

Susanna Wesley Day School

1603 Baker Drive, Tomball, TX 77377

2011-2012

School Year

Parent Handbook

**Susanna Wesley Day School is an outreach program of
Tomball United Methodist Church**

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Mission

Susanna Wesley Day School recognizes that each child is an individual created by God; that all children are forming a foundation for future learning. Therefore, Susanna Wesley Day School respects the individual needs of children; fosters a caring and creative environment; and emphasizes the spiritual, social, emotional, physical, and intellectual development of each child.

Philosophy

The Susanna Wesley Day School provides a developmentally appropriate, Christian environment where children feel loved and valued as a special individual created by God. Teachers think first about what young children are like and then create an environment and experiences that are in tune with children's characteristics. An important emphasis is placed on the development of knowledge, skills, and dispositions toward learning. Dispositions about learning are formed very early in life. Our goal is to provide a balance of activities and experiences that meet each child's developmental needs. As a result, children learn to feel competent about their learning capabilities and potential.

We recognize that young children are forming a foundation for future learning. At SWDS children are exposed to many activities that foster a collaborative and cooperative learning community. Opportunities are provided for children to investigate events and phenomena around them. Our aim is to provide many experiences that build upon children's innate learning potential and an appreciation for others and the world around them. We strive to encourage children's understanding of their world through activities aimed at spiritual, social, emotional, physical, and intellectual development.

Licensing Standards

Susanna Wesley Day School meets or exceeds state standards that have been set by the Texas Department of Family and Protective Services and is fully licensed.

Susanna Wesley Day School Hours of Operation

6:30 a.m. – 6:00 p.m. M-F

Phone: 281-255-9301

Email: Aleen@swdayschool.com

See our website at: www.susannawesleydayschool.com

Goals

At Susanna Wesley Day School Children will:

- Develop knowledge of God's creation;
- Learn about Jesus;
- Begin to understand how God loves us;
- Develop socially, emotionally, physically, cognitively, and spiritually
- Develop critical thinking and problem solving skills;
- Learn and cooperate to become a member of a group and relate to others;
- Learn and appreciate individual differences and value diversity;
- Develop self-control and independence;
- Develop a positive self-concept and self-identity;
- Develop self-expression and creative expression;
- Develop mutual respect; and build community in the classroom;
- Develop social interaction skills;
- Develop communication skills;
- Develop an appreciation for the "Golden Rule."

Curriculum

At Susanna Wesley Day School we provide enriching learning experiences that build a foundation for all future learning. Our program is based on developmentally appropriate practices. In essence, we consider children's age and developmental abilities and provide learning opportunities that are in line with their emerging skills. We provide a play-based, hands-on learning environment that fosters a love of learning.

Spiritual Development

Susanna Wesley Day School encourages age-appropriate Christian principles in the classroom in many ways:

- Christian values and behaviors are reflected in the classroom environment
- Each child is valued as a special child of God
- Children pray together for snack and lunch time
- Christian holidays are celebrated
- Christian songs and books are part of our curriculum
- Each morning children start the day with the "Morning Assembly" to read books, sing songs, and talk about God

Social – Emotional Development

Social and emotional development is an important aspect of young children's lives. The development of dispositions toward learning are formed very early in life. We provide opportunities for children to build upon their learning capabilities and potential.

Physical Development

Teachers plan activities daily that build upon children's motor skills. Fine and gross motor activities are planned to help children develop balance, coordination, muscle strength, and pre-writing skills.

Cognitive Development

Children are exposed to a variety of language and literacy rich activities throughout the day. Teachers encourage the development of language skills by talking with children, reading stories, singing songs, and labeling items. Literacy skills are nurtured by providing print-rich environments that are relevant and meaningful to children's everyday lives. Children participate in many phonemic awareness activities such as rhyming, chants, nursery rhymes, and fun word games.

We strive to create an environment where children are active problem solvers, explorers, and critical thinkers. The process of learning in young children's lives is more important than the product. We understand that learning is a process and we foster children's love of learning by encouraging their active exploration and their desire to make sense of experiences.

