



West Fallowfield Christian School

795 Fallowfield Rd. • P.O. Box 279 • Atglen, PA 19310 • 610.593.5011 • Fax 610.593.6041 • www.wfcs.org

Dear Parents,

Beginning school is a big step for your child! It probably does not seem possible that your child is ready for school. Together we as parents, teachers, and the entire school family can make the school years a happy, exciting, and rewarding time.

This handbook will help you get off to a good start. Refer to it and use it often. Additional information is found in the Student Handbook.

Communication is the key to your child's success at WFCS. If you have a question or concern at any time, please do not hesitate to call us. We look forward to a great year and our continuing relationship with you.

Robbie Martin, Principal

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PHILOSOPHY

Because we believe that each child is created in the image of God and is a unique individual that possesses dignity and worth in God's sight, and because we view education as Christ-centered and one of training for Kingdom values, we have determined that the task of preschool and kindergarten is to prepare the total child for entrance into a more formal school life and into our Christian community.

GOALS

To enable each student . . .

SPIRITUAL DEVELOPMENT

- I To grow in an awareness of God as Creator and Sustainer so the choice of Jesus as Savior can be their own.**
- II To begin to develop a faith in God through experiencing trust, love, worth and belonging in the Community of Faith.**
- III To grow in knowledge and understanding of the Bible.**

MATH DEVELOPMENT

- I To develop skills in processing information, making judgments, and problem solving.**
- II To encourage independent and creative thinking.**
- III To begin exploration of mathematical concepts with the use of manipulatives.**

LANGUAGE DEVELOPMENT

- I To effectively use language in communicating with peers and adults.**
- II To develop the ability to listen for a variety of purposes.**
- III To develop pre-reading and writing skills.**

PHYSICAL DEVELOPMENT

- I To develop gross and fine motor coordination.**
- II To follow directions and observe rules.**
- III To be competent in physical movement in cooperation with peers and in relation to equipment and personal space.**

AESTHETIC DEVELOPMENT

- I To experience the world of art, music, and drama.**
- II To communicate ideas of self and world through art, music, and drama.**
- III To develop an appreciation for the creative arts.**

SOCIAL DEVELOPMENT

- I To relate to a group through responding in a caring way towards others.**
- II To develop a one-to-one relationship within the group.**
- III To experience the world beyond the classroom.**

ENROLLMENT REQUIREMENTS AND PROCEDURES

Our preschool class offers a 3-year old program on Tuesday and Thursday mornings. Your child must be three years of age by September 1 of the school year for which he/she is registering. The 4-year old program has a three or five day program. Your child must be four years of age by September 1 for which he/she is registering.

To be eligible for kindergarten, a child must be five before September 1 of the school year for which he/she is registering, and show satisfactory maturity on the CCIU Kindergarten Readiness Screening administered at WFCS. The test is given in the spring to determine whether your child is ready for kindergarten or would benefit from an extra year before enrolling in the kindergarten program at WFCS. A copy of the child's birth certificate is required to be kept on file.

After the registration packet and fee have been received by WFCS, the Admissions Committee will arrange an interview with your family.

Each student must meet the minimum required doses for the School Immunization Law. A copy of all immunizations must be forwarded to WFCS to be kept on file. A physical exam is also required prior to admission into kindergarten.

THE FIRST DAY OF SCHOOL

The first day of school can often be a traumatic experience for many children – and parents! We will do all we can to make it a great beginning.

You can help! Sit down with your child and explain what will happen and what to expect. Please attach a nametag on your kindergarten child with his/her name, school district and bus number, along with “WFCS”. This will help the bus personnel in directing your child to the appropriate buses.

PARENTS' ATTITUDES

A child's attitude toward school often reflects the attitude at home. If your child has been helped to look forward to school as an interesting place where they will find new and exciting experiences, they will be likely to make a good adjustment.

Encourage independence, confidence, and self-reliance in your child by giving them opportunities to solve problems independently and by giving them approval for whatever they accomplish.

A child's work is most important to him/her. If you show a sincere interest in the things your child brings from school, it will help them develop a respect for his/her own work. Realize that time is necessary for the growth of your child. Overly-anxious parents when a child progresses slowly only complicates and makes additional problems for the child.

It may be a small matter, but a child's name is part of his/her security. If the child prefers a nickname, please let us know. If you do not want a nickname used, please make certain that your child is accustomed to the name that you prefer several weeks before the start of school.

BIRTHDAYS

Children like to share their birthdays with their classmates at school. If you wish, you may bring cupcakes, cookies or another treat, or purchase a book for the classroom library in honor of your child. If you have a home party, we encourage you to invite the entire class. Please do not send invitations to school if the entire class is not invited. This helps prevent hurt feelings.

