

Waverly Forest Academy  
Family Guide  
2015-2016

Welcome to Waverly Forest Academy of Early Learning. Please take some time to read our policies as they explain what you can expect from WFA and what will be expected of your family. We look forward to having your family become part of our community.

**Fast Facts**

Address	3545 Franks Drive, St. Charles, MO 63301	
Hours of Operation	6 A.M. - 6 P.M. Monday – Friday January- December	
Dates of Center Closure	Date	Reason
	9-7-2015	Labor Day
	11-26-2015	Thanksgiving
	11-27-2015	Thanksgiving Friday
	12-24-2015	Christmas Eve
	12-25-2015	Christmas Day
	1-1-2016	New Year's Day
	5-30-2016	Memorial Day
7-4-2016	Independence Day	
8-26-2016	Center Work Day	
Telephone Number	636-940-0550	
Facsimile Number	636-940-0550	
E Mail Address	<a href="mailto:info@waverlyforest.com">info@waverlyforest.com</a>	
Website	Waverlyforest.com	
Missouri License Number	002140516	
Missouri Licensing Representative	Marla Chrisco: 314-877-0223	
Federal Tax Identification	26-4045690	

**Missouri Department of Health Licensing Information**

Waverly Forest Academy has a license to operate a child care center through the Missouri Department of Health (MO DOH). As a licensed child care center, WFA and families enrolled at the center must uphold all licensing rules put forth in the Rules of Department of Health and Senior Services, Division of Regulation and Licensure, Licensing Rules for Child Care Centers. WFA has a copy of these guidelines and makes it available for review at the center. Families may access more information about MO DOH licensing through their web-site at [www.health.mo.gov/safety/childcare/index.php](http://www.health.mo.gov/safety/childcare/index.php).

## **Mission Statement**

Waverly Forest Academy is committed to providing the highest quality of care and education for young children. We will accomplish this through on-going research, education, and professional development.

WFA is committed to supporting the families of these young children by providing continuous communication, various opportunities for involvement, and resources to assist them in their daily lives.

WFA is committed to the well-being and retention of our team members. We will provide them with a healthy and professional work environment. We will support them with compensation and benefits that exceed the industry standards.

WFA is committed to serving its community. We are fortunate to do business in St. Charles County and will strive to be an active and contributing member of our community.

WFA is committed to the field of Early Childhood Education. We will advocate for the needs of our profession and the families we serve.

## **Philosophy**

### **Our Community**

The WFA Community is comprised of the children who attend our center, their families, and those who teach and work at the center. Each group is equally respected and equally responsible to our community. We believe that it takes a village to raise a child. That same village is also needed to support parents, families and educators.

### **How Children Learn**

Knowledge is not something that is transferred from teacher to child. Each child is born with an innate curiosity which leads them to explore. This exploration of objects, people, and their environment allows them to build their own understanding of the world. Children need to utilize all of their senses in their investigations. Stimulating each of these senses is necessary for the child to develop their brain and bodies to their fullest potential.

### **The Teacher**

Your child will have excellent early childhood professionals in their class. Though they are responsible for the class they are not the only source of support in a child's growth. The child's environment and their peers are very influential in their development as well. The role of the educator is to act as a facilitator of learning. They plan activities (curriculum) which enable the child to grow in each area of their development and assist them during this process. They plan the environment to provide the children with many choices of materials and activities. Further, the educator acts as a mediator between the child and their peers.

### **The Role of Families**

Family support is integral to our community and to each child's learning. Families are welcome to come to the center any time they would like. We encourage all families to be an active part of their child's class and our community. There are many different ways families can choose to be involved and to volunteer.

## **WFA Team**

The WFA Team is composed of administrators, teachers, and support staff. Each of these members is dedicated to serve, educate, and develop WFA families. All team members are screened through the Missouri Care and Safety Registry. The entire WFA Team is extensively educated and trained in areas pertaining to early childhood development.

### Administration

Angela Nesslage

Director/Owner

[angienesslage@waverlyforest.com](mailto:angienesslage@waverlyforest.com)

Angela Nesslage founded Waverly Forest Academy in 2009. Previous to this, Angie was the director of Little Guppy Child Development Center from the day it was opened in 1997 through 2008. She has been in the field of early childhood education since 1995. Angie earned her bachelor's degree in Criminal Justice from Lindenwood University in 1997. She has completed graduate classes in early childhood education at Webster University. Angie is trained in Project Construct, High Scope, Creative Curriculum, Conscious Discipline, and the Reggio Approach. She has developed a Spanish program for preschoolers and has taught this program at area schools for over 10 years.

