

# *Wheatland Salem Christian Academy*

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Naperville, Illinois 60564  
630-904-7035  
*wheatlandacademy.com*



## **Policies and Program Information 2017-2018**

### *Philosophy*

The first eight years of a child's life are the most significant in the formation of his/her self-concept. A child's early childhood experiences and the environment he/she is exposed to help create their individual pattern of development.

The purpose and goal at Wheatland Salem is to create a positive Christian environment in which learning is fun and rewarding. We organize activities so that the child can master simple skills and gradually advance to more difficult tasks with a feeling of self-control and confidence. We value the partnership we have with our families to nurture and challenge our children so they feel good about themselves and realize they are unique and special.

### *Program Goals*

- ❖ To work with each child to develop effective communication skills with teachers and classmates in small and large group settings.
- ❖ To work with each child to develop the ability to follow age appropriate multi-step directions as well as learning independent problem solving and cooperation.
- ❖ To work with each child to develop pre-reading skills of sentence structure, letter recognition and phonemic awareness as well as an association of speech with print in books and the environment.
- ❖ To work with each child to develop pre-math skills such as counting, patterning, recognizing numerals and one-to-one correspondence as well as understanding the concept of more than, less than and the same.
- ❖ To work with each child to develop age appropriate fine motor skills through exposure to a variety of writing, drawing and sensory mediums.
- ❖ For each child to develop an awareness of music and an appreciation of sound and rhythm through weekly music classes and classroom activities. Each child will also have an opportunity to perform in a music program.
- ❖ To give each child an opportunity to develop an ability to maneuver his/her own body to meet his/her own needs through daily large motor play.
- ❖ To give each child an opportunity to use art and craft materials to develop an appreciation of color, form, and texture.
- ❖ To give each child an opportunity to observe and experiment in the world of physical and natural science.
- ❖ To have the children learn more about themselves and others through various dramatic play units and informal role-play as well as grow in assuming personal responsibility for themselves and others.
- ❖ For every child to grow spiritually by understanding that they are part of a Christian family with our school. They will also become aware that each person is worthy of God's love and the love of other human beings.
- ❖ To honor the children's individual rate of growth and developmental level by allowing each child to progress at his or her own pace with guidance from the teacher.

## *Snack/ Lunch*

We encourage the children to share by example and each child will take a turn bringing a snack on an assigned day. As the number of children with anaphylactic food allergies continues to rise, Wheatland Salem Christian Academy aims to have an environment where we reduce the risk for peanut/tree nut exposure in our classrooms. In an effort to provide all children with a safe environment, we request that you refrain from bringing any food item that contains peanut/tree nuts or that lists “processed in a facility or on equipment that processes....” All other allergens will be assessed on a case by case basis. Illinois Department of Children and Family Services (DCFS) regulates that the daily snack be nutritional (i.e. low sugar/low fat) and include 2 of the 4 major food groups. Your teacher will assign your child’s snack day and type of snack on a rotation basis. Food items are required to be in their original sealed package with clearly labeled ingredients.

A catered hot lunch is provided for our kindergarten, extended day and afternoon enrichment students. The parent/guardian of any child unable to eat the catered lunch due to medical reasons, allergic reactions or religious belief may provide their child’s lunch. Any child not participating in the catered hot lunch must have a letter on file documenting special diets, allergies or medical/religious concerns, including a signed exemption form. The parent/guardian shall assume responsibility for the safety of any food provided for their child.

All home lunches must adhere to our peanut/ tree nut free policy.

## *Music, Movement and Outdoor Play*

A 20 minute Music or Movement time is scheduled for each day in one of our three movement areas. The outdoor playground, indoor gym and the Ark will be used on alternating days. In the Ark the children will engage in an active, teacher directed music and movement experience. In our outdoor playground and indoor gym the children will have the opportunity to engage their large muscle skills in free choice activities such as slides, tunnels and riding equipment.

## *Special Days and Field Trips*

“Star of the Day” visits are scheduled for each child throughout the school year; please use this visit to observe your child’s class and our teaching techniques.

Holidays such as Halloween, Christmas and Valentine’s Day are celebrated in the child’s classroom with special activities during those weeks.

Theme days such as Team Spirit Day and Pajama Day are scheduled throughout the school year as a fun yet meaningful special day for the children.

