



19-20 Handbook

Weekday School Handbook 2019-2020

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NEW INFORMATION

Effective September 1, 2019 WDS will offer a \$20 discount to single student families and a \$45 discount to multiple sibling families (not already receiving discounts) paying full semesters by cash or check.

GENERAL POLICIES

FBC Weekday School follows the Rockwall ISD calendar for holidays and school closings due to bad weather and or teacher in service. Please watch for inclement weather school closings on TV, the Internet and radio stations.

LATE FEES: WDS provides service to your child in a Christian preschool program two days per week (Tuesday and Thursday) from 9:00 a.m. to 2:30 p.m. Students must be picked up no later than 2:40p.m. Beginning at 2:41 p.m., late fees of \$1.00 per minute will be assessed to your account. Late fees are

added to tuition automatically and you will be notified by WDS office of payment due.

LUNCHES:

Parents are to send ready to eat items with their children each school day. Teachers cannot leave their rooms to prepare food for any student. No carbonated drinks, no hard candy and no red or colored juices. WDS will provide snacks daily to all classes. Please send a labeled thermos/sippy cup for snack time.

CHANGE OF CLOTHES:

Every child must have an extra change of clothes in their backpacks at all times in case of an emergency. Please remember to exchange the appropriate clothing as seasons change.

BEHAVIOR/DISCIPLINE POLICY:

Teachers will advise parents of any major behavior problem. Children who pose a threat to the safety of other students will be sent home. In the event that a behavioral problem is continuous the child will be dismissed from school. There is absolutely no corporal punishment administered at FBC Weekday School.

HEALTH POLICIES

Due to church regulations we must have a copy of your health insurance card and your child's shot record on file.

No child will be allowed to attend Weekday School if they have a contagious illness. This includes fever, vomiting, or starting antibiotic treatment less than twenty-four hours before school starts.

If a child becomes ill at Weekday School we will contact the parents or designated person to come pick the child up. WDS WILL NOT give any medication or administer a breathing treatment to students. If a child is able to attend school, but still needs medicine, the parent will be responsible for coming to WDS to dispense any treatment. This does not apply to any medications left a WDS for emergency purposes. (Example: EpiPen, Inhalers, etc.)

If any changes occur during the year regarding your child's health or emergency contact list, we request that you notify the office immediately so that changes can be made in their file.

(Continued on next page)

VACCINATION REQUIREMENT UPDATE:

WDS is implementing a policy update regarding immunizations. All children enrolled and attending the WDS program are required to have current up to date vaccination records on file. A shot record and copy of your health insurance card must be presented at the time of enrollment.

If your child receives an immunization during the school year, or after enrollment and prior to the next school year starting, please submit the updated paperwork at your earliest convenience. Out-of-date or incomplete immunization paperwork can delay or stop enrollment to WDS.

SCHEDULE OF FEES (2019-2020)

REGISTRATION FEES: WDS has a non-refundable fee of \$100.00 due at enrollment. This will reserve student's class placement. The breakdown is as follows:

Enrollment:	\$50.00
Fall Semester Fee:	\$25.00
Spring Semester Fee	\$25.00
Total:	\$100.00

*Registration fees for existing students to be enrolled will not be applied until all current accounts are paid in full.

Tuition per month is \$190.00.

Students will be enrolled on a nine-month basis. Tuition is based on 64.5 days per year and 2.5 teacher in-service days. The rate is \$25.52 per day. Rates are set for 67 days and tuition is not charged for early release or scheduled days off. Tuition is due on the 1st day of each month, September thru May. Tuition is considered late if paid after the 10th of each month. A late fee of \$10.00 will be assessed to accounts for payment made after the 10th of the month.

Families with multiple children enrolled will receive a monthly discount of \$10.00 per additional child.

Tuition may only be paid through our AutoPay system (<http://firstrockwall.org/wds/autopay>). \$190.00 will be automatically charged to the credit or debit card of your choosing every month. If the charge is rejected for any reason, the card holder will be notified and charged a \$10.00 late fee for every day the payment is late.

Monthly statements are available upon request. Each student has a reserved place in their class and tuition will not be discounted for absences. Payment is for the space provided, not for attendance. A student will be considered withdrawn if absences exceed two weeks without current tuition paid. The reserved place will then be offered to a new student.

Early payments can be made and applied to your child's account anytime before or during the school year. FBC Weekday School Tax Identification # is available upon request for tax purposes. Parents may withdraw their child from school by notifying the WDS office two weeks prior to withdrawal. However, there are no refunds for partial months.