Renee Knobbe

Co-Director

[reneeknobbe@live.com](mailto:reneeknobbe@live.com)

Renee Knobbe is the co-director of WFA and Angie's sister. Renee founded Little Guppy Child Development Center in 1997. Previously, she served as the executive director of Patterson Schools, overseeing 6 early childhood centers. Renee received her bachelor's degree in Psychology and her master's degree in Professional Counseling. Both degrees were earned at Lindenwood University where she went on to teach early childhood education classes at the masters level. She is trained in Project Construct, Conscious Discipline, the Reggio Approach, High Scope, Creative Curriculum, and Students in the Middle.

### Class Teams

Each class has a team of teachers. The team is led by the Head Primary Educator (HPE). The HPE collaborates with the Primary Educator of the class. These individuals are supported by the Secondary and Assistant Educators. Information pertaining to the team in each class is included in the WFA Family Packet.

### Support Team

The administration and class teams are joined by our support team. Members of this team include cooks, drivers, and other specialists.

## WFA Program

Our program is divided into 6 classes. The program of each of these classes is specifically designed for the age group it develops. The curriculum is customized to the children in each class. The age of the children in each class is an approximate as children will generally spend the entire school year (August to May) in the same class. Class specific information is located in the enrollment packet.

Class	Approximate Ages	Teacher to Child Ratio
Boo 1	6 weeks- 16 months	1 to 3
Boo 2	12-28 months	1 to 3
Dawson	18months-28months	1 to 4
Bailey	24-40 months	1 to 8
Koty	3- 4 years	1 to 10
Campbell	4-5 years (pre-kindergarten)	1 to 10
Glory	Kindergarten – Fifth Grade	1 to 16

### Enrollment Status

We offer full and part time options. Full Time is Monday-Friday. Part Time is 1- 4 days per week. We do not offer half days. Part Time days are set and cannot be changed. Families who wish to add days should notify the director and she will inform them of the availability. Families who wish to decrease their number of days or terminate their child's enrollment must give the center a minimum of a 4 week notice.

### Moving Classrooms

Children are enrolled in a classroom based on their age and their development meeting necessary benchmarks for the class. **Once a child is placed in a class, they generally remain in that class for the duration of the school year.** Families will be notified 4 weeks prior to their child changing classes. During that time, they will spend some time in their new class to assure a positive transition.

## Curriculum

### Creative Curriculum

WFA utilizes the Creative Curriculum System developed by Teaching Strategies. This curriculum is research based and award-winning. The Creative Curriculum features exploration and discovery as a way of learning, enabling children to develop confidence, creativity, and critical thinking skills.

The Creative Curriculum is based on 38 objectives for development and learning. These are fully aligned with federal and state early learning standards and integrated into each and every one of the comprehensive collection of resources that make up the system. Further, the system lends itself to individualizing curriculum to meet the individual needs of each child. You can find more information on the Teaching Strategies Website at [www.teachingstrategies.com](http://www.teachingstrategies.com).

## Enrichment Programs

### Yoga

WFA's yoga program is based on the teachings of Radiant Child Yoga. Radiant Child Yoga was developed by Shatka Khalsa, a pioneer in using yoga with young children. This program has developed over the past 35 years and has won international acclaim. Children learn to self sooth, find calm, and grow their bodies through fun and safe yoga poses and games. WFA has two teachers who are officially certified through Radiant Child Yoga. For more information on Radiant Child Yoga, visit their website at [www.childrensyoga.com](http://www.childrensyoga.com).

### Spanish

This program was created by Angela Nesslage and Renee Knobbe in 1998 and continues to develop. Using songs and games, children are introduced to Spanish vocabulary and phrases. This method helps the children remember easily while having fun. This program is available to the children in Koty and Campbell.

### Sign Language

WFA uses the Sign 2 Me program based on the award winning program, Sign To Your Baby, developed over 20 years ago by Dr. Joseph Garcia. Introducing sign to infants and toddlers allows them to be able to express themselves and communicate with others well before they develop the fine motor skills required for verbal speech. This lessens frustration in children and caregivers. Preschoolers get a fun multimodality

experience that has been scientifically proven to grow their spoken vocabulary. For more information on this program, visit their website at [www.sign2me.com](http://www.sign2me.com).

### **Assessing Growth**

WFA assess the progress of each child in our program. The first step is to determine the current ability of the child in each area of development. Once we know where the child is we can see what is next on their continuum of development. These next abilities then become our goals. The educator plans curriculum and the environment to encourage this growth. As the child accomplishes these goals, new ones are set. This process of assessment is well documented by the educators using anecdotal notes, videos, pictures, recordings, and work samples.

### Teaching Strategies Gold

WFA utilizes the Teaching Strategies Gold Assessment System. Gold is an authentic, ongoing observational system for assessing children from birth through kindergarten. It is proven to be valid and reliable by extensive field testing. Gold assesses the same 38 objectives for learning and development as Creative Curriculum. For more information regarding Gold, visit their website at [www.teachingstrategies.com](http://www.teachingstrategies.com)

### Assessment Portfolios

An assessment portfolio is a collection of work samples, documentation, and assessments used to help determine a child's growth and development. Each child enrolled in our preschool programs needs to have an assessment portfolio on their first day and a new one at the beginning of each school year. These portfolios stay at the center until the child's last day or prior to the start of a new school year.

