



Atascocita Methodist Church

Student Handbook

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WEEKDAY LEARNING CENTER MISSION

Our mission at the Weekday Learning Center is to serve God, and share the gifts He has given to us, by providing a loving, caring, and nurturing learning environment for all the children He sends our way.

It is our prayer that they will grow in God's love and grace and excel to heights unknown through the knowledge they have absorbed.

AMC WLC is committed to development and enhancement of the whole child. In support of this, we view the family as the main source of security and identity for the young child. It is our ultimate mission and goal, therefore, to achieve a fellowship of Christian love and understanding between God, parent, child, and school.

WEEKDAY LEARNING CENTER PHILOSOPHY

The philosophy of the Weekday Learning Center is to provide the children with the tools to expand and develop their hand-eye coordination, fine and gross motor skills, thought processing, and academic skill. We focus on hands on and visual learning with an emphasis on Christian values.

It is also the philosophy of AMC WLC to help the children attain the emotional, social, physical, intellectual, and spiritual strengths, which will:

1. Encourage and open heart to the love of Jesus.
2. Enhance their sense of identity.
3. Encourage them to be active learners and problems solvers.
4. Enable them to develop emotionally satisfying relationships with other children and adults.
5. Provide them with knowledge and experiences to develop a healthy body.
6. Encourage them to develop a sense of responsibility for their own ever-expanding community.

WEEKDAY LEARNING CENTER MAJOR GOALS

General Objectives:

- To provide a secure and nurturing environment fostering independence, curiosity, and the development of age-appropriate skills.
- To promote good self-image and a sense of identity
- To encourage cooperative play.
- To provide a delightful learning atmosphere.
- To stimulate intellectual achievement for children in a Christian atmosphere.
- To create awareness that each child is worthy of God's love and the love of other human beings.

Developmental Objectives:

A child's growth is encouraged by faculty and staff guidance in five areas:

A. Emotional

1. By promoting a positive self-image.
2. By becoming independent.
3. By identifying feelings.
4. By verbalizing feelings.
5. By accepting reasonable authority and limitations.
6. By interacting with the environment.
7. By responding to new challenges.

A. Physical

1. Children are given the opportunity to develop fine and gross motor skills through the use of age appropriate materials and activities.

B. Social

1. Children will be encouraged to cooperate in a group setting.
2. Children will be encouraged to facilitate interaction with teachers and peers.
3. Children will be encouraged to participate in activities established to lengthen their attention span.
4. Children will be encouraged to participate in activities established to guide their ability to follow directions.
5. Children will be encouraged to participate in activities established to help them learn to complete tasks.

C. Intellectual

By providing age-appropriate activities which will facilitate auditory and visuals skills through:

1. Language Development

- a. Provide opportunities to hear proper language in individual and group activities.
- b. Provide opportunities to build vocabulary as a daily activity.
- c. Provide opportunities to participate in exercises to develop concepts of color, size, shape, position,

location, relative number terms, relative weight and sizes, classification skills and substances.

2. Math Development

- a. Provide opportunities to encourage the ability of identification, classification, and measurement during both planned and unplanned activities in the school day.
- b. Provide opportunities to understand math concepts and establish skills in solving problems. Each child will be given many opportunities for concrete experiences with math, using objects that can be touched, moved, and manipulated.

3. Science Development

- a. Provide opportunities to encourage the ability of identification, classification, and measurement during both planned and unplanned activities in the school day.

D. Creative

1. Art

- a. Offer manipulation, exploration, and creation with a variety of art materials.
- b. Encourage the child's self-expression, feelings, and observations rather than following models provided by a teacher.

2. Music

- a. By listening to many kinds of music to sing, move, relax, or respond in other ways to music.
- b. By providing activities that teach concepts reinforce learning and develop skills in addition to enjoying music for its pleasure.

3. Dramatic Play

- a. By providing opportunities to use puppets, costumes, and other props to identify with people, times, and places in a make-believe world.

4. Spiritual/Christian Education

- a. By providing the opportunity for children to experience Christian principles through Chapel, which may include Bible stories, prayer, Christian music, and Christian values which are reinforced throughout the day.

Welcome to Kindergarten!

KINDERGARTEN

Your child will be engaged in various activities for all of our subjects- Phonics, Reading, Math, Science, Social Studies, and STEM. Our goal is to create a fun, learning environment that will keep your children engaged throughout the entire year. They will be provided with the foundational skills that are essential to begin reading. Students learn in various ways, and it is our goal to meet your child where they are developmentally, challenging them and filling in the learning gaps where needed.