Teachers help to advance academic skills by providing authentic experiences that allow children to practice their emerging skills while developing self-confidence and perseverance. At all levels children participate in activities that encourage the development of number concepts, sorting, spatial relations, graphing, and measuring.

Our classrooms are filled with opportunities for children to develop their reading and writing skills. Environmental print is an important aspect of the early childhood classroom environment. You will find a library center in the classrooms where children can explore books and begin to understand book and literacy concepts. Through read alouds, children learn the meaning of text as the teachers model strategies for learning.

Art

Art is an open-ended opportunity for children to explore with their senses while encouraging the expression of ideas and emotions. Emphasis is placed on the process rather than the product. They use a variety of media such as tempera and finger paint, watercolor, play dough, and shaving cream.

Learning Centers

Teachers provide time each day for children to participate in center activities. This is a time of day when children are given time to work in a variety of centers where they develop social skills, set goals, make choices, use their individual learning styles, and develop communication skills. Centers usually include dramatic play, blocks, library, science, writing, and art.

Age Levels

Infants

Special care and nurturing is given to our infants. Our experienced and devoted staff understands the importance of providing nurturing and responsive care to our infants and a place where they can grow and develop in a safe and secure environment. A schedule is followed that allows for infants to have a balance of activities throughout the day.

Toddlers / Twos

Our Toddler and Twos Program encourages the development of social and emotional skills. Teachers provide a loving and supportive environment where children can actively explore their environment, develop language and communication skills, practice self regulation, and learn that he or she is loved and valued.

Children are given opportunities to develop motor skills by participating in music and movement activities, climbing, running, jumping, and dancing. They develop fine motor skills by using play dough, putting together puzzles, and using a variety of tools for art.

Our daily schedule provides opportunities for circle time (where teachers read stories, sing songs, and introduce concepts), centers outside time, lunch, snack, as well as afternoon rest time. An emphasis is placed on the development of language skills where children learn to use language as a way of communicating ideas, labeling objects, and developing social skills.

In our Twos program the teachers work with the children as they develop self-help skills. Potty training is an important aspect of their

emerging independence. Teachers work closely with parents to encourage children's independence as well as respecting their developmental readiness.

Threes

In our Threes classes children participate in activities that encourage social skills, cooperative play, communication skills, and independence. The daily schedule provides opportunities for children to participate in a variety of teacher directed as well as child initiated learning experiences.

Teachers provide language and print rich environments where children can learn through experimenting and having fun with language. Books, rhyming and rhythm activities provide opportunities for children to hear similarities and differences in language. Children begin to recognize their printed name as well as their peers'. Teachers take advantage of opportunities to introduce letter sounds and environmental print.

Math and number concepts are encouraged daily. Children participate in activities that encourage counting such as counting the number of children who are in line, or how many napkins to hand out for snack time. They also discuss concepts of more and less, bigger and smaller, shorter and taller. Many of the activities during center time are geared toward the development of number and math concepts.

Fours

Our Fours curriculum provides many opportunities for children to develop the necessary knowledge and skills that form a foundation for future learning. Children use language to problem solve and develop learning strategies. Language also plays an important role in the emergence of literacy skills. Teachers use a variety of activities to build upon their phonemic awareness skills (ability to hear individual sounds in language) and to cultivate a love of books and stories.

An important emphasis is placed on the development of skills. Small groups and center time is a time of day when children work at their developmental level and at their own pace while the teachers provide the appropriate scaffold for children to practice their emerging skills.

We encourage children to write their own name and recognize the names of their peers. They are developing an awareness of time and space and positional concepts. They participate in activities that foster an awareness of math concepts such as patterning, one-to-one correspondence, and recognizing numerals.

Independence and self-management skills are encouraged throughout the year. Confidence is gained when children feel they can successfully take care of their belongings and solve problems about differences of opinions or sharing.

