



JOHN WESLEY
CHRISTIAN SCHOOL

HANDBOOK

2026 - 2027

JOHN WESLEY CHRISTIAN SCHOOL

5830 BERMUDA DUNES
HOUSTON, TEXAS 77069

Administrative Hours

Monday-Thursday - 8:00 a.m. – 4:00 p.m.

Friday – 8:00 a.m. – 2:00 p.m.

(281) 893-5881

Email: jwschool@jwchurch.org

Website: www.jwchristianschool.org

Parent Engagement - Procare – www.myprocare.com

Facebook – JW CHRISTIAN SCHOOL

Instagram - @jwchristianschool

Kim Hall

Director

khall@jwchurch.org

Cammie DeShazer

Director of Curriculum & Instruction

cdeshazer@jwchurch.org

Winnie Muery

Director of Admissions & Finance

wmuery@jwchurch.org

Kris Hurst

Director of Programs

khurst@jwchurch.org

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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). 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, nation, and 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 daily (Mark 10:13-16).
- We believe JW Christian School is a Christ-centered school dedicated to loving God with all our heart, mind, and soul and loving our neighbors as ourselves (Mat. 22:37-39).
- We believe God 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 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, 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, the nation, and the world.

Family Partnerships

As we develop family partnerships, we seek to:

- Recognize the importance of the home as a significant influence on 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 with professional expertise who continually seek to grow.
- 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. John Wesley Christian School's teaching and ministry is rooted in and flows from these biblical doctrines.

God, The Father

We believe in the one true, holy, and living God, Eternal Spirit, 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 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, God, and indeed 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 the eternal Savior and Mediator who intercedes for us; 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, righteousness, and judgment. He leads men through faithful response to the gospel into the fellowship of the Church. He comforts, sustains, 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 sins 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 making us 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 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 a 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 world's life.

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 worshiping community nourishes the personal experience of faith.

For Wesley, there is no religion but social religion, no holiness but social holiness. The communal forms of faith in the Wesleyan tradition promote personal growth and 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 by working through a connectional policy based on mutual responsiveness and accountability. Connectional ties bind us to faith and service in our global witness, enabling faith to become active in love and intensifying our desire for peace and justice.

Prevenient Grace

We acknowledge God's prevenient grace, the divine love that surrounds all humanity and precedes all 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 sinning against God. God's grace also awakens 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 by 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 Methodist Church"). School started in 1976. John Wesley Child Development Program became John Wesley Preschool in 2015. In 2022, JW Christian School was formed to provide a Christ-centered elementary education for children in kindergarten to fifth grade.

AFFILIATIONS

The Texas Department of Health and Human Services regulates John Wesley Christian School.

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 must be able 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, allowing 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 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 infant and toddler classes aim to provide a safe and nurturing environment. The children are encouraged to explore their world by developing coordination through the natural progression from rolling over to sitting, crawling, cruising, walking, and climbing. Vocabulary development comes through the presentation of books, songs, finger-plays, and daily adventure walks. During structured playtime, the children can explore activities at their own pace and interact with other children. They will encounter a range of sensory and tactile experiences while playing at the sensory table and exploring art. Behavioral development is closely observed so each child is loved, encouraged, and nurtured in a positive atmosphere.

The curriculum promotes activities that stimulate growth and development and can be incorporated into daily routines. These classes provide a warm, loving, and prosperous environment that encourages social, cognitive, and physical growth, fully enhancing and nurturing 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 playing and having fun. The classes offer a warm, friendly environment with hands-on center-based activities to encourage early learning. Shapes and colors are introduced to children monthly throughout the year. Storytelling, listening, and respecting 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 multisensory field that encourages children through hands-on activities. Blocks further math concepts of spatial awareness and proportion, allowing children to build fine motor control. Creative arts enable children to improve their motor skills and build self-esteem while exploring 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 activities in large groups and individual areas that help children reach their full 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 each student's cognitive, social, emotional, physical, and creative development. We encourage independence by working on self-help tasks throughout the day. The children are given many opportunities each day to engage in fine- and gross-motor activities and name recognition. By doing this, we support both the development of these skills and brain growth. Color, number, and shape recognition are reinforced through age-appropriate and child-directed thematic learning activities. We approach science with many hands-on experiences, such as cooking, sensory tables, and experiments.

The centers in the three-year-old classrooms include math, writing, reading, art, dramatic play, housekeeping, emotions, block building, manipulatives, and science. Children are encouraged to work cooperatively with other children in the class at these centers. The alphabet's letters and sounds are introduced every week, and colors and shapes are reviewed.

FOUR-YEAR-OLD PRESCHOOL

The four-year-old curriculum builds 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. The K4 Abeka curriculum focuses on math and beginning phonics concepts. Weekly themes incorporate and integrate language, literature, mathematics, and science while focusing on developing 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, fosters a love of learning, fosters positive self-identity and 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 a continuation of the four-year-old Abeka Curriculum, which focuses on phonics and mathematics. Our goal is to provide opportunities for children to experience every concept in a multi-sensory way. Every effort is made to accommodate each child's learning style. The interests expressed by the children and their parents often inspire study topics. Centers are primarily open-ended and encourage creativity, problem-solving, and social skills. On a typical day, these centers include home living, art, manipulatives, building materials, reading, listening, writing, and sensory tables. Other learning centers are used daily to deepen understanding of current study topics. 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 positively. Music, movement, body awareness, and performance skills are led by our excellent music teacher and extended in our classroom activities. Additionally, students have an art and PE class twice a week. An informal screening is done during the first weeks of school to assess the skills the individual student has mastered and to determine readiness. Instruction is planned around individual learning needs. Personal progress is assessed in greater depth before parent conferences. Another screening is done at the end of the year.

