

Handbook



And Jesus said, "Let the children come to me."
(Matthew 19:14)

Wee Disciples' Christian Academy

Kindergarten and First Grade

2011 - 2012 Handbook

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Welcome

Welcome, welcome, welcome to Kindergarten and First Grade! We are looking forward to an exciting year. The following is a guideline of general information about our day here at Wee Disciples.

Mission Statement

To provide the young child with a Christian background in a safe, secure, loving and fun environment. To celebrate life through music, dance, and art. To bring people in the community together and develop a culturally diverse group of children who value their own uniqueness and the differences in others.

Important Contact Information

<u>Name</u>	<u>Home</u>	<u>Cell</u>	<u>Email</u>
Karen Flinchum	304-724-8255	304-839-1157	flinchums06@comcast.net
Yvonne White	304-724-2193	304-676-4296	stelewhite@citlink.net

Registration and Fees

Appropriate registration forms are necessary prior to the start of the program. We also ask that you give us a copy of the child's shot records from the pediatrician as soon as possible. The cost of the program is:

*Kindergarten Fee	\$ 450.00 (August through June)
One-Time, Non-Refundable Registration Fee	\$ 200.00
*First Grade Fee	\$ 450.00 (August through June)
One-Time, Non-Refundable Registration Fee	\$ 300.00

*If tuition is paid in full, you will receive of \$100.00

We request payment by the first (1st) of the month. If tuition is not paid by the 5th, a \$10.00 late fee will be assessed. Tuition may be dropped off or mailed to Wee Disciples. The address is 114 Poor Farm Road, Suite 101, Kearneysville, WV 25430. *If tuition is 30 days past due, we will send a written request that your child not attend until tuition is paid. After 45 days, we will assume you are no longer interested in your child attending Wee Disciples. As always, if you are having financial difficulties, you may contact Kathy Barker, Wee Disciples' Financial Manager, before the 30 day period expires to discuss other payment options.* There will be a service charge of \$30.00 for all returned checks.

Class Location and Times

Times - Kindergarten: Drop off is between 8:45 and 9:00. Our day begins promptly at 9:00 a.m., so please make your best effort to be on time. Pick-up is 3:00 p.m.

Times - First Grade: Drop off is between 8:30 and 8:45. Our day begins promptly at 8:45 a.m., so please make your best effort to be on time. Pick-up is 3:00 p.m.

Drop-off and Pick-up: Wee Disciples will meet every morning at Rock Spring Church in Charles Town.

Important Numbers:

Wee Disciples' Office:
304-707-6812

Karen Flinchum:
304-839-1157

Yvonne White:
304-676-4296

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Meet the Staff

Head Teacher.....Karen Flinchum	Music
Co-Teacher.....Yvonne White	Physical Education
Spanish TeacherDaniele Jackson	Computer Lab
Art Teacher.....Sherri Lagana	

Supplies Needed – Kindergarten

- Rest mat or small blanket. (Please no sleeping bags. These are bulky and take up too much room in our closet.)
- Book bag and lunch box.
- Extra change of clothes for those unexpected spills (please put clothes in large Ziploc baggie with name).
- Box of tissues (the sniffles will be here before we know it).
- Coloring book to keep in cubby for when work is finished.
- Two (2) pack glue sticks.
- Box of wipes and tissues.

Supplies Needed – First Grade

- Book bag and lunch box.
- Extra change of clothes for those unexpected spills (please put clothes in large Ziploc baggie with name).
- Box of tissues (the sniffles will be here before we know it).
- Coloring book to keep in cubby for when work is finished.
- Two (2) pack glue sticks.
- Twistable crayons.
- Box of wipes and tissues.

Lunch and Snack Procedure

Lunch: Your child may pack a lunch Monday through Thursday or you can order food from our Anthony’s menu. The teachers will provide lunch on Fridays. If your child takes part in Friday lunches, we ask that you send in \$3.00 by the preceding Monday so that we can purchase the food we need. You may pay weekly or monthly. **Please make check payable to Mrs. Flinchum.**

Snacks: We have a small 10 minute snack break every day around 10:45. Children need to bring in his/her own snack. No juice is needed for snack time; the children will have his/her water cups. ***(Reminder: even though lunch boxes will not come in on Friday, they will need their snack.)***

Homework

Kindergarten: When homework is given, it will be written on the calendars in their folder. Please initial off on any homework assignments. We will do sticker rewards for every time homework is signed.

First Grade: In their folders will be a paper for them to write in homework. Your initials are required and I will use a sticker reward system for each time homework is signed.

Uniforms

Uniforms will be required for both Kindergarten and First Grade classes. He/She may wear khaki, navy blue or blue jean pants or shorts. Please no skirts, however, skorts are acceptable. We also ask that you wear no flip-flops, only closed-toe shoes. We will order a polo shirt for your child. This is provided by Wee Disciples. Additionally, other Wee Disciples’ shirts may also be purchased.

The beautiful thing about learning is that no one can take it away from you.”

B.B. King



We look forward to having you and your child in our program this year. We know this will be a wonderful experience for us all!