## **We respectfully request that no treats, party favors or party bags of any kind be brought to school.**

School assemblies/programs are offered several times a year for all of our preschoolers and kindergartners. School assemblies/programs consist of various performers and exhibits that are visited by the children within the safety of our building. A one time assembly/program fee will be collected at Meet and Greet. Off-site parent driven field trips are offered in our four-year-old programs and kindergarten classes to businesses in the immediate area. Children that are being driven to and from the field trip need to be securely fastened in an appropriate child restraint system, as required by law. All off-site field trips will depart at the beginning of class and return before class ends. Any charges for off-site field trips will be collected by the classroom teacher.

We respectfully request that siblings do not attend field trips, Star days or Party days.

## *Newsletters and Backpacks*

Teachers will distribute a weekly newsletter, as well as any other notes that will keep families informed and up to date. An electronic monthly newsletter will be sent from the director to families registered for Constant Contact. Families can register by visiting [www.wheatlandacademy.com](http://www.wheatlandacademy.com).

Children should bring a backpack or other type of school bag to class daily with his/her name clearly labeled and should be checked daily for newsletters and classroom activities sent home by the teacher. Teachers are not responsible for checking the backpacks for tuition, book orders and other valuable information. Please hand them directly to the teacher or the office.

## *Health and Illnesses*

We are happy to have a staff that is trained in first aid and CPR. Children who become ill while at school will be provided a place to lie down until someone can pick them up. The parent/guardian or an adult, previously authorized by the parent or guardian will be called to remove the child from the academy within a half hour. There must be two emergency people listed in the student records that are able to pick up the child from the academy should the parent or guardian be unavailable. For more serious instances, the paramedics will be called and the child may be taken to Edward Hospital. It is the family's responsibility to acquire a certified practitioner for a child exempt from medical care on religious grounds.

Other than an Epi-pen for life saving measures, we do not administer medications for any reason. In the case of anaphylactic allergies an Epi-pen is to accompany the child at all times while under the care of Wheatland Salem personnel. Proper medical release and fire department forms must be completed and on file. Administration of an Epi-pen will be done by the classroom teacher, director or her assistants or any other Epi-pen trained staff member as deemed necessary to ensure the immediate relief of the child's anaphylactic reaction.

**If your child shows signs of fever, vomiting, diarrhea, pink eye, or rash (unless verified by a physician to be non-contagious), please keep him/her home. Please notify the school office if your child contracts a communicable disease such as, but not limited to, chicken pox, pink eye or impetigo.**

## *Pest Management and Radon Measurement*

As required by DCFS, a summary of WSCA Integrated Pest Management (IPM) program is available to the families and staff. A registry of parents or guardians who wish to receive prior notification of pesticide applications will be maintained. WSCA IPM program avoids the application of pesticides through preventive measure such as, but not limited to, proper food storage (no open containers or packages), daily trash disposal, regular building maintenance and monthly inspections in accordance with the Ill. Structural Pest Control Act [225 ILCS 235/3.25]. All pesticides and/or lawn care products will be applied after school hours or on the weekends unless there is an immediate health threat. For more information please contact the school office.

This facility performs radon inspection and assessment to ensure the health and safety of all occupants. A current radon measurement and report is displayed on our parent bulletin board by the academy office.

## *STEP Parenting and Classroom Discipline*

Systematic Training for Effective Parenting (STEP) classes are offered through the school for those families who wish to learn new parenting skills or who wish to change ineffective techniques. Classes are offered in the fall and meet once a week for six weeks. We use the STEP approach of natural and logical consequences as our classroom discipline method.

## *School Calendar*

The school year will begin with a "Meet and Greet" after Labor Day weekend. Meet and Greet is an opportunity for you and your child to meet the teacher and the other families in your class. The Meet and Greet sessions are held in your child's classroom and begin at the regularly scheduled class time. This special day will last approximately one hour.

WSCA observes District 204 state holidays, snow days, Christmas Break and Spring Break and a select number of in-service and teacher workshop days. There are no refunds for holidays, absences, snow/severe weather days or other emergency closings of any kind. Kindergarten and preschool conferences will be held in the fall and spring. Conference days are a non-attendance day(s) for the children.

## *Emergency Closings*

WSCA emergency closings due to severe weather or facility operations can be found at [www.emergencyclosings.com](http://www.emergencyclosings.com) or by calling 1-847-238-1234. In the case of inclement weather, we follow Naperville district 204's closures. The district 204 weather hotline number is 630-375-3015.

