

Woodrow Wilson Academy

Pre-K



Held at Woodrow Wilson Academy
8300 W. 94th Ave.
Westminster, CO 80021
Phone 303-431-3694
Fax 303-423-4388

Family Handbook



Congratulations on being a part of the WWA Pre-K Program.

The following items are guidelines that are required to be followed at all times along with Colorado State Rules and Regulations. It is recommended to keep a copy of this handbook for your reference. A digital copy can also be found on the Woodrow Wilson Academy website. WWA Pre-K program may change policies and procedures, as needed. These changes will be communicated to families in a prompt manner. Be sure to keep updated forms with your handbook.

Our main priority is serving the needs of children and families with a program built on collaboration and communication with families. Thank you for being a part of our community.



Our Curriculum

The WWA Pre-K program focuses on providing children with a positive, safe and healthy environment which strives to honor and meet the individual needs of each child. We deliver a variety of activities that are play-based and developmentally appropriate. We believe in the importance of play in learning and provide activities that encourage imagination and creativity while exposing children to the important building block concepts necessary for school readiness and success.

We utilize elements of *Handwriting Without Tears*, *Tools of the Mind* and *Core Knowledge Curriculum* as a basis for our activities. Children in our program receive a well-rounded exposure to language and literacy, math, science, art, gross/fine motor and social/emotional skills.

Our Mission

In alignment to Woodrow Wilson Academy's Vision and Mission Statement, the WWA Pre-K program's mission is to nurture each child's individual potential to help instill the building blocks for developing a love for learning through active, play-based, and developmentally appropriate activities. In addition, we strive to be in partnership with families, embracing mutual respect, diversity and open communication.

REGISTRATION AND ENROLLMENT

REGISTRATION PROCEDURES

To be eligible for WWA Pre-K, your child must be age 4 by October 1st. Families looking to enroll in Woodrow Wilson Academy's Pre-K Program should submit an *Intent Form* in January for the following school year. A lottery will be held the first week of February. The lottery procedures follow the following priorities, 1) WWA Staff Member 2) Sibling enrolled at WWA 3) In Jeffco School District 4) Out of District. All those not accepted in the lottery will be placed on a wait list.

ENROLLMENT

Once accepted into the program you will need to provide the school with the following:

- A copy of your child's birth certificate
- A copy of your child's up-to-date immunization record
- Set-up a Jeffco Connect account online
- \$50 Registration Fee (non-refundable)
- Completed Enrollment Packet
- Statement of physical health (due in August)

All Medical forms must be updated yearly for all students. Please remember to notify the program of any contact/phone number changes and update your child's Jeffco Connect account as needed.

TUITION AND PAYMENT POLICIES

TUITION FEE SCHEDULE

Schedule	Fee
Monday, Wednesday, Friday Half Day	\$285.00 per month X 9 months
Tuesday, Thursday Full Day	\$260.00 per month X 9 months
Monday, Wednesday, Friday Full Day	\$390.00 per month X 9 months
Monday-Friday Full Day	\$650.00 per month X 9 months

PROGRAM HOURS

WWA Pre-K Program is open Monday- Friday 7:45am- 11:30am for the half day schedule and 7:45-2:45 for the full day schedule. WWA Pre-K follows the WWA school schedule for holidays and non-contact days. Please refer to the WWA school calendar for closures.

TUITION PAYMENT POLICY

Tuition payments are due at the 5th of every month, unless the school is closed. It will then be due within the week we return to school. A \$10 late fee will be incurred for any payments received after the 15th of the month. Payments can be made with cash, check, money order, or credit card. Please make checks payable to WWA. Credit card payments can be made at the front office. All other payments may be turned into the tuition box by the main office labeled Pre-K/WCC. Failure to make payments can result in the withdrawal of your child.

RETURNED CHECKS

If a check is returned, the parent/guardian will be notified in order to make other payment arrangements. If two or more checks are returned, WWA Pre-K will no longer accept personal checks. All payments thereafter will need to be made with cash, money order or credit card.

DISCOUNTS

Families with 2 children will be given a 10% discount in the monthly tuition for the 2nd child.

SCHEDULE CHANGES

If you need to change the days or time (half/full day) your child attends, please check with the Program Director to see if there is available space. If schedule changes are made, a revised tuition statement will be issued. No tuition refunds will be paid if a schedule change occurs mid-month.

WITHDRAWALS

If at any time you need to withdraw your child from the WWA Pre-K program, please inform the director as soon as possible. Enrollment back into the program will be dependent upon space availability.

DAILY COMPONENTS

A typical day includes the following components:

Large Group- We gather in a large group setting several times throughout the day to participate in music/movement, stories, calendar/weather, social stories, discussions and sharing.

Small Group- Each day we have two small groups, one that focuses on a literacy/writing activity and a second that focuses on science/math activities.

Centers- Play is an important aspect of learning and each day there is time dedicated for children to choose from a variety of centers designed and geared to learning while playing. Centers include Blocks, Manipulatives, Writing/Literacy, Library, Science/Math, Art, Sensory and Dramatic Play. We change out centers often to reflect the theme we are

focusing on at the time.

