

Wesley Academy

A Ministry of Wesley Church at Frederica

Family Handbook 2026-2027

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Please note that this is a working document and could change at any given time.

Welcome & Our Mission

We are happy that you have chosen to place your child at our school and in our care. Wesley Academy is a ministry of Wesley Church at Frederica. Our mission is to provide the highest quality early educational experience for children in our community, in an environment that blends child-initiated learning and teacher-led objectives. It is our desire to provide you with confidence in our flagship program so that you can perform your daily work responsibilities unhindered and without distraction. We understand this is an important and impressionable time in your child's life, and we pledge ourselves to making it a safe, happy time and productive educational experience for your family. Wesley Academy of Early Learning (WESLEY ACADEMY) is licensed by **Bright From the Start**, and we follow their guidelines so as to remain licensed and accredited through the state of Georgia.

Purpose of the Handbook

This handbook has been developed for the purpose of making parents aware of our policies and procedures. Please read it carefully keeping in mind that it has been developed for the benefit of all the children who attend our school. We do not expect it to cover every situation that may occur; however, we feel that it is as comprehensive as possible. If you have questions or suggestions not covered in the handbook, please feel free to share them with us.

Enrollment

Parents who wish to enroll their child may set up an appointment with the Director, tour the school, meet the staff, receive a parent information packet, and be given an opportunity to secure a position on our waiting list if the school year has already begun. Wesley Academy accepts children ages six (6) weeks old through five (5) years of age without regard to ethnicity, creed, or ability. Children must meet the class age by September 1st in order to align with the current state kindergarten requirements. We prioritize enrollment to currently enrolled children and their siblings, then Wesley members, followed by the general public. Upon completion of the waiting list and payment of the waiting list fee, the child's name will be placed on our list for potential placement into our program. Should your child get accepted into our program, an enrollment packet will need to be completed as well as the non-refundable/non-transferable annual registration fee, and an updated immunization record. Wesley Academy reserves the right to dismiss any child from enrollment whenever it appears to be in the best interest of the child and/or other children in Wesley Academy. A written notice will be given to the parents in situations when it is deemed in the best interest of all parties to withdraw the child from our program. Likewise, parents may withdraw their child from enrollment of Wesley Academy upon issuing a 30-day written notice.

Withdrawal Procedures

A **30-day written notice** of intent to cease enrollment from Wesley Academy is required for all students. Failure to submit a 30-day written notice to the Director will result in a withdrawal penalty of \$200 per family. Wesley Academy operates 12 months a year, filling classroom vacancies as they arise. Vacancies created from withdrawals will be filled immediately. Families who cease enrollment (or are required to because of not having current vaccinations) and re-register the same year will be enrolled on a first come, first served, space-available basis (registration fees may apply) or put on our waiting list for a \$15.00 per child fee. Wesley Academy reserves the right at any time to permanently dismiss a child for the following reasons:

- Non-payment of tuition and fees (payments must be cleared through the bank)
- The needs of the child or the needs of the program are not being met. Children who display unacceptable and/or aggressive behavior toward other children and/or teachers will not be tolerated.
- Parents or guardians displaying unacceptable behavior such as, but not limited to posting or commenting on posts using negative/derogatory remarks about the school, church, or staff on social media using profanity or belligerent language/actions toward staff/students, using physical aggressiveness, verbal abuse, etc. toward staff members, other parents, or any child/children on the premises.
- Non-compliance of school policies and procedures and/or blatant disregard for the state regulations

Children's Files

A file is maintained on each child enrolled. State law requires that each child's file must be current at all times. Please keep the Director/teachers/administration closely informed about changes and updates that need to be made regarding your child's enrollment information, so that we may contact you or an authorized person swiftly in cases of illness or emergencies. **(Phone numbers, address, emergency contacts, custody paperwork.)**

Program Standards

Wesley Academy operates under the standards for high quality early childhood education programs as established by the state of Georgia. The standards include low teacher-to-child ratios, small group sizes, stringent teacher qualification, a developmental program, and opportunities for parent involvement.

I. **The Why...**

Wesley Academy is a ministry of Wesley Church at Frederica. As a ministry, Wesley Academy seeks to assist the church in accomplishing the church's mission of *"making disciples of Jesus Christ for the transformation of the world"*. Wesley Academy makes Disciples of Christ through the education, personal formation and daily care of the young children entrusted to us.

II. **The How...**

Wesley Academy is different. Our mission drives us. We provide all day childcare, but the way we structure our days/schedule is driven by our mission. Making disciples takes time and intentional investment. The classroom experiences help your children develop through Christ centered curriculums that expand their minds in ways appropriate to their age and development. Our children learn through classroom teaching, play, music, dance, art, languages, chapel and physical movement.

III. **The Who...**

Our teachers are highly qualified with long tenures and are committed to excellence in education and Christian formation. We don't hire "sitters". We hire the best people available to help us accomplish our mission. Our teachers have advanced degrees, participate in annual continuing education hours, receive safety training, and have access to continued personal development.

IV. **The What...**

- Wesley Academy is Glynn County's premier preparatory preschool providing the highest quality in education and after school care.
- Wesley Academy provides full time and part time options five days a week.
- Wesley Academy blends child-initiated learning experiences with character-based, teacher-led objectives with developmentally appropriate activities that nurture a child's growth socially, physically, emotionally, cognitively, linguistically, and spiritually.
- Wesley Academy is licensed and accredited by **Bright From the Start** through the state of Georgia. Our administrators and teachers meet all certification requirements set forth by the state accreditation guidelines. To achieve the purpose and goals of Wesley Academy, all employees are required to exhibit strong Christian principles, high moral values, a genuine love for children, and a commitment to teaching children the same principles and values. Wesley Academy provides a safe, happy, and productive educational experience for your child.

Organizational Structure

In order to provide a program that functions smoothly and is beneficial to everyone, Wesley Academy uses the following organizational framework of administration and employees:

Director

Assistant Director

Lead Teachers

Assistant/Floater

ANYTIME CHILDREN ARE PRESENT IN THE SCHOOL, THE DIRECTOR, ASSISTANT DIRECTOR, OR DESIGNATED "EMPLOYEE IN CHARGE" WILL BE ON THE PREMISES. The list of designated employees is posted in the front of the school.

Our Goals

Our goal at Wesley Academy is to provide developmentally appropriate activities that will nurture a child's growth socially, physically, emotionally, cognitively, linguistically, and spiritually. Children will learn through being actively engaged in varied, meaningful experiences and through having close personal interactions with their peers and adults. We are committed to supporting children's development and learning; to respecting individual differences; and to helping children learn to live, play, and work cooperatively. We are also committed to promoting children's self-awareness, competence, self-worth, resiliency, and physical well-being.