Special Needs: We welcome children with special needs at Susanna Wesley Day School and will work to accommodate your child's requirements. If necessary an aide can "shadow" your child at the parent's expense.

Programs

Infants

Infants 6 weeks to 11 months are placed in our infant room

Young Toddlers / Older Toddlers

Children 12 months through 17 months are placed in the young toddler class.

Older Toddlers are children 18 months of age to 23 months.

Twos

Our Twos Class is for children 24 to 36 months.

Threes / Fours

Threes and Fours classes are for our three and four-year-olds.

(Children are placed in a class based on their age as of September 1 of the current school year)

Class Ratios

Infants	8:2
Young Toddlers	5:1
Older Toddlers	13:2
Twos	13:2
Threes	12:1
Fours	12:1

* A floater assists with the Threes and Fours classes as needed during the day.

Program Operating Schedule

Susanna Wesley Day School follows the Tomball ISD School calendar. Please check the Day School calendar for Day School closures and holidays. We provide a summer program during the summer months.

Day School Hours: 9:00am – 2:30pm M-F

Plus Care Hours: 6:30am-9:00am and 2:30pm – 6:00pm

Drop In's

Susanna Wesley Day School no longer accepts drop-in's.

Plus Care Program

Susanna Wesley Day School provides extended hours called plus care for children whose parents' schedules do not coincide with the regular school hours (9-2:30). This program is only for children enrolled in the day school program.

Plus care is from 6:30am to 9:00am (before school) and from 2:30pm to 6:00pm (after school). For staffing purposes, only children who are enrolled in plus care may attend. Children who are picked up past 2:30pm and are not enrolled in plus care will incur late pick-up fees. If a child is picked up past 6:00pm, parents will incur a \$1.00 per each minute they are late per child.

Morning plus care begins at 6:30am. You may provide your child with a breakfast that will be served until 8:00am. ***Please note we will not be held liable for any foods brought from home that could be considered a choking hazard***(i.e. hotdogs sliced into rounds, whole grapes, hard candies, string cheese, nuts, seeds, raw peas, dry fruits, pretzels, chips, popcorn, marshmallows, chunks of meat larger than what can be swallowed whole). The school will provide morning snack at 9:15am. Afternoon plus care begins at 2:30pm. Children will have snack, organized activities, free play, and playground time. Fours will have a rest time starting at 2:30pm followed by a snack, playground time, organized activities, and free play.

Arrival and Departure

Our Day School program begins at 9:00am. If your child is not enrolled in plus care, staff will not be available to care for your child until 9:00am. Please do not leave your child with plus care staff, as it is imperative that we maintain proper teacher ratios as required by law. Children who arrive at 9:00am and participate in morning assembly or morning activities in their classrooms are better prepared to meet the needs of the day than children who arrive late. Children who arrive late often have a difficult time adjusting and feeling connected with the group. We strongly encourage you to arrive on time (at 9:00am). If you are going to be late, please call to let us know so we can inform your child's teacher. If you arrive past 9:30am, you will need to bring your child to the office where the office staff will walk your child to his or her classroom. This is to reduce the amount of distractions in the classroom during the morning hours.

The Day School has a "Car Line" that enables you to pick your child up safely and quickly. Identification signs will be assigned to each family. Car line begins at 2:15pm. Parents are to enter at the drive closest to the church and wait in front of the Family Life Building for the teachers to bring children to your car. Please do not get out of the car. We will always load your children into the backseat of your car. We will happily assist with seat belts and car seats. Our car line is a "**Phone Free Zone**". We need your attention and assistance.

Admission

Age

Children must be 6 weeks old to be enrolled in our infant program. Children will be placed in classes based on their age as of September 1 of the current school year.

Registration

Pre-registration for Susanna Wesley Day School takes place in early spring. Families currently enrolled may register first, followed by siblings of current families, and members of the Tomball United Methodist Church have the opportunity to register before the public.

Non-Discrimination Policy

Susanna Wesley Day School admits children of any race, color, and nationality or ethnic origin. We welcome children of all faiths; however our curriculum is based on Christian beliefs.

