



JOHN WESLEY
CHRISTIAN SCHOOL

HANDBOOK

2023 - 2024

JOHN WESLEY CHRISTIAN SCHOOL

5830 BERMUDA DUNES
HOUSTON, TEXAS 77069

Administrative Hours

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ABOUT JOHN WESLEY CHRISTIAN SCHOOL

We Believe...

- We believe all children are uniquely created in the image of God (Gen. 1:27) and that every child has differing needs and gifts; (Rom. 12:6) and therefore, we strive to recognize and intentionally meet each child academically, physically, emotionally, socially, and spiritually in their educational development.
- We believe JW Christian School can impact the vibrancy of our neighborhoods, our nation, and our world through strong family, church, and community partnerships (Mat. 5:13-16).
- We believe in developing the whole child through purposeful play, hands-on, engaging activities, cooperative learning, and real-life experiences (Prov. 22:6).
- We believe children thrive in a loving and safe environment where they are encouraged and inspired in their daily lives (Mark 10:13-16).
- We believe JW Christian School is a Christ-Centered school that is dedicated to loving God with all our heart, mind, and soul, and to loving our neighbors as ourselves (Mat. 22:37-39).
- We believe there is one God, who has revealed Himself as our Father, in His Son Jesus Christ, and as the Holy Spirit (John 10:30; John 14:16).

MISSION

The mission of John Wesley Christian School is to educate all students in a Christ-centered and nurturing environment where they will grow academically, physically, emotionally, socially, and spiritually, in order to equip them for life-long academic excellence and Christian leadership.

VISION

The vision of John Wesley Christian School is to prepare our students to be Christ-loving, passionate, well-rounded individuals who are confident, and prepared academically and socially for the next level, and who are actively growing in their relationship with Jesus Christ.

CORE VALUES

Christ-centered Community

A Christ-centered community will seek to:

- Cultivate a culture of grace and truth that promotes compassion and confidence, holding each other accountable with respect and love.
- Provide opportunities for worshiping and praying.
- Serve and care for each other, their neighbors, nation, and world.

Family Partnerships

As we develop family partnerships, we seek to:

- Recognize the importance of the home as a significant influence for a child's overall development.
- Actively engage families in their children's education.
- Maintain open communication and opportunities for involvement.

Character

As we cultivate character, we seek to:

- Provide teachers and administration who model behaviors and beliefs you instill in your child(ren).
- Leverage moments of conflict, disappointment, or discipline to build character.

Excellence Through Learning

As we seek excellence, we will:

- Develop lifelong learners.
- Connect learning to practical applications in life.
- Provide staff who have professional expertise and seek to continually grow in their field.
- Produce a safe and fun environment that creates a passion for learning.

STATEMENT OF FAITH

The following are the beliefs of John Wesley Church based on the foundational truths taught in the Bible. All of John Wesley Christian School's teaching and ministry is rooted in and flow out of these biblical doctrines.

God, The Father

We believe in the one true, holy, and living God, Eternal Spirit, who is Creator, Sovereign and Preserver of all things visible and invisible. He is infinite in power, wisdom, justice, goodness and love, and rules with gracious regard for the well-being and salvation of men, to the glory of His name. We believe that one God reveals Himself as the Trinity: Father, Son, and Holy Spirit, distinct but inseparable, eternally One in essence and power.

Jesus Christ, The Son

We believe in Jesus Christ, truly God and truly man, in whom the divine and human natures are perfectly and inseparably united. He is the eternal Word made flesh, the only begotten Son of the Father, born of the Virgin Mary by the power of the Holy Spirit. As ministering Servant, He lived, suffered, and died on the cross. He was buried, rose from the dead and ascended into heaven to be with the Father, from whence He shall return. He is eternal Savior and Mediator, who intercedes for us, and by Him all men will be judged.

The Holy Spirit

We believe in the Holy Spirit who proceeds from and is one in being with the Father and the Son. He convinces the world of sin, of righteousness, and of judgment. He leads men through faithful response to the gospel into the fellowship of the Church. He comforts, sustains, and empowers the faithful and guides them into all truth.

The Holy Trinity

We believe the Father, the Son, and the Holy Spirit comprise a 3-in-1 being that has co-existed since the beginning of time and will continue existing until the end of time.

Justification and Assurance

We believe God reaches out to the repentant believer in justifying grace with accepting and pardoning love. Wesleyan theology stresses that a decisive change in the human heart can and does occur under the prompting of grace and the guidance of the Holy Spirit.

In justification we are, through faith, forgiven our sin and restored to God's favor. This righting of relationships by God through Christ calls forth our faith and trust as we experience regeneration by which we are made new creatures in Christ.

This process of justification and new birth is often referred to as conversion. Such a change may be sudden and dramatic, or gradual and cumulative. It marks a new beginning yet is part of an ongoing process. Christian experience as personal transformation always expresses itself as faith working by love.

Our Wesleyan theology also embraces the scriptural promise that we can expect to receive assurance of our present salvation as the Spirit "bears witness with our spirit that we are children of God."

Doing Good Works

We believe good works are the necessary fruits of faith and follow regeneration, but they do not have the virtue to remove our sins or to avert divine judgment. We believe good works – pleasing and acceptable to God in Christ – spring from a true and living faith, for through and by them faith is made evident.

Service to the World

We insist that personal salvation always involves Christian mission and service to the world. By joining heart and hand, we assert that personal religion, evangelical witness, and Christian social action are reciprocal and mutually reinforcing.

Scriptural holiness entails more than personal piety; love of God is always linked to love of neighbor, a passion for justice, and renewal of the life of the world.

The General Rules represent one traditional expression of the intrinsic relationship between Christian life and thought as understood within the Wesleyan tradition. Theology is the servant of piety, which in turn is the ground of social conscience and the impetus for social action and global interaction, always in the empowering context of the reign of God.

Nature and Mission of the Church

We emphasize the nurturing and serving function of Christian fellowship in the Church. The personal experience of faith is nourished by the worshiping community.

For Wesley there is no religion but social religion, no holiness but social holiness. The communal forms of faith in the Wesleyan tradition not only promote personal growth, they also equip and mobilize us for the mission and service to the world.

The outreach of the church springs from the working of the Spirit. As Methodists, we respond to that working through a connectional polity based upon mutual responsiveness and accountability. Connectional ties bind us together in faith and service in our global witness, enabling faith to become active in love and intensifying our desire for peace and justice in the world.

Prevenient Grace

We acknowledge God's prevenient grace, the divine love that surrounds all humanity and precedes any and all of our conscious impulses. This grace prompts our first wish to please God, our first glimmer of understanding concerning God's will, and our "first slight transient conviction" of having sinned against God. God's grace also awakens in us an earnest longing for deliverance from sin and death and moves us toward repentance and faith.

Sanctification and Perfection

We believe sanctification is the work of God's grace through the Word and the Spirit, by which those who have been born again are cleansed from sin in their thoughts, words, and acts, and are enabled to live in accordance with God's will, and to strive for holiness without which no one will see the Lord.

SCHOOL HISTORY

John Wesley Christian School ("JW Christian School") is an outreach ministry of John Wesley Methodist Church ("JW Church"). The school was started in 1976. John Wesley Child Development Program became John Wesley Preschool in 2015. In 2022, JW Christian School was formed to include a Christ-centered elementary education for children in kindergarten with the intention of adding one grade level each year until fifth grade.

AFFILIATIONS

John Wesley Christian School is committed to providing high quality Preschool and Elementary education. Our program is a member of the Association of Christian Schools (ACSI).

Association of Christian Schools is committed to engaging in ongoing school improvement and in the following core components: Truth, Intellectual Development, Christian Educators, Potential in Christ, and Operational Integrity.

John Wesley Christian School is regulated by the Texas Department of Health and Human Services.