### Family-Teacher Conferences

Family-Teacher Conferences happen twice each school year (November & April). During these conferences, the teacher will inform the family of the child's development using the Gold assessment guide and the child's portfolio. The teacher and the family discuss this information and formulate future goals for the child. The family will also receive resources on how they can help their child at home.

### **Discipline**

A child who has discipline is a child who is able to self-govern. WFA's goal is to assist each child in this quest. Children need to make their own choices and face the natural and logical consequences of these choices. Through this process they will develop confidence, the concept of cause and effect, and empathy for others. The center does not use "fear base" discipline techniques (isolation, corporal punishment, embarrassment, withholding items not related to the incident or time out). Instead, teachers help the child understand their choices and their consequences. This develops a child who will make good choices out of empathy and respect instead of making them based on the fear of getting caught and being punished. **WFA's primary rules for children are to BE SAFE and BE KIND.**

### Conscious Discipline

WFA's practice of discipline is based on Conscious Discipline. Developed by Dr. Becky Bailey, Conscious Discipline is a comprehensive social and emotional intelligence classroom management program that empowers both the child and the teacher. Based on current brain research, child development information and developmentally appropriate practices, the goal of the program is to provide systematic changes in the classroom by fostering emotional intelligence in teachers first, and children second. Families are encouraged to learn more about Conscious Discipline at their website [www.consciousdiscipline.com](http://www.consciousdiscipline.com).

### Biting, Hitting, Pushing, and Kicking

Children may express themselves through physical behaviors towards others. During certain periods of development, these behaviors are developmentally appropriate. Teachers work with the children to develop skills to take the place of the less desired behavior. If a child bites or harms another child or team member, the family will be notified via email and the incident documented in the Child's Log. Families will initial the log when they pick up their child. The teachers will continue to work with the children and their families in their quest to build the skills necessary to decrease physical behavior.

### Behavioral Issues

There are times when a child's behavior inhibits the safety and development of other children. To keep each child safe, the center may choose to send a child home. The center will notify the families of the behavior and the decision to send them home. Families will have one hour from the time of notification to

pick up the child. The teachers and administration are committed to meeting the developmental needs of the children we care for. However, the center may choose to terminate the enrollment of any child who has needs which cannot be met by our program.

### **Extra-Curricular Activities**

WFA provides opportunities for children to experience gymnastics, fitness, dance, soccer, tennis, and counseling through outside programs. These programs are provided by an outside vendor at our center. Fees associated with these programs are paid directly to the outside vendor. Please refer to your WFA Family Packet for information regarding each of these programs. These programs include:

- 1, 2, 3 Dance
- Gymnastics on Wheels
- Soccer Shots
- Haircuts

### **Special Events**

#### Class Parties

Special events are celebrated at the center. Each class celebrates holidays and other events differently. Each class will send out information regarding class parties in their weekly class newsletter. **Food items must be store bought and not contain peanuts.** Homemade treats are not allowed as they are a violation of the MO DOH licensing rules. The center does not allow treat bags.

#### Child's Birthday

Families may choose to have their child's birthday celebrated at the center. The family should contact the Head Primary Educator of their child's class in regards to the celebration prior to the intended date. Food items must be store bought and not contain peanuts. Homemade treats are not allowed as they are a violation of the MO DOH licensing rules. The center does not allow individual treat bags.

We are not able to deliver birthday party invitations.

#### Walks Off Campus

On occasion, classes may take walks off WFA property, as well as walking to Grace Baptist Church to use their campus.

#### Field Trips

Field Trips are planned to enhance children's learning and are part of our curriculum. Families receive information pertaining to field trips (location, time, cost, etc) through the weekly class newsletter. Children must wear a WFA Field Trip T-Shirt, tennis shoes, and socks at these events. Transportation will be provided for children 3 years of age and older using our center van or a chartered bus.

Family volunteers are often needed on field trips. The child's class will let you know how many volunteers are needed. Family volunteers must be at least 18 years of age. Family volunteers are not required to wear a WFA field trip t-shirt though it is recommended as it helps children identify members of our group.

Families who do not want their child to attend a field trip will need to make other arrangements for their child's care that day as all of teachers will be attending the field trip.

### **Transportation**

WFA provides transportation using the center van for children in our Koty, Campbell, and Glory classes for field trips and other special events. Proper booster seats and restraints are used in accordance with Missouri State Laws.

WFA provides transportation using the center van for school aged children in our Glory class to and from school. Proper booster seats and restraints are used in accordance with Missouri State laws. The center will NOT transport children on days when the City of St. Charles School District is closed due to inclement weather.

For larger group field trips, WFA charters buses from First Student for children in the Koty, Campbell, and Glory classes. WFA will not transport children under the age of three or who are in the Boo, Dawson, or Bailey class with the exception of an emergency evacuation.