Waiting List

A waiting list will be maintained for those interested in enrolling when space becomes available. No fee is charged when your child is added to the waitlist. Each waitlist is for one school year only, ending in May.

Policy Changes

Parents will be notified in writing of any policy changes, which are made after the handbook is distributed.

Fees

Non-Refundable Enrollment Fee: A non-refundable enrollment fee is required at the time your child is enrolled.

Tuition: Tuition is determined by the amount of days attended each month. Our plus care hours are an additional cost. Payments are due the first of each month.

Rates: Susanna Wesley Day School is a non-profit organization and we strive to provide high quality early childhood experiences at an affordable rate. Our expenses are constant, as in any other school, so we

cannot offer refunds, credits, or discounts due to illness, in-service days, inclement weather, or holidays.

Holding Fees: You are able to "hold" your child's spot for a maximum of two months. You will be required to pay half of a month's tuition for those two months. If you need to hold the spot longer, you will need to pay a full month's tuition each month after that.

Payment: Tuition is payable by cash or check. Checks are payable to Susanna Wesley Day School. Payments may be mailed to 1603 Baker Drive P.O. Box 2147 Tomball, TX 77377. Susanna Wesley Day School does not accept credit cards. Monthly statements are distributed prior to when the upcoming tuition is due.

Electronic Funds Transfer (EFT): Susanna Wesley Day School encourages EFT as an efficient method of paying fees. Please contact the office for more information.

Penalties: Any bill outstanding after the seventh day will incur a \$15.00 late fee. Returned checks will also incur a \$15.00 late fee. If you need financial accommodations please see the Financial Manager in the office.

Withdrawal: If you withdraw your child from the program, we require a 30 day notice prior to the date of withdrawal. If 30 days written notice is not received you will be held responsible for any charges incurred within that time period. Families will be required to pay an enrollment fee if they wish to re-enroll.

Scholarships: Due to donations to our scholarship fund, we are at times able to offer partial tuition scholarships to families with serious financial needs. Susanna Wesley Day School Board allocates scholarship funds. Applications are available in the front office or see the Director for more information.

What to Bring Each Day

A backpack is essential in transporting items and messages home. Our infants will need a diaper bag brought to and from school each day. The children wear their backpacks at dismissal. There is limited space for storing items in the classroom so wheeled backpacks are prohibited.

The following items should be sent each day, LABELED with the child's name

Infants

Diaper bag or backpack

Bottles with formula or pumped breast milk and/or breast feeding times when you will arrive

7 Diapers and package of wipes

Change of clothes and socks

Baby food for breakfast and lunch (if not signed up for lunch program)
Please note we will not be held liable for any foods brought from home that could be considered a choking hazard

Pacifiers (if used) and pacifier keeper that attaches to child's clothes

***** Please note that Susanna Wesley Day School has made a comfortable chair in our infant room available for parents to enable them to breast feed their child*****

Toddlers / Twos

Extra change of clothes, including shoes

Diapers or pull-ups (disposable) if necessary

Tri fold vinyl mat (can be purchased at Wal Mart or school supply store) with king size pillow case and **small** blanket and pillow

Small Comfort items (pacifiers) for naptime – must be small enough to fit in a backpack.

A lunch (if your child is not signed up for lunch program) ***Please note we will not be held liable for any foods brought from home that could be considered a choking hazard***

Threes / Fours

An extra change of clothes

A lunch (if your child is not signed up for lunch program) ***Please note we will not be held liable for any foods brought from home that could be considered a choking hazard***

All Threes must bring a tri fold vinyl mat (can be purchased at Wal-Mart or school supply store) and **small** blanket and pillow that can fit inside a backpack.

Fours who are enrolled in Plus Care will need to bring a tri fold vinyl and **small** blanket and pillow. Blanket and pillow must be able to fit inside a backpack. We do not store blankets or pillows at school.

