**West Charleston Enrichment Academy**

**Parent Handbook**

**2022-2023 School Year**

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**Kindergarten – Eighth Grade**

**3216 West Charleston Blvd., Suite B**

## Providing your child a safe learning community so they

## can excel and become their best self.

Revised 6/22

ADMISSIONS POLICY

Our school will select students to maintain a diverse student body. We encourage applicants whose parents support the school’s mission. We will admit students of applicable age, regardless of sex, race, color, religion, or nationality, or ethnic origin. If we cannot effectively meet the child’s needs, we will decline enrollment.

**ATTENDANCE POLICY**

The school day begins at 8:30 a.m. and ends at 3:30 p.m. Doors will open at 8:15 a.m. CHILDREN ARE TO BE DROPPED OFF BEFORE 8:30 TO GET READY FOR CLASS OPENING! Students are to be dropped off in the back. Adults picking up students are to remain in their car until class is dismissed and students are escorted to their ride. Regular attendance is required. Students missing more than 20 school days may be required to repeat their grade level.

If your child is ill, please notify the teachers prior to 8:30 a.m. Parents are encouraged to pick up if possible any make-up work on the day of absence. Parents are asked to arrange for routine appointments at times other than regular school hours and schedule vacations around school days. Make-up work will be given and done in advance of pre-arranged absences. PRE-ARRANGED WORK IS DUE BEFORE THE DATE OF ABSENCE INCLUDING CLASSWORK SENT HOME AND HOMEWORK.

Student tardiness is a serious disruption to the educational program. Students should arrive by 8:25 to put away their belongings and get ready for class. Students who are not physically present in the opening room at 8:30 are considered tardy no matter the reason. A student shall be recorded as absent for the entire day if more than three hours of the day are missed. Parents who wish to pick up their child before the end of class are asked to notify the teachers in advance.

**BEFORE AND AFTER CARE**

Before and after care is available if needed. PARENTS ARE TO ARRANGE CHILD CARE IN ADVANCE. All children not picked up by 3:45 or arriving earlier than 8:15 will be signed into childcare and charged accordingly. The teachers are usually on campus from 7:40 a.m. to 5:30 p.m. for pre-arranged child care.

BELONGINGS

Only belongings needed for class should be brought to school. Electronic equipment must have teacher permission.

BIRTHDAYS

Your child’s birthday will be celebrated on or near their birthday. Summer birthdays will be celebrated in May. You are welcome to bring in birthday treats such as cookies or cupcakes. PLEASE, NO CAKES OR BEVERAGES LIKE RED PUNCH OR GRAPE JUICE THAT MAY STAIN CLOTHING! We do have students with allergies. We ask that the ingredient information is on the snack packaging please.

BUSINESS DAY OR BARTER DAY

Students will create a student business usually monthly as part of Business Day. After the students have selected what business they will run, a list will be sent home indicating what supplies need to be provided by the student for the business. BUSINESS SUPPLIES ARE MANDATORY! Business Days are free dress. We will, on occasion, have Barter Day. Students may bring in items from home to trade with each other.

CALENDAR

A monthly calendar will be posted on our website as well as be sent home. KEEP THIS POSTED ON YOUR REFRIGERATOR FOR USE THROUGHOUT THE MONTH!

**CELL PHONES**

Students are not allowed to use their cell phone at school. They are to be shut off and kept in their back pack. If a student is found using their cell phone at school, it will be confiscated and given to the parents.

**CHANGE OF ADDRESS, EMERGENCY INFO, ETC.**

All information must be kept current. It is your responsibility to inform us of all changes such as phone numbers, addresses, and people authorized to pick up your child.

**CHARACTER-BUILDING FOCUS**

WCEA is a Christian school. We are non-denominational and have no church affiliation. Our fundamental belief that every child is special and should be given the opportunity to reach her or his potential – is the motivating factor behind the organization of this school. Social-emotional lessons are taught in connection with a verse or affirmation to be memorized each week. Lessons focus on character building and ethics which enable our students to make good choices in life.