### **Family Involvement**

Family support is integral to our community and to each child's learning. Families are welcome to come to the center any time they would like. WFA encourages all families to be an active part of their child's class and the center community. There are many different ways families can choose to be involved and to volunteer.

The most fundamental way families can support their child's learning is to be sure they have everything they need each day, that all the child's belongings are labeled with their name, and to be sure that the center has current information necessary to ensure your child's health and safety.

#### **Volunteering**

WFA needs volunteers for class parties, field trips, and at other various times during the school year. Each family is asked to volunteer at least once per school year.

#### **Family Nights**

To promote family involvement, WFA has 5 Family Nights per year. These are fun occasions where families, their children, and the WFA team come together to get to know one another better. Information pertaining to these events will be included in the Class Newsletter.

#### **POW**

Parents of Waverly (POW) is comprised of WFA team members, families, and other members of the community with an interest in the center. The board includes a President, Secretary, Treasurer, and a class delegate from each class at the center. This group provides the administration with ideas and feedback as well as assisting with the planning and implementation of special events and fund raising. Families are welcome and encouraged to attend our POW meetings and functions. Event times are listed on the center calendar.

#### **Fund Raising**

POW plans fund raising events. These events raise money used for items to enhance the children's learning as determined by POW. Families are encouraged to participate in all of these events.

#### **Fall Fund Raiser**

Every fall, WFA participates in a TJ's Pizza fundraiser. TJ's Pizza & Fund Raising Co. is a St. Louis based pizza manufacturer. TJ's is priced competitively and offers desserts, braided breads and cookie dough. A packet will be sent home with every family. Families return their packets approximately a week later. Families will pick their orders from the center with the order sheet. POW asks for 100% participation from our families. To achieve this, the board simply asks that every family return their order form regardless if they sold anything. This ensures that all orders are accounted for.

#### **Team Gifts**

WFA values its highly qualified and dedicated team, as they are important to development and care of the children. Two times a year, families are asked for help to show them just how much they are appreciated.

#### **Teacher Holiday Gifts**

During the holiday season, instead of purchasing individual holiday gifts for the WFA team, we ask each family to make a monetary donation toward team gifts. The money is pooled together and then divided among the teachers and support staff.

#### **Team Appreciation Night**

Every May, the center sets aside a night to appreciate our team! WFA along with POW provides food and beverages for a night of fun. In addition, each team member puts together a wish list of things they would like. Some examples are sports or theater tickets, spa gift certificates and store gift cards. These items are posted in the front office. WFA asks each of our families to pick items to purchase and donate. Monetary donations are accepted as well. Family volunteers are also needed the evening of the event.

## Communication

WFA is committed to our children and their families. Open and on- going communication is vital in establishing the necessary relationship between the center and family. Interactions between everyone involved with the center must be based on mutual respect. Please make the center aware of anything that does not meet the expectations set forth in the Mission Statement. Family feed- back is vital to the success of the WFA program.

### Front Office

The front office is attended by the director, co-director, or other member of the team, who is able to assist families. Information on the menu, extra-curricular activities, family services, and forms are in the office. If you have a quick question that you need assistance with you can contact [info@waverlyforest.com](mailto:info@waverlyforest.com) and we will be happy to assist you.

### WFA Web Site

The WFA website at [www.waverlyforest.com](http://www.waverlyforest.com) contains all the information about our program. The website will have a public section and a family section. Families will be given access to the family section upon enrollment and access denied at termination.

### Posts on Class Doors

Each class will have a sign posted on the classroom door with a quick reminder of what's happening each day that week. Any class which had a child diagnosed with a contagious ailment will post it on the class door.

### Center Newsletter and Class Facebook Page

Each class will receive a center newsletter related to upcoming events for the current month. In addition, each class will utilize a class Facebook page for daily posts and pictures of events in the classroom. This page is private and only family members enrolled in each specific class will have access to these pages. This is the best place to keep up to date on what is happening in your child's class. Once enrolled, you will receive an invite to join your child's Facebook page.

### Child's Logs

Each child has an individual General Log and an Illness Log located in the classroom. The General Log is used to document injuries, biting, or other behavioral issues. The Illness Log is used to document illness. The family will need to initial all log entries when they pick up the child.

### Child's Folder

Each child has a folder located in a file bin in their classroom. It is important that families check this folder every day at drop off and pick up. Receipts, special notes, children's work and other items will be placed in their folder.

### Daily Reports

Children in Boo, Dawson, and Bailey rooms will receive a Daily Report. This report contains information about the child's day, including meals, naps, urination, bowel movements, and diapering. This report is located in the child's folder.

### Daily Communication

Teachers are available at pick up and drop off times for brief conversations. Issues needing more time or if you would like to check up on your child's day should be emailed to the class and the Head Primary Educator will respond as soon as they are able. Emails are preferred over phone calls as this enables teachers to stay focused on the children during learning times.