KINDERGARTEN – THIRD GRADE

Our Elementary classes use the Abeka Curriculum, a time-tested Christian curriculum focusing on Bible lessons, Character Development, Spelling, Phonics/Language, Reading, Writing, Arithmetic, Science, Social Studies, and Poetry. The Heggerty Phonemic Awareness Curriculum is used daily in addition to the Abeka Curriculum. Students are taught in both whole-group and small-group center rotations. Centers are thematic and supplement the skills taught each week. Developmental centers are also incorporated to promote social-emotional learning skills. Students are assessed regularly to differentiate instruction. Furthermore, students take a standardized test (the Iowa Basic Skills Test) each spring to compare their performance against national norms. 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 being taken to ensure our curriculum aligns with the Texas Essential Knowledge and Skills for each grade level. In most areas, the Abeka Curriculum surpasses what is required by the state of Texas. Our small class sizes allow for one-to-one instruction daily. Many elementary students love sharing their knowledge and talents by partnering with younger classes as reading buddies.

Elementary students attend chapel weekly and a school-wide chapel monthly. Bible lessons from Chapel are extended in the classroom with prayer journals. Additionally, Bible and character-development lessons are taught using the Abeka Curriculum. Students attend Physical Education, Art, and Music classes each week. Students have outdoor recess daily unless inclement weather requires indoor recess in the gym. Our Elementary students attend one field trip each year to extend learning and foster a sense of giving and service.

CHAPEL

The school is an intentional ministry of John Wesley Methodist Church, a Christian community. Children enrolled in the two-, three-, and four-year-old, bridge, and elementary classes gather each week for worship and learning. 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 on the Orange curriculum, 'First Look.' This curriculum enables teachers to use classroom activities that align with the chapel lesson. A school-wide chapel for students and families is held monthly.

MUSIC

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

PHYSICAL FITNESS

Children are encouraged to develop a love of fitness through activities that build movement, balance, and coordination. 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 age 4 and older attend P.E. twice a week.

ART

Elementary children will be introduced to basic art techniques, the building blocks that provide a solid foundation for future art lovers and artists. Students will explore various media and complete individual and collaborative projects using paint, paper, clay, oil pastels, and other materials. Students attend art class twice a week.

LIFE SKILLS

Elementary students will develop practical life skills that foster independence, responsibility, and confidence. Through hands-on activities and meaningful discussions, children will learn age-appropriate skills such as communication, problem-solving, decision-making, and teamwork. Instruction is designed to reinforce Christian values while encouraging good character, respect for others, and personal responsibility. This class equips students with skills that support success in both the classroom and everyday life and meets twice a month.

STAY & PLAY

Stay & Play is offered Monday-Thursday from 2:00-4:00. It is available for children ages 2 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 at the beginning of the month.

ENRICHMENT CLASSES

Enrichment classes include Ballet/Tap, Hip Hop, and Tumbling. They are offered from 2:00 to 3:00 on scheduled days. Any potty-trained child 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. Registration will be open throughout the year, subject to class availability. Enrichment class fees are processed at the beginning of the month.

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 the Summer Camp. Summer Camp fees are processed automatically at the end of each week. There will be a different theme for each week in the summer. Students will bring a snack, lunch, and a nap mat.

CLASS AND FEE SCHEDULE

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

Classes available: MW, TTh, MWF, or M-F

<u>Days</u>	<u>Registration Fee</u>	<u>Registration Fee</u> <i>(after April 15th)</i>	<u>Monthly Tuition</u>
MW	\$275	\$325	\$275
TTh	\$290	\$340	\$290
MWF	\$380	\$430	\$380
M - F	\$645	\$695	\$645

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

Classes available: TTh, MWF, M-F, or TWTh for DOB (9/23-3/24)

<u>Days</u>	<u>Registration Fee</u>	<u>Registration Fee</u> <i>(after April 15th)</i>	<u>Monthly Tuition</u>
TTh	\$300	\$350	\$300
MWF	\$390	\$440	\$390
TWTh (9/21 – 3/22)	\$445	\$505	\$445
M - F	\$655	\$705	\$655

3-YEAR-OLD PRESCHOOL (Children must be 3 years old as of Sept. 1st)

Classes available: TTh, MWF, TWTh, or M- F

<u>Days</u>	<u>Registration Fee</u>	<u>Registration Fee</u> <i>(after April 15th)</i>	<u>Monthly Tuition</u>
TTh	\$315	\$365	\$315
MWF	\$405	\$455	\$405
TWTh	\$460	\$510	\$460
M - F	\$670	\$720	\$670

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

Classes available: TWTh, M-Th, or M-F

<u>Days</u>	<u>Registration Fee</u>	<u>Registration Fee</u> <i>(after April 15th)</i>	<u>Monthly Tuition</u>
TWTh	\$465	\$515	\$465
M – Th	\$555	\$605	\$555
M – F	\$675	\$725	\$675

BRIDGE

Class available: M-F (Children must be 5 years old as of Sept 1st)

<u>Registration Fee</u>	<u>Registration Fee</u> <i>(after April 15th)</i>	<u>Monthly Tuition</u>
\$700	\$750	\$700

ELEMENTARY (Kindergarten – 3rd Grade)

Class available: M – F

<u>Registration Fee</u>	<u>Registration Fee</u> (after April 15 th)	<u>Monthly Tuition</u>
\$900	\$950	\$900

STAY & PLAY (Children 2 years old – First Grade)

<u>Days</u>	<u>Time</u>	<u>Cost</u>
M, T, W, Th	2:00-4:00	\$15/day - 1 hour \$20/day - 2 hours
Drop-in	2:00-4:00	\$20/day - 1 hour \$25/day - 2 hours

**** Registration fees are nonrefundable. ****

Tuition is processed on the 10th of each month.