EXPECTED STUDENT OUTCOMES

Academic

John Wesley Christian School students will become responsible learners who:

- integrate content and skills across subjects. JW Christian School believes in developing life-long learners who can communicate, collaborate, analyze, and evaluate real-life situations.
- demonstrate and apply age-appropriate skills. JW Christian School believes students need to be able to read, investigate, analyze, summarize, and think to solve problems.
- develop into creative and collaborative thinkers. JW Christian School believes students should be able to collect information, evaluate and create solutions to problems through inductive learning.
- connect Christian principles to practical applications in life. JW Christian School believes students need to have the ability to evaluate text, events, problems, and situations from a Christ-centered viewpoint.
- demonstrate a love of learning. JW Christian School believes students should have a sense of joy in learning new information and skills to help them throughout life.

Spiritual

John Wesley Christian School students will become Christ-centered disciples who:

- gain an understanding of the gospel message and what it means to have a relationship with Jesus. JW Christian School believes this is the foundation for students to live a God-centered life which allows them to see their circumstances in light of His work in them and the world.
- are equipped with a biblical worldview and demonstrate servant leadership. JW Christian School believes in empowering students to make daily decisions influenced by the Christian foundation provided by the school and their families.

Social-Emotional

John Wesley Christian School students will become well-rounded individuals who:

- respect the worth of all God's creation; work well with others and respect other's space, property, and opinions. JW Christian School believes in developing students that are motivated by grace, compassion, and love.
- have a healthy view of self because they treat others the way they want to be treated; they are confident in whom God created them to be and His plan for their future. JW Christian School believes in creating well-adjusted, Christ-lead human beings.

To achieve our Expected Student Outcomes, John Wesley Christian School will provide:

- A faith-based curriculum that offers content in all subjects connected to Christian principles.
- High-quality teachers who differentiate instruction to meet the needs of individual learners across subjects.
- Opportunities for multi-discipline projects, activities, and service projects.
- Ongoing formative and summative assessments to monitor learning and mastery of content and skills.

- Learning activities that encourage creative and collaborative thinking to solve problems using a Biblical perspective.
- High-quality, fun, and engaging lessons and school-wide events.
- Weekly chapel opportunities to learn stories of the Bible.
- Lessons and curriculum that align and integrate a Biblical worldview and teach the gospel of Jesus Christ.
- Hands-on activities connected to the gospel story including drawing, singing, role-playing, and journaling.
- Provide servant leadership opportunities to live out the gospel of Jesus including: service/mission projects, prayer partners, reading buddies, and classroom leadership roles.
- School-wide behavior expectations.
- Individual classroom expectations and lessons.
- Character development lessons including hands-on and role-playing activities.
- Rewards and incentive programs for good behavior and character.

PROGRAMS

INFANTS AND TODDLERS

The goals of the infant and toddler classes are to provide a safe and nurturing environment. The children are encouraged to explore their world as they increase their coordination in the natural progression from rolling over to sitting, crawling, cruising, walking, and climbing. Vocabulary development comes through presentation of books, songs, finger-plays, and daily adventure walks. Through structured times of play the children can explore activities at their own pace and interact with other children. They will encounter different forms of sensory and tactile experiences while playing in the sensory table and while exploring art. Behavioral development is closely observed so that each child is loved, encouraged, and nurtured in a positive atmosphere.

The curriculum promotes activities that stimulate growth and development that can be incorporated into the routines of the day. These classes provide a warm, loving, and rich environment that encourages social, cognitive, and physical growth to fully enhance and nurture each child's school experience.

TWO YEAR OLDS

The curriculum for the two-year-old classes provides interactive activities that enable children to develop a love of learning while they are playing and having fun. The classes provide a warm and friendly environment with hands on center-based activities to encourage early learning. Shapes and colors are introduced to children monthly throughout the year. Storytelling and listening along with a respect for books help children develop pre-reading skills. The math/manipulative areas focus on building fine motor control, spatial awareness, eye-hand coordination, and problem-solving skills. Science is a multi-sensory area encouraging children with hands on activities. Blocks further math concepts of spatial awareness and proportion along with allowing children to build fine motor control. Creative arts allow children to increase muscle control and build self-esteem while exploring their own individual creativity. Dramatic play allows young children to develop socially and emotionally, learn to function in a group, take turns and play. Weekly and monthly theme units provide for activities in both large group and individual areas that move children toward their potential as they explore the material in the classroom.

THREE-YEAR-OLD PRESCHOOL

The three-year-old curriculum is based on learning through play. Our goal is to introduce concepts and learn by experience. The curriculum offers hands-on learning experiences that promote the cognitive, social, emotional, physical, and creative development of each student. We promote independence by working on self-help tasks throughout the day. Each day the children are given many opportunities to engage in fine and gross motor activities and name recognition. By doing this, we support both the development of these skills and the growth of the brain.

Color, number, and shape recognition are reinforced through thematic learning activities that are age appropriate and child directed. We approach science with many hands-on experiences such as cooking, sensory tables, and science experiments.

The centers in the three-year-old classrooms include the following: math, writing, reading, art, dramatic play, housekeeping, emotions, block building, manipulative, and science. Children are encouraged to work in these centers cooperatively with other children in the class. The letters of the alphabet and the sounds they make are introduced on a weekly basis. Colors and shapes are reviewed.

FOUR-YEAR-OLD PRESCHOOL

The four-year-old curriculum continues to build upon prior knowledge of the three-year-old preschool curriculum. Active learning is encouraged through many hands-on experiences. The four-year-old curriculum is literature based and thematic in nature. The K4 Abeka curriculum is used to focus upon math and beginning phonics concepts. Weekly themes incorporate and integrate language, literature, mathematics, and science while focusing on the development of phonemic awareness and emerging literacy.

The curriculum provides a variety of developmentally appropriate activities, experiences, and materials to engage children in active and meaningful learning. The curriculum encourages curiosity, develops a love of learning, fosters positive self-identity and sense of emotional well-being, develops social skills, and encourages children to think, reason, question, and experiment. Language and literacy development are included in the units through learning centers and small group activities. Physical skills are developed, and sound health, safety, and nutritional practices are encouraged. The children are offered many ways to create and appreciate art, and to respect cultural diversity.

The goal of the four-year-old preschool is to prepare children socially and academically for kindergarten.

BRIDGE

The curriculum in the Bridge Class is literature based. Phonemic awareness is taught and practiced in the meaningful context of big books, picture books, poetry, stories dictated by students, and high-interest books with few words. Math activities, social studies, and science are correlated with our current book, poem, story, or event. Our goal is to provide opportunities for children to experience every concept in a multisensory way. Every effort is made to accommodate the learning styles of each child. The interests expressed by the children and their parents often inspire topics of study. Centers are primarily open-ended and encourage creativity, problem-solving, and social skills. These centers include home living, art, manipulatives, building materials, reading, listening, writing, and the sensory table. Other centers are used during the year to enhance learning about current topics of study. Outdoor (or indoor in inclement weather) free play time is provided each day. Suitable play equipment is available to encourage motor and social skills. Students are provided with a schedule that is as predictable as possible. Appropriate behavior is expected, encouraged, and reinforced in a positive manner. Music, movement, body awareness, and performance skills are led by our excellent music teacher and extended in our classroom activities. An informal screening is done during the first weeks of school to assess skills the individual student has mastered and to assess readiness. Instruction is planned around individual learning needs. Individual progress is assessed more in depth before parent conferences. Another screening is done at the end of the year. Parent input is an important part of the assessment process.

KINDERGARTEN

The Kindergarten Class follows the K5 Abeka Curriculum. Abeka Curriculum is a time-tested Christian curriculum which focuses upon Bible lessons, Character Development, Skills Development, Phonics, Writing, Math, Science, Social Studies, Language Enrichment, and Art. The students are taught in both whole group settings and through small group center rotations. Centers are thematic and used to supplement skills being taught each week. Developmental centers are incorporated to promote social-emotional learning skills, as well. Students are assessed regularly to differentiate instruction. Additionally, students take standardized tests (Iowa Basic Skills Test) in the spring. Homework and readers are sent home daily to enhance learning and promote good homework habits. Students are introduced to technology through classroom computers and the SMART board. Special care is taken to make sure that our curriculum aligns with the Texas Essential Knowledge and Skills for Kindergarten. In most areas, the Abeka Curriculum surpasses what is required by the state of Texas. Our small class sizes allow for one-on-one instruction daily.