Your child will learn leadership skills in many ways, One opportunity is their participation in a program for Christmas through our Music class with Dr. Ernest. There are times, they will lead Chapel when Mrs. Beth is not present, allowing them to lead worship and Bible stories for the entire school! What a beautiful blessing it is to grow here educationally and spiritually. This is exactly what your child will be a part of, and we can't wait to see them thrive!

Our program follows the Texas Essential Knowledge and Skills (TEKS) as set forth by the Texas Education Agency (TEA). In our program, you will see that it moves at a faster pace than

public school, since our program is two hours shorter. However, it does cover the same state required skills.

We consistently get great feedback from first grade teachers in the area on how well prepared our kindergarten graduates are for their next step!



PRESCHOOL

"I am not a teacher, but an awakener."
-Robert Frost

Our curriculum is based on a combination of various preschool curricula and studies in early childhood. Our three, four and five year old programs are a preparatory for Kindergarten. The programs are consecutively structured so that each picks up where the other leaves off. Our program includes many methods of teaching, incorporating activities for both the aural and visual learner with much emphasis "hands-on" learning.

Our child to teacher ratio average is small (less than state requirements), enabling one-on-one instruction, interaction, and guidance throughout the day.

Our preschool staff is a highly qualified, professionally trained group of loving, caring teachers whose goal is to provide an atmosphere for learning indicative of what we feel each parent wants for his/her child.

We stress social, academic, physical, emotional, creative, and spiritual growth through sharing and discovery, in-group, and individual settings. Learning activities are presented and coordinated throughout the daily routine in an age-appropriate manner in order to keep the child's interest, prevent boredom reinforce ideas, and take advantage of the learning ability and interest of the young child.

All learning activities will be in a relaxed manner, encouraging the child rather than forcing the child to learn. We feel all learning should be fun, un-hurried and beneficial to the child.

Included in your child's preschool schedule are the following: Free play/center activities, group learning and/or individual learning, outdoor activities (weather permitting), snack, Movin' & Groovin', Library, and most importantly, Chapel everyday with Ms. Beth, the WLC Director.

DROP OFF AND PICK UP FOR ALL CHILDREN

Children can be dropped off beginning at 9:20am and pick up begins at 2:20 pm. Morning carlines begin at 9:20 am.

Teachers stop the morning carline at 9:40am, so classes can get settled and into the Sanctuary for Chapel by 9:45am.

Afternoon carlines begin at 2:20pm and end at 2:45pm.

Extended care is offered for all ages beginning at 7:00am and ending at 4:30pm.

Parents will be allowed to come into the buildings for drop off on the 1st days of school. Thereafter, all children will be dropped off and picked up in the car lines. Parents will be provided car line route directions prior to the 1st day of school. Siblings will be merged together to one drop off and pick up location. Teachers will open car doors, unbuckle seatbelts and escort children into the building. Do not allow a child to open the car door without a teacher present.

For pick-up after school, parents should have their child's pick-up sign in the window of the front passenger door or dashboard, displaying the child or children to be picked up. All children in a carpool should be listed on the pickup signs in the car window. If a parent chooses to come in to pick up a child instead of using the car line, sign out in the WLC office is required, before 2:00pm and pick up signs are mandatory. If someone different is picking up your child, a valid ID (ex: driver's license) is required, and that person must be an approved pick-up person on the child's Brightwheel account.

All children will be escorted out of the building by a teacher, helped into the car, buckled up and door closed.

Any child who has not been picked up by 2:45pm will be taken to extended care and your account will be charged an extended care drop-in fee for the day. Additionally, there is a \$1.00 per minute charge for any child who is not picked up from extended care by 4:30pm.

Remember drop-off and pick-up time is not conference time, if you need to speak with your child's teacher, a conference may be scheduled anytime during the year.



PRESCHOOL PREP

"Babies are bits of stardust blown from the hand of God.
Lucky the woman who know the pains of birth,
for she has just held a star."
-Larry Barretto

Our Preschool Prep program has two age groups: One's and two's as of September 1st of the current school year. These age groups follow the same curriculum as the older preschool children with modified age appropriate activities.

All children must be signed in and out by parents or authorized adult.

Naps are a part of the child's day and required by State Licensing. However, extra material will be provided for those children who are not able to fall asleep.

