



Student Handbook

Weekday Learning Center
Atascocita United Methodist Church
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WEEKDAY LEARNING CENTER MISSION

Our mission at the Weekday Learning Center is to serve God, and share the gifts He has given to us, by providing a loving, caring, and nurturing learning environment for all the children He sends our way.

It is our prayer that they will grow in God's love and grace, and excel to heights unknown through the knowledge they have absorbed.

AUMC WLC is committed to development and enhancement of the whole child. In support of this, we view the family as the main source of security and identity for the young child.

It is our ultimate mission and goal, therefore, to achieve a fellowship of Christian love and understanding between God, parent, child and school.



WEEKDAY LEARNING CENTER PHILOSOPHY

The philosophy of the Weekday Learning Center is to provide the children with the tools to expand and develop their hand-eye coordination, fine and gross motor skills, thought processing, and academic skill. We focus on hands on and visual learning with an emphasis on Christian values.

It is also the philosophy of AUMC WLC to help the children attain the emotional, social, physical, intellectual, and spiritual strengths, which will:

- 1 Encourage and open heart to the love of Jesus.
- 2 Enhance their sense of identity.
- 3 Encourage them to be active learners and problems solvers.
- 4 Enable them to develop emotionally satisfying relationships with other children and adults.
- 5 Provide them with knowledge and experiences to develop a healthy body.
- 6 Encourage them to develop a sense of responsibility for their own ever-expanding community.

WEEKDAY LEARNING CENTER MAJOR GOALS

General Objectives:

- To provide a secure and nurturing environment fostering independence, curiosity and the development of age- appropriate skills.
- To promote good self-image and a sense of identity
- To encourage cooperative play.
- To provide a delightful learning atmosphere.
- To stimulate intellectual achievement for children in a Christian atmosphere.
- To create awareness that each child is worthy of God's love and the love of other human beings.

Developmental Objectives:

A child's growth is encouraged by faculty and staff guidance in five areas:

A. Emotional

1. By acquiring a positive self-image.
2. By becoming independent.
3. By identifying feelings.
4. By verbalizing feelings.
5. By accepting reasonable authority and limitations.
6. By interacting with the environment.
7. By responding to new challenges.

B. Physical

1. Children are given the opportunity to develop fine and gross motor skills through the use of age appropriate materials and activities.

C. Social

1. Children will be encouraged to cooperate in a group setting.
2. Children will be encouraged to facilitate interaction with teachers and peers.
3. Children will be encouraged to participate in activities established to lengthen their attention span.
4. Children will be encouraged to participate in activities established to guide their ability to follow directions.
5. Children will be encouraged to participate in activities established to help them learn to complete tasks.

D. Intellectual

By providing age-appropriate activities which will facilitate auditory and visuals skills through:

1. Language Development

- a. Provide opportunities to hear proper language in individual and group activities.
- b. Provide opportunities to build vocabulary as a daily activity.
- c. Provide opportunities to participate in exercises to develop concepts of color, size, shape, position, location, relative number terms, relative weight and sizes, classification skills and substances.

2. Math Development

- a. Provide opportunities to encourage the ability of identification, classification, and measurement during both planned and unplanned activities in the school day.
- b. Provide opportunities to understand math concepts and establish skills in solving problems. Each child will be given many opportunities for concrete experiences with math, using objects that can be touched, moved and manipulated.

3. Science Development

- a. Provide opportunities to encourage the ability of identification, classification and measurement during both planned and unplanned activities in the school day.

E. Creative

1. Art

- a. Offer manipulation, exploration and creation with a variety of art materials.
- b. Encourage the child's self expression, feelings, and observations rather than following models provided by a teacher.