### Family/Teacher Meeting

For issues requiring more time, families or the Head Primary Educator may request a meeting to speak in person. These meetings should be scheduled with the Head Primary Educator. Families may also request a meeting with a member of the administration by emailing the Director.

### Concerns/Comments

Family input is integral to the WFA program. Families are encouraged to openly share ideas, concerns, questions, and kudos! This information is vital in our quest to keep our families and the children happy and healthy.

### Contacting Other Families

Families who wish to contact another family may do so by leaving a note in the other family's child's folder. WFA is not able to supply contact information for any family. Please do not bring in party invitations to the center.

### Health and Safety

The health and safety of children is the center's priority. WFA is committed to following guidelines established to promote the development of healthy children while keeping them safe. Families are expected to follow these guidelines as well.

### Child's Health Evaluation

Prior to enrolling a child at WFA families of preschool aged children (children not yet in kindergarten) need to have a Child Medical Examination Report completed by a physician and returned to the center. Families with school aged children will need to complete a Parent's Health Statement for School-Age Child and return it to the center. This document does not need to be completed by a physician.

### Children with Special Needs

WFA will work with families who have children with special physical, psychological, and learning needs to the extent that the center is able to meet the child's needs within our program. Special needs include but is not limited to children with allergies (food, environmental, etc), asthma, differential physical abilities, differential emotional abilities, and differential learning abilities. WFA is committed to providing high quality care and education to all of its children, typically developing or otherwise. The center will not accept a child with needs the center cannot meet and will discontinue the enrollment of any child who's needs become more than the center is able to meet. Families of children with food allergies or medical issues concerning food should follow the directions outlined under Nutrition. Families of children with other special needs will need to do the following:

- Have a physician complete an Individual Plan For Specialized Care Form
- Meet with the director and child's HPE to discuss the plan
- The plan will be followed by the center and the family

### Immunizations

Prior to enrollment, families must provide documentation of the child's immunizations records. All children, with the exception noted below, must be current on all immunizations required by the Missouri Department of Health and families are responsible for submitting documentation verifying each immunization. This documentation must come from a physician or other recognized health facility or personnel. Families may bring in the documentation or have it faxed from the physician's office or other health facility. Failure to keep a child's immunizations up to date or to provide WFA with appropriate documentation may result in the child's exclusion from the center until the issue is rectified.

### Immunizations in Progress

Children who are not in compliance with the required schedule of immunizations but are working with a physician or other recognized health facility to update the immunizations. Families will need to supply the center with an Immunizations In Progress Form completed and signed by the physician or other recognized health facility.

### Immunization Exemptions

WFA will accept children who are not immunized for the following reasons:

- The child is not being immunized due to a medical exemption as advised by the child's physician as these immunizations would seriously endanger the child's health or life. Families will need to supply the center with a Medical Immunization Exemption Form completed and signed by the child's physician. This form will need to be resubmitted annually.
- The family objects to immunizing their child. The family will need to complete a Parent/Guardian Immunization Exemption Form annually.

In the case of a suspected outbreak of a vaccine-preventable disease, the center will immediately contact the families of children who exempted from immunizations and they will have one hour from the

time of the original phone call to pick up their child. The child may not attend the center until the suspected outbreak is found to be unsubstantiated or, if substantiated, the outbreak has concluded.

#### Nutrition

Children are served a morning snack, lunch, and an afternoon snack. The menu focuses on providing children with a variety of nutritious foods while minimizing high sugar foods and avoiding foods with unhealthy ingredients.

Breakfast is served at 7:30 A.M. at an additional fee of \$2.50 per day. Families may sign their child up for breakfast by checking the breakfast sheet located outside of their classroom by 7 A.M. To cancel a breakfast, families need to inform the center by 7 A.M. Families are financially responsible for all breakfasts they sign up for.

Families with children who need to customize their menu due to food allergies, medical issues, or cultural issues need to do the following:

#### For Medical Issues or Food Allergies

- Make a request for a meeting to discuss variance with the director and the child's HPE
- Have the child's physician complete an Individual Plan for Specialized Care Form
- Meet with the Director and child's HPE to establish a plan for the child's alternative menu
- Complete and submit MO DOH Licensing Variance Form if the family will be supplying food items
- Upon approval from the MO DOH, the plan must be followed by the center and family

#### For Cultural Issues

- Make a request for a meeting to discuss variance with the director and the child's HPE
- Meet with the Director and child's HPE to establish a plan for the child's alternative menu
- The plan will be followed by the center and the family

Due to the high incidence of allergies to peanuts, we do not serve products with peanuts and do not allow families to bring in foods with peanuts as an ingredient or maybe contaminated with peanuts.