Stay & Play is processed on the 5th of the month. Drop-ins are processed at the end of the month.

**To hold a spot in a class for the 2026-27 school year, you must complete all information online and pay registration fees.*

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. If someone other than the person dropping off will pick up the child, please notify the teacher and make sure they are listed in Procure.

Please allow enough time in the morning to ensure your child's smooth transition from home to school. Arriving on time allows students to begin their day calmly, participate in morning activities, and transition successfully into the classroom with their peers. 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. They will then be escorted to class by a JW Christian School staff member.

Dismissal

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

- Lambs, Ducks, Monkeys, and Foxes will enter and exit through the “Big” playground gate closest to the church entrance.
- Pandas will walk up to the door of the JW Christian School entrance sidewalk.

The Teddy Bear, Ladybug, Llama, Butterfly, Cheetah, Flamingo, Koala, Bridge, Elementary, and Enrichment classes will be picked up outside the JW Christian School entrance. Parents will form one line along the playground fence. A JW Christian School staff member will escort children to the staff member monitoring the doors, who will release the child to the parent. Families will walk out along the brick wall.

Families with children in an Infant/Toddler or Preschool class must pick them up at both locations.

Please arrive on time for dismissal to benefit your child and their teachers. Late arrivals may cause your child anxiety. If you are unavoidably delayed, please call the school so we can reassure your child that you are on your way. A \$20 late fee per child will be charged for each five-minute increment and added to your next monthly statement.

Children will only be released to a parent or someone authorized by the parents on the Procure account. In addition, teachers must be notified if someone else will pick up their child at the end of the day. Photo identification will be required of anyone picking up your child who is not known to the JW Christian School staff member. No child will be released to anyone under 18 or unauthorized adults. Authorized people may be added to the account during the year through the Procure App.

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

If you pick up your child early, notify the teacher and the JW Christian School office. When you arrive, be prepared to show photo identification, if necessary. Sign the child out in Procure and remain there while a member of the JW Christian School staff brings your child to you.

ATTENDANCE

Regular attendance is essential to each child's academic success and helps establish positive or lifelong habits. When possible, schedule appointments on school holidays after school hours. If a student is absent or arrives late due to a doctor's appointment, a note from the doctor should be turned into the JW Christian School office. Be sure to notify the teacher when your child is absent or will be late. Elementary students are required to make up any missed assignments and tests that occur during an absence.

Elementary students are considered tardy if they are not in their rooms by 9:15 a.m. An accumulation of seven (7) tardies will result in one (1) absence. There are no excuses for tardiness.

Any Elementary student missing more than twenty (20) days in a school year may be considered for retention, excluding students who miss an extended time while under a doctor's care if a doctor's note is provided.

BIRTHDAYS AND CLASS PARTIES

Birthdays are always a special time! Parents may plan with the child's teacher to provide a special birthday treat for the class 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. Class contact information 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 be store-bought with the ingredients listed on the container.

BITING

Biting is a common issue in early childhood development. We understand that biting is a common developmental phase for toddlers; however, we prioritize the safety of all children and will take necessary steps to prevent repeated incidents. When a child bites, staff will:

- Comfort and care for the child who was bitten.
- Address the behavior calmly with the biter. The child who bit will be redirected and guided appropriately. We use positive behavior support to address biting. This includes teaching children to use words or gestures instead of biting, providing teething toys or sensory alternatives, observing and modifying the environment to reduce triggers, and collaborating with families to ensure consistency between home and school.
- Inform both sets of parents with an incident report, but names will not be disclosed to maintain confidentiality.
- Work with the family of the child who bit to identify triggers and strategies. Repeated incidents will lead to the development of a behavior plan in partnership with the family. The JW Christian School may decide to require a child to take a break from school until the problem is resolved.

CALENDAR

The school year calendar is available on the JW Christian School website (www.jwchristianschool.org). The school year runs from August to May, with a modified summer program in June, July, and early August. John Wesley Christian School follows the Klein ISD calendar for specific holidays and professional development days scheduled throughout the school year.

CHAPEL

School-wide Chapel will be held monthly on Wednesdays in the Sanctuary. This is for students who are three years old and up; two-year-olds begin attending Chapel in the Spring. All family members are invited to attend Chapel. Students will sit with their teachers during Chapel and return to their classroom afterward.

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 to support designated charitable organizations through monetary gifts and/or donated items. Offerings should be sent to school with students so they may participate in Chapel giving.

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. The JW Christian School staff receives annual training on recognizing and preventing abuse and neglect, including sexual abuse. The school has committed to increasing awareness and prevention among employees and parents through training, newsletters, and social media posts. John Wesley Christian School will also coordinate with community organizations on strategies to prevent abuse and neglect.

The JW Christian School 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 need assistance with possible child abuse, neglect, or sexual abuse, we encourage them to get help. Please call the National Parent Hotline at 1-855-427-2736.

The statewide Abuse & Neglect phone number is 1-800-252-5400 if you want 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. We follow the Texas Minimum Standards for Child Care Centers. A current copy of the minimum standards is available online for parents to review. In addition, the most recent Child Care Regulation inspection report is posted in the JW Christian School workroom.

Child Care Regulation Office (Houston Area)

713-287-3238

1330 East 40th St.

Houston, Texas 77022

www.hhs.texas.gov

Child Abuse Hotline

1-800-252-5400

www.txabusehotline.org

Reporting Minimum Standards Violations

1-800-252-5400

www.childcare.hhs.texas.gov/Public/MakeAReport

CHURCH AND SUNDAY SCHOOL ATTENDANCE

John Wesley Christian School encourages students to attend church and Sunday School each Sunday as an extension of their school experience. Families who do not have a church home are warmly invited to attend John Wesley Methodist Church. The church offers classes about Methodist teachings, and the pastors are available to answer questions or discuss them further. More information is available on the JW Methodist Church website.