2. Music

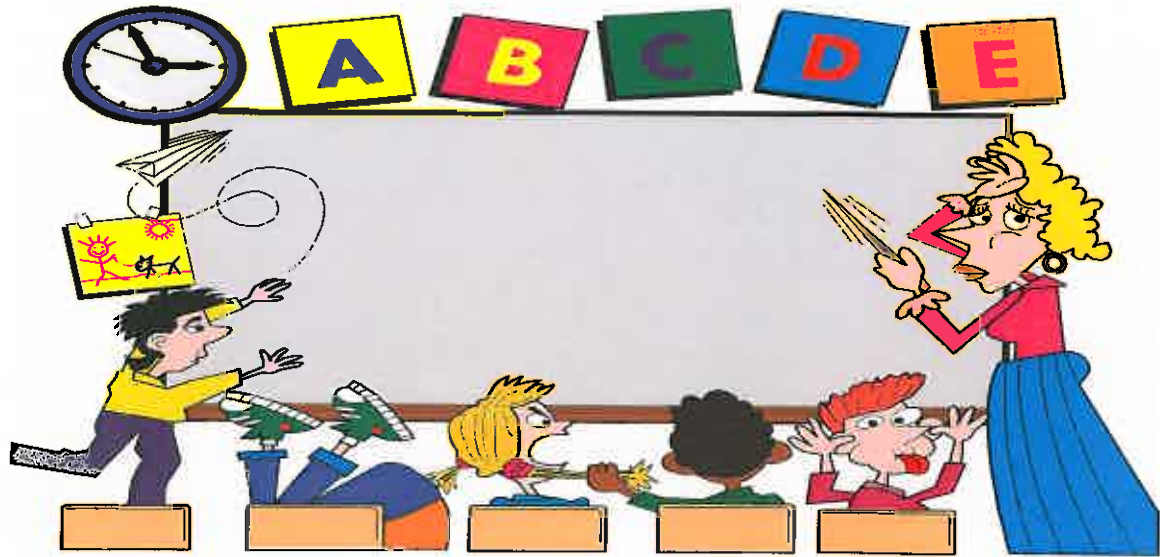
- a. By listening to many kinds of music to sing, move, relax or respond in other ways to music.
- b. By providing activities that teach concepts reinforce learning, and develop skills in addition to enjoying music for its pleasure.

3. Dramatic Play

- a. By providing opportunities to use puppets, costumes and other props to identify with people, times and places in a make-believe world.

4. Spiritual/Christian Education

- a. By providing the opportunity for children to experience Christian principles through Chapel, which may include Bible stories, prayer, Christian music, and Christian values which are reinforced throughout the day.



PRESCHOOL

**"I am not a teacher, but an awakener."
-Robert Frost**

Our curriculum is based on a combination of various preschool curricula and studies in early childhood. Our three, four and five year old programs are a preparatory for kindergarten. The programs are consecutively structured so that each picks up where the other leaves off. Our program includes many methods of teaching, incorporating activities for both the aural and visual learner with much emphasis "hands-on" learning.

Our child to teacher ratio average is small (less than state requirements), enabling one-on-one instruction, interaction and guidance throughout the day.

Our preschool staff is a highly qualified, professionally trained group of loving, caring teachers whose goal is to provide an atmosphere for learning indicative of what we feel each parent wants for his/her child.

We stress social, academic, physical, emotional, creative and spiritual growth through sharing and discovery, in-group and individual settings. Learning activities are presented and coordinated throughout the daily routine in an age appropriate manner in order to keep the child's interest, prevent boredom reinforce ideas, and take advantage of the learning ability and interest of the young child.

All learning-activities will be in a relaxed manner, encouraging the child rather than forcing the child to learn. We feel all learning should be fun, un-hurried and beneficial to the child.

Included in your child's preschool schedule are the following: Free play/center activities, group learning and/or individual learning, outdoor activities (weather permitting), snack, Journey with Jodi, Movin' & Groovin', music, Spanish, and most importantly Chapel everyday with Ms. Beth.

Field Trips are a part of our curriculum and will be taken throughout the year. Notes will be posted and permission slips will be sent out for each trip. No child will be allowed to participate in a field trip without a signed permission slip. 3's, 4's and 5 year old classes take one fieldtrip per month as a general rule.

Parent Volunteers will be needed for field trips so that a four-to-one ratio may be maintained for the safety of the children. A lack of volunteers/drivers may result in children not being able to enjoy these fun-filled outings. We do encourage every parent to participate in at least one extra-curricular activity so that we may provide all the children with as many experiences as possible.

Field trips will always be scheduled during the hours your child normally attends the program, unless special arrangements are made.

Preschool Children can be dropped off beginning at 9:25 a.m., and picked up beginning 2:25 p.m. 3, 4, and 5 year old preschool ends at 2:30 p.m.