VISITATION AND CONFERENCES

We encourage you to visit the classroom after the first three weeks to become acquainted with our program and to see your child at work with other children. If you wish to visit, please call the school office to arrange a time.

If you are puzzled by your child's behavior at home or are unsure of activities at school, please call and schedule an individual conference. Our problems are quite likely similar, or may be worked out very easily once a conference occurs. Progress may be made more rapidly by our working together.

Regularly scheduled conferences are held at the end of the first and third grading periods for our kindergarten students. Preschool conferences will be held mid-year and at year's end. This is an excellent time to receive specific information and details concerning your child's progress. If you would like a conference at any time, please call the principal or your child's teacher.

REPORT CARDS

Kindergarten report cards are issued in January and May. The kindergarten teacher will also be sending home class work on a regular basis for you to monitor your child's progress. If you have questions concerning the report card or work sent home, please call the school. Preschool students will receive evaluations at mid-year and year-end conference times. Communication between home and school is extremely important to the progress of your child. Parents may request a conference if they have any concerns about their child.

CLASSROOM HELP

When you are asked to assist in the classroom or participate in a class activity, it is requested that babysitting arrangements be made for younger siblings.

NEWSLETTERS

A school newsletter is sent via email at the end of each week to keep you informed of events and activities at the school. It is also available on the school's Facebook page. Please notify the office if you wish to also receive a hard copy. A classroom newsletter and calendar will be sent each month. These resources will inform you of activities that will be a part of the classroom schedule during the coming weeks.

RECESS

Students in preschool and kindergarten have recess periods daily. Fresh air and exercise are important for each child. Because of this, we expect each child to participate and encourage you to make certain that your child is appropriately dressed for the weather conditions. If it is raining or too cold, indoor recess is held in the classroom or the MPR.

SUPPLIES

The preschool and kindergarten teachers will provide you with a list of required school supplies prior to the start of school. In addition to school supplies, each student will need a lunch box/snack container, water bottle, book bag, and a change of clothes. Preschool students also need a paint smock; an old shirt serves well as a smock for painting or other activities to protect your child's clothing.

SNACK/LUNCHESES

Morning snack time is scheduled daily. Students are encouraged to bring a small, non-messy snack.

A committee comprised of parents provides a hot lunch for kindergarten students twice a month. The hot lunch is generally served on the first and third Friday of each month beginning in September at a cost of \$3.00 a lunch or it can be paid for the entire school year (see school calendar for specifics). Students eat lunch in their classroom at 12:00 p.m. Please send a packed lunch daily. Milk is available for lunch.

SNACKS AND FOOD ALLERGIES

Due to a number of students with severe food allergies, foods containing peanuts or peanut products should be avoided as classroom snacks on “special” days. Please contact the school office or the classroom teacher if you have questions concerning a specific treat.

PERSONAL BELONGINGS

To keep items from becoming lost, please make certain that your child’s belongings have been marked with his/her name. We discourage children from bringing favorite toys, money, or other valuables to school. We want to avoid the heartbreak of favorite items being lost or stolen.

PHYSICAL EDUCATION

Kindergarten students have two physical education classes each week. Preschool students will have PE on a rotation with other specials. PE is an excellent place for students to develop and refine motor skills. This is accomplished by using many different methods such as rhythm, music, tumbling, and non-competitive games. Other subject areas such as Math and Reading are integrated in PE to help students with the learning process.

SCHOOL CLOSINGS

School closings and delays due to snow, ice, or other reasons will be announced on WDAC-FM, WGAL (channel 8), WCAU (channel 10), and WPVI (channel 6). This information will be posted on our website (wfcs.org), Facebook, Twitter and sent in an email as well. When WFCS is on a two-hour delay, preschool meets from 10:30 a.m. -12:30 p.m. In the event of an early dismissal due to weather or other emergency, we will follow the instructions you have given to us on your emergency procedure form.

FIELD TRIPS

Field trips are valid learning experiences for children. Cost and time will be factors considered in the planning of any field trips. Signed permission slips will be sent by the teacher for return to the school prior to any field trips.

Preschool: Parents are required to accompany their child on field trips unless other arrangements have been made. Siblings not are permitted on preschool field trips.

Kindergarten: Kindergarten parents are asked to act as drivers/chaperones for kindergarten field trips. Depending on the trip, parents will chaperone two to four students in their group. Parents acting as chaperones are required to have both criminal record check and child abuse clearances to insure the safety of all our precious children. Siblings are not permitted to attend kindergarten field trips as a chaperone's full attention is needed for his/her kindergarten group. Grandparents who are acting as guardians may chaperone field trips, provided clearances are on file.