COMMUNICATION

John Wesley Christian School works hard to stay in touch with parents to provide children with developmentally appropriate and positive learning experiences. It is imperative to maintain open communication about any concerns, *no matter how small*. Parent concerns and questions are essential for improving educational processes. The Procure Parent Engagement App, class calendars, the school newsletter, email (jwschool@jwchurch.org), Facebook (JW Christian School), and Instagram (@jwchristianschool) are our communication channels. Download the Procure app and join the JW Christian School Facebook and Instagram pages. Watch for class calendars to be sent home in backpacks, posted in Procure, and on the bulletin board outside the classroom. The calendars contain the class's activities, lessons, schedules, and events. The school newsletter is sent out weekly. The JW Christian School newsletter includes school events for the year, the lunch order link, monthly bible verses, parenting tips, holidays, special events, policy changes, and other school-related topics. Important dates are on the Procure calendar. Class posts are frequently made to Procure, including pictures of the various activities the children are engaged in and any weekly reminders. Contact your child's teacher and/or the JW Christian School office if you are not receiving these forms of communication throughout the year. Be sure to update your email address and phone number in the Procure App.

Students are assessed each year on developmentally appropriate concepts and skills taught in class. Formal parent/teacher conferences are held annually for 4-year-old, Bridge, and Elementary classes. Optional conferences are available for 2-year-old and 3-year-old classes, and conferences for all other children may be scheduled at the request of parents or teachers. If a concern arises, teachers will notify parents. Discussions about a child should not take place in the child's presence or in front of other parents. All conversations between staff and parents must remain confidential.

Parents are encouraged to communicate any questions or concerns directly with their child's teacher through a face-to-face conversation, email, the Procure App, or a scheduled phone call. Please note that, in accordance with Texas Child Care Regulation, staff members are not permitted to use cell phones while supervising children.

If a concern cannot be resolved through communication with the teacher, parents should schedule a meeting with the teacher and/or the JW Christian School Director. Should additional review be needed after meeting with the Director, parents may appeal the matter to the John Wesley Christian School Board of Directors. If further consideration is necessary, a final appeal may be made to the John Wesley Core Leadership Team.

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.

CURRICULUM

Four-year-olds through third-grade classes will use the 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 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 that has proven successful throughout the history of education. Professionally illustrated textbooks and teaching aids, hands-on activities, challenging exercises, and our Spiral Learning approach, with purposeful repetition and reinforcement of concepts across subjects, give you all the tools you need to make learning exciting 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. Children can feel supported and understood in a relaxed classroom atmosphere where each child's individual needs are respected. They need this guidance and support from caregivers as they learn how the world works.

John Wesley Christian School staff understand that challenging behavior may occur from time to time. In the first five years of life, children are still learning how to manage strong emotions and understand appropriate social expectations. As parents know, this is a gradual process and a key part of social and emotional development. With supportive guidance and consistent strategies grounded in early childhood brain development research, children can build the skills needed to regulate emotions and interact successfully with others.

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 integral to 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 sometimes display emotions or pursue their goals in unproductive or immature ways. That is simply part of being very young. Children's most valuable learning occurs during behavioral problem-solving, especially in groups. 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 multiple toys and materials for groups of children, clearly define classroom and outdoor areas to allow for active and quiet play, and strive to maintain an appropriately calm stimulation level.
- 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 to choose their activity.
- 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 refer to the "Be safe, Be kind, Be respectful" guidelines as reminders of which 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 JW Christian School staff will help children describe problems, generate possible solutions, and think through the logical consequences of their actions. Babies will hear their teachers describe 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 verbally process the problem with the staff and other parties concerned. An adult will stay close to any emotionally out-of-control child who needs 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.* All JW Christian School staff understand and follow our disciplinary approach and 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.**
 - Examples of behaviors considered inappropriate or dangerous include, but are not limited to, the following:
 - Fighting, threatening, or provoking a fight while on JW Christian School property.
 - Insinuating physical harm, including forms of intimidation or public slander.
 - Threatening an individual or his/her family, friends, or property with physical harm.
 - Destruction, damage, or misuse, or the threat of such, of JW Christian School property or property of anyone affiliated with JW Christian School.

DISCRIMINATION

Enrollment shall be granted without discrimination based on sex, race, creed, or political belief. It shall be open to any child if we can meet that child's needs.

DISMISSAL

John Wesley Christian School reserves the right to dismiss a child from the program if the JW Christian School administration determines that our program lacks the resources to facilitate the child's growth and development, and/or if 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.

All students attending Chapel are encouraged to wear Chapel attire on Wednesdays.

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, and severe weather and lockdown drills are practiced four times yearly.

Fire

All JW Christian School staff will familiarize themselves with the building's emergency exits and evacuation routes in case of a fire or other emergency. All classes will go directly to the north side of the parking lot, by the wooden fence. 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 an intruder threatening the children's well-being, the JW Christian School staff will follow ALERT as the Active Threat Response.

- **ASSESS** – Orient to the best option. Consider your location and level of contact.
- **LOCKDOWN** – Secure your area.
 - Indirect contact with the threat
 - Can secure your location
 - If the exit leads to danger
- **EVADE** – Run and/or avoid the threat
 - Direct contact with the threat
 - Cannot secure your location
 - Have a clear path of escape
- **RESIST** – As a last resort!
 - Direct contact with the attacker
 - Can not evade or escape
 - Fear of loss of life/serious injury
- **TELL** – When able, alert others and call 911.

