Minimum of 4 children

We ask that you sign up at least a week in advance to use the AM or PM extended to ensure that we have enough staff. Please sign-up on our website www.mywcof.com. If you do have an emergency that arises and you do need extended care, please feel free to speak to the Director.

Staff:

Staff members regularly attend weekly as well as monthly staff meetings and team meetings, teacher in-services, and CPR/first aid training. All of our staff have their child abuse and criminal background clearances checked.

Billing

Tuition is due by the first of the month. Tuition bills will be emailed to parents by the 15th of the month for the next month's tuition. Payment for AM and PM extended care will be billed at the end of the month. Tuition is paid for September through May. It is the same amount for each month. You will not be reimbursed for sick days, snow days, or vacation days. WCOF preschool accepts check and cash only. It is the responsibility of the parent to pay tuition on time.

- 1) A written and/or verbal reminder will be issued for fees not collected by the 5th of the month
- 2) A \$10 late fee will be added to the monthly tuition on the 10th if tuition has not been collected
- 3) Care will end by the 30th of the month if tuition has not been paid.
- 4) Any unusual circumstances surrounding money matters for a particular child will be brought before the church's ministry team for consideration.
- 5) Please make checks payable to Wesley Church. Checks may be mailed to Wesley Church 2540 Center St, Beth, PA 18017 ATTN PRESCHOOL or given directly to your child's teacher or director.

Arriving and Pick-Up

The following procedures are used for arrivals and departures:

ARRIVAL	Departure
<p>Authorized adult must:</p> <ul style="list-style-type: none">• Accompany child into school• Help child hang up backpack and coat in designated area• Walk child to classroom• Sign in the child: include who will pick up child, initial and teacher will initial	<p>Authorized adult must:</p> <ul style="list-style-type: none">• Come in to school• Wait outside child's classroom• Wait for child's teacher to dismiss child• Authorized adult must sign out child, initial and teacher initial• If adult is not familiar, teacher will ask for ID

- ◆ WCOF preschool has a security system. In order to access the doors, parents will need to have a key fob. In order to obtain a key fob, we will need a \$10 security deposit in cash per key fob. Anyone who drops off or picks up your child on a regular basis is allowed to have a key fob.. At the end of the school year, we will collect all the key fobs and return the security deposit for each key fob. If a key fob is lost, then WCOF preschool will keep the \$10 security deposit.
- ◆ If another person will be picking up your child other than the person on the sign-in sheet, a phone call or a written notice is required for us to release your child to that person.
- ◆ All children and siblings must be kept with parents at all times in the hallway and in the parking lot. There is no horse play in the hallways or bathrooms.

Snacks and Lunches

THIS IS A PEANUT FREE PRESCHOOL. PLEASE DO NOT SEND YOUR CHILD IN WITH PEANUT BUTTER OR ANY PEANUT PRODUCTS IN HIS/HER LUNCH!!

The program will provide a midmorning snack. Please send a bag lunch, preferably finger foods and a drink. Be sure to note any food allergies on your child's registration form.

Parking Procedure:

- 1) Please park in a parking space in the back parking lot. Please do not park in the spaces along the grass. We like to keep the driveway completely open for a two way traffic flow. Please do not park along the sidewalk because it blocks cars from getting into the parking lot especially if there is another car coming the other way.
- 2) Sometimes parents like to talk after school outside, but we ask that the children play on the grass closer to the playground (behind the dumpsters.) No one is allowed on the playground after school. Children need to be supervised at all times.
- 3) Please make sure that the children are not pulling sticks, leaves, flowers, or berries off the trees. The children need to respect the church property.
- 4) Please make sure that you are keeping a watchful eye on your child at all times in the parking lot.
- 5) Please hold your child's hand while walking through the parking lot.
- 6) Please drive **SLOWLY** through the parking lot and watch for small children
- 7) Please do not leave your purse or small children in the car while you drop off or pick up your other child.

Medicine

WCOF staff is not permitted to give any child medicine. The staff is only allowed to give an epipen for an allergic reaction or an inhaler/nebulizer in emergency situations ONLY.

Absences

Please contact the Director if your child will be absent for the day. If you do not receive an answer at the school, please leave a message. Please let us know what your child is experiencing if he/she is sick so that we may inform other parents of illnesses if need be.

Snow Days

Parents are not reimbursed for snow days. It is up to the WCOF team and the Director if snow days are made up or not.