Enrollment is not restricted to those who believe in God, You do not have to have a religious affiliation. We are inclusive and believe spiritual beliefs are a personal choice.

**CLASS DOJO**

We will be using Class Dojo as a form of communication regarding school activities and to keep families updated about what is happening in regards to your student’s education.

**CONCERNS AND COMPLAINTS**

Parents should encourage their child to advocate for her or himself about issues that happen at school by having the student talk to a teacher if something is bothering them as soon as possible so the teachers can address issues. Parents are encouraged to take concerns about school to the child’s teacher either before or after school by arranging for a conference. If an issue is not resolved or if the conversation needs to happen during the school day, parents may discuss problems with the administration by arranging a conference.

**COVID PROTOCOL**

WCEA will be operating in-person, five days a week, 8:30 a.m. to 3:30 p.m.

**All parents/guardians agree to follow these protocols:**

* Assure their student is masked at school and wear a mask themselves if needing to enter the building.
* Inform the school of any exposure to COVID-19.
* Immediately report any symptoms and keep the student at home.
* Provide COVID-19 testing results.
* Agree to follow isolation and quarantine guidelines when required.
* Provide proof of student COVID-19 vaccinations for tracking purposes.

**Drop-off and dismissal:**

* Adults are to drop off students by the back door. Students will enter the building themselves.Adults should not enter with their child.
* Nonessential visiting by adults is discouraged. Please text or email the teachers any necessary communication.
* Adults are to remain in their vehicles parked in front or back of the building for pick up. Upon dismissal, staff will dismiss students, visually watching them get to their vehicle. If your student stays for homework room/aftercare, please text the teachers when you arrive so they can walk your child to you.

**Social distancing and minimizing exposure:**

* We will create as much space between students and teachers as is feasible
* Snacks and beverages served to a group should be individually packaged if possible. In addition, please work with your child to teach them to open their own snack or lunch item packages.
* Specials like karate may be done outside for more space and ventilation.
* Frequent reminders for students and staff to stay apart from one another will be given. Air hugs and high fives will be the norm.

**Cloth face coverings and face shields:**

* Wearing face masks is optional for all students at this time. Making them mandatory is subject to change. If so, students are to enter the building masked and have a back-up mask in their backpack.

**COVID PROTOCOL, continued**

**Hygiene practices**:

* Supplies to support healthy hygiene behaviors (e.g., soap, hand sanitizer, paper towels, disinfectant wipes, and tissues) will be provided and strategically placed in areas where they may be frequently used.
* We will reinforce handwashing during key times including but not limited to: arrival; before, during, and after preparing or eating food; after using the bathroom; after blowing one’s nose, coughing, or sneezing; after touching objects with bare hands that have been handled by other people.
* Each student will have their own school supplies to minimize sharing of materials to the extent possible.