If classes are outside the building or the children cannot leave, the staff will escort them to Yeager Elementary School, 13615 Champion Forest Drive, 281-440-4914. Once the authorities declare the intruder no longer a threat, parents will be contacted 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 premises until the JW Christian School Administration determines 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 over. Suppose there was an emergency or disaster that required the school to evacuate the building. In that case, Yeager Elementary School, 13615 Champion Forest Drive, 281-440-4914, will be the relocation site. Parents will be contacted to pick up their children there, and staff will remain with them until all children are picked up by authorized individuals.

Shelter-in-Place

Suppose local authorities declare a shelter-in-place emergency due to the release of dangerous contaminants into the atmosphere. In that case, the children will be relocated to the Wesley Activity Center, which will be designated as a safe room. The building will be closed and will not reopen until local authorities declare that the danger has passed. Do not come to the school to pick up your child during a shelter-in-place emergency; instead, 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 text the teacher, call the school, or rush to the school to pick up your child. The truth is that this only complicates matters from a safety and security standpoint. Parents too close to the incident often hinder the first responders' rescue attempts. The best action parents can take in an emergency is to stay close to their phone and email, waiting for communication from the JW Christian School staff.

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

EMPLOYMENT STANDARDS

The most crucial 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 and continuing education. All staff members are oriented 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 training mandated by the Texas Health and Human Services Commission. In addition, JW Christian School Staff must be certified in CPR/First Aid, pass a criminal background check, and take JW Church's required Ministry Safe training.

Employee Immunization Policy

While the 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 these immunizations, JW Christian School recommends that the employee consider receiving the Influenza, Pertussis, and COVID-19 vaccines.

ENROLLMENT FORMS

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

Registration

Registration is completed online at www.myprocare.com. All registration fees are non-refundable.

Statement of Health Form

This form must be completed and signed by the child's physician. Parents must note any special needs, medications, previous surgeries, etc., or check "none." An Allergy Action Plan signed by a doctor must be provided if any allergies are listed.

Immunization Records

An official copy of your child's current immunization records must be attached to the Statement of Health. The immunization record may be printed by the physician's office or using ImmTrac (Texas Immunization Registry). Texas Child Care Regulation requires all immunization records to be current. Provide the JW Christian School office with the updated immunization record as your child receives new immunizations.

Children not up to date on their immunizations may be excluded from attending school by the state of Texas. If a child's immunization record is incomplete, a note from the physician listing the medical reason for the child's lack of current immunizations and an immunization plan is acceptable. Sometimes, due to personal beliefs, JW Christian School may have children who are not immunized. A notarized affidavit must be on file for these children.

Hearing and Vision Screening

The Special Senses and Communications Disorders Act, Texas Health & Safety Code, Chapter 36 requires all children in the 4-year-old, Bridge, and Elementary classes 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.

FAMILY EVENTS

John Wesley Christian School believes that 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, Veterans Day Program, Thanksgiving Parade & Feast, Christmas Programs, Rodeo Days, Moms and Minis, and End-of-Year programs. Parents are encouraged to participate in the Book Fair, Trunk or Treat, Spirit Week, and Guest Readers; volunteer to help with the Parent/Teacher Committee; attend Parent/Teacher Committee meetings; be a room mom; and attend age-group events. Refer to the weekly newsletter for upcoming events.

FIELD TRIPS

Field trips are an essential part of the curriculum, allowing students to experience concepts they have studied in the real world. Four-year-olds, Bridge, and Elementary classes will take one field trip during the school year. Parents are responsible for transporting their children to and from the venue. All students must submit a signed permission slip 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 lunch and a drink every day, or purchase lunch from JW Christian School. Lunches should be nutritious and ready to eat.

All food should be finger food and ready to eat (fruit, peeled and cut up; sandwiches, cut into small pieces). Be sure to send eating utensils, spill-proof cups (for infants and toddlers), napkins, and waxed paper for a placemat. 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 for snacks or lunch (infants and toddlers). Grapes should be cut in half, and carrots and hot dogs should be cut into strips.

All food should be packed in insulated containers as needed to maintain safe hot or cold temperatures. Please provide a variety of foods that support a balanced diet, including dairy, protein (meat or meat alternatives), fruits and vegetables, and whole grains. Balanced meals help support children's growth, brain development, immune health, and energy levels throughout the day.

Approved beverages include water, plain white milk, and 100% fruit juice with no added sugar. Water will be available to children throughout the day to encourage regular hydration.

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

Breastfeeding Policy

Mothers are welcome to breastfeed their babies in the JW Methodist Church Wesley Room or nursery (A103). Mothers may also provide breast milk for their children.

FUNDRAISERS

John Wesley Christian School has a limited number of fundraisers throughout the year. These include Silent Auctions, After-School Parties, and Family Spirit Nights. While we appreciate your participation, it is not required. The JW Christian School Board of Directors must approve all fundraisers.

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 penalties under Texas law. These locations include childcare centers. Gang-related or organized criminal activity within 1000 feet of our school violates 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 Kindergarten through Second Grade is:

E = Excellent

S = Satisfactory

N = Needs Improvement

The grading scale for Third Grade through Fifth Grade is:

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 59 and below

HANDBOOK

The John Wesley Christian School handbook will be sent to each family at the beginning of the school year. It is also available on our website at www.jwchristianschool.org, and copies are available at the JW Christian School office. The handbook is updated each year with any policy changes.

HAZARD-FREE ZONES

Staff at John Wesley Christian School will conduct regular inspections of all indoor and outdoor areas to ensure they remain free from hazards. This includes identifying and addressing risks such as exposed electrical outlets, accessible bodies of water, and unsafe or damaged playground surfaces.