Families may only bring food into the center for the following reasons:

- Children who have a Variance Form approved by the center
- Infants who are not solely on table food
- Special treats for class parties or child's birthday which must be pre-approved with the child's teacher and must be STORE BOUGHT and free of peanut contamination. Homemade treats are not allowed as they are a violation of the MO DOH licensing rules.

#### Medication

We will dispense medication at 11 A.M. each day. We will not dispense at any other time unless it is an emergency dosage or if the family and center have reached another agreement and a WFA Variance Form has been completed. Medication must be in its original container with dosage information accompanied by a syringe to administer the medication. Families will need to complete a Medication Authorization Form for each medication. Teachers will document each time the child receives the medication on the Medication Authorization Form.

#### Prescription Medication

Prescription medication must be in its original container, include dosing information, and be prescribed to the child receiving the medication. Sample prescription medication must be prescribed by the child's physician, labeled with the child's name, and have the physician's directions for dosage.

#### Over The Counter Medication

Non-prescription medicines (over the counter) must be labeled with your child's name, in its original container, and include the dosing information. In cases when the dosing information does not include specific information pertaining to your child's age, a doctor's note is required. The request for the doctor's note, ensures that the teacher is administering, and the child is receiving, the correct dose of medication. These notes can be faxed to the center or brought in by a family member.

### Ointments, Lotions, Lip Balms

Children who need special over the counter ointments, lotions, or lip balms must supply the item in its original package. The child's name must be labeled on the original package. These items will be applied as necessary. Though the family will submit a Medication Authorization form, the teachers will not document each time the OTC item is applied.

### Illness

In accordance with MO DOH licensing rules and in an effort to keep a healthy environment, children who are ill are not allowed to attend the center.

Children who are ill should not be brought to the center. Each child shall be observed for contagious diseases and for other signs of illness on arrival and throughout the day. Children who become ill at the center will be sent home. The family of an ill child will be contacted with a phone call and the child must be picked up within ONE HOUR of the original phone call. The ill child will be isolated from other children until a family member arrives. The illness will be documented in the child's Illness Log and the family member will need to initial the documentation.

Illness is defined by the following symptoms and behaviors:

- Is cranky or less active than usual
- Cries more than usual
- Feels general discomfort or seems unwell
- Has loss of appetite
- Diarrhea- more than one abnormally loose stool
- Sever coughing- if the child gets red or blue in the face or makes high-pitched croupy or whooping sounds after coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Pinkeye- tears, redness of eyelid lining irritation, swelling or discharge of pus
- Unusual spots or rashes
- Sore throat or trouble swallowing
- An infected skin patch(es)- crusty, bright yellow, dry or gummy areas of the skin
- Unusually dark, tea-colored urine
- Grey or white stool
- Fever of or over one hundred degrees Fahrenheit under the arm
- Headache and stiff neck
- Vomiting
- Severe itching of the body or scalp or scratching of the scalp. These may be symptoms of lice or scabies

Children may not return to the center until they meet the following guidelines:

- Symptom free for 24 hours WITHOUT the use of fever reducers (Motrin, Tylenol, etc)
- Are able to participate fully in the day's activities, including going outside
- In a case of head lice, are free of all lice and nits
- In cases of serious illness, a physicians' note that the child may return to the center without posing a risk to their health or to the health of others in the class

Any class who has a child diagnosed with a contagious ailment will notify their families via email and will post the illness on the class door.

### Injury

It is not uncommon for a child to experience bumps, scrapes, and bruises during play, as they are developing their sense of balance and large motor skills. WFA is committed to keeping children safe through good supervision and a safe environment. After attending to the child's minor injury, the center will document the minor injury in the Child's Log and notify the family when they pick up their child. At that time the family will initial the log.

Children sustaining a higher level of injury, is bit, or hurt by another child will be attended to by the center and the family will be notified shortly after via email. The center will document the injury in the Child's Log and the family will initial the log when they pick up the child.

In cases of a serious injury, WFA will attend to the child and call the family immediately. An ambulance will be called if the center believes it is necessary. The center will complete a Report of Accident, Injury, and/or Emergency Medical Care Form. The family will sign this form when they pick up the child and will receive a copy of the form.

A child should not return to the center following a serious injury until they have been seen by a medical professional, authorized by the medical professional to return to the center, and are able to participate in regularly scheduled activities. Families must provide WFA with documentation from the medical professional.

WFA strives to keep everyone safe. We are not responsible for any medical fees incurred by the family due to illness or injury incurred at the center.

#### Outside Safety

Children will go outside EVERYDAY with a few exceptions. The Class Specific Information page located in the WFA Family Packet has more information on outside time. Be sure your child is wearing clothing appropriate for the weather along with TENNIS SHOES!

#### Sun Safety

The center requires that families apply sunscreen to their children during the months of May- September. We will re-apply sunscreen after lunch using our sunscreen. Hats are also very helpful defending the sun. Families who want a different brand of sunscreen will need to supply it in its original container, mark it with the child's name, complete a WFA Variance Form, and a Medical Authorization Form. The teacher will not document each time the sunscreen is applied. Families can find more information about the sunscreen used at the center, Rocky Mountain Sunscreen, Broad Spectrum SPF 50 at [www.rmsunscreen.com](http://www.rmsunscreen.com).