- Love and Security: holding and talking to your child often, offering physical comfort as well as verbal affirmation.
- Healthy Self-Concept: noting verbally your child's abilities and gifts, letting your child work at his/her own pace, talking about feelings and different ways to problem-solve and deal with frustrations, encouraging your child to make his/her own decisions, letting your child choose activities, letting your child assume responsibilities in and around the school.
- Physical Needs: providing activities such as building with blocks, working puzzles, stringing beads, painting, cutting with scissors, running, jumping, dancing, rolling/catching/throwing a ball, pedaling riding toys, climbing up steps, sliding, swinging, etc.
- Learning by Experience: We believe children learn by doing. Therefore, we offer the following opportunities for skill development:
 - Social Skills: learning to relate to the group, doing things independently, standing up for personal rights, learning how to share and take turns.
 - Language Skills: joining in nursery rhymes and songs, relating experiences, describing events, encouraging self-expression in a courteous manner, learning to use words through shared experiences.
 - Cognitive Skills: becoming familiar with colors, shapes, numbers, letters, sounds, names, making comparisons, recognizing similarities and differences, sorting and matching, following directions.
 - Self-Help Skills: taking care of his/her person (washing hands, toileting, dressing, feeding), managing snack time, taking care of environment, proper use of equipment and toys, cleaning up after activities, keeping up with clothing/personal items.

Our Philosophy

Wesley Academy is dedicated to loving children in a manner exemplified by Jesus Christ our Lord. Jesus said, "Let the children come to me, for the kingdom of God belongs to such as they." – Mark 10:14 (The Living Bible). We not only desire to provide loving care for children, but we genuinely desire to help them learn how to think, grow, and live according to the Will of God. We will strive to instill in each child a love for God and thankfulness to Him for the gift of His Son. We look at each child as a part of our Wesley Academy family and each family can, in turn, look to us as part of their extended family. One of the goals of Wesley Academy is to strengthen and support the family. To achieve the purpose and goals of Wesley Academy, all employees are required to exhibit strong Christian principles, high moral values, a genuine love for children, and a commitment to teaching children the same principles and values. All employees of Wesley Academy are required to comply with state regulations regarding training in early childhood education, child development, infant and child CPR, first aid, disease control, Health and Safety Orientation, Safe Sanctuary Training (identifying, reporting, and meeting the needs of abused, neglected, and deprived children) and various other subjects related to job assignments.

Our Faculty and Staff

At Wesley Academy, the Directors are responsible for oversight of all school operations, as well as maintaining relationships with our parents, staff, and campus community. Wesley Academy's school office is open Monday-Friday 9:00am-5:30pm, where the Directors are available to assist you in person, via [email:jennifertindall@wesleyssi.org](mailto:jennifertindall@wesleyssi.org), or on Brightwheel. Educated and experienced teachers staff our classrooms, and must maintain a clear criminal background check, undergo an interview process with the Director, provide credible references prior to employment, and have been trained in CPR/First Aid and fire safety. The faculty participates in ten hours of professional development/continuing education opportunities throughout each year. These usually include organizational meetings, teacher workshops, professional conferences and online **Bright From the Start** approved training.

Operation/Daily Schedule

Wesley Academy is open from **7:00am until 5:30pm**, Monday through Friday. The school operates year-round but will be closed on the following days in 2026-2027.

- September 7th: Labor Day Holiday
- October 12th-13th: Fall Break
- November 11th: Veteran's Day
- November 23rd-27th: Thanksgiving Break
- December 21st – January 6th: Christmas Break
- January 18th: Martin Luther King, Jr. Holiday
- February 16th-17th: President's Day & Teacher Planning
- March 15th: Continuing Education Workday
- March 26th: Good Friday
- April 5th-9th: Spring Break
- May 31st-June 4th: Summer Break

*When severe weather warrants the closing of Glynn County schools, Wesley Academy will also be closed. We will follow Glynn County's recommendations at a minimum. We will make the best decision in the interest of parents, students, and staff.

***Please note that tuition is not prorated on days that Wesley Academy is closed.**

Tuition & Fee Schedule

The financial agreement regarding tuition and fees is between the parent(s) on record and Wesley Academy. The school will not mediate collections of tuition or other school fees with parties not on the enrollment agreement (i.e., parents or guardians that are separated, divorced or any form of third party). Students enrolled for the school year will be charged each month (August-May) regardless of if the child attends for the entire month. Tuition is due once your child is enrolled and your BrightWheel account is active. No refunds or credits are issued for absences, illnesses, or vacations. Any exemption to this policy must be presented, in writing, to the Director for consideration. Monthly tuition covers the operating costs of the school (utilities, teaching materials, teachers' salaries, maintenance, etc.). As a not-for-profit organization and private school, Wesley Academy does not get allocations from the local, state, or federal government to subsidize items that were not approved by the finance committee for the annual budget. We rely on tuition and fees to operate the school ministry as an outreach program to our community.

Wait List Fees

To reserve a spot on the waiting list, you will pay a non-refundable fee of \$15.00 per child. You will visit wesleyssi.org and fill out Wait List form. Currently enrolled children and their siblings, followed by members of Wesley Church at Frederica will receive priority on wait lists. Securing a spot on the waiting list does not guarantee enrollment. Once an opening becomes available, someone from Wesley Academy will contact you. Once you have received notification, we ask that you respond to us within 24 hours so that we may notify the next family on the list should you choose not to accept the opening. Should you choose to enroll your child in the program, you will need to complete our Enrollment Packet. After the Enrollment Packet is completed and returned to our office, your child will start on his/her prospective starting date.

Holding Fees

Once your child has obtained a spot in our school, tuition will be paid monthly starting at the beginning of the school year, which begins **in August**. We operate 12 months and tuition is non-refundable & non-transferrable and is due monthly once your child is enrolled and his/her BrightWheel account is activated. If your child is enrolled but will not begin in August, a **holding fee** will need to be paid in order to keep his/her spot reserved until he/she officially begins. The holding fee ensures your child's spot is secured and will not be filled by anyone on the Waiting List.