MEDICAL

The Octorara school nurse is available to our school for regular examinations and emergencies. The nurse maintains student health records and is also available for consultation.

If your child becomes ill at school, we will provide a place for them to rest until you can be notified to come for them.

All medication to be taken during the school day is to be brought to the school office in the prescription bottle that is specified for the student along with a note from the parents. NO MEDICATION WILL BE GIVEN DURING THE SCHOOL DAY IF THIS PROCEDURE IS NOT FOLLOWED. We will NOT give aspirin to students under any circumstances.

An emergency information sheet is to be filled out for each family. This provides numbers of persons and doctors to be contacted in the event of an emergency. It is your responsibility to contact the office if there is a change in your schedule or persons to be contacted. The school uses the services of County Line Medical Center when the doctor specified by the parent is not available.

ATTENDANCE/ABSENCES

Regular school attendance in kindergarten is important to your child. Irregular attendance makes a child feel insecure and requires a period of adjustment that slows learning. If possible, please schedule dental and doctor appointments on days when your child is not in school or after school hours.

As a protection for your child, please notify the school on days that your child will not be in school due to illness. If we do not receive a call from you, we may call to verify the illness.

Parents are highly encouraged to drop off their children at school promptly by 8:50 a.m. Students arriving late disrupt the flow of the class as well as distract other students in the class. If students arrive after 8:50 a.m., the following actions will take place:

- 1. After a student arrives late to school three (3) times, the student's teacher will notify the parents via email regarding the student's tardiness.**
- 2. After the student arrives late to school five (5) times, the office will contact the parents via phone regarding the student's tardiness.**
- 3. After the student arrives late to school ten (10) times, the office send a letter to the parents regarding the student's tardiness.**
- 4. Unexcused absences and the amount of days a student is tardy will appear on the student's report card.**

Approved extended trips require the completion of a Family Educational Trip form that needs to be returned for administrative approval at least two weeks in advance of the planned absence. Forms are available in the school office. Approval will not be given to trips which

fall within the first week of school, achievement testing week, or the last week of school. A guideline of seven school days or less should govern the length of absence for any school year. Days exceeding this limit shall be deemed unexcused.

The responsibility to report an absence as excused lies with the parents. Excuse cards have been made a part of the school calendar to make it more convenient for you to send an excuse when your child returns to school after an absence. Absences will automatically be applied to the personal category as outlined in the Student Handbook if an excuse card has not been returned within seven days of the absence.

Parents are urged to consider the other students when deciding if their child is too ill to attend school.

PRESCHOOL DROP-OFF PROCEDURES

Parents of preschool students are required to walk their child to the preschool classroom. Parents should enter the school through the front door of the main building. If you are bringing in your child at his/her normal start time you may take him/her directly to the preschool classroom. If your child is more than ten minutes late, we ask that you stop in the office prior to going to the preschool classroom as attendance will have already been sent to the office.

KINDERGARTEN ARRIVAL

Students who ride a school bus will go directly to the MPR to be supervised by a staff person until 8:45 a.m., at which time the students will be sent as a group to the kindergarten classroom. If at all possible, kindergarten car riders should arrive in the classroom by 8:50 a.m. to allow time for morning routines. Students arriving early by car may be dropped off at the front door and then proceed directly to the MPR. Car/bus arrivals between 8:45 and 8:50 a.m. may go directly to the kindergarten classroom. Please have your child go down the stairs and up the back stairs to proceed to their classroom. The middle school hallway tends to be very crowded in the morning and may be overwhelming to your child. The tardy bell rings at 8:50 a.m. **Kindergarten students arriving after 8:50 must report to the office with their parents to get a late pass. Parents of kindergarten students who travel by car are encouraged to drop their children at the front door after the first week or two of school to help their child develop the same independence as the kindergarten bus rider's experience.**

PRESCHOOL PICK-UP PROCEDURES

Parents of preschool students are required to enter through the front door of the main building and stop in the office prior to picking up your child/children from the preschool classrooms. These procedures are for security reasons. We thank you in advance for your cooperation.

KINDERGARTEN DISMISSAL

The school day ends at 3:10 p.m. Kindergarten dismissal procedures will be as follows:

- 1. Kindergarten bus students will be escorted by the school safety patrol to the appropriate buses prior to the bus being called for the rest of the school.**
- 2. Car riders will remain in the classroom until their family name is called.**
- 3. Siblings in first to third grades are asked to help escort their kindergarten siblings to the family car.**
- 4. Car students without older siblings will be escorted by a safety patrol member until they feel comfortable on their own.**
- 5. Car parents are asked to remain in their vehicles in the car line and pull around to the sidewalk area, at which time kindergarten students will be allowed to approach/enter the family car.**