Kindergarten students attend chapel each week along with a school-wide chapel each month. Bible lessons from chapel are extended in the classroom. Additionally, Bible and Character Development lessons are taught from the Abeka Curriculum. Students attend Physical Education and Music classes each week. Special art classes are scheduled throughout the year in addition to art completed in the classroom on a weekly basis. Kindergarten students have an outdoor recess time daily unless there is inclement weather causing indoor recess to be scheduled in the gym. They attend one field trip per year in order to extend learning and foster a sense of giving and serving.

FIRST GRADE

The First Grade Class follows the First Grade Abeka Curriculum. Abeka Curriculum is a time-tested Christian curriculum which focuses upon Bible lessons, Character Development, Spelling, Phonics/Language, Reading, Writing with Phonics, Arithmetic, Science, Social Studies, Poetry, Music, and Art. The students are taught in both whole group settings and through small group center rotations. Centers are thematic and used to supplement skills being taught each week. Students are assessed regularly to differentiate instruction. Additionally, students take standardized tests (Iowa Basic Skills Test) in the spring. Homework and readers are sent home on most days to enhance learning and promote good homework habits. Students are introduced to technology through classroom computers and the SMART board. Special care is taken to make sure that our curriculum aligns with the Texas Essential Knowledge and Skills for First Grade. In most areas, the Abeka Curriculum surpasses what is required by the state of Texas. Our small class sizes allow for one-on-one instruction daily.

First grade students attend chapel each week along with a school-wide chapel each month. Bible lessons from chapel are extended in the classroom. Additionally, Bible and Character Development lessons are taught from the Abeka Curriculum. Students attend Physical Education and Music classes each week. Special art classes are scheduled throughout the year in addition to art completed in the classroom on a weekly basis. The students have an outdoor recess time daily unless there is inclement weather causing indoor recess to be scheduled in the gym. Our First-Grade students attend one field trip per year in order to extend learning and foster a sense of giving and serving.

CHAPEL

The school is an intentional ministry of John Wesley Methodist Church, a Christian community. Children enrolled in the two-year-old, three-year-old, four-year old, bridge, and elementary classes gather for a time of worship and learning each week. During chapel, through songs, Bible stories, and prayer, we focus on God's amazing love for us and are encouraged to love others in His name. Chapel is based off the Orange curriculum, 'First Look.' This curriculum allows the teachers to use activities based on the chapel lesson in their classroom. A school-wide chapel for students and families is held once a month.

MUSIC

Music helps develop several parts of a child's brain simultaneously. Song lyrics develop language, instrumentation and rhythm develop logic, and dynamics and tone encourage creative expression. Music is an integral part of our school using songs and movement to stimulate brain development along with creating a love for music. Our music classes encourage your child to explore their world through creativity and sound, as well as helping to build their self-esteem and relationships to other children around them. All classes participate in music twice a week.

PHYSICAL FITNESS

Children are encouraged to develop a love for fitness through movement, balance, and coordination activities. Through social interaction and team building, students learn the value of Christian principles in competition. This program provides more opportunities for social emotional growth, while developing confidence and self-control. Children 4-years-old and older attend P.E. twice a week.

ART

Elementary children will be introduced to basic art techniques, which are the building blocks that will provide a solid foundation for future art lovers and artists. Students will explore a wide range of media and complete individual and collaborative projects using paint, paper, clay, oil pastels, and a variety of other materials. Students attend Art Class once a week.

STAY & PLAY

Stay & Play is offered Monday - Thursday from 2:00-4:00. It is available for children 2 years old and older. There is no registration fee for Stay & Play. Registration will be open throughout the year. Drop-ins are allowed based on availability. Stay & Play fees are processed automatically with monthly tuition.

ENRICHMENT CLASSES

Enrichment classes include Ballet/Tap, Hip Hop/Breakdancing, Broadway Tots, and Soccer. They are offered from 2:00-3:00 on scheduled days. Any child that is potty trained may register for an enrichment class. There is no registration fee for enrichment classes. There is a costume fee for Ballet/Tap and Hip Hop/Break dancing. Registration will be open throughout the year. Enrichment class fees are processed automatically with monthly tuition.

SUMMER CAMP

Summer Camp will be offered on Tuesdays, Wednesdays, and Thursdays from 9:00-2:00 during select weeks over the summer. There is no registration fee for Summer Camp. Registration will close the Friday before each week of the summer. If you would like to register after a week is closed, contact the JW Christian School office. Summer Program fees are processed automatically at the beginning of each week. There will be a different theme for each week in the summer. Snacks will be provided. Students will bring their own lunch and nap mats.

CLASS AND FEE SCHEDULE

INFANTS/TODDLERS (6 months to 23 months as of Sept 1st)

Classes available: M/W, T/TH, M/W/F, T/TH/F or M-F

| <u>Days</u> | <u>*Registration Fee</u> | <u>Monthly Tuition</u> |
|-----------------|--------------------------|------------------------|
| M/W or T/TH | \$255 | \$255 |
| M/W/F or T/TH/F | \$360 | \$360 |
| M - F | \$575 | \$575 |

2 YEAR OLDS (24 months to 35 months as of Sept. 1st)

Classes available: T/TH, M/W/F, M-F or T/W/TH for DOB (9/20-3/21)

| <u>Days</u> | <u>*Registration Fee</u> | <u>Monthly Tuition</u> |
|----------------------|--------------------------|------------------------|
| T/TH | \$260 | \$260 |
| M/W/F | \$365 | \$365 |
| T/W/TH (9/19 – 3/20) | \$390 | \$390 |
| M - F | \$585 | \$585 |

3-YEAR-OLD PRESCHOOL (Children must be 3 yrs. old as of Sept. 1st and potty trained.)

Classes available: T/TH, M/W/F, T/W/TH or M- F

| <u>Days</u> | <u>*Registration Fee</u> | <u>Monthly Tuition</u> |
|-------------|--------------------------|------------------------|
| T/TH | \$270 | \$270 |
| M/W/F | \$370 | \$370 |
| T/W/TH | \$395 | \$395 |
| M - F | \$600 | \$600 |

4-YEAR-OLD PRESCHOOL (Children must be 4 yrs. old as of Sept. 1st)

Classes available: M/W/F, T/W/TH, M-TH or M-F

| <u>Days</u> | <u>*Registration Fee</u> | <u>Monthly Tuition</u> |
|-------------|--------------------------|------------------------|
| M/W/F | \$370 | \$370 |
| T/W/TH | \$395 | \$395 |
| M – TH | \$500 | \$500 |
| M – F | \$600 | \$600 |

BRIDGE

Classes available: M-F (Children must be 5 yrs. old as of Sept 1st)

| <u>Days</u> | <u>*Registration Fee</u> | <u>Monthly Tuition</u> |
|-------------|--------------------------|------------------------|
| M - F | \$605 | \$605 |

KINDERGARTEN

Class available M – F

| <u>*Registration Fee</u> | <u>Monthly Tuition</u> |
|--------------------------|------------------------|
| \$850 | \$850 |

FIRST GRADE

Class available M – F

*Registration Fee

\$850

Monthly Tuition

\$850

STAY & PLAY (Children 2 years old – Bridge)

Days

M, T, W, Th

Time

2:00-4:00

Cost

\$10/day - 1 hour

\$15/day - 2 hours

Drop-in

2:00-4:00

\$15/day - 1 hour

\$20/day - 2 hours

POLICIES

ARRIVAL AND DISMISSAL

Arrival

Families will enter the building to drop off children at their classroom door. Children may not enter the building alone and must be escorted by an adult to their classroom.

