

WELCOME TO WESTSIDE CHRISTIAN SCHOOL!

This handbook has been prepared to guide you and your child in matters pertaining to our preschool. Please read it carefully, and feel free to ask us any questions you may have about our program. We are thankful to have the opportunity to teach your child and serve your family.

Sincerely,
Ann Krentz, Preschool Director and Teacher
Sue Martalock, Preschool Teacher
Hank Hoenecke, Principal

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WESTSIDE CHRISTIAN SCHOOL

MISSION & FOCUS

Mission Statement

Westside Christian School exists to prepare students for academic success and lives of Christian service through a curriculum and total school program founded on the Word of God.

Focus

Jesus said in Matthew 28:19, **“Go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.”**

Our school responds to His command by educating children and their families in the following areas:

- Academic Success. Offering a high quality, Christ-centered curriculum, where students will use their God-given talents to the best of their ability.
- Life of Christian Service. Instilling in them a love for God and His Word, while cultivating a desire to live a life of service to Him.
- Nurture. Helping them grow in their faith and knowledge using the Word of God.

PURPOSE & PHILOSOPHY

The primary purpose of Westside Christian Preschool is to assist parents in carrying out their God-given responsibilities regarding parenting. The Bible says in Ephesians 6:4, **“Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord.”** Just as our Lord recognized the value of little children when He said in Mark 10:14, **“Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these,”** we at Westside Christian School realize the importance of education during the early years of children’s lives. This program is specially designed to provide a Christian environment that fosters the spiritual, mental, emotional, social and physical growth of the individual child.

Westside Christian Preschool also serves the unchurched children in the community. By doing so, it serves as a mission arm of our congregation through which unchurched families might be brought the Gospel message and, through it, be won for Christ.

Westside Christian Preschool prepares children for success in kindergarten. Furthermore, we offer a continuation of the child’s education into kindergarten at Westside Christian School.



STATE LICENSED

Westside Christian Preschool is licensed by the State of Wisconsin Department of Health and Family Services. A copy of the Licensing Rules for Group Child Care Centers (HFS 46) is available for parent review in each preschool classroom, and in the extended care classroom, along with the most recent licensing results.

PRESCHOOL OBJECTIVES

General

The objectives of Westside Christian Preschool include the following:

1. To provide for growth in Christian knowledge.
2. To share the Gospel message with unchurched children in the community.
3. To prepare children for entrance into kindergarten.

Specific

More specific objectives relating to the above general objectives include the following:

- To lead children, through the power of the Holy Spirit, to trust and believe in Jesus Christ as their Savior from sin.
- To teach children to speak to God in prayer and to put their faith into action.
- To lead children to appreciate the wonders of God's creation and His great love in sending Jesus Christ as the Savior from sin.
- To help children grow in the use of language and communication skills necessary for the learning of reading, writing and mathematics.
- To help children become aware of and have an interest in the world around them.
- To provide opportunities to work with all kinds of materials for fostering creative expression.
- To help children feel a sense of security, belonging and full acceptance.
- To teach children how to live happily with and show concern for others.
- To help children develop love and tolerance for all people.
- To develop in children a sense of pride in their school, church, home and community.
- To give children many opportunities to work and play cooperatively in a group.
- To help children develop coordination and motor control.





ENROLLMENT

Policy Agreement

All who enroll their children must agree to the policies and conditions set forth in the Preschool Handbook.

Member vs. Non-member Priority

The children of members of St. Andrew Lutheran Church and the siblings of students already enrolled in Westside Christian School are given enrollment priority.

Children of non-members will be accepted under the following conditions:

- The parents must have a sincere interest in Christian education,
- The parents must be willing to participate in the activities of the school, and
- The parents must be willing to support the religious training of their children in the classroom.

Nondiscrimination

Westside Christian School practices a nondiscrimination enrollment policy reflecting the words of our Lord in I Timothy 2:3,4, **“This is good, and pleases God our Savior, who wants all men to be saved and to come to the knowledge of the truth.”** Westside Christian School does not discriminate on the basis of gender, race, color, national or ethnic origin in the administration of its educational policies, admission policies, or other school-administered programs.

Enrollment

Parents who wish to enroll their child(ren) in Westside Christian Preschool will receive an application, and the Preschool Handbook.