The 3 year old car line is in the main building front parking lot, and the 4 & 5 year old car line is in the Life Center parking lot. Teachers are available to open car doors, unbuckle seatbelts and escort children into the Center. Do not allow a child to open the car door without a teacher present. The doors to the center will open at 9:25 a.m..

For pick-up after school, until teachers are able to identify cars, parents should have a sign in the window of the front passenger door displaying the child or children to be picked up. All children in a carpool should be listed on the sign in the car window. If a parent chooses to come in to pick up a child instead of using the car line, pick up should be in the classroom before 2:20 pm.

All children will be escorted out of the building by a teacher, helped in the car, buckled up and door closed.

Any child, who has not been picked up by 2:45 pm, will be taken to extended care and your account will be charged an extended care drop in fee for the day. Additionally, there is a \$1.00 per minute charge for any child who is not picked up from extended care by 4:05 pm.

If you also have children in the Preschool Prep, you can drop off your Preschooler before escorting your other child in to the building or bring them in all together and there will be a teacher in the classroom waiting to greet your child. When picking children up after the

program, please come inside to get Preschool Prep children FIRST and then drive around for Preschoolers or pick up all of your children in their classroom. This method will make the drop-off and pick-up process much easier and more convenient for the children, parents and teachers.

Remember drop-off and pick-up time is not conference time, if you need to speak with your child's teacher, a conference may be scheduled anytime during the year. Each teacher has a 20 minute block built into their day in which they can be contacted for conferences. These times will be available by your child's teacher.

Don't forget to bid on our special Reserved Parking place at our annual Auction in November!





PRESCHOOL PREP

"Babies are bits of stardust blown from the hand of God. Lucky the woman who know the pains of birth, for she has just held a star."

-Larry Barretto

Our Preschool Prep program has two age groups: One's and two's as of September 1st of the current school year. These age groups follow the same curriculum as the older preschool children with modified age appropriate activities.

All children must be signed in and out by parents or authorized adult.

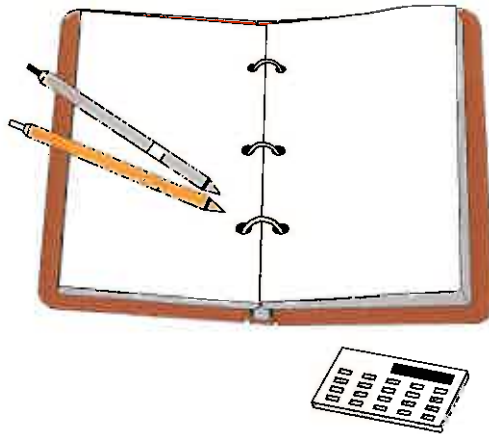
Naps are a part of the child's day, however extra material will be provided for those children not needing a nap.

The Preschool Prep Daily Schedule will include the following:
Chapel everyday with Ms. Beth, snack, free play, basic age appropriate concepts, craft (age-appropriate and when age ready), Journey with Jodi, Movin' & Groovin', music, outdoor play and activities.

Be prompt in dropping your child off for the day. We suggest that you enter and exit the building by way of the back of the church, since this is the closest door to the Learning Center facility. Do not park in the handicap or no-parking areas.

Children attending for the first time may be a little uncertain about saying goodbye. Because of this, we encourage parents to keep good-byes **SHORT AND SWEET!** Once parents are out of sight, children generally adjust very well. We also ask that your pick-up be punctual. Arriving late is not only difficult for the teachers, but it is also upsetting to your child.

Make sure your children wear comfortable clothing. We will be indoors as well as outdoors, running, playing and having fun! Always send your child in closed toed shoes and dress as the weather necessitates. We will be going outside even on cold days!



POLICIES AND PROCEDURES

"God sends children to enlarge our hearts, and to make us unselfish and full of kindly sympathies and affection."

-Mary Howitt

Financial

TUITION IS DUE ON THE FIRST SCHOOL DAY OF THE MONTH. If you have any questions concerning payment, please call or stop by and see the Director or the WLC Financial Specialist.

Delinquent tuition of two months will be cause for removal of the child from the program.