All children must be signed in through the Procure app at drop-off. Be sure to let the teacher know if a person other than the person dropping off will be picking up the child. Cell phone use is prohibited when dropping off children.

Please allow enough time in the morning to ensure a smooth transition from home to school for your child. If a child is late, it is very difficult for him/her to transition into the class with the rest of the children. Please have your child at school by 9:00 to ease this transition.

Doors are locked promptly at 9:15. If you arrive after 9:15, your child is considered tardy and must be signed in at the front desk and will be walked to class by one of the JW Christian School staff.

Dismissal

Infant/Toddler Classes (Lambs, Ducks, Monkeys, Frogs and Pandas) will be picked up from their outside classroom door. There will be a sign outside the classroom door to help you locate the correct room.

- Lambs, Ducks and Monkeys will enter and exit through the playground gates by the school entrance (the “Big” playground).
- Pandas will walk up to the door on the Church office entrance sidewalk.
- Frogs will enter and exit through the playground gates by the Church office entrance (the “Little” playground).

The Teddy Bear class will be picked up inside at their classroom door by entering through the JW Christian School doors and exiting through the JW Church doors.

Preschool classes (Llamas, Ladybugs, Butterflies, Owls, Lions, Dinosaurs, and Kangaroos) will be picked up from the doors under the porte-cochere. Parents will form two lines outside of the doors. A staff member will escort children to the staff members monitoring the doors who will release the child to the parent.

If families have children in an Infant/Toddler and Preschool class, they will have to pick up at both locations. Elementary and Enrichment classes will be picked up outside the JW Christian School entrance.

Out of consideration for your child and your child’s teachers, please be on time at dismissal. When you are late, your child may experience anxiety. If for some reason you find you will be unavoidably delayed, please call the school so we may reassure your child that you are coming. A late fee of \$10.00 per child for every five minutes will be charged. The fee will be assessed on your next monthly statement.

Children will only be released to parents, or a person authorized by the parents on the Procure account. In addition, teachers must be informed if someone other than yourself will be picking up your child at the end of the day. Photo identification will be required of anyone picking up your child who is not known by the teacher. NO child will be released to anyone under 18 years of age or unauthorized adults. Names may be added to the Procure account during the year by contacting the JW Christian School office.

Please notify the office of any person to whom your child should not be released under any circumstances.

If you are picking up your child early from school, notify the teacher and the JW Christian School office in advance. When you arrive, be prepared to show photo identification, if necessary, sign the child out at the front desk, and remain there while a member of the JW Christian School staff brings your child to you.

ATTENDANCE

Daily attendance is very important. When possible, schedule appointments on school holidays or after school hours. If a student is absent or tardy due to a doctor's appointment, a note from the doctor should be turned in to the JW Christian School office. Be sure to notify the teacher when your child is absent or is going to be late. Elementary students are required to make up any missed assignments and tests that occur during an absence.

BIRTHDAYS AND CLASS PARTIES

Birthdays are always a special time! Parents may plan with the child's teacher to provide a special birthday treat during snack time. Please send a simple store-bought treat such as cookies with the ingredients listed on the container. Birthday invitations for parties outside of school may be sent home if all children in the class are invited to the party. Class directories will be available.

Parents may be asked to sign-up to bring special treats for class parties, school events, or special celebrations throughout the year. We ask that these also be store bought with the ingredients listed on the container.

BITING

Biting is a common issue in early child development. The best way to deal with biting is consistency between teachers and parents. Biting occurs for multiple reasons and proper communication will help determine why a child is biting. The teachers and administration will work with parents if biting becomes a problem and will make every effort to solve the issue as soon as possible. From time to time, it may be necessary for a child to take a break from school until the problem is resolved.

CALENDAR

The school year calendar can be found on the JW Christian School website. The school year starts in August and ends in May, with a modified summer program in June and July. JW Christian School follows the Klein ISD calendar for specific holidays and professional development days scheduled throughout the school year. The school calendar may be found on the school website www.jwchurch.org/jw-christian-school.

CHAPEL

School-wide chapel will be once a month on Wednesdays in the Sanctuary. This is for students 3-years-old and up. Parents are invited to enjoy coffee and donuts in the Welcome Center after drop-off and attend chapel. Students will sit with their teachers during chapel and return to their classroom when it is over.

Elementary students are required to wear chapel attire on Wednesdays. Boys wear khaki shorts or pants, a belt, and a tucked-in collared shirt. Girls wear a dress or skirt with closed-toed shoes. No high heels or excessive jewelry.

A chapel offering will be collected at each school-wide chapel. A schedule will be provided with the designated charitable organizations who will receive the monies. Offering should be sent with the student to allow participation in the giving process during chapel.

CHILD ABUSE REPORTING LAW REQUIREMENTS:

John Wesley Christian School staff are **REQUIRED** by Texas State Law and the Texas Health and Human Services Commission to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. Our staff receives annual training on recognizing and preventing abuse and neglect, including sexual abuse. The school has made a commitment to help increase awareness and prevention techniques to employees and parents through trainings, memos, and monthly newsletters. JW Christian School will also coordinate with community organizations on strategies to prevent abuse and neglect.

Staff will not be able to notify parents when the police or CPS is called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called.

Some examples of abuse and neglect are ***leaving a child in a vehicle unattended***, not securing a child in a seat belt or booster seat, unexplained marks, or bruises on opposite sides of the body, and child hygiene issues.

If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help. Please call the National Parent Hotline at 1-855-427-2736 or visit www.helpandhope.org/find-help.html.

The statewide Abuse & Neglect phone number is 1-800-252-5400, if you would like to report any suspected abuse or neglect.

CHILD CARE REGULATION

John Wesley Christian School is licensed and regulated by the Texas Health and Human Services Commission, and we follow the Texas Minimum Standards for Child Care Centers. A current copy of the minimum standards is kept in the office and is available for parents to review. In addition, the most recent Child Care Regulation inspection report is posted in the JW Christian School workroom.

Texas Health and Human Services Commission

713-940-3009

1330 East 40th St.

Houston, Texas 77022

<https://www.hhs.texas.gov/>

Child Abuse Hotline

1-800-252-5400

<https://www.txabusehotline.org>

CHURCH AND SUNDAY SCHOOL ATTENDANCE

John Wesley Christian School encourages students to attend church and Sunday School each Sunday as an extension of the school program in the lives of the children. If a family does not attend a church, we invite everyone to attend John Wesley Church. John Wesley Church holds classes explaining the teachings of the Methodist church which you are invited to attend. The pastors of John Wesley Church would be happy to discuss this with you. More information can be found on the JW Church website <http://www.jwchurch.org>.

COMMUNICATION

John Wesley Christian School works hard to stay in touch with parents to provide developmentally appropriate and positive learning experiences for each child. It is very important to maintain open communication in case of any concerns, *no matter how small*. Parent's concerns and questions are important to continually improve upon the educational processes.

Procure Parent Engagement App, class calendars, the school newsletters, Facebook (JW Christian School), and Instagram (@jwchristianschool) are our various forms of communication. Please be sure to download the Procure app and join the JW Christian School Facebook and Instagram pages. Watch for class calendars to be sent home in backpacks and posted in Procure and on the bulletin board outside of the classroom. The class calendars contain information about the activities, lessons, schedules, and events for the specific class. School newsletters are sent out monthly. The school newsletter contains a list of school events for the year, parenting tips, holidays, special events, policy changes and other school related topics. Important dates are on the calendar in Procure. Class posts are made to Procure frequently with pictures of the various activities the children are engaged in along with any reminders for the week. Contact your child's teacher and/or the office if you are not receiving these forms of communication throughout the year or to update any email address and phone number changes.