Illnesses

If your child has any of the following symptoms, we ask that your child not come to school. If your child experiences any of these symptoms at school, you will be asked to pick up your child

- Diarrhea: Three or more watery stools in a 24 hour period or one bloody stool
- Nose: Green or yellow discharge
- Vomiting: Vomiting once or more in the past 24 hours
- Rash: Body rash, heat rash, or allergic reaction. Especially if accompanied by a fever
- Eyes: Mucus, a pink eye, or puss draining from the eyes
- Sores: Oozing sores which cannot be covered, or cold sores around the mouth
- Sore Throat: Especially if accompanied by a fever or swollen glands
- Lice, scabies: Children must be free from lice or nits before returning. Children with lice will need to stay out of school for at least 2 weeks and must have a doctor's note to confirm that lice/nits are no longer present in the child's hair.
- Chicken Pox: contagious skin irritation accompanied by a fever. The child will need a doctor's note in order to return to school.
- Fever: Temperature of 101 F or above in the past 24 hours. Temperature needs to be 98.6 for 24 hours before returning to school

Parent Involvement

Families are encouraged to participate in program activities and provide input on a regular basis. Below are ways to be involved in your child's preschool.

- 1) Substitute: You will receive a form for substituting on Welcome day. If you are interested, please fill out the form and return to your child's teacher ASAP. There will be a reduction in your next month's tuition bill if you are to substitute.
- 2) Mystery Reader: Be a mystery reader for your child's class
- 3) Complete program evaluations and surveys
- 4) Communicate with teachers
- 5) Help with fundraisers

Appropriate Clothing

Your child may get messy here with art and craft projects and going outside. Please dress your child comfortably and in clothes that may get dirty. The teachers try to go outside every day so please make sure your child is dressed for the weather. Please label your child's jackets, hats, etc. Sneakers are the best type of shoe for running on the playground and in the gym.

Withdrawal Policy

- ◆ In order to withdraw your child from the program, you are required to give a 30 day notice. If a 30 day notice is not given, then you are required to pay the next months tuition.
- ◆ If you will be reducing the number of days enrolled for the week, we will reduce your tuition the following month.
- ◆ If you would like to add more days your child attends per week (based on availability), we will bill you separately for the days your child will attend that month and then change your tuition payment for the months to follow.

Dismissal Policy:

WCOF preschool reserves the right to dismiss a child from our program in the judgment of the Teacher and Director. Parents may request a conference to discuss reason for dismissal.

Reasons for immediate dismissal:

- A child is aggressive toward other children or the staff and/or causes harm to others or self. The child received 3 Behavior Incident reports.
- The tuition account becomes delinquent.
- Failure of parent/guardians to honor the obligations of payments or any rules or regulations stated in the WCOF handbook provided by the WCOF preschool.
- The child's needs are beyond WCOF preschool scope of care.

Communication

A monthly newsletter is emailed to each WCOF family monthly by your child's teacher. The newsletters have information pertaining to school closings, upcoming events, and what is happening in your child's classroom. Please take the time to read the monthly newsletter.

Conferences

Parent/teacher conferences will be held in January for children in the three and four year old class. If your child is in the two year old class, you may request a parent/teacher conference with your child's teacher.

Behavior Policy

In order to maintain a safe and educationally sound environment in all the classes, we have adopted the following policies. All behaviors are expected to be age appropriate for that particular classroom. The teachers are responsible for identifying behaviors that are inappropriate based on health, safety, and disruption of class. There are some unacceptable behaviors such as biting or extreme aggressive behavior such as hitting, kicking, pushing with another child or teacher which could immediately terminate a child's enrollment at WCOF preschool. Should such an incident occur the following steps will be taken:

- Upon 1st incident of unacceptable aggressive behavior, parents will receive written notification of the behavior and will be expected to address this behavior with their child.
- Upon 2nd incident of unacceptable aggressive behavior, parents will be required to attend a conference with the teacher and director to establish a plan of action.
- Upon 3rd incident of unacceptable behaviors, parents will be required to attend a meeting with a member of the preschool's board and the director to determine if Wesley's Circle of Friends preschool is the appropriate placement for their child.

In some situations, teachers may also reserve the right to have a parent come and pick up a child who is repeatedly exhibiting unsafe behaviors during the school day and is resisting attempts by teachers to calm the child and bring them back to the activities of the group.

If a child has been diagnosed with any type of special needs, and the behavior is related to the special needs, then a TSS or aide will be required for the child in order to attend the preschool. If the child is having extreme behavioral issues, then the Director has the right to decide to have the child take a leave of absence from the preschool until a TSS or aide can accompany the child in the classroom. In some cases, the Director has the right to decide if this is the right preschool for a particular child and may ask the family to find another preschool.

In some circumstances, a child's needs may be greater than what the preschool can provide for the child. Occasionally, the preschool is not a match for the child's needs and therefore, may be asked to find another school that may suit his/her needs better.

Please fill out the bottom portion of this page
and return it to the Director ASAP.

By completing this page, we will know that you
have read and understand everything in this
handbook.

Thank you for taking the time to read through
the WCOF handbook.

_____ YES! I have read and understand the WCOF handbook! I am willing to follow the Wesley's Circle of Friends procedures and policies. I understand that WCOF preschool has a dismissal policy and if my family does not follow the Wesley's Circle of Friends policies and procedures, then my family may be dismissed from the preschool.

Child's Name Child's Classroom

Parent's Signature Date