**Monitoring and excluding for illness**:

* Regular screening for symptoms will be done throughout the school day to help to quickly identify signs of illness and help reduce exposure. Staff and students will be encouraged to self-monitor symptoms. If symptomatic, a student will be isolated and pick up mandated.
* Students and staff may be asked to have a Covid test done. The school may provide a Covid test if needed.
* Staff and students should stay home if they have a fever, cough, difficulty breathing, sore throat or present with symptoms of COVID-19 include: new onset cough or shortness of breath by themselves OR at least 2 of the following: fever (100.4ºF or higher), chills, muscle pain, sore throat, loss of sense of smell or taste, and gastrointestinal symptoms of diarrhea, vomiting, or nausea. They can return to school when symptoms are no longer present in most cases.
* Staff and students must stay home if they have tested positive for or are showing COVID-19 symptoms. Stay home at least 5 days since symptoms first appeared AND until no fever for at least 24 hours without medication AND improvement of other symptoms. In addition, an unvaccinatedstudent or staff must stay home for 5 days if they have recently had close contact (within 6 feet for more than 15 minutes) with a person with COVID-19.
* Asymptomatic students who have tested positive for and recovered from COVID-19 in the prior 3 months and asymptomatic fully vaccinated people do not need to quarantine or get tested.
* Asymptomatic students, if they are wearing masks, do not have to quarantine if exposed to an infected student.
* After exposure to a positive case, close contacts are recommended to test for COVID-19 infection between the 4th and 11th day; testing the day of or within the first two days of exposure is not recommended.
* Staff and families must self-report to the school if they or their student have symptoms of COVID-19, a positive test for COVID-19, or had a close exposure to someone with COVID-19 within the last 14 days. Privacy will be maintained.
* It is not required for students to have documentation of a negative viral test or a letter certifying release from isolation in order to return to school if above protocol is followed, but they must follow recommended guidance regarding when to return to school.
* If a student or staff must stay home because they have or may have been exposed to COVID-19, parents/guardians will be notified of the potential health threat to their child. Confidentiality in accordance with FERPA and all other state and federal laws will be maintained. It is up to each family to decide if they want to keep their child at home. The exposed person must stay home for 7-14 days.
* If a student or staff is found to have COVID-19, distance learning may be put into place and school voluntarily closed.

**DISCIPLINE**

Students will be instructed and informed of acceptable behavior. The Super 16 is used as a model. Training in following the rules and expected behavior will be given. Disciplinary consequences may include loss of privileges, removal from the classroom, suspension, probation, or dismissal. Teachers handle minor offenses with routine disciplinary procedures. Parents will be notified if a situation warrants.

Major offenses such as vandalism, profane language, fighting, possession of weapons of any kind, and posing a threat to the safety of others will be dealt with more severely. Defiance will be treated as a serious discipline problem. Unacceptable items brought to school will be confiscated. Property damage will require restitution. If persistent behavior problems are present that interfere with the success of the program for others or threaten other’s safety, a child’s enrollment will be terminated.

EARLY WITHDRAWAL

All student withdrawals must be arranged through the school office. School reports will be transferred when written requests have been received from the new school. Tuition is non-refundable as are registration, material, activity fees, and similar payments.

DRESS CODE

ALL STUDENTS ARE EXPECTED TO HAVE GOOD HYGIENE PRACTICES. They should come to school with clean hair that has been combed or brushed, clean bodies (with deodorant if needed), and brushed teeth. Clothing and shoes must be clean and not in need of major repair.

In addition, there is an official uniform required for all students. Campus Club is the ONLY uniform provider for the school. Our school code is 1042. Uniforms must be worn when attending online class meetings.

Parents of students not in the correct uniform or who have hygiene issues may be asked to pick up their child from school or bring them a uniform. The student may not be able to participate in class until they are in uniform or have been bathed and cleaned.

ALL uniform shirts must have the West Charleston Enrichment Academy logo on them. ALL UNIFORM PANTS MUST BE “UNIFORM” PANTS LIKE THOSE FROM CAMPUS CLUB. Jeans, leggings, cargo pants/ shorts, and sweatpants are not acceptable as uniform. Navy leggings, tights, or bike shorts MUST be worn under skirts or dresses. Navy, hunter green, gray, or white button-down cardigan sweaters may be worn in the classroom. Spirit shirts may be worn as part of the uniform on Fridays with uniform bottoms. In addition, pants must not sag and must stay at the student's waist. WEAR A BELT IF NEEDED! Please make sure your child is dressed for the weather.

Shoes and socks:

* Uniform shoes and shoelaces MUST be only these colors: brown, navy, gray, white, hunter green, or black. Shoes must be solid color – no patterns. They are not to have colored accents, pictures, lights, or wheels.
* Clogs, boots, or platforms may not be worn to school as part of the uniform.
* FOR SAFETY REASONS SHOES THAT HAVE MORE THAN A ¼ INCH HEEL CANNOT BE WORN AT ANY TIME! SANDALS MUST HAVE A BACK STRAP! NO FLIP FLOPS!
* Visible socks must be entirely uniform color: gray, navy blue, white, hunter green OR the student’s house color: red, blue, green, or purple.