Students are assessed annually on developmentally appropriate concepts and skills covered in class. Formal parent/teacher conferences will be held once each year for 4-year-old, Bridge and Elementary classes. If an area of concern is noticed at any time, teachers will communicate this to the parents. Discussion of a child should never take place in the presence of that child or other parents. All conversations between staff and parents must be kept confidential. Conferences for all other children are scheduled based on requests from the parents and/or teachers.

Parents should raise concerns with the teachers through direct conversation, an email, Procure app, or a phone call. (Note: Texas Child Care Regulation prohibits cell phone use for staff while supervising children.) If concerns need to be discussed further, a meeting with the teachers and/or Director must be scheduled in advance. Any parent, after having worked with the Director about a concern, who wishes to further appeal a matter, may do so first with the JW Christian School Board of Directors and then with the JW Core Leadership Team, if necessary.

CONSUMER PRODUCT SAFETY RECALLS

John Wesley Christian School receives email notifications from the CPSC whenever infant/child products and sports, and recreation products are recalled. If we have an item that has been recalled, we immediately remove it from use. As a parent you may view a list of current recalls and notices on the CPSC website at www.cpsc.gov. You may also sign up to receive email notification from the CPSC by going to <https://www.cpsclist.aspx>.

CURRICULUM

Four-year-old through First Grade classes will use Abeka curriculum to support the belief that students learn best through hands-on engaging activities, purposeful play, and cooperative learning. Teachers use Abeka as a foundation and extend learning with other activities and learning programs.

Abeka's mission is to support and equip students, teachers, and parents by providing amazing Pre-K through Grade 12 academic resources based upon biblical values. Abeka provides materials using a traditional approach proven successful throughout education's history. Professionally illustrated textbooks and teaching aids, hands-on activities, challenging exercises, and our Spiral Learning approach with purposeful repetition and reinforcement of concepts from subject to subject give you all the tools you need to make learning interesting and memorable.

DISCIPLINE AND GUIDANCE

As young children explore their environment, they often test limits. They are beginning to learn about consequences for behavior and when and how to be assertive. At JW Christian School, we provide a positive and supportive environment for children as they gain independence and learn self-control. With a relaxed classroom atmosphere where the individual needs of each child are respected, children can feel supported and understood. They need this guidance and support from caregivers as they learn how the world works.

John Wesley Christian School staff expect to be met with challenging behavior from time to time. During the first five years of life, children are just beginning to learn how to handle their own intense emotions and conform to the behavioral expectations of society. As parents know, this is a lengthy process. It is also a central aspect of children's social and emotional development that can be guided using strategies based on research into early brain development.

At JW Christian School, we define challenging behavior as any behavior that:

- Interferes with children's learning, development, and success at play;
- Is harmful to the child, other children or adults;
- Puts a child at high risk for later social problems or school failure.

It can be direct (hitting, pushing, biting, kicking) or indirect (teasing, ignoring rules or instructions, excluding others, name-calling, destroying objects, having temper tantrums.)

The JW Christian School staff views working with children's challenging behavior as an integral aspect of our job. The word *discipline* has, as its root meaning, "instruction" or "training." This meaning, rather than punishment, is the foundation for our approach to guiding children's behavior. We accept that young children will sometimes display their emotions or try to achieve their goals in unproductive or immature ways. That is simply part of being very young. Much of children's most valuable learning, especially in a group setting, occurs during behavioral problem solving. The approaches we use vary by age group, but have the following elements in common:

- Adults model positive behavior.
 - We show that we can accept, control and express feelings in direct and non-aggressive ways; we let children know that we are not afraid of their intense emotions and will not punish, threaten, or withdraw from them.
- Teachers design the physical environment to minimize conflict.
 - We provide multiples of toys and materials for groups of children, define classroom and outdoor areas clearly to allow for both active and quiet play, and strive to maintain an appropriately calm level of stimulation.

- Teachers maintain age-appropriate expectations for children’s behavior.
 - We attempt to minimize unreasonable waiting and transition times and limit the length of large group and teacher-directed activity times according to children’s developmental levels. We give children large blocks of uninterrupted time during which to make their own activity choices.
- Teachers establish simple rules, or expectations, for the classroom community.
 - Older Preschool and Elementary children participate in this process early in the school year. When issues arise, adults and children can reference the “Be safe, Be kind, Be respectful” guidelines as reminders about what kinds of behaviors facilitate life in a group setting.
- Adults closely observe and supervise children’s activities and social interactions.
 - With our high ratios of adults to children and our emphasis on attentive observation, we can often intervene to guide children before situations escalate.
- Adults help children verbalize their feelings, frustrations, and concerns.
 - The staff will help children describe problems, generate possible solutions, and think through logical consequences of their actions. Even babies will hear their teachers’ describing actions, problems, solutions, and logical consequences. The adult role is to be a helper in positive problem solving. We want children to value cooperation and teamwork. We help them to learn peaceful, productive approaches to interacting with peers.
- Children whose behavior endangers others will be supervised away from other children.
 - This is not the same as the practice of using a “time out” for a child. An adult will help the child move away from a group situation. The child will then process the problem verbally with the staff member and any other concerned parties. An adult will stay close to any child who is emotionally out of control and needs private time to regain composure.
- Discipline (guidance) will always be positive, productive, and immediate when behavior is inappropriate.
 - *No child will be humiliated, shamed, frightened, or subjected to physical punishment or verbal and physical abuse by any staff member, student, or volunteer working at JW Christian School.* Every JW Christian School staff member understands and follows our disciplinary approach as well as the standards on guidance and management in the Texas Health and Human Services Commission’s Minimum Standards.
- **When a pattern of behavior persists that endangers self, others, or property, or significantly disrupts the program, we will work with a child’s family to find solutions, up to and including referral for outside services or exclusion from JW Christian School.**

DISCRIMINATION

Enrollment shall be granted without discrimination regarding sex, race, creed, or political belief. Enrollment shall be open to any child if we can meet the needs of that child.

DISMISSAL

John Wesley Christian School reserves the right to dismiss a child from the program if the administration determines our program does not have the resources to facilitate the child's growth and development and/or the child's attendance is disruptive to the learning environment.

DRESS CODE

All students should dress in modest, casual, comfortable attire that allows for play and movement throughout the day. Closed-toed shoes are required. Flip-flops and excessive accessories that could cause distractions or safety hazards should not be worn.

Elementary students wear Chapel attire on Wednesdays and JW Christian School spirit shirts on Fridays.

EMERGENCY PREPAREDNESS PLAN

John Wesley Christian School has an Emergency Preparedness Plan in place. Emergency Procedures and Evacuation Routes are posted in every classroom. Fire drills are practiced monthly. Severe weather and lockdown drills are practiced four times a year.

Fire

All staff members will acquaint themselves with the emergency exits and routes from the building in the event of a fire or other emergency. All classes will go directly to the far side of the parking lot backing up to Yeager Elementary. Upon exiting or entering the classroom and/or the building teachers will have an accurate count of the children in their care. Classes will not re-enter the building until an all-clear signal is given.

Lock Down

In the event of a threat to the well-being of the children by an intruder, the staff will follow ALERT as an Active Threat Response.

- **ASSESS** – Orient to best option. Consider your location and level of contact.
- **LOCKDOWN** – Secure your area.
 - Indirect contact with threat
 - Can secure your location
 - If exit leads to danger
- **EVADE** – Run and/or avoid threat
 - Direct contact with threat
 - Cannot secure your location
 - Have a clear path of escape

- **RESIST** – As a last resort!
 - Direct contact with attacker
 - Cannot evade or escape
 - Fear loss of life/serious injury
- **TELL** – When able, alert others and call 911.

If classes are outside the building or able to leave the building, the staff will escort the children to Yeager Elementary School. Once the intruder is declared by the authorities to no longer be a threat, parents will be called to pick up their children and staff will remain with the children until all are picked up by those authorized to do so.