- *Infant Program Holding Fee: \$400/monthly
- *Toddler Program Holding Fee: \$350/monthly
- *Early Preschool Holding Fee: \$300/monthly
- *Preschool Program Holding Fee: \$300/monthly
- *Pre-K Program Holding Fee: \$300/monthly

Annual Registration Fees

Upon enrollment in any of our school-year programs which run from August-July, families will pay a non-refundable, non-transferable \$160 per child registration fee. If your child will not be attending during June and July, we will send out an "Intent Form" for you to indicate if your child will or will not be attending those two months. After School care (Grade K – 3rd) will have a registration fee of \$60 for August – May. There is a Registration Fee of \$60 for Summer Camp (Grade K – 3rd grade).

Annual Supply Fees

The supply fees of \$250 per child are due annually for the school year when your child begins attending Wesley Academy and annually each year thereafter. All supply fees are non-refundable and non-transferable. Supply fees are waived for members of Wesley Church at Frederica. The supply fee will be charged in two equal installments of \$125, due in August and January. These fees are due whether your child is in attendance on the first day of school (this applies to infants through Pre-K students). Supply fees cover the costs of all curricular supplies and consumable materials used in the classroom daily. Supply fees also go toward purchasing school resources such as books, toys, games, furniture, classroom displays/decor, batteries, disinfectant/sanitizing products, baby equipment, playground items, first aid supplies, cots, etc.

Tuition, Late Fees, & Delinquent Payments

Monthly tuition is due when your child begins attending Wesley Academy and is not prorated to reflect any absences or time missed in that month for any reason. All tuition and fees are non-refundable and non-transferable. Tuition is due monthly starting when your BrightWheel account is activated. **A late fee of \$25 per day is assessed if payment is not received 10 days after the due date. If payment in full is not received on the 11th day, please contact the office to discuss payment options.**

Adjustment Period

Adjustment periods are completely normal for children starting a new school. Some children adjust right away while others may take a little more time. Your child's well-being is most important to us, and we strive to provide a comforting, nurturing, and secure environment. Please know we are here to assist you and your child during this transition.

Arrival & Departure/Security System

Wesley Academy is a facility with one main entrance located under the portico. There is a security lock on the entrance doors and a doorbell for anyone to gain entrance to the school. This system provides an important added measure of security for your child while he or she is at Wesley Academy. Parents and students are asked to use **only** the main entrance to enter and exit the building.

Morning Drop Off: parents are welcome to walk child to classroom or use car line

Part Time drop-off car line: 8:00am-9:00am **Full Time drop-off car line:** 7:00am-9:00am

Afternoon Pick Up: parents are welcome to pick up their child from class or use car line

Part Time pick-up carline: 2:15pm-2:45pm **Full Time pick-up carline:** 4:30pm-5:30pm

Late Pick-Up

Please contact the school if you know you will be arriving later than your scheduled time indicated on the enrollment form.

Part Time students must be picked up between 2:15pm-2:45pm.

Full Time students must be picked up by 5:

30 pm.

Wesley Academy reserves the right to assess a late fee of \$1.00 per minute after your child's scheduled pickup time.

The late fee will be billed to your BrightWheel account. If a child is left in Wesley Academy past 5:30pm, then a faculty member will call you to facilitate pick-up arrangements. If the child is still at school after 6:00pm, law requires us to call the Department of Family and Children Services (DFCS) to arrange care for the child. Wesley Academy can only release children to a person you listed on the approved pick-up and must present photo identification.

Custody Issues

If a parent is listed on your enrollment packet, we cannot prohibit that parent from picking up your child. However, if we have legal documentation on file, which either denies custody or specifically prohibits that parent from taking your child from the center, we will refuse pickup. If the prohibited parent demands release of your child, our employees are instructed to tell him or her that the child cannot be released. However, if the parent forcibly takes the child, our employees are not legally bound to physically withhold the child. We will notify you immediately. We will also notify the police if you request us to do so. (The above policy also applies to legal guardianship situations.)

Child Abuse/Neglect

If any Wesley Academy staff member suspects possible child abuse or neglect of a child, he/she should immediately contact the program's Director or Assistant Director. The Director or Assistant Director will file a report with the local Department of Family and Children Services within 24 hours and retain documentation. All Wesley Academy staff members receive training on recognizing and reporting abuse and neglect. Although anyone may report suspected abuse or neglect, as a licensed childcare facility, we are required by law to report any suspected child abuse or neglect. It is not necessary to prove that abuse or neglect has occurred. Reports can be made by calling the local Department of Family and Social Services 912-(262-3200) or the Child Abuse and Neglect Hotline at [1-800-552-7096](tel:1-800-552-7096) or after hours at 1-855-Georgiachild. Reports may be made anonymously. If you choose to provide your name, it will not be released to the reported family, except by court order.

Confidentiality

Employees of Wesley Academy are required to maintain strict confidentiality with information about all children, families, and staff. To respect the privacy of students, families, and staff, only the Director and Assistant Director will have access to personal records, medical documents, video footage, phone calls, etc. Should you have questions regarding a child, family, or staff member of Wesley Academy, please directly reach out to the Director or Assistant Director.

Attendance

If your child is going to be absent, please let your child's teacher and the office know that morning. Regular attendance is encouraged so that your child will become familiar with our routines and have a consistent daily schedule.

Parties, Celebrations, & Special Occasions

We celebrate many fun things throughout the year: holidays, birthdays, and other special occasions! School-wide events are coordinated by the Directors and appointed Wesley Academy Parent Committee. Individual class parties & celebrations will be coordinated by the teacher and designated Room Parent. **Latex balloons can pose a choking hazard and are not allowed in the classrooms. Candles are also prohibited.** This is a licensing regulation imposed by the State of Georgia. Be mindful of any food allergies; treats must be in a labeled container with the ingredients clearly visible. Party invitations distributed at Wesley Academy must be provided for each child in the classroom.

Daily Schedule

Each day is set up to offer your child a balance of language, social, physical, and cognitive development. The daily schedule provides a framework for planning and organizing the daily routine and play activities for the children. Adjustments to the schedule are made as needed. Some common changes you may notice in your child's behavior after enrollment in any group setting included altered sleep/wake patterns (staying awake for longer hours or napping more frequently for short periods of time) or changes in appetite. Your child's teacher will provide you with a daily schedule for their class.