Hairstyles must be clean and neat.

Official scout uniforms can be worn to school. Tee shirts are not official uniform, and a vest or sash may not be worn over free dress clothes.

On occasion students may have “free dress”. At these times, students must dress conservatively. Students may not wear cut-offs, shirts that expose the midriff, and shirts with inappropriate words or logos (violent references, adult themes, offensive musical groups, etc.) Shorts and skirts must be finger-tip length. Clothes should not have holes, slits, or tears in them. Pants must stay at the child’s waist. Shirts must have at least ½ inch straps. No tube or strapless tops may be worn.

Please limit or eliminate the number of clothing accessories that your child wears to class. This includes necklaces, false fingernails, stickers, tattoos, hats, purses, suspenders, etc. These items have a way of becoming playthings or distractions during circle time or lessons. There is also a good chance that they will become lost. In some cases, an item that has become a play “toy” will be confiscated. Make up should be kept to a minimum.

DROP OFF AND PICK UP

Students are to be dropped off between 8:15 and 8:25 a.m. Please drive around back and let your student(s) out by the back door which will be open. DO NOT DROP OFF IN FRONT IN ORDER TO KEEP THE FLOW OF TRAFFIC FROM BACKING UP ON CHARLESTON.

If you are walking your child into the building (because you have a scheduled conference with staff), please park in the front.

For pick up, please FULLY park in front or back as instructed and wait in your vehicle until your child has been dismissed. FOR SAFETY REASONS, PLEASE DO NOT CALL TO OR ENCOURAGE YOUR CHILD TO COME TO YOU. Your child will be dismissed to you when the door opens at approximately 3:30 p.m. If your child is in after care, please text and let us know you are here for pick up. We will walk your child out to you.

EMERGENCIES & EVACUATION

In the event that evacuation of the building/site becomes necessary, the students will be temporarily relocated to the LDS Church at 3400 West Charleston. A notice will be posted of where you can pick up your child. Parents will also be contacted by phone, if possible.

FEES

Fees may be paid to the office in cash, check, or money order. A $30 fee is charged for all returned checks. After two returned checks, all fees will be on a cash only basis. Monthly tuition is due in advance or on the first day of the month. There will be a $50 late fee for all payments not received on or by the 5th. A student will not be able to attend school on the 10th of the month if tuition has not been paid. If you are paying weekly, payment is due on the first day of attendance. Academic tuition is divided into equal payments regardless of the number of days in the month. For current fees, please see the registration form.

There is no deduction for absences, illnesses, or holidays. Regular fees as per contract will be charged. ALL PAYMENTS ARE NON-REFUNDABLE.

**GOVERNING BODY AND MAIN FACULTY**

| **NAME** | **TITLE** | **QUALIFICATIONS** | **YEARS OF EXPERIENCE** |
| --- | --- | --- | --- |
| Debbie Kelly | Assistant Teacher | Child Development Associates Credential | 45 |
| Jared Perry | Board Secretary;  Educational Advisor | B.S. – UNLV;  M.S. – Walden  Nevada Licensed | 12 |
| Emily Sack | Assistant Teacher | Elementary Education with Art Emphasis | 2 |
| Carolyn Wassell | Board Chair;  Teacher/Principal | B.S. & M.Ed. – UNLV  Nevada Licensed | 36 |

HOMEWORK

Homework assignments will be given to students. This may include short projects that involve the parents and/or family. This is an important part in your participation with your child’s education. Homework will be given on Monday and will be due on Friday for Exploration and Foundation students. Homework will be due on different days the Expansion students who will be using a planner to track their assignments. Homework will affect your child’s report card and is a required part of your child’s education.

UNFINISHED DAILY CLASS WORK MAY BE SENT HOME FOR COMPLETION AND MUST BE RETURNED THE NEXT DAY. IF YOUR CHILD IS ABSENT, MAKE-UP WORK WILL BE SENT HOME FOR COMPLETION AND IS DUE THE NEXT DAY. Major projects are due on the required date, and an absence does not allow for them to be turned in late without penalty.