Tuition payments are drafted automatically using either a credit card or electronic funds transfer from a checking or savings account. Drafts will be done on the 5th day of each month.

A charge of \$25.00 will be made for a returned draft or declined credit card.

A \$10.00 monthly tuition discount is given to all Atascocita United Methodist Church members, or parents of multiple siblings. Please

write AUMC on your checks above the student's name on the memo line if you are a member. AUMC member may choose one discount or the other.

On occasion, there are times when we are able to accept drop-ins. These children must already be enrolled in the program and advance requests are required. The drop-in fee is \$25.00 per day the child attends.

Your tuition reserves a place for your child in our program the entire year. If your child is absent for any reason, you are still responsible for the tuition for that day. Our Weekday Learning Center budget is based on 100% attendance.

Monthly tuition is based on attendance for the entire school year according to the Weekday Learning Center calendar. Some months may have more or less days than others; however, the monthly tuition remains constant both for your convenience and our budgeting. There are generally several more days of classes during the first few months than the latter months due to holidays/in-service days. If you have a question concerning tuition, please feel free to stop by the Weekday Learning Center office.

If your child will be absent for an extended period of time, please let us know. Each situation will be evaluated on an individual basis as to amount of tuition due.

Registration fees are NON-REFUNDABLE and NON-APPLICABLE to tuition. THERE ARE NO EXCEPTIONS.

Students with a balance due may NOT register for the following school year until the account is current. Children who are not

picked up by 2:45 p.m. will be taken to extended care and their account will be charged accordingly.

CLOTHING/DIAPERING/TOILETING

Children who are in diapers should wear clothing that opens from the bottom for easier changing. If your child is potty trained, make sure that he/she can handle the clothes that dress him/her in, so that there will be no unnecessary accidents or embarrassing situations. We all want them to succeed in this important achievement!

ALL Preschool Children MUST BE POTTY TRAINED. We realize accidents do happen, but due to limited changing areas and times, we must limit this as much as possible.

No cowboy boots, Sunday shoes or special jewelry should be worn by the children. We have found that for play during *Movin and Groovin* and because of the small rocks on the playground, that tennis shoes or closed toes shoes work best.

TOYS

Special toys should be left at home unless brought for "show & tell." They tend to cause disruptions in classroom and can cause confusion when it comes time to tidy up! **NO TOYS** should be brought into the baby classes. We take special care to sanitize all toys every day and insist upon maintaining control of this for each child's health and safety.

SNACK

The center provides a morning snack every day. Water is used for drink. A list of snacks is always posted at the Director's desk for your

information. **MAKE SURE WE ARE AWARE OF ANY FOOD ALLERGIES, OR MEDICAL AND PHYSICAL PROBLEMS.**

Provide your child each day with a drink in a thermos (non-glass), baby bottle or drink box with their lunch. Lunch boxes are great and utensils make it much easier for clean up. **NO CARBONATED DRINKS** (not even Sprite!), no glass containers, and no red drinks are allowed. Refrigeration will **NOT** be available, and teachers have no means of warming-up foods, so please pack accordingly.

Teachers will assist children in opening and unwrapping food items, but please send foods that your child can eat themselves.

Teachers in the younger classrooms will feed children what has been provided by the parent and according to parental instructions, or will assist them in eating on their own. Cut food into bite-sized portions when possible to help your child feed him/her self.

Children need plenty of vitamins every day through a variety of foods. The State of Texas **REQUIRES** your child receives a balanced and nutritious lunch that includes fruit and protein. Cheese, meats, fruit, vegetable sticks, crackers, fruit drinks, granola bars, etc., make terrific lunches and do not need refrigeration.

If your child has a special dietary need or food allergy, we need to know about these. Please indicate this information on the registration form, and also let your child's teacher know immediately. We will do everything we can to insure your instructions are followed.



DAILY SUPPLIES

Infant and Toddlers

- 1 Lunch and instructions as to how and when your child likes to eat
- 2 Disposable diapers and wipes
- 3 Change of clothing with names on everything
- 4 Training pants if applicable
- 5 Enough bottles to get through the day if applicable
- 6 Sleep time items if any
- 7 Blanket or sleeping bag/mat with pillow for toddlers to use on floor

Older Children

- 1 Lunch
- 2 WLC T-shirt for field trips
- 3 Change of clothing, marked with name
- 4 School bag or backpack for carrying items to and from school.