National or Local Disaster

In the event of a national or local disaster or an emergency other than fire, all children will remain on the school premises until the JW Christian School administration feels they can be safely released to an authorized person. In the case of severe weather, when a warning is issued, classes will seek shelter in small interior rooms or hallways on the lowest floor of the building away from windows. Children will remain sheltered with their teachers until the severe weather threat is announced to be over. If there should be an emergency or disaster that would make it necessary for the school to evacuate the building, Yeager Elementary School, 13615 Champion Forest Drive, 281-440-4914, will be the place of relocation. Parents will be called to pick up children there and staff will remain with the children until all are picked up by those authorized to do so.

Shelter-in-Place

If local authorities declare a shelter-in-place emergency due to release of dangerous contaminants into the atmosphere, the children will be relocated to the Wesley Activity Center which has been designated as a safe room. The building will be closed and will not reopen for any reason until local authorities have declared the danger passed. Do not come to the school to pick up your child during a shelter-in-place emergency; rather, seek shelter for yourself and rest assured that your child is well cared for and is safe at school. Children will remain with their teachers in the safe room until the danger has passed, and civil defense has notified the community that it is safe to be outdoors.

The Role of Parents in an Emergency

In a school emergency, the first instinct as a parent is to pick up the telephone and start calling the school or to rush up to the school and get your child(ren). The truth is this only complicates matters from a safety and security standpoint. Parents too close to the incident often hinder the rescue attempts of the first responders on the scene. The best action parents can take in an emergency is to stay close to their phone and email waiting for communication from the school staff.

It is very important for parents to keep all contact information up to date on themselves, emergency contacts, and those authorized to pick up their children.

EMPLOYMENT STANDARDS

The most important asset of JW Christian School is the quality of the teachers. All staff members are experienced in working with young children and participate yearly in professional development days, workshops, and training sessions. All staff members are orientated in the John Wesley Church Handbook. To meet the Child Care Regulation requirements, the staff must obtain the required continuing education hours annually, including any trainings mandated by the Texas Health and Human Services Commission. In addition, staff must be certified in CPR/First Aid, fingerprinted, and pass a criminal background check.

Employee Immunization Policy

While safety of our employees and the children in our care is paramount, we have elected to make immunizations for vaccine-preventable diseases optional. If the employee is not exempt from having these immunizations, JW Christian School recommends that employees consider receiving the Influenza, Pertussis, and COVID-19 vaccines.

ENROLLMENT FORMS

Enrollment must be completed online, and registration fees paid prior to the child being admitted to class. There are no exceptions.

Registration

Registration is completed online by going to myprocare.com. The confirmation email must be printed, signed by the parent, and returned to the JW Christian School office. All registration fees are non-refundable.

Automated Payment Processing Form

This form allows enables families to pay registration fees and monthly tuition by using a credit card or having it drafted from a bank account. Should you have any changes in account numbers, please notify the office. A fee of \$20 will automatically be charged to your account if tuition is not able to be processed.

Statement of Health Form

This form must be completed and signed by the child's physician. Parents will need to make note of any special needs, medications, previous surgeries etc. or check "**none**". A signed Allergy Action Plan is required from the doctor if any allergies are listed.

Immunization Records

An official copy of your child's current immunization records must be attached. The immunization record may be printed and signed by the physician or printed by ImmTrac (Texas Immunization Registry). Texas Child Care Regulation requires all immunization records to be current. As your child receives new immunizations, please provide the office with the updated immunization record.

Children who are not current on their immunizations may be excluded from attending the school by the state of Texas. If a child's immunization record is not complete, a note from the physician listing the medical reason for the child not having current immunizations and an immunization plan is acceptable. From time to time the school may have children enrolled that have not received immunizations due to personal belief. A notarized affidavit must be on file for these children.

Hearing and Vision Screening

All children in the 4-year-old, Bridge, and Elementary classes are required by The Special Senses and Communications Disorders Act, Texas Health & Safety Code, Chapter 36 to have an approved hearing and vision screening performed by a certified evaluator or registered physician each school year. The results may be recorded on the Statement of Health Form or attached. For parent's convenience a certified hearing and vision screener will be scheduled to come to the school in the fall. Parents may elect on this form to have their child tested at this time for a nominal fee. Dates, costs, and other information will be sent home several weeks prior to the screening dates.

FAMILY EVENTS

John Wesley Christian School believes learning extends beyond the classroom and that a collaborative relationship with families is essential to a successful education. Family events include Fall Family Night, Dads and Donuts, Veteran's Day Program, Thanksgiving Feast, Christmas Programs, Rodeo Days, Spring Fling, Moms and Muffins, and End-of-Year programs. Parents are encouraged to participate in Book Fair, Halloween Parades, Spirit Week, Guest Readers, and to volunteer to help with room mom and age-group events. Refer to the weekly newsletter for upcoming events.

FIELD TRIPS

Field trips are an important part of the curriculum to allow students to experience concepts in the real world that they have read and learned about. Four-year-old, Bridge, and Elementary classes will take one field trip during the school year. Parents are responsible for providing transportation for their child to and from the venue. All students must have a signed permission slip turned in to the JW Christian School office by the day before the event.

FOOD AND NUTRITION

PLEASE LABEL EVERYTHING WITH YOUR CHILD'S NAME

Snacks

Each child needs to bring a light snack every day. Snacks should be nutritious and ready to eat. Cold water will be provided throughout the day.

Lunch

Each child needs to bring a lunch with a drink every day. Lunches should be nutritious and ready to eat.

All food should be finger foods if possible and ready to eat (fruit peeled and cut up, sandwiches cut in small pieces). Please send eating utensils, spill proof cups (infants and toddlers), napkins, waxed paper for a placemat etc. Baby foods, breast milk, milk, and juice should be in plastic containers or a thermos. Please do not send red juice, soft drinks, candy, popcorn, or nuts (infants and toddlers) for snack or lunch. Grapes should be cut in half and carrots and hot dogs cut into strips.

All food should be packed in containers that will keep it hot or cold if necessary. Please include a balance of foods chosen from the Basic 4 food groups: Dairy, Meat/Meat Alternative, Fruits/Vegetables and Grains. Well balanced meals provide the food children need to grow, think, fight infection, and fuel their bodies. Drinks should be 100% fruit juice, white milk, or water with no added sugars. Water will be available for the children all day.

Although families are encouraged to bring a wholesome, nutritious snack and lunch, JW Christian School is not responsible for the nutritional value of a child's snack and lunch which is brought from home.

Breastfeeding Policy

Mothers are welcome to breastfeed their baby in the Welcome Center. If you would like a more private place, you may go to the Bride's Room. Mothers may breastfeed at the school or provide breast milk for their child.

FUNDRAISERS

John Wesley Christian School has a limited number of fundraisers throughout the year. Types of fundraisers include Spirit Nights, Silent/Live Auctions, and Spirit Wear. While we appreciate your participation, it is not required. All fundraisers must be approved by the JW Christian School Board of Directors.

GANG-FREE ZONE INFORMATION FOR CHILD CARE CENTERS

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include childcare centers. Gang-related criminal activity or engaging in organized criminal activity within 1000 feet of our school is a violation of this law.

GRADING

Elementary students will receive a skills-based report card quarterly. The target skills include Language Arts, Mathematics, Science, Social Studies, Fine Arts/Physical Education, Character, and Faith Formation.

The grading scale for Elementary grades is:

E = Excellent

S = Satisfactory

N = Needs Improvement

HANDBOOK

The John Wesley Christian School Handbook will be emailed to each family at registration. The handbook is linked on our website www.jwchurch.org/jw-christian-school and copies are available in the office. The JW Christian School Handbook is updated each year with any policy changes.