The Preschool Prep Daily Schedule will include the following: Chapel everyday with Ms. Beth, snack, free play, basic age-appropriate concepts, activities (age-appropriate and when

age ready), Movin' & Groovin', outdoor play and activities.

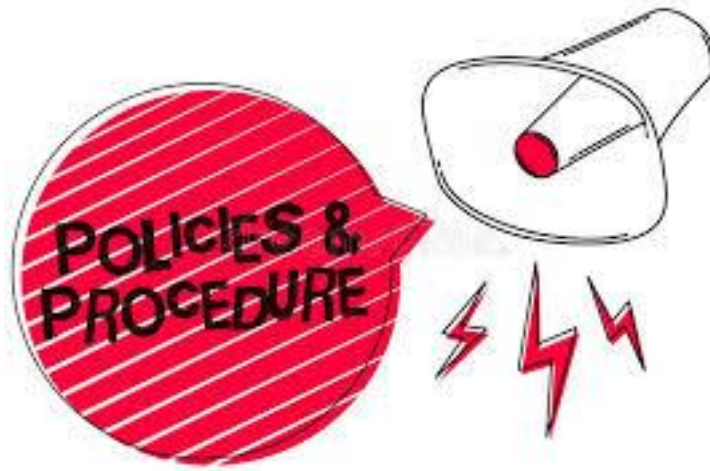
Make sure your children wear comfortable clothing. We will be indoors as well as outdoors and, on the playground, running, playing, and having fun! Always send your child in closed-toed shoes and dress as the weather necessitates. We will even be outside even on cold days!

Children will need a change of clothes, diapers, lunch, water bottle and other drink of choice in a child's cup. A backpack and nap mat are needed as well. Please label everything, including diapers.

Children must be able to feed themselves. Teachers will assist but cannot spoon feed a child. If a child needs a bottle, he/she must be able to hold it to drink.

Children are not allowed per State Licensing, to have a bottle for sleep/naptime.

Children in the 1-year-old program must be sitting up on their own and attempting to walk.



POLICIES AND PROCEDURES

"God sends children to enlarge our hearts, and to make us unselfish and full of kindly sympathies and affection."

-Mary Howitt

FINANCIAL

Tuition is due on the 5th day of every month. If you have any questions concerning payment, please contact the WLC office.

Tuition payments are drafted automatically using either a credit card or electronic funds transfer from a checking or savings account. Drafts will be done on the 5th day of each month.

A charge of \$35.00 will be made for a returned draft or declined credit card on the 6th day of each month.

Delinquent tuition or repetitive credit card declines will be cause for removal of the child from the program.

A \$10.00 monthly tuition discount is given to all Atascocita Methodist Church members, or parents of multiple siblings, up to a \$20.00 per month discount.

On occasion, there are times when we are able to accept drop-ins. These children must already be enrolled in the program and advance requests are required. The drop-in fee is \$50.00 per day.

Monthly tuition is based on attendance for the entire school year according to the Weekday Learning Center calendar. Some months may have more or less days than others; however, the monthly tuition remains constant both for your convenience and our budgeting. There are generally several more days of classes during the first few months than the latter months due to holidays/in-service days. If you have a question concerning tuition, please contact the WLC office.

Registration fees are NON-REFUNDABLE, NON-TRANSFERRABLE and NON-APPLICABLE to tuition. THERE ARE NO EXCEPTIONS. Students with a balance due, or incomplete file, will NOT be allowed to register for the following school year.

CLOTHING/DIAPERING/TOILETING

Children who are in diapers should wear clothing that opens from the bottom for easier changing. If your child is potty trained, make sure that he/she can handle the clothes that you dress him/her in, so that there will be no unnecessary accidents or embarrassing situations. We all want them to succeed in this important achievement!

All preschool children entering the 3 year old program, must be potty trained. We realize accidents do happen, but due to limited changing areas and times, we must limit this as much as possible.

No cowboy boots, Sunday shoes or special jewelry should be worn by the children. We have found that for play during *Movin' and Groovin'* and because of the small rocks on the playground, that tennis shoes or closed toes shoes work best.

TOYS

Special toys should be left at home unless brought for "show & tell." They tend to cause disruptions in classroom and can cause confusion when it comes time to tidy up! No toys should be brought into any baby classes. We take special care to sanitize all toys every day and insist upon maintaining control of this for each child's health and safety. In the 1 yr & 2 yr classes, you may bring a "lovey" or pacifier to sleep with

during nap time.