Discipline Policy

Discipline is a very important part of our total program for children. We believe positive discipline first begins as we show the children that we love them. They need to see that we care enough about them to establish boundaries, expectations and guidelines. Discipline is consistency, prevention, guidance and training. We base our plan for discipline on our philosophy that if children are busy and happy, they are more likely to be well-behaved. Our approach to discipline consists of helping children develop self-discipline or self-control over their actions. We accomplish this by teaching them the difference between right and wrong, establishing good routines, setting limits, clearly stating the rules, and establishing a caring, loving atmosphere. Discipline will be constructive in nature and include these techniques:

- Providing a stimulating and challenging environment designed for success on the child's individual level- an environment filled with TLC (tender, loving care)
- Planning activities that encourage active, purposeful and enjoyable involvement on the child's developmental level
- Watching for actions that could lead to possible conflicts or negative behavior and being ready to divert attention to positive interactions
- Talking to the child about his or her negative feelings or behavior, explaining the right way or a better way to behave, and asking what he or she thinks would be a better choice next time
- Allowing the child to express personal feelings by giving the child the freedom to establish his or her own personality
- Providing healthy outlets for the child to vent anger and frustration
- Assessing each action of the child in an individual manner
- Realizing that no single approach will work successfully with every child
- Helping the child to learn self-control by modeling appropriate responses and actions toward others
- Distracting and redirecting the child's attention to more positive activities

Disciplinary Actions: Suspension/Dismissal from Wesley Academy

Wesley Academy is committed to maintaining a safe environment for all students and staff. Therefore, Wesley Academy will not allow students to cause harm, or threaten to cause harm, to themselves or others. For the safety of all students and staff, Wesley Academy will initiate certain disciplinary actions against students that exhibit unacceptable, aggressive, and/or dangerous behavior. Unacceptable, aggressive, and/or dangerous behavior may include, but is not limited to hitting, slapping, biting, kicking, punching, and/or throwing objects at others to intentionally harm them.

When a Wesley Academy student exhibits behavior that is unacceptable, aggressive, and/or dangerous. Wesley Academy teachers and/or staff will:

- Speak with the child about the misbehavior and redirect them to make positive choices:
- Instruct the child to apologize for the misbehavior prior to returning to the group:
- Document the behavior for the parents and school on the day of the incident:
- Inform the Wesley Academy Director, the Wesley Academy Assistant Director, and the child's parents when a pattern of unacceptable, aggressive, and/or dangerous behaviors develop.
- The victim student's parents will be notified of any injury or harm caused from an incident, without disclosing the identity of the misbehaving student, on the day of the incident (if applicable).

The Wesley Academy Director will assess all unacceptable, aggressive, and/or dangerous behavior on a case-by-case basis, a student-by-student basis, and depending on the severity of the misbehavior. In response to any unacceptable, aggressive, and/or dangerous behavior, the Wesley Academy Director, in her absolute discretion, may:

- Schedule a conference with the misbehaving student's parents about the child's behavior:
- Provide the parents with a referral to a Behavioral Therapist and/or a pediatrician:
- Suspend the misbehaving student from attending Wesley Academy for the remainder of the day, or for a set number of days or weeks:
- Require a parent, guardian, or other responsible adult to attend school with the child until the behavior is corrected: or
- Permanently dismiss the misbehaving student from attending Wesley Academy.

Biting Policy

Although it is not uncommon for very young children in a group setting to occasionally bite, it is our goal to train children that biting is unacceptable behavior. Periodic outbreaks of biting may occur among infants and toddlers, so unfortunately every child in a classroom could potentially bite or be bitten. School settings present challenges and opportunities that are unique from home, as students are surrounded by other children for hours at a time. Children bite for a variety of reasons including but not limited to teething, impulsiveness or lack of control, excitement or overstimulation, frustration, as a means to communicate if the child has not yet acquired words, simple sensory exploration, imitation, being tired or hungry, seeking to be noticed, “cause and effect” experimenting, wanting independence, stress, or intense desire to have a toy. Every effort will be made in a loving, nurturing way to redirect the child and/or resolve the conflict or frustration (if known) that initiated the biting. In order to provide a safe environment for all our students and staff, the following steps will be taken to alleviate excessive biting from occurring at our school:

Step 1: Upon the first offense, the child will be told, “No, we don’t bite- biting hurts.” The teacher will remove the biter from the situation and offer comfort and first aid treatment to the injured child. The parents of both children will be notified in writing or on Brightwheel of the incident, but children’s names will remain confidential.

Step 2: If the child develops a pattern of biting, then the child will be taken to the office at which point the Director and Assistant Director will intervene and meet with the teacher for a plan of action. The teacher will closely “shadow” children who have shown a tendency to bite, in order to prevent future occurrences.

Step 3: If the pattern of biting persists and teacher has exhausted all efforts, the Director will contact the parents to schedule a conference to discuss ways to resolve the issue.

Step 4: If after meeting with the parents and exhausting all efforts to resolve the issue of habitual biting, suspension/or dismissal of the student may be considered.

Our Curriculum

Wesley Academy supports and encourages each child’s individual development: social, emotional, cognitive, language, physical, and spiritual. Play is a very important part of our curriculum because research supports play as a powerful means of learning for young children. Planned within the framework of our philosophy and goals, our curriculum also includes Bible stories, music, language development, creative art activities, character traits, large and fine motor skill activities, science, shapes, colors, numbers, and letters. In addition, we offer Enrichment Classes (Specials) which include: PlayBall by Coach Jake, Music with the Director of Sacred Arts, Dr. Debbie McIlrath, Spanish with Pastor Lucas and Chapel (praise & worship and Bible lessons) with the Director! The curriculum provides a framework on which teachers can build an early childhood program that will allow children to grow and develop as Jesus did – in wisdom and stature and in “favor with God and men” (Luke 2:52). Our skilled staff provides guidance and teacher-directed, child-centered activities to help each child develop language, pre-reading, pre-writing, and other foundational skills appropriate to his or her stage of development. The curriculum is developed around themes which provide opportunities for the children to learn about God, Jesus, the Bible, the church, self, family, others, and the natural world. Each team of teachers creates a lesson plan based on the Georgia Early Learning Standard Milestones, as well as the interests and developmental stages of the children in each classroom. We believe that effective teaching occurs when learning experiences are presented to a child at an appropriate age and on the child’s developmental level. We are committed to this philosophy in our teaching methods. Teachers are required by **Bright From the Start** to post their weekly lesson plans and as well as letting the parents know the weekly lesson plans.

Chapel, Bible, Prayer

Children in our Infants, Toddlers, Early Preschool, Preschool and Pre-K Programs participate in our praise and worship time. Chapel incorporates Bible stories & lessons, prayers, and songs that affirm God’s unconditional love for each child. Themes, stories, and Bible verses are reinforced in the classroom. Bible Prayers and blessings such as “God Our Father” are said before snacks and lunch to thank God for all the many blessings He has given us. Children learn the Golden Rule, The Lord’s Prayer, and other fundamental areas of the Bible.