**HONOR ROLL**

Students in grades 1-8 will be recognized for academic and behavioral achievement at appropriate progress reporting periods throughout the year by being placed on honor rolls.

ILLNESS AND MEDICATION

Medicine must be in the original container and labeled with your child’s first and last name. Medication is given at lunch time only unless it is an emergency or urgent issue, and a medication slip must be filled out. This permission slip must contain dosage information and must state the dates or situations to administer. Medication must be given to the teachers for safe storage.

*Medication should be prescribed by a physician. Emergency medication such as an epi pen will also be given with written permission.*

*Parent-recommended medications will be given on a short-term, daily basis if children are sent to school with a mild illness like allergies.* Please keep your child home if you suspect they are contagious. *A child is considered ill and will be sent home if they have a fever, have vomited, have diarrhea, or are too sick to do classroom expectations.* If parents cannot be reached, emergency contacts will be notified.

*Urgent medications can be given with prior written consent to students who experience sudden pain or discomfort as in headache, menstrual cramps, or upset stomach. This permission can encompass the whole school year.*

COUGH DROPS AND CHAPSTICK ARE MEDICATION AND MUST BE TREATED AS SUCH.

OUTSIDE TIME

Children will go outside unless the weather is absolutely intolerable. The children should be dressed for the weather and bring sweaters or coats as appropriate. A doctor’s note is required to keep children indoors as in the case of asthma. All other doctor’s excuses will allow for non-participation in physical activities, but will require going outside and WATCHING P.E.

PARTIES

Holidays and special occasions will be celebrated in class. Sign-up sheets may be posted for needed party supplies. Everyone is encouraged to participate by bringing in needed items.

**PEOPLE AUTHORIZED TO PICK UP YOUR CHILD**

Children will be released to authorized persons only. Photo identification will be required before the child is released. Written notification is required if someone other than the parent or authorized escort is picking up the child. Telephone permission to release a child may be granted with the staff’s verification of identification.

**PLEDGE OF ALLEGIANCE**

All students are required to recite the full pledge of Allegiance every day.

**PREPAREDNESS**

Students are expected to be prepared for school. This includes having all necessary homework, books, and supplies ready to go before opening activities. Students who are not prepared may not be admitted to class until they have all necessities.

**PROGRAM**

Each year the school puts on a play or program for the families. PARTICIPATION IS MANDATORY and will be part of the reading and language arts grade.

**PROBATION**

Students may be placed on probation for behavioral, attendance, or academic concerns. If conditions of probation are not met, the student may be dismissed from the Academy.

**PROGRESS REPORTS**

Progress reports are issued mid grading period before each report card. These are to be used to see areas in which your child may need further work in time to benefit report card grading. THEY ARE NOT OFFICIAL GRADES, but merely indicators of how your child is performing. Extra credit and test/assignment redos are not policy. Each student is advised to keep up their grades throughout the grading period.

**PROMOTION AND RETENTION**

Students will be promoted to the next grade level if their work and attendance are at an acceptable level. In some cases, summer school or special tutoring will be recommended or required. If a student is struggling to function emotionally or academically, retention may be required.

**PTO**

WCEA has an active Parent Teacher Association which serves to assist with school fundraising and other activities. Meetings usually occur in the evenings throughout the year. ALL FAMILIES ARE ENCOURAGED TO BE A PART OF THIS GREAT ORGANIZATION.

**REPORT CARDS**

Report cards are issued quarterly using the standard A to F grading system as well as E, S, N, + , and – if necessary.

**RESPONSIBILITY**

One of the program goals is to teach your child responsibility. They are encouraged to be responsible for putting their belongings in the correct place, turning in their homework, taking their things home, etc. Children may also be given classroom jobs to encourage responsibility. SCHOOL POLICY IS THAT STUDENTS ARE RESPONSIBLE TO COMPLETE CLASSWORK AND HOMEWORK BEFORE THEY PARTICIPATE IN NON-ACADEMIC ACTIVITIES LIKE FIELD TRIPS AND SPECIALS. Work done, then fun.