A \$55.00 non-refundable fee is due at the time of application. This fee will cover the cost of art materials and miscellaneous supplies for the entire school year

Once the school receives your completed application and fee, your child is considered enrolled. An immunization record, Enrollment and Health History form, Health History and Emergency Care Plan and Child Health History form must all be completed and returned prior to the first day of class.

Home Visits

Home visits will be held before the school year begins. Your child’s teacher will visit your family, collect the necessary forms, and answer any remaining questions.

Orientation Night

An orientation night will also be held before the first preschool session to familiarize you and your child with the preschool setting. All family members are welcome to attend.

Withdrawal/Termination

For the sake of the children and the orderly running of the school, it is our understanding that once your child is enrolled, he/she is enrolled for the entire school year. If withdrawal is necessary, a four-week verbal or written notice must be given to the preschool director, and the tuition must be paid for that period.



In the event that your child is not having a beneficial preschool experience, you and your child's teacher will meet to discuss the situation. If withdrawal or termination is necessary, a time limit will be set for you to make other arrangements.

Tuition

Information about monthly tuition can be found on the application in the enrollment package. The initial tuition payment will be due at the beginning of the school year. Each monthly payment, thereafter, is due on the first day of the month. Enrollment may be terminated if tuition payments are not received on time. Checks should be made payable to Westside Christian School.

Tuition Contract Pledge

Parents agree to pay all tuition and fees required in accordance with the financial policy of Westside Christian School, including:

- Monthly payments are due in full on or before the first (1st) day of the month.
- Any remaining balance is subject to a \$10.00 late fee.
- Families with accounts which have become more than 30 days past due will meet with a representative of Westside Christian School.

Parents will be assessed a \$25.00 fee for any personal checks issued which are returned from the bank for insufficient funds. If the family currently has a child or children attending Westside Christian School, the family's account must be paid up to date in order to be considered for re-enrollment for the following school year.

Financial Assistance

Forms to apply for financial assistance are available on the school website and at the school office.

Westside Christian School Tuition Credit Certificates

Current WCS families may recommend a new family for enrollment. If the new family enrolls both families receive a \$250.00 tuition credit. See certificate for details. Certificate is available at the school office.

4K Tuition Discounted for Member Families of St. Andrew Lutheran Church

See 4K application for details.

Multi-student Discounts

See application for details.



CURRICULUM

Religious Training. Bible history lessons, prayers, songs about Jesus.

Language Arts. Communication skills, conversation, Show & Tell time.

Story time. Special crafts and projects based on books read aloud.

Reading Readiness. Alphabet awareness, writing of name.

Math Readiness. Shapes, sizes, counting, patterning.

Science. Preschool level experiments, “hands-on” experiences.

Social Studies. Families, careers, etc.

Arts and Crafts. Many seasonal activities.

Music. Listening to music, singing, using rhythm instruments.

Physical Education. Activities relating to gross motor skills, cooperative play, socialization skills, outdoor play.

Field Trips.

Health and Safety.





STAFF INFORMATION

Credentials

The Westside Christian School Board, under the auspices of the Executive Committee of St. Andrew Lutheran Church, will issue divine calls for our preschool teachers. Teachers will be certified by the Wisconsin Evangelical Lutheran Synod. Or, if the teacher is not Synod-certified, a one-year call will be issued, pending certification.

Any substitute teacher will be a member of St. Andrew Lutheran Church or of another Wisconsin Evangelical Lutheran Synod/Evangelical Lutheran Synod (WELS/ELS) congregation and will have a background in early childhood education.

Continuing Education

Teachers will attend WELS teachers' conferences throughout the year and will be encouraged to take additional early childhood education courses as part of their professional development plan.

CLASS INFORMATION

School Year

The preschool year begins in late August and ends in late May.

Size

Class size is limited to 12 students in Pre-k 3 (1 teacher and 1 educational assistant) and 15 students in the 4K class (1 teacher and 1 educational assistant).

Age Requirements

Pre-k 3 Class – Children who are 3 years old by September 1st are eligible for enrollment into this class.

4K Class – Children who are 4 years old by September 1st are eligible for enrollment into this class.

Class Options

See Pre-k 3 and 4K applications for current options.