What NOT to Bring

These items **must not** be sent to school with your child or in your child's backpack:

Toys from home

Medicine, hand sanitizer, and cough drops

Coins, jewelry, and silly bands

Party invitations (unless they are distributed to child's entire class)

Commercial or promotional items

Edible treats, candy, or balloons

Please do not put checks in backpacks. Checks should be mailed or hand-delivered to the office.

Large blankets and pillows (due to limited space in our classrooms, blankets and pillows used at nap time must fit inside child's backpack)

Clothing

Dress your child in durable and comfortable clothing. Your child will be active in school and will participate in messy activities. We use glue, paint, markers, and other messy items on a regular basis. Weather permitting; children will play outside so we ask that they dress accordingly. Mark any removable clothing with your child's name.

Children must wear athletic shoes. Athletic shoes are also tennis shoes or sneakers. They can be fastened with laces, Velcro, buckles, or slip-on. They are flexible for running and climbing. Our policy on athletic shoes is firm, as these shoes offer your child the best protection from injury.

Food

Snack and lunches are served daily. All children receive a light snack with water in the morning. If children are enrolled in plus-care they will receive an afternoon snack. Children who are signed up for our lunch program, will be served lunch on the days they attend. Convenience lunches may also be purchased. Please do not bring commercial fast food lunches to our school for your child (example: Happy Meals).

If your child is enrolled in morning plus-care, you may bring a nutritious breakfast for your child to eat before 8:00 a.m. After 8:00 a.m. children are transitioning to their classrooms and to the playground.

Infants require a feeding instruction card completed by parents and on file. This is a state licensing requirement. Formula, infant juice, baby food needs to be supplied daily.

Special Events

Susanna Wesley Day School provides opportunities for families to participate in events. Our Fall Family Event (in connection with

Tomball United Methodist Church), Christmas program, and Fours Graduation offers opportunities for parents to participate. Individual classes will also provide opportunities for parents to participate in other volunteer activities.

Birthdays

Your child is welcome to celebrate his or her birthday with the class. Please make arrangements with your child's teacher ahead of time. Check with your child's teacher for the number of children in the class as well as for any children with allergies. We suggest you bring cookies, muffins, or cupcakes. Do not send gifts to school for delivery. Only invitations for the entire class may be sent.

Specialty

Twos through Pre-Kindergarten will participate in Specialty Class. During Specialty, the children participate in activities such as music and movement, cooking, art, drama, and literacy activities.

Morning Assembly

Twos through Pre-Kindergarten will participate in Morning Assembly on a daily basis. Children's Ministries staff, TUMC Pastors, and SWDS staff present age-appropriate Bible stories with songs and activities.

Field Trips

Children do not participate in off-site field trips.

Class Photos

School photos will be taken twice a year, once in the fall and once in the spring. Purchase of pictures is optional.

Discipline Policy

The goal of discipline at Susanna Wesley Day School is to help children develop self-regulation and a peaceful approach with others, which is a developmental process. By setting clear and consistent guidelines, children have the opportunity to make appropriate choices, and are encouraged to assist in solutions and conflicts.

Boundaries are an important starting point and teachers use the following as a way to clarify limits:

- Children cannot hurt one another
- Children are encouraged to care for their environment (picking up toys and materials and use materials in an appropriate way)
- Children are not allowed to engage in activities where they place themselves or others in danger.

Logical consequences are used when children venture from the above guidelines. For example, if a preschool-age child throws food or a toy (not intended for throwing), the child will be asked to assist in picking up the item. If a child hurts another child, the child is involved in the assistance of the injured child.

If a distressed child needs help to regain self control, he will be allowed a supervised private time, away from the situation, to quiet himself before a reassuring adult seeks to help him re-enter the classroom. If disrupting behavior is persistent, we will contact the parents to work out a solution.

Although we make every effort to avoid termination, Susanna Wesley Day School reserves the right to dismiss a child who is frequently:

- Disruptive to the learning process
- Destructive
- Causing deliberate bodily injury
- Using abusive language
- Referred to the Director repeatedly without obvious positive results
- In need of individual assistance or care which cannot be provided in our school setting.