Outside Play- We strive to dedicate 30 minutes each day to allow children the opportunity to play outside. Children who attend full day will have an additional outside time in the afternoon.

Snack- We have a snack every morning and then another in the afternoon. We wash hands before each meal.

Rest time- For those who attend the full-day program, a rest time lasting approximately 60 minutes, occurs after lunch.

CLASSROOM POLICES

BIRTHDAYS

As a part of our classroom community, we enjoy celebrating each child's birthday with a little gift and birthday crown. If you would like to do something special for your child's birthday (a special activity/craft, share a favorite book, etc), please let the Pre-K staff know. To better align with Jeffco Healthy Schools policies, we will no longer be having food treats as a part of the celebration. Please let us know if you would prefer that we not celebrate your child's birthday in class.

CLOTHING AND WEATHER

Please make sure your child is equipped for all weather conditions. We will go outside when weather is permitted. Staff will not take children outside if the temperature is below 33°. We do ask that all clothing items be labeled with your child's name so we can locate lost items easier to return. Any items not labeled and left behind will be placed in the WWA lost and found.

ABSENCES

If your child will be absent from the program, please notify the program directly via email or phone call 303-431-3694. The WWA attendance line is for K-8 students only. To schedule a long term absence, please inform the program Director.

PERSONAL ITEMS

WWA Pre-K Program will not be held responsible for items lost or broken while at the program. Each child will be given the opportunity to have a "show and tell" day. Items chosen for "show and tell" should be appropriate for school, i.e. no play weapons or very delicate items.

CONFERENCES

WWA Pre-K will offer 2 conferences throughout the year, one in October and another in April. Please refer to program calendar for specific dates. We typically send out a Sign-Up Genius link to sign-up for conferences. If at any time you would like to meet with the Director and/or teacher to discuss your child's progress please feel free to contact us to

schedule a time to meet.

FIELD TRIPS

On occasion, we do go on field trips. We ask for parent volunteers to help transport the children as the cost of a school bus for the number of children we have in our program is not cost effective. For those willing to help, we require a copy of your driver's license and current insurance card before you will be authorized to transport children. If you do not want your child to attend you will need to make alternate arrangements for your child on that day. Children on occasion will go on "walking trips" to Oakhurst Park. A permission slip will always come home before a field or walking trip. If your child arrives late to the program and we have left the building, it is your responsibility to bring your child to our location (Ex. Park or other attraction).

TRANSPORTATION

Employees of the WWA Pre-K Program cannot transport your child under any circumstances.

PICK-UP/DROP-OFF PROCEDURES

ARRIVAL AND PICK-UP PROCEDURES

Parents/guardians must walk their child (ren) to the program and sign them in. The parent/guardian must also sign their child out when they are released. There is a late charge of \$1 for every minute your child is left at the program beyond 3:00. Please let us know if you are going to be late picking up to avoid late charges. If the problem persists, a late pick-up fee will be charged to your tuition balance.

If your child has not been picked up by 3:05 and we have not heard from you, we will begin to contact emergency contacts on your emergency card in the order they are listed. In the event that no one can be located, we will call local authorities/social services to pick up your child.

AUTHORIZED PICK-UP

Children will only be released to persons listed on their Emergency Card. Anyone not known to staff will be asked to provide a photo ID. If you have an emergency and need someone not listed on the Emergency Card to pick up your child, you will need to call the school at 303-431-3694 and give a verbal authorization. That person will need to show a photo ID. If someone attempts to pick up your child and they are not authorized, 911 will be called. A parent has the right to pick up their child whether they are listed on the Emergency Card or not unless court orders have been provided that document that the parent is not allowed to pick-up or be in contact with child (ren). Students will not be released to anyone under the age of 16.

EARLY PICK-UP

Please inform us, if at possible, if you will be picking up your child early. When you arrive you will need to check-in at the office before proceeding to the classroom to sign your child out.

HEALTH & SAFETY

SNACKS

Each child will need a morning snack. If your child attends full day, he/she will also need an afternoon snack. Please label your child's snack with his/her name and place in the appropriate labelled bin on the shelf located by the entrance.

LUNCH

If your child is staying for full day, you will need to supply a nutritional lunch. Lunches will be placed in the lunch buckets by the cubbies. You can order hot lunch through the school's hot lunch program Michael's of Denver. You will find a link for their menu and ordering instructions on the Woodrow Wilson Academy web page at www.wwacademy.org or michaelsofday.com. Please inform Pre-K staff of days your child has hot lunch. Milk does not come with a hot lunch and will need to be purchased separately.

MILK CARDS

Milk cards can be purchased at the front desk. White milk or bottled water is offered Monday-Friday. On Friday there is an option for chocolate milk or orange juice in addition to the above.

WATER BOTTLES

Each child needs a water bottle with their name on it. Parents are responsible for filling their child's water bottle each day. We will send water bottles home on Friday's to be washed.