Before and After School Care

Before school care is available to all Pre-k 3 and 4K students beginning at 7:00 a.m. After school care is available to full day Pre-k 3 and 4K students. (3:00-5:30 p.m.).

(Maximum length of day--10 hours)

More information available upon request.



Transportation

You are responsible for providing your child with transportation to and from preschool. We **must** have your written authorization for any other person to pick up your child.

Drop-off and Parking

Parents should park in the parking lot and use the main entrance to enter the building. An adult (parent, grandparent or adult caregiver) must bring the preschool student to the classroom, and pick them up from the classroom. If carpool arrangements have been made, another parent may bring your child to the classroom.

Sign-in Procedures

Each child has a hook labeled with his/her name outside of their classroom. Have your child hang their backpack and outerwear on their hook. Before entering the classroom, have your child place a sticker next to their name on the attendance sheet under the appropriate date. Parent must initial and record the time of drop-off. Bring the preschool folder into the classroom and place it in the designated mailbox or basket.

Pick-up Procedures

Parents must notify teacher in writing if anyone other than who is listed on the Enrollment and Health History form is picking up the student.

Room 102

Children must be picked up from the classroom. The educational assistant will accompany the children outside of the classroom door. Parents must initial and record time of pick-up.

Room 104

Children must be picked up from the classroom. Parents will enter the classroom when the educational assistant opens the classroom door. Parents must initial and record time of pick-up.

Supplies

While most supplies are provided, a short supply list will be given to you. One of the items on this list is a backpack for your child to use to transport projects, notes, and Show and Tell items. Please also include a seasonal change of clothing in case of an accident.

Discipline

“Discipline,” as we define it, means to make children disciples of Christ, the model teacher. Therefore, the word “discipline” is not to be used interchangeably with “punishment.” We discipline children through the proper use of the Law and Gospel, thus developing in the children self-control, self-esteem, and respect for the rights of others.

The set of “disciple-making” activities which the teachers use at Westside Christian School will aim towards establishing and maintaining classroom conditions which facilitate efficient and effective instruction. The teachers will not use any form of corporal punishment, verbal abuse, or any other prohibited punishments as listed in HSS 55.34(2). Redirection and separation from the group is used for guiding child behavior. Separation from group for 3-4 minutes maximum depending on age of child is used when appropriate.



Newsletters / Notes

To keep you better informed concerning activities and functions at Westside Christian School, a school newsletter will be sent home weekly. Other notes and items of interest will also be sent frequently. Please check your child's backpack and folder daily for any communication that may have been sent home.

School Closings

The safety of our children and their families is our top priority when experiencing severe weather. Therefore, Westside Christian School will follow the decision of Middleton/Cross Plains School District (MCPSD) on closing school. The local school district is able to draw upon the most comprehensive public safety resources in making this decision. WCS will begin at the normal start time even when MCPSD has a delay.

Please watch/listen for notification regarding the **Westside Christian - Middleton** on local TV and radio stations. If parents feel it is unsafe to transport their children due to weather conditions, they are encouraged to keep them at home or pick them up early.

Parent Participation

Parents are welcome to visit our school and classes. We look forward to your visit.

Two parent-teacher consultations will be scheduled during the course of the year. However, if you are concerned about your child's progress at any time throughout the year, please contact your child's teacher. She will be willing and happy to schedule a time to meet for consultation.

Just for Fun

Parents will take turns providing weekly snacks for the class. Napkins and utensils will be provided. Special accommodations will be made for children with food allergies or other dietary needs.

When providing snacks for the class, please bring milk (chocolate or white) or 100% fruit juice for the children to drink. Along with the drink choose at least one other item from the other categories listed.

Snack Requirements for Children Ages 3 or 4 Years

Select two of the following four components:

1. Milk ½ cup
2. Juice or fruit or vegetable ½ cup
3. Bread or cereal or bread alternative
(whole grain or enriched)
Bread ½ slice
Cereal: Cold dry 1/3 cup or ½ oz.
Hot cooked ¼ cup
4. Meat or meat alternative
Meat, poultry, fish, cheese ½ oz.
Egg ½ egg
Cooked dry beans or peas 1/8 oz.
Peanut butter or other nut or seed butter 1Tbsp.
Peanuts or soynuts or tree nuts or seeds ½ oz.
Yogurt, plain or sweetened and flavored 2 oz. or ¼ cup

Students may bring a birthday treat to school. Please plan in advance with the classroom teacher.