## *Arrival and Dismissal*

The Academy wing doors will be open at 8:45am for classroom drop off. Please wait to enter the classrooms until the teachers have opened their doors. Children should be picked up no later than 5 minutes after class ends. Parent/guardians will be charged a late fee of \$10.00 if the child remains at school beyond 11:35am or 2:05pm for extended-day or enrichment. An additional late fee of \$10.00 will be charged for each 15 minutes the child remains at school beyond their regular classroom dismissal time. "Plus" program late fees will be \$10 for those children who remain past 4:05pm or 5:35pm with an additional \$10 fee for each 15 minutes thereafter.

As required by DCFS, a strategic plan for locating the parent/guardian of any child will begin at 11:36am or 2:06pm. The classroom teacher will bring the child to the school office to be cared for by the director or one of her assistants. Immediate efforts will be made to contact the parent/guardian at home and/or the phone number designated on the classroom sign-out sheet. If there is no answer, a message will be left and we will begin to call all of the various cell phone and work numbers listed on the child's registration form. In the event no parent/guardian is located by 11:45am or 2:15, the school will then begin calling the child's emergency contacts. This process will continue until 12:15pm or 2:45pm at which time, at the discretion of the director, the Naperville Police Department will be called to assist.

Children will be released from the facility only to the child's parents or guardian or to a person designated in writing by the parent/ guardians to receive the child. Persons not known to the staff shall be required to provide a driver's license (with a photo) or photo identification card to establish their identity prior to a child's release to them.

## *Registration Fees and Procedures*

**A non-refundable registration fee of \$100.00 is payable at the time of enrollment.** The prepaid September tuition will be due by May 1, 2017. The prepaid tuition is refundable only upon written request and must be received on or before July 1, 2017. After July 1<sup>st</sup> parents are required to submit a written 30-day notice indicating the child's last day of school. Any prepaid tuition amounts will be applied to the child's last full month of attendance; tuition will not be prorated for partial month attendance.

All currently enrolled families, alumni and Wheatland Salem Church members are guaranteed placement for the following school year and will be given priority status. New families must register through the open registration procedure. Registration begins in November of the preceding school year on a first-come, first-serve basis with currently enrolled families given session / class time priority. Open registration families will be given the opportunity to enroll but with the understanding that session placement will not be finalized / guaranteed until after priority registration has ended on November 30, 2016. Any currently enrolled family seeking registration after this date will have forfeited their priority status and will be placed at the end of the open registration status list.

Enrollment is limited to children between the ages of 2-1/2 and 6 years of age regardless of race, color, nationality, or religious background and we follow the Illinois State Board of Education requirement for chronological age placement of children. All children must be toilet trained. **Children in diapers and/or pull-ups will not be accepted.**

## ***Birth Certificate***

In accordance with The Missing Children Records Act, the parent or guardian of any child to be enrolled for the first time must provide a certified copy of the child's birth certificate or other reliable proof of identity and age of the child no later than September 15<sup>th</sup> or within 30 days of child's mid-year enrollment. A copy will be made by the school and placed in the student's file; all original documents must be returned within 24 hours to the parent or guardian. Per Illinois law, WSCA is required to report any parent / guardian who fail to submit proof of the child's identity to the Illinois State Police or local law enforcement agency.

## ***Physical Exam & Immunization Requirements***

As an ISBE school, state licensing regulations require that each child have a medical examination on file by October 15<sup>th</sup>, including the doctor's indication that a TB test was performed or not necessary as well as a notation that the lead questionnaire was completed. The physical must not be dated any earlier than six months prior to the child's first day of school and will expire 2 years from the date of the exam. At that time, a new physical exam will be required. Dental and vision exams are required by state law for all children enrolled in a kindergarten program.

As mandated by DCFS, hearing and vision screenings will be administered by the Will County Health Department each year in April to comply with the Illinois Department of Public Health's Hearing and Vision Screening Codes and the Illinois Child Vision and Hearing Test Act. Vision and Hearing cost is the responsibility of the parent/guardian and included in a yearly activity fee collected at Meet & Greet.

Preschool vision screenings are not accepted by ISBE as a vision exam for kindergarten enrollment.

## ***Emergency Contacts & Allergy Policy***

A parent or guardian must also sign a medical release form and a child history form in case of an illness or emergency. Children with anaphylactic food or insect allergies are required to have a WSCA emergency plan form completed by the child's doctor. The parent/guardians are to provide the teacher with all medication indicated on the form in a fanny pack for the teacher or substitute to wear while your child is in class. Children requiring an Epi-pen or those with special medical needs will be required to have a parent or guardian accompany them on all outside field trips.