HEALTH AND ILLNESS

John Wesley Christian School will take precautions to provide a healthy environment for all children. This includes refusing to admit sick children into the classroom and isolating children who become ill while at school. If the teacher suspects that a child is ill, the teacher will conduct a basic health check which includes taking the child's temperature and a visual assessment of the child to identify any other potential concerns about the child's health. Parents will be notified immediately so that they may pick up the child. In addition, the teachers make every effort to help children observe good health habits such as using tissues for cleaning noses, washing hands, wearing jackets when needed, etc. These daily health practices will help keep down the incidents of viruses and other illnesses.

A child should not be brought to school if they have experienced or are experiencing any of the following symptoms:

- fever of 100.4° or higher in the last 24 hours
- diarrhea or vomiting in the last 24 hours
- taking antibiotics for less than 24 hours
- heavy nasal discharge
- constant cough
- contagious skin rash
- head lice or nits
- any symptoms of possible communicable disease
- COVID-19 symptoms include dry cough, shortness of breath, chills, loss of taste or smell, sore throat, muscle aches.

All children will be involved in physical activities indoors and outdoors as an important part of the curriculum. If a child is well enough to come to school, they will be expected to participate in all activities.

Parents should notify the school if a child is to be absent with the reason for the absence. If your child has a communicable disease, (chicken pox, strep throat, pink eye, fifth disease, ringworm, COVID-19, impetigo, head lice etc.), please let the school know so that other parents may be notified that their child has been exposed to a contagious illness. JW Christian School is required to follow guidelines set by the state when the child may return to school after being absent due to a contagious illness. Children excluded from school because of a communicable disease or injury may be re-admitted when the child has received a letter from the physician, stating that he/she are no longer contagious and/or is free of symptoms and infection, and may participate fully in all activities.

If your child has experienced or is experiencing any type of traumatic emotional or stressful situation, please let the teacher know. This will enable your child's teacher to understand and deal with any behavior differences or difficulties.

Illness during the School Day

Children with a temperature of 100.4 and above or showing any of the following symptoms (dry cough, shortness of breath, chills, loss of taste or smell, sore throat, muscle aches, vomiting, rash) will be separated from their class and kept in a healthy and safe place. Parents will be contacted to pick-up their child as soon as possible.

Allergies

If your child has an allergy, please note the allergy on your child's enrollment information and Statement of Health Form. If your child requires medication for the allergy, all conditions regarding medications below must be met. In addition, an Action Plan for Emergency Care must be completed by the doctor and must accompany the medication.

Cleaning

Disinfectant spray will be applied to the entire classroom multiple times throughout the day. Fogging of each classroom will occur multiple times a week. High traffic areas, including bathrooms and playgrounds, will be wiped down frequently.

Incidents and Accidents

If a minor injury or incident should occur, the staff will administer first aid. An Incident Report will be completed describing the nature of the injury and the first aid that was applied if necessary. The parent will sign this form and it will be filed in the child's file. A copy is available upon request.

If a major injury should occur, our staff will administer first aid, dial 911 for assistance, if necessary, and contact the parents. If the parents cannot be reached the child will be taken to Willowbrook Methodist Hospital. The staff will stay with the child until a parent arrives. An Incident Report will also be completed the same as for a minor injury.

Medication

We prefer the parent give any prescribed medication to the child either before or after school. However, if medication during program hours is necessary, the medicine must be brought to the office and the following conditions must be met:

- All medication must be in the original container and may not be expired.
- All prescription medication must be labeled with the child's name, physician's name, the name and strength of the drug, the amount to be given, the frequency of administration, and the date of the prescription.
- Nonprescription medication must be labeled with the child's name and may only be administered by following the manufacturer's recommendation on the label.
- Parents must complete the Medical Authorization Form daily in the office before any medication will be administered.
- The initial dose of any medication must be administered at home.
- Sunscreen and insect repellent should be applied at home.
- Medication must be taken home the last day it is to be administered.

No medicine, vitamins, inhalers, ointment, cough drops, sunscreen, insect repellent etc. should be placed in the child's backpack or lunch box. All medication is stored in a locked closet and may only be administered by a member of the JW Christian School administrative staff.

Personal Items

ALL personal items (backpacks, nap mats, cups, extra clothes, etc.) will be sent home daily and we recommend that they are washed before returning to school.

HOMEWORK

Homework will be sent home on Monday and is due on Friday. It will be given a completion grade.

LIBRARY

Elementary students will have an opportunity to check out one book from the JW Christian School mobile library. Books can be kept for one week and must be brought back to school on the scheduled library day. If a book is lost or destroyed, the borrower is expected to pay the full replacement cost.

ORIENTATION

A "Meet the Teacher" opportunity will be provided for all students prior to the first day of school. We believe having children meet their teachers in the school setting is a valuable tool in building a trusting relationship between the child and their teachers and is most beneficial in helping to ensure a smooth and successful transition from home to school. Families registering after school has started are welcome to schedule a time to meet the teachers before their child's first day. We want to make the process of entering a new school to be as smooth as possible.

OUTSIDE PROFESSIONAL SERVICES

During the school year, outside professionals may be asked to observe classrooms to make recommendations about programming and/or modifications for specific children. This may be at the request of parents or of the teachers. Children will not be observed, tested, or informally questioned by an outside professional without notification and written permission of the parents.

If a child requires additional services (speech, physical therapy, etc.), parents are required to seek out and pay for the services. JW Christian School can provide families with a list of resources for diagnostic and therapeutic services, if necessary. Services may take place during school hours. JW Christian School will work with professionals to schedule a time and location that is appropriate for the service required.

PARENT OBSERVATION

Parents who wish to observe their child at school may do so at any time. Please keep in mind that particularly for infants, toddlers, and children new to out of home care, a visit can be confusing and demands yet another separation adjustment for them. To observe their child, parents must schedule with the teachers and JW Christian School administration a day/time that works best with all parties involved.

PARKING LOT SAFETY

- Children should never be allowed to run freely in the parking lot. Please always hold your child's hand in the parking lot.
- Do not leave your engine running in the parking lot.
- Drive slowly through the parking lot.
- Always refrain from cell phone use while driving in the parking lot.
- Make sure your child is properly restrained in their car seat before leaving your parking space. It is unlawful to transport a child without a safety belt or restraint.
- Do not park in handicapped spots without a permit.
- Do not leave personal articles (purses, etc.) in your car while entering the building. The school and church are not responsible for items stolen or damaged in your car.
- ***The driveway closest to the building is for exiting traffic only. Parents should enter the parking lot by using the two driveways farthest from the building.***
- ***Please do not leave a child unattended in a car. This is against the law! If you need assistance, please call the office, and ask for assistance.***

POTTY TRAINING

Children entering a three-year-old Preschool class and older must be potty trained. The John Wesley Christian School definition of “potty trained” is:

- The child is able to inform the teacher of his/her need to use the potty or can go into the class restroom independently;
- The child can independently take clothing on and off;
- The child is not wearing pull ups or diapers; and
- The child can independently get on and off the toilet, wipe his/her own bottom, and wash his/her own hands.

If a parent feels their child won't be potty trained by the start of school, they should communicate with the teachers as soon as possible or at Meet the Teacher. After September 15th, if a child has three (3) accidents within two (2) weeks, the child will be asked to take a break from school for one (1) week to actively work on potty training.

It is important that children can remove and put on their own clothes. Belts, overalls, pants with snaps, and long dresses/shirts that fall into the toilet are difficult for the children to manage and are best avoided.

REGISTRATION

Registration is held in February of the previous school year. Parents will be notified of the dates, and they will be posted on the website.

Current families can register first. Registration is open to new families after the currently enrolled registration on a first come, first serve basis.

Registration fees are due at the time of registration and are non-refundable. If you choose to withdraw your child from JW Christian School, re-enrollment is an option anytime during the current school year. The registration fee previously submitted will apply towards re-enrollment. Your child's re-enrollment will be dependent on current availability.

New student registration for the current school year is taken anytime during the year based on availability.