Assessments/Conferences

Documentation of a child’s progress is an important aspect of a preschool teacher’s responsibility. Record keeping provides information for future planning, parent conferences and reports, and keeping up with a child’s progress. By thoughtful observations, teachers grow in their understanding of children, adjust the classroom setting for better

discipline, individualize to meet specific needs, and enhance positive self-esteem. Informal observations and assessments continue throughout the year. Assessments are done twice a year, which will be conducted to observe and document developmental milestones for your child's age and how he/she is making progress toward meeting those pivotal skills. Conferences are available per request from the teacher and/or the parents. You are encouraged to communicate with your child's teachers regularly about your concerns and his/her progress.

What to Bring Each Day

Toddlers, Early Preschoolers, Preschoolers, and Pre-K students will need the following items brought to school with them each day: diapers, wipes, Pull-Ups, diaper ointment, bug spray, sunscreen, complete sets of extra clothes, seasonally appropriate changes of clothes **including shoes and underwear**, lunch, snacks, bag/backpack, sippy cup/water bottle, nap roll. Teachers will send home a daily communication folder each day that will need to be returned. Specific directions about what is needed will be shared with you by your child's teachers. When your child is almost out of something, the teacher will let the parent know what they need.

Rest Time

All students ages 1 through 5, will have a designated Nap Time. (Infants sleep throughout the day according to their individual sleep schedules.) A comfortable cot will be provided by Wesley Academy for your child. Each child will need to bring in a nap roll, and they may also bring a lovey, blanket, and/or pacifier to use during naptime. Nap rolls will need to be sent on Monday for the child's use during the week. They will be sent home each Friday (and anytime a child is sent home sick) to be laundered. Pull-Ups can be worn by students during nap and rest times, if needed whether they are being potty trained or if they are newly potty trained. During rest time, quiet music will be played. The lights will be dimmed, and all children are expected to lie quietly and rest. If a child does not go to sleep after a reasonable amount of time, quiet alternate activities will be offered. Contact your child's teacher for specific information about naps and rest times. **Please refrain from picking up or dropping off your child during Nap Time (11:45-1:45).** We want to make sure that all our children get their much-needed rest without the disruption of children entering or exiting the classroom.

Outside Play

Your child will have the opportunity to participate in outside play twice a day every day, weather permitting. Fresh air and sunshine are very important to his or her good health. Your child will run, climb, stretch, crawl, slide, jump, lift, pull, dig, pour, push, throw, kick, roll, balance, ride, build, share experiences, discuss objectives, and develop ideas. The playground is a wonderful place to foster these developmental skills. These areas provide developmentally appropriate equipment for each age group. Outside playtime is an extension of our classroom curriculum. Your child will be engaged in creative activities that will enhance their development. The weather in Georgia is comfortable most of the year. We follow the state requirement that children are provided outside time with careful consideration of extreme conditions and high/low temperatures.

Sunscreen/Bug Spray

We request that families make sunscreen application part of their daily routine prior to arriving at school. Second applications will be applied after nap time (weather permitting), so please send a bottle of sunscreen labeled with your child's first and last name. Families will sign waivers at the beginning of school year for the duration of the calendar year that permits the teachers and staff to reapply sunscreen as needed. For teachers to reapply topical treatments, it will be necessary to have on file a signed form 590-1-1-.20(1) "Authorization to Dispense External Preparations" at the beginning of each school year.

Personal Belongings

Toys, necklaces, money, and certain foods (candy, gum, soda, etc.) should not be brought into Wesley Academy unless approved by the Director and/or teacher. Toys and money are often lost, damaged or may cause safety hazards. This often causes unnecessary conflict in young children who have not yet learned to share or don't know how to trade fairly. Exceptions are soft animals to cuddle during rest time (must be labeled with child's name), books, or items requested on specified days such as Show and Tell. All such materials must meet with the approval of the Director in keeping with our Christian perspective and State Licensing Requirements. Toy guns/weapons, sharp objects, and small pocket toys must NOT be brought to the school. If something of your child's has been lost, please check with your child's teacher. **Labeling all cups and clothing will prevent the items from being mixed up and mistaken for another**

child's belongings. Wesley Academy is not responsible for any lost or misplaced item that is brought to school.

Snacks and Meals

Children are not expected to clean their plates as appetites vary from child to child and from day to day. It is our policy to limit sweets and sugar served to the children. Parents will provide lunches and snacks. Wesley Academy provides milk for students at lunchtime with the permission of parents/guardians. Students will only be served their own personal food & drinks. For special occasions, permission will be needed to serve food/drinks to students that is being provided by the school or families. Per **Bright From the Start** regulations, parents of all infants must complete an infant feeding plan to be posted in the classroom and updated anytime changes are made. Parents are responsible for sending in a healthy, well-balanced lunches and snacks that adhere to the state requirements. Please ensure that all meals and snacks meet the choking hazard requirements.

Children under 4 years of age are prohibited from, but not limited to: peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is similar in shape and size.

Children ages 4 and up may have the above items but must be cut in such a way to prevent choking.

Lunches must contain protein, grain, and either 2 vegetables or 1 fruit & 1 vegetable (allergy substitutes are allowed.)

Infant Program Information

From birth, babies are marvelous learners, immediately investigating the sights, sounds, and feel of the world around them. Long before they are walking and talking, they are exploring their body and surroundings. They need a safe environment rich with opportunities to actively explore and enjoy. They also need a setting filled with responsive interactions and language. At Wesley Academy, we provide each child in our infant program with personal care, and we also provide exposure to the foundational skills they will need for a lifetime of learning. Teachers in this age group strive to provide large and small motor development opportunities, sensory play, cognitive explorations, linguistic interactions, and social experiences.