HEALTH AND ILLNESS

John Wesley Christian School is committed to maintaining a healthy environment for all children. This includes not admitting sick children into the classroom and promptly isolating any child who becomes ill while at school.

Teachers also actively promote healthy habits throughout the day, such as using tissues to clean noses, frequent handwashing, and wearing appropriate clothing such as jackets when needed. These daily practices help reduce the spread of viruses and other illnesses within the school community.

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

- fever of 100.0° 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 a possible communicable disease

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

Parents should notify the school if a child is to be absent and provide the reason for the absence. If your child has a communicable disease (chickenpox, strep throat, pink eye, fifth disease, ringworm, COVID-19, impetigo, head lice, etc.), please let the school know so other parents can be notified that their child has been exposed to a contagious illness. John Wesley Christian School must follow state guidelines on when a child may return to school after an infectious illness. Children excluded from school because of a communicable disease or injury may be readmitted when the child has received a letter from the physician stating that they are no longer contagious, are symptom-free, have been off medication for at least twenty-four (24) hours, and may participate fully in all activities.

Illness during the School Day

A child will be excluded from school if they:

- Have a temperature of **100.0°F or higher**
- Vomit one or more times, and the vomiting is not associated with a known, non-contagious condition
- Two or more episodes of diarrhea (loose or watery stools) that are not typical for the child
- Diarrhea is accompanied by fever, vomiting, abdominal pain, or other signs of illness
- Diarrhea that cannot be contained in a diaper or causes toileting accidents in children who are potty trained
- Diarrhea that JW Christian School staff determines may be related to a contagious illness
- A rash that is draining, open, or cannot be adequately covered
- A rash that JW Christian School staff suspects may be caused by a contagious illness, such as impetigo, chickenpox, hand, foot, and mouth disease, or another communicable condition
- A skin condition that causes significant discomfort or prevents the child from participating in normal school activities
- A persistent or severe cough that interferes with normal activities or disrupts the classroom

- Difficulty breathing, wheezing, rapid breathing, or other signs of respiratory distress
- A cough or thick nasal drainage that is accompanied by a fever, vomiting, diarrhea, rash, or other symptoms of illness
- Symptoms that prevent the child from participating comfortably in classroom activities or require more care than staff can safely provide

If a child shows any symptoms of illness while at school, the child will be evaluated by the JW Christian School staff. The child will be separated from the classroom and supervised until a parent or authorized emergency contact arrives. Parents will be notified immediately and are expected to pick up their child as soon as possible.

John Wesley Christian School reserves the right to exclude any child whose symptoms indicate that attendance could pose a health risk to themselves or others.

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

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 the medications below must be met. In addition, the doctor must complete an Action Plan for Emergency Care, which must accompany the medication.

Cleaning

Disinfectant spray will be used in classrooms several times throughout the day. High-touch, high-traffic areas such as bathrooms and playgrounds will be cleaned and disinfected regularly. In addition, JW Methodist Church custodial staff completes a thorough cleaning of the school each evening.

Incidents and Accidents

If a minor injury or incident occurs, the JW Christian School staff will administer first aid. An Incident Report will be completed in the Procare App, describing the nature of the injury and any first aid applied, if necessary. The reporting JW Christian School staff member, an administrator, and a parent must sign the incident form.

If a significant injury occurs, our staff will administer first aid, dial 911 for necessary assistance, and contact the parents. The child will be taken to Willowbrook Methodist Hospital if the parents cannot be reached. A JW Christian School staff member will stay with the child until a parent arrives. An Incident Report, such as for a minor injury, will also be completed.

Medication

We prefer that the parent give any prescribed medication to the child either before or after school. However, if medication during school 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 medications 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 prescription date.
- Non-prescription 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 with a JW Christian School administrator before they can administer medication.
- 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 on 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 the JW Christian School administrative staff.

Personal Items

ALL personal items (including backpacks, nap mats, cups, and extra clothing) must be clearly labeled with the child's name. The school will place an identification backpack tag on each child's backpack to assist with proper identification during transition times; this tag should remain attached and not be removed. All personal items will be sent home daily, and we recommend that they be washed and cleaned before being returned to school.

HOMEWORK

Homework policies, including whether homework is assigned, are at each teacher's discretion. When assigned, homework will typically be sent home on Monday and due on Friday. It will be given a completion grade.

LIBRARY

Elementary students will have an opportunity to check out books from the JW Christian School library. Books can be kept for one week and returned to school on the scheduled library day. The borrower must pay the total replacement cost if a book is lost or destroyed.

NAP TIME

At John Wesley Christian School, we recognize that adequate rest is essential for young children's physical, emotional, and cognitive development. A daily rest period is provided for all children two years old and younger.

Children will rest on their assigned nap mat in a calm, supervised classroom environment. Soft lighting and quiet music or other soothing sounds may help create a peaceful atmosphere. Teachers always remain in the classroom to supervise children during the rest period.

Each child should bring a labeled nap mat and a small blanket for rest time. If desired, children may also bring one small, clearly labeled comfort item, such as a small stuffed animal. All nap items will be sent home regularly for washing.

Children are encouraged—but never forced—to sleep. Those who do not fall asleep after a reasonable rest period will be provided with quiet, individual activities that do not disturb sleeping children.

For the health and safety of all children:

- Children must keep their shoes on during the entire rest period.
- A light source will always remain on in the classroom during naptime to ensure the JW Christian School staff can continuously observe all children.
- Nap mats and bedding are assigned to each child and are not shared.
- Nap equipment is cleaned and sanitized according to state health and licensing requirements.
- Children are positioned and supervised in accordance with safe sleep practices and applicable licensing standards.