Lunch

Hot lunch prepared at Westside Christian School is an option for children enrolled in lunch bunch and full day Pre-k 3 & 4K for an additional fee. Meals meet nutrition guidelines stated in the Wisconsin Administrative Code DCF 251, Appendix B. Menus are sent home monthly for selection and payment. Menus are also posted on the main school bulletin board. Children may bring a cold lunch from home in a lunch box which will remain in the hallway until lunch time. Milk is provided by Westside Christian Preschool. Lunch is served at 11:40 A.M.

Field Trips

Three or four field trips will be taken during the school year. A blank consent form is included among the forms required for enrollment. There may be nominal fees charged for some field trips.

Buses are used for field trips which are equipped with seat alarms and seat belts for the safety of students.

Dress Code

Preschool students are not required to follow the dress code of Westside Christian School. Tennis shoes are strongly recommended as footwear for safety and comfort.

Pets

We have no classroom pets.

HEALTH ISSUES

You may be called to pick up your child if he/she appears to have symptoms of illness during the school day. In such a case, your child would be isolated from the others, and you would be contacted. If you could not be reached, we would call the alternate contact number indicated on your child's emergency card. Paramedics will be called in case of an emergency. UW Hospital is the closest source of emergency care, and will be used when timing is critical.

We may not dispense medications. If your child becomes ill, please keep him/her at home. The preschool does not have facilities available for the care of sick children. If your child develops a communicable disease, please notify your child's teacher immediately.

STUDENT ABSENCE

According to the State of Wisconsin Licensing Rules, all preschools must establish a written policy regarding, "the notification of a parent or guardian when a child is absent from the school without notification".

Therefore, Westside Christian Preschool requires a parent or guardian to call the school within thirty (30) minutes of the start of the school day if a child will not be present at preschool for health or other reasons. If a child is not present, and a phone call has not been received by the teacher, the teacher will attempt to contact a parent or guardian in order to establish that the parent or guardian is aware of the absence.



MISSION SERVICES

Jesus said in Mark 16:15, **“Go into all the world and preach the good news to all creation.”** In order to carry out this command and provide an opportunity for your child to give out of love for the Lord and the Church, Westside Christian School conducts an organized mission program.

Each quarter, a special mission is chosen as the recipient of our weekly offering. Your child’s offering (4K through 8th grade) will be collected during special mission services held in the church sanctuary every Wednesday morning beginning at 8:20. Envelopes for the weekly offering will be distributed to each family at the beginning of each week.

Pre-k 3 students attend a children’s devotion in the church sanctuary lead by the pastor or principal two times each month.

PREPARING YOUR CHILD FOR PRESCHOOL

The first days of school can be very happy or unhappy experiences for your child. By your words and actions on the first day, you can help. We suggest you place your child in the hands of the teacher, assure your child that you will return, and then leave promptly. When your child realizes that you are not available, he/she will accept the teacher’s guidance more readily.

You may also prepare your child by:

- Always speaking of going to school as a pleasant event and assuring him/her that he/she will only be there for a short time, and you will see him/her again very soon.
- Taking time to discuss the new experiences he/she will meet so that he/she will look forward, with pleasure, to his/her first years of school.
- Preparing him/her for the fact that you will leave him/her alone in school to enjoy the company of other children.
- Getting to know your child’s teacher. Your child will be happy and secure if he/she knows that his/her teacher and parents are friends.

CLOSING REMARKS

We hope this handbook has served to inform you of what you and your child can expect as he/she begins his/her first school experience. Our prayer is that, with parents and teacher working together, your child will grow spiritually, socially, physically and academically within our Christ-centered atmosphere.



CONTACT INFORMATION

Faculty Members

Hank Hoenecke, Principal

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Home Phone Number: (608) 850-4426

Ann Krentz, Preschool Director and Pre-k 3 and 4K Teacher

Office Phone Number: (608) 831-8540

Home Phone Number: (608) 225-3741

Sue Martalock, Pre-k 3 and 4K Teacher

Office Phone Number: (608) 831-8540

Home Phone Number: (608) 445-2158

Pastor Randy Hunter

Office Phone Number: (608) 831-8540

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