Per DCFS regulations, two local emergency contacts including full name, address and phone number, other than the parent/guardians, must be provided. Emergency contacts will be called for the purpose of picking-up a child in the event the parent/guardians are unavailable to do so.

## ***Discharge from the Program***

***Pull-ups and/or diapers will not be allowed. Any child who is not toilet trained will be asked to leave the program.***

Any child who, after an attempt has been made to meet the child's individual needs, demonstrates inability to benefit from the type of program offered by the facility, or whose presence is detrimental to the group, shall be discharged from the facility. Any parent/guardian that finds it difficult to abide by the policies agreed to in this packet shall be required to remove their child from the program.

In all instances, when the school decides that it is in the best interest of the child to terminate enrollment, the child's and family's needs shall be considered by planning with the parent/guardians to meet the child's needs when he/she leaves the facility, including referrals to other agencies or facilities.

## *Hours, Program Sessions and Tuition*

### **Before “3” Program**

(Available to children turning 3 years old during the fall of the current school year)

Tuesday / Thursday / Friday	9-11:30	Classroom ratio 1:8	\$263.00 per month
Tuesday / Thursday	9-11:30	Classroom ratio 1:8	\$205.00 per month

### **Three Year Old Program**

(Available to children who will turn 3 years old on or before September 1<sup>st</sup>)

Maximum 10 children per classroom

Monday / Wednesday / Friday	9-2:00	Extended day	\$426.00 per month*
Tuesday / Thursday / Friday	9-2:00	(2 day option T&Th \$320)	\$426.00 per month*
Monday thru Thursday	9-11:30		\$308.00 per month
Monday / Wednesday / Friday	9-11:30		\$251.00 per month
Tuesday / Thursday / Friday	9-11:30		\$251.00 per month
Tuesday / Thursday	9-11:30		\$194.00 per month

\*An additional catered lunch fee of \$3.10 per school day will be assessed and billed on a monthly basis.

### **Four Year Old Pre-K Program**

(Available to children who will turn 4 years old on or before September 1<sup>st</sup>)

Maximum 10 children per classroom

Monday thru Friday	9-2:00	Extended day	\$567.00 per month*
Monday thru Thursday	9-2:00	Extended day	\$524.00 per month*
Monday/ Wednesday / Friday	9-2:00	Extended day	\$426.00 per month*
Tuesday/Thursday/Friday	9-2:00	Extended day	\$426.00 per month*
Monday thru Thursday	9-11:30		\$308.00 per month
Monday / Wednesday / Friday	9-11:30		\$251.00 per month
Tuesday / Thursday / Friday	9-11:30		\$251.00 per month

\*An additional catered lunch fee of \$3.10 per school day will be assessed and billed on a monthly basis.

### **Kindergarten Program**

Maximum 15 children per classroom

Kindergarten	Monday thru Friday	9-2:00	\$581.00 per month*
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\*An additional catered lunch fee of \$3.10 per school day will be assessed and billed on a monthly basis.

***Tuition is due on or before the 10<sup>th</sup> of each preceding month, October tuition will be due by September 10<sup>th</sup> with a final tuition payment due on or before April 10<sup>th</sup>. (September tuition will be due by May 1, 2017.)*** A late fee of \$15.00 per week will be assessed for all tuition received after the 10<sup>th</sup> of the month and a \$30.00 fee will be assessed on all unpaid and returned checks. Any tuition delinquent by 30 days or more will result in a discharge from the school.

### ***“Plus” Program – Before and After School Care***

“Plus” is available Monday-Friday with drop off as early as 7:30am and pick up options as late as 5:30pm. Families may register for as many days as needed in addition to half-day preschool, extended day and kindergarten programs or as an option for your child’s non-school days. “Plus” will only be available on days that WSCA is in attendance.

### ***Enrichment***

Enrichment is offered Monday-Friday from 11:30am-2:00 pm. Morning enrichment classes will also be offered from 9:00am-11:30am on Wednesday and Fridays. Enrichment classes offer preschool children an opportunity to extend the school day through fun and developmentally appropriate theme-based experiences. Children who attend Enrichment classes directly following their regular preschool day gain the experience of a longer school day in preparation for kindergarten. Children can also take advantage of Enrichment classes on their non-preschool day(s) to add another day of learning to their week. Registration forms and fees for Standard Enrichment, Enrichment Specials and the “Plus” program are available at the school office.