Parents are encouraged to maintain consistent sleep routines at home to help support their child's success during the school day. If a child has a medical condition or special circumstance that affects rest time, please notify the school administration so that appropriate accommodations can be discussed.

Children who wake early will participate in quiet activities until the scheduled rest period has ended.

ORIENTATION

A “Meet the Teacher” opportunity will be provided for all students before the first day of school. We believe that having children meet their teachers in a school setting is a valuable tool for building trusting relationships and is especially helpful in ensuring a smooth and successful transition from home to school. On the same day, we will also host a “New Families” meeting to share important information about the school, provide an overview of procedures and expectations, and help families feel prepared and confident for the start of the school year.

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 as smooth as possible.

OUTDOOR PLAY BENEFITS

John Wesley Christian School believes in the importance of daily outdoor play. All children at JW Christian School are scheduled for at least thirty (30) minutes of outdoor play daily. Studies have shown that children are physically healthier when they play outdoors. Outdoor time is linked with improved motor development and lower obesity rates. Outside playtime promotes curiosity, creativity, and critical thinking. It develops self-confidence, independence, and self-esteem. Additionally, research shows that time spent in natural settings improves positive behavior, and children show increased focus and reduced symptoms of attention-deficit/hyperactivity disorder after outdoor playtime.

John Wesley Christian School provides age-appropriate playground equipment, indoor gym equipment, and indoor free-play activities to help children meet their daily physical activity needs. Children must always wear closed-toe shoes to avoid injury during active play.

These outdoor times can be curtailed somewhat during adverse weather conditions, where children may still play safely outdoors for shorter periods. When this occurs, the same playtime schedule is maintained, but activities may take place indoors instead. Water will be provided when temperatures are extremely hot to ensure children remain hydrated and safe during outdoor play.

OUTSIDE PROFESSIONAL SERVICES

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

Parents must seek out and pay for additional services (speech, physical therapy, etc.) if a child requires them. John Wesley Christian School can provide families with resources for diagnostic and therapeutic services, if necessary. Services may take place during school hours. John Wesley Christian School will work with professionals to schedule a time and location appropriate for the required service.

John Wesley Christian School will try to incorporate any plans deemed necessary by an outside professional into the child's daily activities. However, the child's parents are responsible for purchasing and maintaining adaptive equipment.

PARENT OBSERVATION

Parents who wish to observe their child at school are welcome to do so at any time; however, we kindly ask that visits be scheduled in advance with the child's teacher and JW Christian School administration at a mutually convenient time. This is especially important for infants, toddlers, and children new to out-of-home care, as unscheduled visits may be confusing and can create an additional separation adjustment for the child.

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 and walking 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, phones, etc.) in your car while entering the building. John Wesley Christian School and JW Methodist Church are not responsible for items stolen or damaged in your vehicle.
- ***The driveway closest to the building is for exiting traffic only. Parents should use the two driveways farthest from the building to enter the parking lot.***
- ***Please do not leave a child unattended in a car. It is against the law! Please call the JW Christian School office if you need assistance.***

POTTY TRAINING

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

- The child can inform the teacher of his/her need to use the potty or go into the class restroom independently.
- The child can independently put on and take off clothing.
- The child is not wearing pull-ups or diapers.
- The child can independently get on and off the toilet, wipe his/her bottom, and wash his/her 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 one (1)- week break from school to actively work on potty training.

It is essential that children can dress themselves. Belts, overalls, pants with snaps, and long dresses/shirts that are difficult for the children to manage are best avoided.

REGISTRATION

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

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

New student registration for the current school year is taken on a first-come, first-served basis, subject to availability.

RIGHTS OF PARENT OR GUARDIAN

A parent or guardian of a child at JW Christian School has the right to:

- Enter and examine JW Christian School during hours of operation without advanced notice.
- File a complaint against JW Christian School.
- Review JW Christian School's publicly accessible records.
- Review JW Christian School's written records concerning the parent's or guardian's child.
- Receive from JW Christian School the Texas Department of Health and Human Services Commission's inspection reports for JW Christian School and information about how to access JW Christian School's compliance history online.
- Have JW Christian School comply with a court order preventing another parent or guardian from visiting or removing the parent's or guardian's child.
- Be provided with the contact information for the division responsible for regulating JW Christian School, including the division's name, address, and phone number.
- Inspect any video recordings of an alleged incident of abuse or neglect involving the parent's or guardian's child, provided that:
 - Video recordings of the alleged incident are available.
 - The parent or guardian of the child is not allowed to retain any part of the video recording depicting a child who is not the parent's or guardian's child.
 - The parent or guardian of any other child captured in the video recording receives notice from JW Christian School.
- Obtain a copy of JW Christian School's Policies and Procedures and John Wesley Methodist Church's Handbook.
- Review, upon request of the parent or guardian, JW Christian School's:
 - Staff training records.
 - Any in-house staff training curriculum used by JW Christian School.
- Be free from any retaliatory action by JW Christian School for exercising the parents' or guardians' rights.

SAFE SLEEP

All JW Christian School staff will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of sudden infant death syndrome (SIDS):

- Always put infants to sleep on their backs.
- Place infants on a firm mattress with a tight-fitting sheet in a crib that meets the CPSC federal requirements.
- For infants younger than twelve (12) months old, cribs should not contain loose bedding (blankets or quilts), pillows, stuffed animals or toys, soft objects, bumper pads, or sleep positioning devices. Infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing.
- Do not use sleep positioning devices, such as wedges or infant positioners.
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult.
- If an infant needs extra warmth, use sleep clothing as an alternative to blankets.
- Place only one infant in a crib to sleep.
- Infants may use a pacifier during sleep. The pacifier must not be attached to a stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk.
- If the infant falls asleep in a restrictive device other than a crib, immediately move the infant to the crib.
- Actively observe sleeping infants by sight and sound.
- If an infant can roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position.
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally.
- Do not swaddle an infant for sleep or rest.