**SCHOOL PROPERTY**

If a child damages or destroys school property, parents will assume full responsibility. Reimbursement will need to be made for any necessary repairs or replacements.

**SMOKING**

It is the policy of the Academy that smoking is not permitted on premises.

# SNACKS AND LUNCH

Children may bring in a snack for school time or after school if they wish to do so. Healthy snacks are encouraged, and we ask that sweets be kept to a minimum. This snack must be placed in the appropriate classroom location prior to the start of class. Children bring their own lunch. A water bottle may be kept in the classroom and must be labeled with your student’s name. Students staying for child care may bring an after-school snack.

Students need to bring their own containers and bowls. Lunches are to be placed in the refrigerator. Expansion students refrigerate only what may spoil if not kept cold. A microwave is available for heating lunches. MICROWAVABLE LUNCHES MUST TAKE NO MORE THAN 4 MINUTES TO HEAT. PLEASE DO ALL “COOKING” OF FROZEN LUNCHES AT HOME. Frozen meals should be placed on the kitchen microwaves to thaw out for lunch. Students will eat most of their main item first, then fruit/veggies, then chips, dessert last. PLEASE LET US KNOW IF YOUR CHILD HAS ANY FOOD ALLERGIES! NO GUM IS TO BE CHEWED AT SCHOOL WITHOUT PERMISSION!

**SOCIAL MEDIA**

WCEA has a parent friendly website –WCEnrichmentAcademy.com. You can also follow us on Facebook where we are West Charleston Enrichment Academy.

**SUNSCREEN**

Sunscreen may be brought to school in the original container labeled with the child’s name. Sunscreen may not be shared except by siblings. Please labe the sunscreen with the appropriate student(s) names. Sunscreen may be kept in a student’s backpack and self-applied before outside activities. Students are also permitted to wear a hat, jacket, and sunglasses while outside to protect against exposure to the sun.

**SUPPLIES**

Classroom supplies are required. A list will be sent home prior to the start of the school year and are needed on the first day. If supplies run out, another list will be sent home so that new supplies can be provided.

*Additional supplies like paper plates and napkins are needed by the school. Parents are asked to provide these items in lieu of paying a material fee. A sign-up sheet will be provided before the start of each school year. If you would like to pay a material fee instead of providing materials, please see the administration.*

**TELEPHONE CALLS AND TEXTS**

Student use of telephones will be limited to necessary calls only as determined by the staff. STUDENT CELL PHONES ARE TO BE TURNED OFF IN BACKPACKS AND NOT USED WHILE AT SCHOOL. Phone calls to teachers will usually be answered before and after school only. Text messages are more likely to be read during class time, but using Class Dojo is also encouraged. Your child is also not allowed to receive phone calls or text messages at school.

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**TERMINATION**

*A child’s enrollment at WCEA may be terminated by the administration. If a student is having trouble meeting behavioral or academic expectations, they may be placed on probation for a period of not more than one school year. If after this period a student has not improved his or her behavior or academics, their enrollment may be terminated. In cases of major behavioral offenses, parent conferences will be scheduled and enrollment may be terminated immediately.* ***Enrollment may also be terminated for the conduct or language of a parent that is not conducive to school environment as well as attendance and/ or tardy reasons.***

**TRANSPORTATION**

West Charleston Enrichment Academy does not provide transportation to and from school for enrolled students. However, there will be trips to the park and other field trips which will be announced in advance. The school also may have a Best School Day Ever which consists of a series of field trips that are not announced until the morning of. Transportation can involve short walks, rented vehicles, and/or staff/parent vehicles. IF APPROPRIATE, PLEASE LEAVE A CAR SEAT OR BOOSTER SEAT AT SCHOOL ON FIELD TRIP DAYS.