NAMES ON EVERYTHING !!!

Immunization

You must provide the Weekday Learning Center a copy of your child's immunization records yearly.

The Weekday Learning Center does NOT require Tuberculin testing unless it is recommended by the child's Physician.

Illnesses/Medicines

IF YOUR CHILD IS NOT FEELING WELL, do not bring him/her to school. Even a non-contagious child, who is not up to par, will detract from the enjoyment of the other children and the effectiveness of the teacher.

We will not accept a child who is sick. If a child appears ill upon arrival you will be asked to take the child back home. NO child with a fever of 100 degrees or more will be allowed to stay at the Center. Children must be fever-free for 24 hours before returning to school.

Also, do NOT bring your child if he has severe diaper rash, nausea, and diarrhea, green discharge from nose, red eyes with a discharge, drowsiness or hyperactivity caused by prescribed medicine.

If your child is ill and will not be attending classes, we would appreciate your calling and letting us know at 281-852-0967. Please do not call the teachers at home. Arrival time (9:30-9:45) is a busy time at the Center; so if the phone is not answered immediately, please leave a voice mail message. Thanks!

If your child should become ill at school, we will make him/her as comfortable as possible in an isolated area until you can be contacted and pick him/her up. Under no circumstances will your child be left

unattended.

Any change in medication that may affect your child's behavior should be reported to your child's teacher.

In case of contagious disease, please let us know so we may responsibly notify other children's parents.

Teachers are not allowed to administer medications to children. Most medications can be given at home before and after school hours.

DO NOT put medicines into baby bottles. We cannot risk other children accidentally getting hold of the wrong bottle. If any medicine is discovered in a bottle, we must pour it out, thus wasting the medicine.

All children **MUST BE UP TO DATE ON ALL IMMUNIZATIONS** upon entering the program. Records will be checked and maintained in each child's file. Please assist us in this matter by giving us updated copies of immunizations when your child has a birthday.

You are given 30 days after your child's birthday, to complete any necessary immunizations.

Children's records MUST be current within one week of admission, or our child will not be permitted in school until the records are complete.

All children 4 years old as of September 1, must have a vision and hearing screening upon entering the program. Screening can be done as part of well-child exam by a pediatrician. Screening will also be available at the Center early in the school year for a nominal fee for those unable to have screening completed before the beginning classes.

The State of Texas requires this screening.

Should your child have a mishap during the course of the day, you will be given an accident report listing the cause and remedy. If the situation dictates, we will contact you immediately, to let you know what happened, or to come check on your child if necessary.

BAD WEATHER

Bad weather is nothing to take lightly. In case of severe weather warnings during the school day, check with the local radio and/or TV stations. We follow the Humble ISD dismissal procedures. If unsure, please call the school.

In case of severe weather before school, we will follow the Humble ISD attendance rulings. Tune in to local TV and radio stations. If classes are canceled because of weather, this is beyond our control. Consequently, classes may or may not be made up.

If there is a problem with the building such as storm damage, water damage, fire, etc., this is also out of our control, and there will be NO make-up day(s).

WITHDRAWALS

If you must withdraw your child from the program, two weeks notice is required.

DISCIPLINE

Positive guidance and love are highly stressed at the Weekday Learning Center however; there are some instances where discipline is a necessary learning tool.

Children under the age of two will be removed from the situation and attention diverted to another interest.

Discipline of two year old children and older will be as follows:

1st time: Remove child from the problem

2nd time: Talk with child, re-enforcing positive behavior

3rd time: Time out or time away

4th time: Time out with Director

5th time: Call parent/conference

ABSOLUTELY NO PHYSICAL PUNISHMENT IS USED AT THE WEEKDAY LEARNING CENTER.

REMOVAL

The Weekday Learning Center reserves the right to remove a child from a classroom and/or the program with a two-week notice. We will work with parents to avoid this happening, if at all possible. Remember your child's safety and happiness is our utmost concern.