Safety and Security

Our magnetic doors allow us to limit the access of strangers or unwelcome visitors. The doors will be locked during all hours of school operation. Each family will be issued 2 magnetic keys. Due to the cost to the school, you will be charged for any additional keys and for lost or misplaced keys.

If you are here to visit during the day, please check in with the front office. Parents who visit during day school hours must check in with the office prior to going to their child's classroom. It is important we know who is at the school during school hours. It is not necessary to check in with the office during normal drop off and pick up times.

"Gang Free Zone"

This is to inform the parents that this facility is considered a "gang free zone". Under the Texas Penal Code, any area within 1000 feet of a child care center is a gang free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

Authorization to Pick Up a Child

Written authorization and photo identification is required to release a child to someone other than the parent. Please provide a written statement if you wish to add or delete from your pick-up list. It is the parent's responsibility to inform alternate caregivers such as babysitters and grandparents of these security procedures.

Car Safety

Your child's safety is our first concern. Please drive slowly and safely through our parking lot. Each child must have an individual car seat as required by law. If a child does not have a car seat during afternoon "Car Line" the teacher will not be able to put your child in the car and you will need to come in and pick your child up in the office after a car seat has been acquired.

Facility Safety

Please remember that all children must be in the care of an adult at all times, including siblings. Never leave a child unattended anywhere on church property, including the classroom, on the playground, in a car, in the parking lot, or entry areas.

Emergency Preparedness Plan

This facility's emergency preparedness plan is located in the main office with the director.

Health Policy

At Susanna Wesley Day School, our focus is to provide a safe and healthy environment for all children. We work hard to maintain safe hygienic conditions at all times.

Children may not come to school if they have symptoms of diarrhea, vomiting or fever in the past 24 hours (over 100.4), and display other symptoms of contagion.

If a child does not feel well, we will do our best to provide tender, loving care. We are required to care for ill children apart from other children. Parents will be contacted to pick up their child immediately. We appreciate your understanding and support of these rules. By keeping children at home when they are ill, or are not responding to medical treatments, you are helping us maintain a healthier environment for everyone.

It is important to be able to contact parents and arrange for pickup quickly. If you are unable to pick up our child or we are unable to reach you after repeated attempts, we will contact the persons listed as emergency contacts.

Toilet Training

Due to health standards, we do not have adequate facilities to change diapers in the Threes classrooms; therefore, children need to be potty trained before they enter the Threes in September.

Vision and Hearing Screening

State Licensing requires that all children 4 years old by September 1 of each school year be screened.

Communication

Day School Office

Office (281) 255-9301

For information about school or church activities, please contact our office. We welcome your calls. If you are calling to get a message to a

teacher, the office staff will pass it along. We do not interrupt classes with phone calls. Your cooperation is appreciated.

Parent to Teacher

Your relationship with your child's teacher is very important. The teacher wants to communicate with you. An email, note, or a quick word about any changes at home will allow your teachers to help your child with any feelings or emotions.

Teacher to Parent

Teachers will send notes home on a regular basis that will provide you with additional insight into your child's school day. Please check your child's backpack daily. Teachers can schedule individual conferences with you, but they must be arranged ahead of time. Fours classes have parent conferences in January.

Open House

Families are invited to visit the classrooms for Open House before the start of the school year. This is a great opportunity to meet your child's teacher and see your child's classroom. The teacher will provide you with information about the upcoming school year and information about the curriculum.

Parent Volunteers

There are opportunities for parents to volunteer. The Fall Family Event is a great opportunity for parents to volunteer. Teachers will also offer opportunities for parents to be involved by bringing special items, talking to the class about a particular topic, reading a story to the class, or having lunch with your child. Parents may also bring special treats for their child's birthday.

Newsletter

Frequent newsletters will be distributed that highlight school events. Our website also has important information that will be updated regularly.

Office

The day school office staff is here to assist you and your children. We welcome phone calls, emails, and written messages. The key to the

success of our program is the open communication between parents and staff.