ILLNESSES

We do our best to promote a healthy environment for all children in our care and by doing so we request that each child is in good health and physical condition. If your child has any of the following conditions, he/she will not be permitted to attend the program until symptom free for 24 hours: fever of 100° or more, diarrhea, vomiting, any illness that requires an antibiotic (please be on antibiotics for 24 hours before returning).

If your child becomes ill while attending the program we will notify the parent(s). The child will be placed in a comfortable and quiet place in the room to rest quietly until picked-up. Parents should pick-up their child within 30 minutes of being informed of their child's condition.

MEDICATION

If your child requires medication, you and their health care provider will need to complete a medication agreement and health plan. The director can provide these forms, if needed. All medication listed on the health care plan needs to be in the original container and labeled with prescription. Please give medications directly to the staff. All medications will be stored and inaccessible to children.

REST TIME (FULL DAY ONLY)

All children enrolled in the full day program will have a rest period. This will occur after lunch and will last approximately one hour. We do ask that you bring a "toddler bed sheet" and blanket. All items should fit into a reusable bag or pillow case. Bedding will be sent home at the end of each week to be laundered.

TOILETING

We ask that children who attend the WWA Pre-K be potty trained as we do not have the facilities required to change diapers. We know that accidents happen on occasion, so we ask to provide a change of clothes for your child (shirt, pants, underwear, socks). Staff will assist children when needed with changing their clothes, however we ask that they be able to wipe themselves. Families will be informed at pick-up if their child had an accident. Soiled clothing will be placed in a plastic bag in the child's backpack.

EMERGENCY PROCEDURE AND EVACUATIONS

We make every attempt to be prepared for emergency situations by conducting monthly fire drills and tornado drills required by state licensing regulations. As a school, we also participate in a Lockdown Drill and a Shelter in Place or Evacuation Drill each year. All emergency procedures are listed in the classroom. It is important that emergency cards are updated with correct phone numbers and important information so we are able to reach you in case of an emergency. In the event that we cannot reach you, we will release your child to an emergency contact listed on your child's emergency card.

LOST CHILDREN

Staff conducts a half hour name to face head count to ensure all children are accounted for. Staff closing the program at the end of the day will check head count form to make sure all children have been picked up, do a room search, bathroom check and then proceed to close the room. If any child has been left at the center, parents and emergency contacts will be called. If nobody responds, social services will be notified.

For off-site field trips or school activities, head counts are performed every 10-15 minutes to ensure the whereabouts of each child. In the event a child cannot be found an in-depth search will be conducted. If the child is still unable to be found within 5 minutes, parents and police will be notified to assist in the process.

CLOSING PROCEDURES

At the end of the school day, teachers will do a "sweep" of the room and restrooms to ensure all children have been picked up.

ACCIDENTS AND INJURIES

For minor injuries, staff will treat the child with necessary treatment and inform parents via an "Ouch Report" at the end of the day or a phone call. For serious injuries requiring emergency medical attention, WWA Pre-K will follow the procedures required by the Dept. of Human services, informing parents after 911 has been called.

DISCIPLINE

Social development and learning to following classroom rules and expectations are an important part of a 4 year old's learning and education. As teachers, it is our job to encourage, support and model positive classroom behaviors. In most cases, guidance and redirection are all that is necessary. In moments when children need to "take a break", they will be asked to go in a quiet part of the room for a few minutes until they are ready to rejoin the group. If challenging behaviors persist we will discuss a possible need for a positive behavior support plan with the family. Together we will determine a plan in place to best support their child's learning. At any time, families are welcome to access and consult an early childhood mental health consultant or other specialist as needed. The safety of all children and staff are of utmost importance to our program. Therefore, WWA Pre-K reserves the right to withdraw your child from the program if persistent behavioral issues occur that would endanger other children or staff.

MANDATED REPORTERS

The WWA Pre-K staff are mandatory reporters which means we are required by law to report any suspicion of child abuse.

THINGS TO KNOW

LIBRARY BOOKS

Each child will be able to check out a library book each week. They will need to return their books by the following week in order to check out a new book. Books may be placed in the "Library Book" bucket by the door.

LIBRARY VOLUNTEERS

Pre-K is in need of a library volunteer each year to help check in/out books to students. Please notify the WWA school librarian if you are interested in helping out.

CHILDREN WORK FILES

Your child's work will be placed in the file box. Be sure to check it daily. Not only will there be your child's work but also important updates and information.

STAFF EMAILS

Joy Watson: jwatson@wwacademy.org

Deb McCoy: dmccoy@wwacademy.org

Christina Lauer: clauer@wwacademy.org

AMERICANS WITH DISABILITIES ACT

WWA Pre-K Program will adhere to all Policies associated with the American with Disabilities Act. See the Program Director to discuss how best to accommodate your child's needs.

REPORTING CHILD ABUSE

Suspected or known child abuse should be reported to Jefferson County Social Services at childabusehotline@jeffco.us 303-271-4015.

COMPLAINTS

To file a complaint about this facility please contact:

The Colorado Department of Human Services

Division of Child Care

1575 Sherman Street

Denver, CO. 80203-1714

Or call 303.866.5958

1.800.799.5876