Some causes for removal are:

Behavior issues

Non-payment of tuition

Unresolved parent issues

BIRTHDAYS

Birthdays are special times for children. If you wish to bring something special at snack time, please notify the teachers in advance. We think birthdays are very special too! Understand that birthday party invitations are sometimes difficult for teachers to keep up with.

Sometimes children are absent, and then the teacher may forget to hand out the invitation, thus eliminating a child from a party.

Mail invitations to the children's homes as listed in the WLC Directory. The Weekday Learning Center is not a place to hold your child's birthday party; however, we will make sure that their day is special!

PARTIES AND SPECIAL OCCASIONS:

Other parties will be held throughout the year (see calendar). Sign-up sheets will be available in the classrooms prior to parties so that parents may volunteer to help and/or bring goodies. Preschool room mothers will notify parents concerning plans for parties. All parties should be coordinated through your child's teacher. No parent will be required to participate in party planning or execution however, we greatly appreciate those who are able to contribute!

When parties are held on a day that your child does not regularly attend, we do not want to exclude your child. As long as the Center can stay within the minimum standards of the State your child is welcome to come on those days. (Our license allows for 200 children to be cared for on the premises on a given day) Please let the teacher know so we can get extra staffing if our ration is incorrect. There is a nominal charge of \$5.00 for the day if the parent does not stay. There is no charge if the child only attends the party and the parent attends the party.

Party fees are included in your registration. Classes will be given their budgeted amount for parties, to reimburse parent expenses. All receipts for expenses must be turned in to the WLC office as soon as possible following a classroom party.

FUNDRAISERS

There are several fundraisers held each year. These fundraisers enable the Center to purchase additional learning tools, improvements to the school, as well as added benefits to the WLC staff. These fundraisers also allow us to keep tuition costs down.

We generally hold a Fall and Spring Fundraiser as well as, an annual Dinner and Auction.

Your participation is encouraged and appreciated, but not required. Remember all monies benefit your children, the WLC staff, and their environments.

VOLUNTEER PROGRAM

Volunteers play a vital role in the success of the Weekday Learning Center. There are many ways to help. Teachers may need help with items for their classrooms, or you can help plan for special events, or just enjoy lots of fellowship with other parents. Don't miss out!

GENERAL

Children will only be released to those persons listed on the registration form. The WLC office must be notified if there is a change in a child's pickup. This can be done by phone to the office or by note to the teacher. Anyone picking up a child that is not their own is subject to ID verification.

Parent/Legal Guardian are welcome at the Weekday Learning Center anytime without an appointment. All visitors during school hours must check in at the WLC office upon arrival.

You may obtain a copy of the minimum standards anytime from the Weekday Learning Center office.

Local Licensing Office- 713-940-5280

DFPS Child Abuse Hotline- 1-800-252-5400

DFPS Website- www.dfps.state.tx.us

The Weekday Learning Center will call the local authorities on any criminal offence that occur on the Weekday Learning Center property under the Texas Penal Code. The Weekday Learning Center is a Gang-free zone.

WLC STUDENT DIRECTORY

Student Directories will be available in September. The directories will include each child's name, phone, parents and address. Names will **ONLY** be included if permission is granted.

(See registration sheet/form)

LOST AND FOUND

Items have a way of disappearing, then reappearing in strange places! We will have a lost and found box near the Director's office in case you are missing something. In order to minimize the lost possessions; please remember to label all belongings. Thanks!

FINAL COMMENTS

We want you and your child to be happy! We have set up this program for the benefit of you and your family. If you feel there is a problem, please talk with teachers or the Director as soon as a problem arises. It is very important that we keep these lines of communication open at

all times.

We follow all Humble ISD holidays, no class, and break schedules. In addition, our beginning and ending days are different. We observe an extended Thanksgiving Holiday, Christmas Holiday, and two WLC teacher workshop days in February (teachers are required to get 15 hours training per year). Again, remember that tuition is based on the entire school year and not monthly attendance.

We welcome you and your family to our program and hope you will be satisfied with the quality and content. If you have any questions or comments, please contact your child's teacher or the Director at any time. The center phone is connected to voicemail, so call and leave a message at 281-852-0967 or by email at Beth@aumc.org.

In your Registration Packet you signed an acknowledgement sheet that you had read and understand the information presented in this handbook.

Thank you and God Bless!
Weekday Learning Center