SCHOOL CLOSURES

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

SCHOOL SURVEY

Parents will be asked to complete a survey about the school once each school year. We hope you will use this tool to give us feedback on our performance.

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 2:00-4:00 or 3:00-4:00	2:00-3:00 2:00-4:00 or 3:00-4:00	2:00-3:00 2:00-4:00 or 3:00-4:00	2:00-3:00 2:00-4:00 or 3:00-4:00	
Enrichment		2:00-3:00 Ballet/Tap	2:00-3:00 Tumbling	2:00-3:00 Hip Hop	

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

SCHOOL SUPPLIES

John Wesley Christian School provides supplies for preschool students, and part of the cost is associated with the registration fee. Elementary teachers will give students a supply list before the first day of school. School supplies are not included in elementary students' tuition, so 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 to and from JW Christian School are locked during school hours.

SERVICE PROJECTS

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

SPECIAL CARE NEEDS

Special care needs include environmental allergies, food intolerances, existing illnesses, severe previous illnesses, injuries, and hospitalizations in the past twelve months, limitations on the child's activities, reasonable accommodations or modifications, adaptive equipment, symptoms of complications, and medications prescribed for continuous long-term use. Children with special care needs must have a Care Plan completed by their physician and on file in the JW Christian School office. John Wesley Christian School believes in a collaborative approach among the physician, the JW Christian School staff, and the parents to implement an effective plan for the child through adequate information, training, and monitoring.

John Wesley Christian School will provide a child with special care needs the following accommodations as needed:

- Utilize any adaptive behavior equipment provided to JW Christian School for the child's use.
- Ensure that a child receiving early intervention or special education services can receive those services from a qualified service provider at JW Christian School.
- Ensure that activities throughout the day integrate children with or without special care needs.
- Ensure the JW Christian School staff adapts equipment, procedures, and various methods to ensure that a child with special needs is cared for in a natural environment.

STAFF-CHILD RATIOS

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

TECHNOLOGY

Computers are provided to students as educational tools for research, schoolwork, and communication. Students are expected to act considerately and responsibly when using technology. The John Wesley Methodist Church network is a secure network available only to faculty, staff, and students. JW Christian School believes that the benefits of access to the Internet as an information resource and opportunity for collaboration far exceed the disadvantages. Using technology during the school day is a privilege, not a right. John Wesley 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 using a computer.

TESTING

Elementary students will take the Iowa Test of Basic Skills (ITBS). It is a group-administered achievement test for grades K-12 that measures students' knowledge in subjects they have learned in school: reading, language arts, mathematics, science, and social studies. Testing will occur in the spring, allowing the results to be discussed at parent-teacher conferences.

TUITION AND FEES

The JW Christian School Board of Directors sets tuition and fees yearly. A current schedule is available on the website www.jwchristianschool.org.

Tuition is a yearly fee divided into equal monthly payments. The monthly payment will remain the same regardless of the number of days attended that month.

- Tuition is an automated payment (charged 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 from August through April. Tuition is non-refundable once processed.
- Withdrawals from JW Christian School must be in writing by emailing jwschool@jwchurch.org and received before the 10th of the month to avoid incurring that month's tuition charge.
- There will be a \$20 fee automatically added to your account for declined credit cards or insufficient funds in your account.
- Be sure to update in Procure 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. Tuition must be paid to hold a spot in a class.

VISITORS/VOLUNTEERS

A Parent/Teacher Committee meeting will be held at the beginning of the school year and will meet once a month thereafter. At the meeting, all volunteer opportunities for the year will be discussed. Volunteers will be invited to join the staff appreciation, spirit nights, decorations, or special events committees. Volunteers are also needed throughout the year to help with class parties, guest readers, age group events, and serving as room moms.

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

Ministry Safe

John Wesley Methodist Church is committed to providing a safe environment and to protecting all individuals in our care from emotional, physical, spiritual, and sexual abuse. A "protected person" is defined as any child, student, or vulnerable adult participating in ministry events or activities. These policies and procedures are in place to help ensure that John Wesley Church ministries remain safe, secure, and caring for all involved.

WHAT TO BRING TO SCHOOL

- A light snack and a lunch with a drink. Please send items that are 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.
- Please send a complete change of clothes in case of spills or accidents. This should include a shirt, pants, socks, and underwear placed in a gallon-size zip-top bag. Be sure each item is clearly labeled with your child's name.
- One large unopened container of wipes if your child is in diapers.
- One box of tissues.
- A nap mat if your child is in the Teddy Bear, Duck, Monkey, Fox, 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 before arriving at school. JW Christian School staff may not apply either of these to students.

It is challenging 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, which will be on the calendar. Guns, swords, knives, and other war toys are prohibited 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 to 11:05 for interactive games, dynamic storytelling, worship, and large- and small-group time, all designed to connect kids to Jesus in a profound and impactful way.

JW Students Sunday Morning Experience

During Sunday school hours, students can choose to lead or be led. They are encouraged to be active leaders and storytellers in our children's small groups or to 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 discipled. It is a place where they can feel safe, passionate about faith, and discover who they are becoming. We meet on Sunday nights from 5:00-7:15 p.m.

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

Kindergarten through 5th grades Wednesday night midweek group is a high-energy hour that includes games, crafts, and Bible study to increase their knowledge of God's word.

JW Students Wednesday Nights

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

JW Student Monthly Ramp Builds

Students actively build a much-needed ramp for our community members that profoundly changes their lives.