#### Center Emergency Plan

The center has a plan in place to keep children, families, and teachers safe during an emergency. Families must read and follow the family emergency plan located on the final page of this guide.

#### Emergency Contacts

Each family must designate 2 people to serve as emergency contacts. These are people whom we will call if we cannot reach the parents/guardians of the child in the event of an emergency, injury, illness, or a child's unsafe behavior. The criterion for emergency contacts:

- 18 years of age or older
- Current identification with picture from government agency (driver's license, state or military id)
- Mode of transporting the child safely and legally (child safety seat)
- Live within one hour of the center

#### Children's Attendance

At enrollment, families will be asked to provide the center with an approximate schedule of times their child will arrive and depart from the center. All children are welcome to attend on the days they are enrolled for from 6 A.M. until 6 P.M. Providing the center with a more accurate schedule assists in scheduling teachers for the appropriate times to meet child/teacher ratios. Families should inform the director by phone or email if their child's arrival or departure time will fall outside of their approximate schedule by more than 1 hour or if the child will arrive prior to 7 A.M. (unless the time is already indicated in the child's approximated schedule). It is beneficial for children to arrive prior to 9 A.M. as class activities begin then. Children enrolled in the Glory class for before and after school care need to be at the center a minimum of 15 minutes prior to their scheduled departure.

If a child will be absent due to illness or otherwise, it is important to contact the director by phone or email prior to 9 A.M. This is helpful in planning meals and activities for the day. If a child is signed up to eat breakfast on a day they will be absent, the family must contact the center by 7 A.M. to remove their child from the breakfast list. Breakfasts will be charged to families who are signed up for breakfast and do not call by 7 A.M. to cancel. Further, families should notify the director if they know of planned absences for their child by email.

Families with a child in the Glory class should notify WFA by 7 A.M. if their child will not need to be transported to school by the center and no later than 2 P.M. if their child will not need to be picked up from school by the center.

#### Parking

The center has parking on the side of the center as well as in front. Parking in front of the center should be utilized by families who's drop off will not exceed 15 minutes to assist with the flow of traffic. Families who need more time should park on the side of the building.

When parking in front of the center, cars should park close to the curb on the left side or the close to the curb next to the building. This allows the formation of two lanes of parking. Families should pull up to the farthest end of the building or as far as the car in front of them, thus allowing for more cars to park.

In the interest of everyone's safety, families should turn off their vehicle, lock doors, and never leave a child in the car unattended.

#### Entering the Building

Each adult who will be dropping off or picking up a child on a regular basis (more than once per week) will be given a 4 digit code to enter the building. This code should not be used by anyone other than the adult assigned the code. The key pad is located on the left side of the door.

Adults who do not have a code should press the doorbell key on the pad and a team member will allow them to enter.

#### Checking Children In

Upon entering the building, families should check their child in before taking them to their class. Adults who will be dropping off or picking up a child on a regular basis (more than once per week) will be given 2 codes, each containing four digits. This code is unique to each adult and should not be shared. The adult should go to the check in terminal. Adults dropping off who do not have a code should see the director at the front desk and the director will check the child in for them.

#### Going to Class

After checking the child in, families must walk their child to their classroom. When a family has multiple children, it is helpful to take the oldest child to their class first and older siblings are not allowed to enter the Boo or Dawson room. Families taking a child to the Boo room must remove their shoes or use shoe covers.

**Families should not allow their child to bring in toys or other items not needed for the day into the center.**

Families should put the child's belongings (labeled with child's name) in their specified areas and check the Child's Folder. Please be sure the child has all items needed that day prior to exiting the class. On occasion, children may be sad or upset and not want the family member to leave. It is best for the child if the family member does not linger as this makes the process more upsetting. Most children calm down within a few minutes of the family member's departure.

#### Child Pick Up

Upon enrollment, families will determine who is able to pick up the child without prior consent. This generally includes 2 parents or guardians and 2 other people who are the emergency contacts for the child. If a family wants someone other than these adults to pick up their child they will need to contact the director via phone call or email prior to the adult picking up. The adult will need to have a driver's license or other government issued identification with their picture on it to assist us in verifying their identity.

Financial Policies

Each family will complete and sign a Fee and Payment Policy Agreement Form. This agreement must be upheld to avoid the termination of the child's enrollment.