What to bring on the first day (or before) in the infant program: diapers, wipes, diaper ointment, pacifier (labeled with name), 2-4 complete sets of extra clothing (including socks labeled with name), premixed bottles labeled with name and date, burp cloths, bibs, prepared baby food and/or snacks (as are age appropriate), feeding and eating utensils and equipment, and 2-4 family photos for posting in classroom. We practice a shoeless environment in our infant program; therefore, we ask that adults who enter those rooms either remove their shoes or slip-on shoe covers before entering. We take this action to prevent outside contaminants from being brought into the room, as our babies spend much of their time exploring and playing on the floor, and we want it to be as clean as possible. Per **Bright From the Start** regulations, all infants must be put to sleep in an empty crib (no blankets or lovies), and they must be placed on their backs. If the infant can turn over by himself, the teachers must still place them in the crib on their backs. Infants nap according to their own schedules. If an infant should fall asleep while being rocked, in a bouncy seat, or taken for a walk in a stroller, they will be put in their cribs to continue their sleep. When a child reaches 12 months and are walking, or when child turns 18 months regardless of if they are walking, cot sleeping will be introduced. Children who are sleeping on cots may bring a soft stuffed animal or other soft attachment item (blanket). Due to limited space in the infant classrooms, **we will not be able to accommodate car seats being left at school nor will infants who are brought in a car seat be left in them to continue their sleep.** Cribs will only be used for sleep and not for playing, so we encourage this same practice at home to allow for smoother transitions to our classroom policies. *It is not uncommon for an infant to sleep less or shorter periods of time at school than they do at home.* The teachers will work with the babies' routines and schedules as much as they are able to, so please communicate your baby's preferences for anything that will be helpful in their adjustment from home to school. Pacifiers are allowed, but we cannot have anything attached to the child's clothing to hold the pacifier in place as that poses a choking hazard. Teachers will warm bottles (if that is how your child best takes the bottle), but they are not allowed to mix formula. Nursing mothers are welcome to feed their babies here at school or to send in breast milk in bottles that are labeled with name and date. Infant feeding plans must be completed and posted for each child and updated as any changes are made to ounces or when new foods are introduced. Daily reports will be sent home with each infant and will indicate the babies' sleeping, eating, and bathroom habits, as well as their temperament and their daily activities. Teachers will share pictures and videos with you, per your approval, anytime your baby reaches a developmental milestone or is involved in an activity for the first time.

Sleep sacks must be zip up only; long or short sleeve and single layered. Magic Merlin or Velcro sleep sacks that restrict arms are prohibited. Staff are knowledgeable in the prevention of Shaken Baby Syndrome and abusive head trauma. Such resources that are used are CCLC Indicator Manual on DECAL's website as well as Rules and Regulations through the Center on Shaken Baby Syndrome.

Health & Wellness

In order to provide the most effective infection control and the healthiest environment, Wesley Academy adheres to the following policies:

Hand washing/sanitizing

One of our most effective lines of defense against spreading infection is hand washing. The staff will take constant precautions to prevent the spread of contagious diseases. Most common childhood diseases are contagious and can be prevented with proper hand washing. Faculty members are required to practice stringent and specific hand washing procedures throughout the course of each day (before and after handling food, after diapering and toileting, after being outside, when hands are dirty/messy, etc.). Hand washing regulations and procedures are posted near all sinks throughout the school. A rigorous routine for cleanliness is maintained to minimize the spread of germs. Toys in all classrooms are cleaned at least once per day with disinfectant. Staff members wear gloves while changing diapers. Changing table pads are disinfected after each diaper change. Floors are swept and mopped daily, and rugs are vacuumed at least once per day. Toilets, counters, and sinks are disinfected at least once per day by the church's janitorial service. Doorknobs, light switches, etc. are disinfected at least once per day.

Immunization Record

State Law requires a current Certificate of Immunization on your child at the time of enrollment. A new certificate is required prior to the expiration of the current certificate. The official form (#3231) must be completed by your child's pediatrician or the county health department. When your child has a doctor's appointment and receives immunizations, be sure to get a new immunization form or have them fax it to us (912-638-5628).

Daily Observation

The health of your child is very important to us. Your child's general health status will be monitored informally each day upon arrival and throughout the day. If the Director determines that your child is unable to remain at school based on symptoms that are consistent with illness or communicable /contagious diseases, you will be notified to make immediate arrangements for your child's pick up and care. **If the Director notifies you to pick up your child due to illness, then we kindly ask that you or an authorized pickup person come within 30 minutes of being notified to limit the exposure of the illness to other students and staff.**

Sick Policy

If your child exhibits any of these symptoms, for the health and safety of all students, we ask that you ***please keep your child at home for at least 24 hours if he/she:***

- **Has severe green or yellow nasal discharge**
- **Has fever of 101 degrees or higher within the past 24 hours.**
- **Has severe coughing or wheezing.**
- **Has pinkeye or any eye green or yellow discharge.**
- **Has a sore throat, swollen glands, or trouble swallowing.**
- **Has a rash of unknown origin that may be contagious.**
- **Has been on antibiotics for less than 24 hours or has had less than 3 doses.**
- **Has had vomiting or diarrhea within the past 24 hours.**

If your child exhibits any of these symptoms or situations during the school day, you will be called to come and take your child home. If we cannot reach you, we will contact the persons listed on your emergency contact form. You will receive a written notification that states, children must be fever, vomit, and diarrhea free for at least 24 hours (without any fever reducers or anti-diarrhea medication) AND must be able to participate in daily school activities to return to school. **If your child becomes sick with fever, vomiting, or diarrhea the night before school, then we kindly ask that you do not send them to school until they have not had any symptoms for at least 24 hours (without the assistance of medications).** We understand that this may cause some setbacks in your personal routine, but you MUST adhere to this policy so that others will not be exposed to potentially contagious illnesses.

Illness

From time to time your child will inevitably have a minor illness. Children in a school setting generally have about seven respiratory and/or gastrointestinal illnesses a year. Most illnesses seem to be concentrated in the winter months when children are in closer contact with each other. The most common types of illnesses we see are fever, diarrhea and colds. Wesley Academy understands that children will have runny noses and coughs. If a child comes to school with a cold, we believe that he or she should be able to follow our daily routine. If your child is unable to participate in regular classroom activities, we ask that he/she remain home until they are well enough to participate in all the activities at school. We will send home children that are unable to participate in the classroom routine and are uncomfortable due to illness. If your child is diagnosed with communicable disease, such as but not limited to; pink eye, strep throat, flu, hand foot mouth disease, Croup, Molluscum, Fifth's disease, etc. or parasites such as ring worm, lice, etc.), has a serious injury, or is admitted for surgery; these events are viewed as "major" illnesses. **Our policy regarding major illnesses requires that we receive a statement from your child's attending physician confirming diagnosis and acknowledging that it is safe for not only your child to attend school, but that is safe for your child to return as it relates to the other children at WESLEY ACADEMY.** *In the event that your child is diagnosed with a communicable disease, please call the school within 24 hours of a diagnosis so that we may notify our other families about the exposure to possible communicable and/or contagious illnesses.* Communication and cooperation of parents are of great importance in helping to prevent the spread of diseases to other students and staff members. Per **Bright From the Start** licensing regulations, we will notify the Health Department (depending on the diagnosis) and follow any precautions they deem necessary. Certain types of illness may necessitate the temporary removal and/or exclusion of your child from WESLEY ACADEMY for at least a 24-hour period of time. They are as follows:

Diarrhea

When diarrhea is noted, your child's temperature will be taken. If there is a fever, you will be notified to pick up your child within 30 minutes. If your child does not have a fever but has a second liquid stool, you will be notified to pick up your child within 30 minutes. **Your child may not return to Wesley Academy until the symptoms are free for twenty-four (24) hours unless you present a doctor's statement that your child is not contagious.** When your child returns to Wesley Academy after being sent home with diarrhea, your child will be sent home again if symptoms recur within the week. If diarrhea persists for a prolonged period, your child will need to be checked out by a physician. Although we understand that babies who are teething may have loose stools, the pediatricians we consulted confirm that diarrhea is not symptomatic with teething.

Temperature Elevations

When a temperature elevation is suspected, your child's temperature will be taken with a doctor-recommended, calibrated ear thermometer and/or temporal thermometer. Parents will be contacted if the child's temperature is equivalent to 101 degrees or higher. **State law prohibits children with a temperature equivalent to 101 degrees from being present at Wesley Academy.** If your child's temperature is elevated to the degree listed above, you will be contacted to come for your child immediately. **Your child may return to Wesley Academy when he/she has been fever free for twenty-four (24) hours or with a doctor's note stating that there is no possibility of a contagious condition present, i.e., free of fever without the benefit of a fever-reducing medication.** Fever is often a symptom of a contagious condition. Administering fever-reducing medication just serves to mask the fever so that a continuing contagious condition could go untreated. As a result, other children might be needlessly infected. On the day that your child receives immunizations, Wesley Academy will not administer Tylenol or Motrin or any fever/pain reducing medications. If your child seems to be experiencing discomfort, and the temperature remains elevated, you will be contacted to come pick up your child within 30 minutes. Although we understand that babies may have an elevated temperature while new teeth are coming in, we must adhere to the state regulation regarding sending children home who have an equivalent of 101 fever. We are not permitted to administer any type of medication.

Communicable Diseases

When any suspected case of communicable (contagious) disease is determined, you will be contacted to pick up your child immediately. If the physician determines that your child has a communicable disease or has been exposed to a contagious condition, you are required to contact the Directors with the diagnosis within 24 hours of doctor confirmation. This allows us to notify other families that their child has been exposed to a communicable or contagious disease. Per Health Department and state regulations, Wesley Academy reserves the right to require a physician's written release for your child's re-admission following a communicable disease or serious illness.

Rashes

Suspicious rashes are considered contagious until a physician indicates (in writing) otherwise. If a rash is noticed, your child's temperature will be checked. If your child is present at Wesley Academy when symptoms are noticed, you will be contacted to pick up your child within 30 minutes.

Congestion and Discharge

Serious lung congestion or a continuous, purulent discharge from the eyes or nose will necessitate your child's absence. If your child is present at Wesley Academy when symptoms are noticed, you will be contacted to come for your child within 30 minutes

Pink Eye (Conjunctivitis)

PINK EYE IS EXTREMELY CONTAGIOUS; if we suspect or it appears that your child may be infected (eye is red/pink, yellow or green discharge is present in one or both eyes, eye is itchy and/or crusty, etc.), he or she will be removed from the class, and you will be contacted to pick him or her up within 30 minutes. Please check your child carefully for this infection before bringing him or her to Wesley Academy. If the doctor confirms a diagnosis of pink eye, it is considered contagious until the pinkness/colored discharge goes away and treatment has been administered. A doctor's note will be required stating when the child is no longer contagious and may return to school.

Vomiting

If your child experiences vomiting before coming to Wesley Academy, he or she should be kept at home. If vomiting occurs while your child is here, you will be contacted to come pick up your child within 30 minutes. **Your child may return to Wesley Academy when he/she has not vomited for twenty-four (24) hours without medication and/or with a doctor's note stating they are not contagious and ready to return to school.** When your child returns to Wesley Academy after being sent home for vomiting, your child will be sent home again if symptoms recur within the week.

Skin infections and Lesions

If your child has ringworm, impetigo, or pin worms, he or she will not be allowed to attend Wesley Academy until the condition is gone or until we have a physician's note stating that they are not contagious and are ready to return to school. If the Director suspects your child may have a skin infection, the child's parents/guardians will be contacted and dismissed to be evaluated by a medical professional. If your child has a skin lesion that is not considered contagious by the physician, and it is adequately dressed to prevent drainage while at Wesley Academy, he or she will be allowed to return with a doctor's note stating it is not contagious.

Molluscum

A viral infection common in school-aged children, molluscum is easily spread by direct skin-to-skin contact, by touching¹⁴

contaminated objects (such as toys, faucets or doorknobs), or by scratching a lesion and then scratching another part of the body. If we suspect your child has molluscum, you will be notified to pick up your child within 30 minutes. You will need to have him/her seen by a physician to confirm if it is molluscum. The doctor's note will need to contain directions on what's needed for the child to return to school.

Head Lice

Head lice require immediate attention as it is highly contagious. If it is determined that your child is infected, he/she will be removed from the class, and you will be contacted to come get him/her within 30 minutes. Treatment will be required, and all eggs ("Nits") will have to be removed from the hair before your child will be allowed to return to Wesley Academy.

Wesley Academy is a "nit" free facility.

Serious Illness or Accident

In the event of serious illness or accident requiring professional medical attention (which is not life-threatening) Wesley Academy will contact you to pick up your child within 30 minutes. If you cannot be contacted, emergency numbers in your child's records will be called. If no one can be reached, your child will be taken by the Director or Employee in Charge to the emergency department of the St. Simons Immediate Care Center or Southeast Georgia Regional Medical Center. Every effort will continue to be made to contact you.

Life-Threatening Illness or Accident

If it is determined that your child's illness or accident is life-threatening, an ambulance will be called, and you will be instructed to meet us at St. Simons Immediate Care Center or Southeast Georgia Regional Medical Center.