SCHOOL CLOSURES

If Klein ISD closes for any reason (such as weather and natural or emergency events) our school will also be closed. JW Christian School staff will notify our families regarding school closures through the school's various communication venues. In the event of cancellation of school due to circumstances beyond our control, there will be no refunds.

SCHOOL SURVEY

Once each school year, parents will be asked to complete a survey about the school. We hope you will use this tool to give us feedback on how we are doing.

SCHOOL HOURS

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|------------------------|------------------------------|------------------------------|--------------------------------------|------------------------------|---------------|
| Preschool | 9:00-2:00 | 9:00-2:00 | 9:00-2:00 | 9:00-2:00 | 9:00-2:00 |
| Elementary | 9:00-3:00 | 9:00-3:00 | 9:00-3:00 | 9:00-3:00 | 9:00-2:00 |
| Stay & Play | 2:00-3:00 or 2:00-4:00 | 2:00-3:00 or 2:00-4:00 | 2:00-3:00 or 2:00-4:00 | 2:00-3:00 or 2:00-4:00 | |
| Enrichment | 2:00-3:00 Ballet/Tap | 2:00-3:00 Ballet/Tap | 2:00-3:00 Soccer Broadway Tots | 2:00-3:00 Hip Hop | |

Preschool class schedules allow for choice of days of the week and vary depending on the age of the child. Bridge and Elementary School schedules are Monday – Friday.

SCHOOL SUPPLIES

Supplies for preschool students are provided by the school and part of the cost associated with the registration fee. Elementary teachers will provide students with a supply list prior to the first day of school. School supplies are not part of the tuition for elementary students. This is an additional expense for families.

SECURITY

- During drop-off, all parents must enter through the JW Christian School doors.
- After drop-off, all visitors will be asked to sign-in at the JW Christian School office and wear a name badge while in the building and/or working with students. All other visitors will be directed to other entrances that do not have access to the school area.
- All doors leading to and from JW Christian School are locked during school hours.

SERVICE PROJECTS

Serving others is an important part of developing the whole child. JW Christian School students and families will participate throughout the year in a variety of hands-on service projects benefiting the neighboring charitable organizations and first responders.

STAFF-CHILD RATIOS

The staff/child ratios of the classes in the JW Christian School are under the specified requirements allowed by Texas Health and Human Services Commissions' Minimum Standards. Smaller classes increase the opportunities for positive interaction with children.

TECHNOLOGY

Computers are provided for students to use as educational tools for research, schoolwork, and communication. Students are expected to act in a considerate and responsible manner when using technology. The JWUMC network is a secure network available only to faculty, staff, and students. JW Christian School believes that the benefits from access to the Internet as an information resource and opportunity for collaboration far exceed the disadvantages and that use of technology during the school day is a privilege not a right. JW Christian School staff have the right to view and/or modify any information stored by students with or without prior notice. Information stored cannot contain unacceptable, inappropriate, or illegal content. Every elementary student must read the Technology Acceptable Use Policy with his/her parents, agree to the terms of this policy, and obtain parental permission, to use technology resources at JW Christian School. All Elementary students must have a signed technology policy before being allowed to use a computer.

TESTING

Elementary students will be taking the Iowa Test of Basic Skills (ITBS). It is a group-administered achievement test for grades K-12 which measures a student's knowledge in subject areas that students have learned in school – reading, language arts, mathematics, science, and social studies. Testing will take place in the spring which will allow for the results to be discussed at parent-teacher conferences.

TUITION AND FEES

Tuition and fees are set yearly by the JW Christian School Board of Directors. A current schedule of tuition and fees is available on the website www.jwchurch.org/jw-christian-school.

Tuition is a yearly fee divided into equal monthly payments. The monthly payment amount will stay the same regardless of the number of days of attendance for the month.

- Tuition is paid by automated payment (charge to your credit card or directly withdrawn from your bank account). Automated payments are charged or deducted from your account by the 10th of the month.
- Tuition payments are processed in August thru April. Tuition is non-refundable after it is processed.
- Withdrawals from JW Christian School must be in writing by emailing jwschool@jwchurch.org and received before the 10th of the month to not incur that month's tuition charge.
- Families must pay a full semester's tuition if paying by cash or check.
- There will be a \$20 fee automatically added to your account for declined credit cards or insufficient funds in an account.
- Be sure to stop by the office and update any changes to credit card numbers or bank accounts to avoid additional charges.
- Tuition fees will not be modified for absences due to short-term illnesses, vacations, etc.

VISITORS/VOLUNTEERS

An informational volunteer meeting will be held at the beginning of the school year. All volunteer opportunities for the year will be discussed at the meeting. Volunteers will be invited on an as-needed basis to help with class parties, school events, guest reader, age group events, and special projects during the school year.

All volunteers must be prepared to show photo identification and sign-in at the front desk prior to volunteering. A name tag must always be worn when in the building and/or working with children.

Ministry Safe

John Wesley Church will attempt to protect protected persons in our care from emotional, physical, spiritual, and sexual abuse. A protected person is defined as a child, student, or vulnerable adult partaking in ministry events. The policies and procedures are followed with the intent of providing a condition of safe ministry at JW Church.

WHAT TO BRING TO SCHOOL

- A light snack and a lunch with drink. Please send items easy to open and ready to eat. Please use as many reusable containers as possible and include a sheet of wax paper for a placemat to help make clean-up easier. Toddlers need 2 cups with lids.
- A change of clothes in case of spills or accidents. Include shirt, pants, socks, and underwear in a gallon size zip lock bag.
- One large unopened container of wipes, if your child is in diapers.
- One box of tissues.
- A nap mat if your child is going to be in the Teddy Bear, Duck, Monkey, Frog, or Panda class.

PLEASE LABEL EVERYTHING WITH YOUR CHILD'S NAME

Teachers will give parents a more detailed list for their classroom before the child's first day.

WHAT *NOT* TO BRING TO SCHOOL

Sunscreen and insect repellent should be applied prior to arriving at school. JW Christian School staff may not apply either of these to students.

It is very difficult for a young child to share a favorite toy brought from home; therefore, we ask that toys be left at home. Some classes will have regular "Show and Tell" days and these will be on the calendar. Guns, swords, knives, and other war toys are not allowed in our school even on "Show and Tell" days.

Please do not allow your child to bring money or other valuable items, such as jewelry, which might be lost.

Gum chewing and cell phone usage are prohibited for all students during school hours.

JOHN WESLEY CHURCH MINISTRIES

JW Nursery and Preschool Ministry

Our nursery staff desires to care for and nurture our babies and toddlers through music, play, hands on bible stories and games.

JW Kids Sunday Morning Experience

Join us every Sunday morning on the second floor from 10:05 - 11:05 for interactive games, dynamic storytelling, worship, and large and small group time all designed to connect kids to Jesus in a deep and impactful way.

JW Students Sunday Morning Experience

Students are given a choice to lead or be led during the Sunday school hour. Students are encouraged to be activated leaders and storytellers in our children's small groups or participate in a Sunday morning small group lesson designed to develop them into strong confident disciples.

JW Students Sunday Nights

Our Student Ministry provides a community where Jr. and Sr. High School students are disciplined. It is a place they can feel safe, passionate about faith, and discover who they are becoming. We meet Sunday nights from 5-7:15 pm.

JW KIDS Choir and Handbells

Join us on Sunday afternoons in the choir room for practice and make a joyful noise! JW Kids Music is for all kids ages 4 - 5th Grade.

Connect Kids

Kinder - 5th grade Wednesday night midweek group is a high energy hour that includes games, crafts, bible study that increases their knowledge of God's word.

JW Students Connect Café

During the regular school year, 6th - 12th Graders can hang out on the 3rd floor student area on Wednesday nights at Connect Café and do homework, study, eat snacks, drink smoothies, and play games in a safe, supervised environment while they connect with other students. Everyone is welcome. Bring your friends and check us out!

JW Student Monthly Ramp Builds

Students take an active role in building a much-needed ramp for our community members that change their lives in a profound way.