Weekly Tuition

Preschool Programs

Class	5 Days	3 Days	2 Days	Additional Day
Boo 1	287	231	190	47
Boo 2	287	231	190	47
Dawson	260	209	173	42
Bailey	219	183	152	36
Koty	196	160	140	32
Campbell	196	160	140	32

Monthly Tuition

Preschool Programs

Class	5 Days	3 Days	2 Days	Additional Day
Boo 1	1230	987	807	47
Boo 2	1230	987	807	47
Dawson	1106	885	731	42
Bailey	930	775	643	36
Koty	832	687	589	32
Campbell	832	687	589	32

School Age Programs

Program	Fee
Free Day	50 per Full Day not to exceed 196 per week

Camp Glory

Program	5 Days	3 Days	2 Days	Additional Day
Camp Glory	TBA	TBA	TBA	TBA

Fees

Preschool Programs

Fee	Description	Amount
Enrollment Fee	Due with a child's application	50
Annual Fee	Due annually at the beginning of the academic school year	50
Assessment Fee	This fee covers the assessment program on Teaching Strategies On Line for preschoolers only. Due at enrollment and annually at the beginning of the academic school year.	50

Camp Glory

Fee	Description	Amount
Annual Fee	Due annually at the beginning of our school year or at the time of enrollment.	50
Activity Fee	Covers items, activities, and field trips for Camp Glory.	100

General Fees

Fee	Description	Amount
Breakfast	Optional breakfast served at 7:30 A.M.	2.50
Late Payment Fee	Fee assessed to all accounts with a past due balance after Tuesday at 6 P.M.	25
Returned Payment Fee	Assessed to any account which has a payment returned to us for any reason.	25
Late Pick Up Fee	Fine assessed for picking up your child after 6 P.M.	1 per minute per child

Special Event Fees	Special events not covered by weekly tuition. Field Trips, Graduation Fee, Team Gifts, Etc.	Varies
Retail Fees	Field Trip T Shirts required to attend field trips	15

**Discounts**

We offer a multi-child discount of 5% off the weekly tuition of the oldest child when the family agrees to pay monthly.

Other than the multi-child discount, there are no discounts for days we are closed, days your child does not attend, or for any other reason.

**Fee Collections**

The center strongly encourages families to pay fees via Tuition Express. Families who do not want to use Tuition Express will be required to pay by check on a monthly basis.

**Tuition Express**

The center uses Tuition Express to process payments. Through this program, families have options of payment methods and payment schedules. The center will automatically collect payments according to the family’s payment preferences as chosen on their fee and payment agreement form. A 4 week notice is necessary to change these preferences. Families can find more information regarding Tuition Express in their enrollment packet.

**Methods of Payment**

Families may choose to have fees automatically deducted from a checking account, savings account, Master Card, or Visa. **The center does not accept cash or other credit cards.**

**Payment Frequency**

Families may choose to pay weekly or monthly.

**Weekly**

The center will initiate weekly payments on Monday and the family’s specified account will be debited on Wednesday.

**Monthly**

Monthly payments will be initiated on the first Monday of the month for all weeks which begin in that month. The family’s specified account will be debited on Wednesday. Families choosing not to use Tuition Express must pay monthly via check.

**Receipts**

Families choose the frequency of receipts on the Financial Agreement Form. These receipts will be emailed within 48 hours of receiving payment. All families will receive a receipt in January for the total amount spent in the previous year to be used for tax purposes. The director will sign documents provided by families necessary for flex spending accounts.

**Returned Payments**

Any payment which is returned from the family’s bank or credit card for any reason will need to be paid within 1 day of the family being notified of the returned payment. This amount will need to include the \$25 returned payment fee. Families who with more than two returned payments will be required to pay their tuition and fees monthly, at the beginning of the month, via money order.

**Outstanding Balances**

Families who do not maintain their financial commitments will have their child’s enrollment terminated. The family will have one week from the date to pay the balance in full. If the amount is not paid in that time period, WFA will begin collection proceedings which may include reporting the debt to a credit bureau and legal action. All fees incurred during the collections processed are the responsibility of the family.

**Required Notice**

We require a 4 week notice to change the amount of days a child is enrolled or to terminate enrollment. Families should complete and return a Notification of Termination Form.

### **Center Emergency Plan**

Waverly Forest Academy is a licensed center through the State of Missouri which requires us to have 2 offsite locations for emergency evacuation. We will evacuate as a center to location 1 or location 2 depending upon the circumstances of the situation. Our closest site, within walking distance, is Grace Baptist Church. Our second location is Emerge Fitness. We will only utilize our second location (Emerge) if the emergency requires us to move farther as recommended by emergency responders. We encourage families to review maps of both of these sites so you are familiar with them. In the event we do have to move from our center to either Location 1 or Location 2, you will be notified immediately via text and/or email. Pick up will proceed within 2 hours of the original notification. Grace Church and Emerge Fitness (Owners Angie and Matt Pirtle also a WFA family) have granted us permission for temporary use to keep children safe until pick up can be arranged.

#### Location 1:

Grace Baptist Church  
3601 Ehlmann Rd  
St Charles, MO 63301

#### Location 2:

Emerge Fitness Training  
920 Hemsath Road #100  
St. Charles, MO 63303