DROP-OFF AND PICK-UP POLICIES

The Early Bird Program is for children brought to school before 8:50 AM. The program begins at 8:00 AM and includes supervised care until school begins. The fee is \$10.00 per day. Children may not be brought earlier

than 8:00 AM and any child dropped off before 8:50 AM must attend the Early Bird program and will be charged the fee.

*Drop-Off: Parents agree to participate in the drop-off program each morning. Weekday School staff members walk students from their cars to their classes. Drop-Off starts at 8:50 AM and will end at 9:10 AM. Parents should bring their children to school in a timely manner. Children learn best with a steady routine. Their time schedules are very important to form good habits.

*Drop-off will not be offered on the first day of school (Sept. 3rd), the last day of the Fall semester (Dec. 17th), or the last day of the Spring semester (May 14th).

You may call our office at 972-722-0806 to check on your child for any reason. Please do not go into classrooms after drop off, as this is a disruption for the entire class.

Afternoon Pick-Up: When someone other than parents will be picking up children from WDS, please notify our office or send a note with your child. We will ask to see a driver license before we release our students to anyone other than parents or authorized pick up persons.

EXTRA CURRICULAR ACTIVITIES

Physical Education (P.E.): All classes attend a structured P.E. time. Our coach teaches the importance of physical fitness and sportsmanship through fun and exciting planned exercises and games that are designed with each age group's abilities in mind.

Chapel/Music: All classes will attend Chapel each day. A pre-school teacher instructs each class in learning Bible stories and scriptures. These may be reinforced through singing, playing games, musical instruments, etc...

FBC Staff Visitors: WDS invites guests from the FBC Staff for special presentations.

Recess: When the weather allows, classes will have recess on the WDS playground. The playground is fenced and playtime is always supervised. When the weather looks nice, please make sure your child wears appropriate clothes for playing outside.

For the safety of all students, please send your child in tennis shoes on school days.

GENERAL INFORMATION

Wee Learn Curriculum: A curriculum written specifically for Church Weekday School programs is under the supervision of the Weekday School Director, Children's Minister and the Weekday School Committee.

Birthdays: You may send treats to school to celebrate your child's birthday with his/her class. Be sure to discuss this with the teacher to decide what will work best for their class schedule. You may send birthday invitations to school **ONLY** if every child in the class is invited. You may obtain a class list from the school office.

Parties: All class parties and projects are unique to each classroom. Teachers will communicate to parents by newsletter and calendars throughout the year for specific events that include parent participation.

Special Occasions include visits from community helpers to share about their professions. Weekday School does not participate in field trips.

Personal Items: Children may bring one toy for naptime. All other toys should be left at home. WDS will not be held responsible for lost or stolen personal items.

Good rule of thumb: Any cherished items should remain at home!

Dress Code: Please send your child to school in comfortable clothing and tennis shoes. This is for your child's safety on the playground and during P.E.

IMPORTANT DATES

Meet the Teacher – Thursday, August 29, 2019:

This will be come and go between 10:00am and 12:00pm. This is an opportunity to meet your child's teacher, see your child's classroom and drop off school supplies to make the first day go smoothly. You will receive an email with updates as Meet the Teacher approaches. Parent Orientation packets will be distributed for our program overview at Meet the Teacher.

First Day of School – September 3, 2019 You will need to walk your child to their class at 9:00 AM. Drop-off will begin September 5th from 8:50-9:10 each morning.

*Drop-Off will not be offered Sept 3rd, Dec 17th and May 14th due to special programs held on these days.

CLASS DAYS

Fall Semester:

1st day of class: Tuesday, September 3rd

Last day of Fall Semester: Tuesday, Dec. 17th

Last day of Fall Semester will be early release: Classes will end at 12:00 noon.

Spring Semester:

1st day of class: Tuesday, January 7th

Last day of school: Thursday, May 14th

Last Day of school will be Early Release: Classes will end at 12:00 noon.

SUPPLY LISTS

2 YEAR OLDS

- Nap mat*
- Lunch Box*
- Backpack*
- Change of clothes**
- 1 tub of Baby Wipes
- 8 oz. or Larger Pump
Hand Sanitizer
- 1 box Kleenex

3 YEAR OLDS

- Nap mat*
- Lunch Box*
- Backpack*
- Change of clothes**
- 1 box of Gallon Size Baggies
- 1 Package of white paper plates
- 1 box of 24 count Crayons

4 YEAR OLDS

- Lunch Box*
- Backpack (large enough to hold a folder)*
- Change of clothes**
- 1 - 4oz. bottle Elmer's Glue
- 10 count Washable Markers
- Package of 9x12 Assorted Color Construction Paper

*Make sure to label personal items with first and last name.

**Please leave one change of clothes in their backpacks all year (changing in each season to appropriate weather, due to limited storage at WDS).