Choking Hazards

All foods included in lunches or snacks MUST be cut up into small pieces (lengthwise and then quartered BEFORE they are sent to school) to prevent choking hazards. Foods that may pose a choking hazard should not be sent with your child. **Per state regulations, peanuts, hot dogs, raw carrots (and other fruits and vegetables that have that consistency when raw), popcorn, fish with bones, and grapes shall NOT be served to children less than 4 years of age.** Children AGES 4 and up may be served these foods *provided that the foods are cut in such a way as to minimize choking* (cut up into small pieces lengthwise and then quartered BEFORE they are sent to school). Although you may choose to feed the above-mentioned foods to your child at home, we must adhere to the safety guidelines set forth by the state while children are present at Wesley Academy. According to state regulations, children shall not be permitted to wear anything around their necks or attached to their clothing (i.e., pacifiers or other hazardous items).

Breathing Treatments/Nebulizers

A nebulizer changes medication from a liquid to a mist so that it can be more easily inhaled into the lungs. Nebulizers are particularly effective in delivering asthma medications to infants and small children and to anyone who has difficulty using an asthma inhaler. Children attending Wesley Academy who require breathing treatments during working hours must have treatments administered BY THEIR PARENT/GUARDIAN/AUTHORIZED FAMILY MEMBER ONLY. **Administration and staff will not be available to administer this, or any, medication to students.**

Accidents

In the event of an accident that causes minor injury (cuts, scrapes, bruises, etc) to your child, Wesley Academy staff members will apply First Aid. The circumstances of the injury will be reported to you either by an Incident Report or

Allergies

Please list any allergies your child may have on their Registration Packet prior to starting school. Be sure to bring any allergies that require the use of an epi pen and/or breathing treatment to the Directors and your child's teacher's attention as soon as you are aware of the allergy. If your child has an epi-Pen, a parent/guardian will need to fill out a medical form and the Epi-pen will remain in the office.

First Aid Kits

A First Aid kit is kept replenished in the office, in classrooms, and on each van. First Aid kits are also prepared for portable playground use.

Emergency Phone Numbers

The telephone numbers of the Fire Department, Police Department, Hospital, and Poison Control are posted in Wesley Academy. Emergency contact information for each child and staff member is kept readily available. Emergency information is taken on each field trip for every child on the trip.

Our Emergency Care Procedures

All our staff and faculty are trained in CPR and pediatric emergency First Aid. It is the school's policy to always have one, if not more, faculty or staff trained in these disciplines on duty. In the event of an accident that creates a need for medical attention, we will follow emergency care plans.

Inclement Weather

The final decision for closing Wesley Academy for inclement weather will be made by the Director and will follow whatever decision is made by the Glynn County School System. Parents will be notified via BrightWheel if school is closed. When bad weather occurs, please listen to local TV and radio for information.

Fire Drills

A fire drill is planned for each month at Wesley Academy. A record is kept of these drills with information as to safety and expediency with which each drill is carried out. A Fire Exit Plan is posted in each room of Wesley Academy. Children will be led by employees and moved very carefully to a designated area away from the building.

Tornado Drills

Tornado drills are held periodically. During drills, children are led into the central hallway of our building. Tornado drills are required to ensure the safety of everyone and to give employees and children the necessary training to act quickly and appropriately.

Delays in School Opening

In the event of but not limited to; power outages, automobile accidents, traffic, construction, etc could result in Wesley Academy from opening at 7:00am. There may be instances where school opened at 7:00am but we must wait for sufficient staff to allow students into the building. If or when these instances occur, we will communicate the delay on Brightwheel. These are rare occurrences but do happen unfortunately.

Code Yellow & Code Red (Lockdown)

A **Code Yellow** is announced when an incident occurs near the church or school grounds but does not present immediate danger to students or teachers. Exterior doors will be secured and remain locked. There will be an all-call to the teachers to remain in the building and can continue their activities in their classrooms. If law enforcement is not already involved, the Director or Assistant Director will contact 911.

A **Code Red** is in preparation for a full lockdown. A Code Red is announced when an incident is occurring on church or school property. If law enforcement is not already involved, the Director or Assistant Director will contact 911. To ensure the safety of the students and teachers, exterior and interior doors will be locked, curtains are closed, lights are turned off, and doorstops are placed to prevent the door from being opened.

It is mandatory for all students and staff to remain in their classrooms until the code yellow or code red are lifted. Once the police arrive, they will do a full inspection of all the school and church grounds. Once they have completed their inspection and the school and church grounds are secure, they will give us permission to lift the lockdown and return to normal activities. Parents will be notified as soon as the lockdown begins as well as when the lockdown is lifted. Parents will receive a detailed message after the lockdown is cleared.

Minor Injuries

Accidents such as a fall, bump, cut, etc. is deemed a minor injury, a staff or faculty member will administer first aid and, depending on its severity, will contact you prior to the end of the day. Minor injuries will be reported on your child's daily report, BrightWheel, and/or an account of what happened will be provided to you by a staff member.

Major Injuries

In the event of an accident that requires advanced medical attention, we will contact the parent and call 911 and have the child transported via Emergency Rescue to the designated or nearest emergency facility. We will instruct the emergency room staff to proceed if life-saving techniques are required but will await further instruction from the parent if furthermore extensive treatment is necessary. At least one staff or faculty member will always remain with your child until you or someone you have designated arrives and feels comfortable with us leaving.

Potty Training

"Potty trained" at Wesley Academy is defined as using the toilet without the assistance of teachers AND wearing cloth underwear during their time at school (Pull-Ups are allowed at naptime only). Although accidents are bound to occur from time to time with youngsters who are learning self-help skills, Wesley Academy must comply with the state regulations regarding diapering. Teachers will work with children on potty training skills as they are developmentally ready. Focus on potty training starts in the Early Preschool Program but will be encouraged earlier if your child expresses interest in learning. Wesley Academy staff members will use positive methods such as praise, stickers, etc for motivation to use the

potty. Thank you for your dedication to following through with consistent measures at home so we can have our students skilled in this important developmental milestone. Success will come easily if parents and teachers are on the same page. Switching back and forth from Pull-Ups or underwear to diapers is confusing to a child. Avoid mixed signals. Once you make the big move to underwear, stick with it. Students entering the Preschool Program (3 years old turning 4) will need to be potty-trained. They will be permitted to wear a Pull-Up for Nap Time.

Communication

Each teacher will communicate information about classroom activities, skills learned, and announcements using the following methods of communication:

- Daily report sheets
- Fliers in folders or attached to lunchboxes and/or book bags
- BrightWheel
- Monthly calendars
- Parent/teacher conferences

The Director and Assistant Director use Brightwheel to communicate with parents. Check it frequently.