Karen Flinchum
Yvonne White

Folders

Each child will be given a folder that will be brought home daily. There will be a “leave at home” side and a “bring back” side. Please make a point to check this folder every day. All the work they did that day and any letters from me or the school will be in there. I will also give you a calendar each month with important dates and eventually homework assignments for Kindergarten. This folder is a means of communication between us. We check all their folders as they come in.

Attendance

A student will be allowed to make-up work missed for excused and unexcused reasons in the following manner.

- Upon returning to school, it is the student's responsibility to initiate a request for assignments given during an absence and complete all make-up work.
- For each school day missed, a student will be granted a minimum of one school day for completion of assignments once they are provided (e.g. missed Tuesday, receive work Wednesday, due Thursday). Assignments not submitted at all or submitted late will result in a failing percentage grade of “0”. If the make-up work is submitted on time, it will be graded according to its quality. In cases of extended absences or absences due to extenuating circumstances, the Co-Director has the authority to grant an extension of time for submission of assignments. Additionally, please send in a note with your child when returning to school.

Students absent due to curricular, co-curricular, and leaves of educational value may be required to obtain assignments prior to the activity and submit them upon the student's request.

Sick Policy

Consistent attendance is crucial to a successful school year. However, if your child is too sick to play or has contagious conditions, he/she should stay home until feeling better. **The policy for illnesses and injuries is the same as the Jefferson County School System. If a physician releases a child to return to school, they will be allowed to return to Wee Disciples. The policy for lice is also the same as the school system. The child must be checked by the Health Department before returning to school.** We strongly suggest consistency with attendance. If your child is unable to attend on a regular basis, please discuss this with the office.

Birthdays

Birthdays are a special occasion for a young child. Feel free to send in cupcakes, cookies or any other special treat for your child's birthday.

Outdoor Recess

We will go outdoor for recess as much as we possibly can. Please send an appropriate jacket or sweater in anticipation of your child playing outside. We will not go outside if the temperature falls below 40 degrees.



Journals

Each child will be given a marble notebook and we will start journal writing the first day of school. These will be sent home often throughout the year for you to look at and comment about. Please send back the next school day as these are a big part to our morning. It is amazing to see the progress in these books as we go through the year.

Before and After School Care Programs

Wee Disciples will be providing Before and After School Care for North Jefferson and T. A. Lowery School Districts Monday through Friday as well as children that attend Wee Disciples’ Kindergarten and First Grade. If school is closed or dismissed early due to inclement weather, there will be no Before and After School Care. You must register and prepay for each week. Please refer to our Before and After School Care Brochure for further information.

<u>Program</u>	<u>Site Supervisor</u>	<u>Time</u>	<u>Daily</u>	<u>Weekly</u>
Before School	Sheila Anders	6:30 a.m. until bus arrival	\$10.50	\$ 52.50
After School	Karen Proctor	3:15 p.m. until 6:00 p.m.	\$10.50	\$ 52.50
Before/After Care				\$105.00

Before School – A healthy breakfast will be provided. A menu will be provided to all parents for breakfast and Before and After School food.

After School - Healthy snacks, homework help, and activities. *For students utilizing all programs (Before/After Care, Preschool or Kindergarten and First Grade and Extended Day), a 40% discount will apply to students attending five (5) days per week, 30% for attending MWF and a 20% discount for attending T/TH. Please note the discounts will not apply to tuition.

Closings

Wee Disciples will follow the public school closings for holidays and snow days. You may also tune into Channel 18 for closing information. If Jefferson County has a delay because of inclement weather, class will start following the delay. Starting times for delays will be as follows:

- 1 Hour Delay..... 9:45
- 2 Hour Delay..... 10:45

2011 - 2012 Calendar of Holidays/No School

- August 26 (Wednesday)..... First Day of School (1/2 Day)
- September 5 (Monday) Holiday – Labor Day
- October 3 (Monday) No School – Instructional Support Day
- October 4 (Tuesday) No School - Election Day
- November 11 (Friday) Holiday – Veteran’s Day
- *November 21 – 25 Thanksgiving Holiday (Monday – Friday)
- December 23 (Friday)..... No School – Instructional Support Day
- December 26 – January 2..... Christmas Holiday (Monday – Monday)
- January 16 (Monday)..... Holiday – Martin Luther King
- February 20 (Monday)..... No School – Instructional Support Day
- March 9 – 12..... Extended Winter Weekend (Friday – Monday)
- April 6 (Friday)..... No School – Instructional Support Day
- April 9 – 13..... Spring Break (Monday – Friday)
- May 8 (Tuesday)..... No School – Primary Election
- Last Day of School if no Snow
- Last Day of School if Snow

*This is different from the Jefferson County Public School System.

Student Handbook/Calendar Verification

I have received the
Wee Disciples'
Student Handbook/Calendar
for the
2011 - 2012 School Year

Print Name of Student

Grade

Print Name of Parent/Legal Guardian

Signature of Parent/Legal Guardian

Date

Please sign this page and return to your child's teacher.