SNACK AND LUNCH

The center provides a morning snack every day. Water is used for drink. A list of snacks is always posted outside the Director's office for your information. **MAKE SURE WE ARE AWARE OF ANY FOOD ALLERGIES, OR MEDICAL AND PHYSICAL PROBLEMS.**

Provide your child each day with a drink in a thermos (non-glass), sippy cup or drink box with their lunch. Lunch boxes are great, and utensils make it much easier for cleanup. **No carbonated drinks** (not even Sprite!), no glass containers, and no red drinks are allowed. Refrigeration will NOT be available, and teachers have no means of warming-up foods, so please pack accordingly.

Teachers will assist children in opening and unwrapping food items, but please send foods that your child can eat themselves. Binto boxes are awesome for breakfast or lunch.

Teachers in the younger classrooms will feed children what has been provided by the parents and according to parental instructions will assist them in eating on their own. Cut food into bite-sized portions, when possible, to help your child feed him/her self.

Children need plenty of vitamins every day from a variety of

foods. The State of Texas **REQUIRES** your child to receive a balanced and nutritious lunch that includes fruit and protein. Cheese, meats, fruit, vegetable sticks, crackers, fruit drinks, granola bars, etc., make terrific lunches and do not need refrigeration. Cold packs in lunch boxes are great to keep food cool.

If your child has a special dietary need or food allergy, we need to know about these. Please indicate this information on the registration form, and also let your child's teacher know immediately. We will do everything we can to ensure your instructions are followed.

All parents have a right to breast feed their child and will be provided with a place to do so during the school day.

DAILY SUPPLIES

Infant and Toddlers

1. Breakfast, if Morning Care and lunch with instructions as to how and when your child likes to eat
2. Disposable diapers
3. Change of clothing
4. Nap time items if any
5. Blanket or sleeping bag/mat with pillow for toddlers to use on floor
6. Backpack large enough to hold all items.

PLEASE PUT NAMES ON EVERYTHING!

Older Children

1. Breakfast if Morning Care and Lunch
2. Navy Blue WLC T-shirt for in house field trips
3. Change of clothing, marked with name
4. Backpack for carrying items to and from school.

PLEASE PUT NAMES ON EVERYTHING!

IMMUNIZATION/HEALTH

Children's records must be current at the time of admission, or your child will not be permitted in school until the records are complete. This includes certified copy of birth certificate, immunization and well child statements. Any updated Health records must be provided to the WLC nurse as soon as changes are made.

All children 4 years old as of September 1 must have a vision and hearing screening upon entering the program, as required by Texas State Licensing. Screening can be done as part of well-child exam by a pediatrician. Screening will also be available at the WLC early in the school year for a nominal fee by the WLC Nurse.

The Weekday Learning Center does not require Tuberculin testing unless it is recommended by the child's Physician.

ILLNESSES/MEDICINES

If your child is not feeling well, do not bring him/her to school. Even a non-contagious child, who is not up to par, will detract from the enjoyment of the other children and the effectiveness of the teacher.

We will not accept a child who is sick. If a child appears ill upon arrival you will be asked to take the child back home. **No child with a fever of 100 degrees or more will be allowed to stay at the Center. Children must be fever-free for 24 hours before returning to school.**

Also, do not bring your child if he has severe diaper rash, nausea, and diarrhea, green discharge from nose, red eyes with a discharge, drowsiness or hyperactivity caused by prescribed medicine.

If your child is ill and will not be attending classes, we would appreciate you letting us know by using Brightwheel app messaging.

If your child should become ill at school, we will make him/her as comfortable as possible in an isolated area until you can be contacted and pick him/her up. Under no circumstances will your child be left unattended.

Any change in medication that may affect your child's behavior should be reported to your child's teacher.

In case of contagious disease, please let us know so we may notify other children's parents, as required by state licensing.

Teachers are not allowed to administer medications to children. Most medications can be given at home before and after school hours. The WLC Nurse should be contacted if special medication arrangements need to be made for a child. The WLC Nurse or administrator will administer medicine as directed by the parent. This includes sunscreen and bug spray.

Do not put medicines into a child's drink. We cannot risk other children accidentally getting hold of the wrong drink. If any medicine is discovered in a child's drink, we must pour it out, thus wasting the medicine.

Should your child have a mishap during the course of the day, you will be given an accident report listing the cause and remedy. If the situation dictates, we will contact you immediately, to let you know what happened, or to come check on your child if necessary.

SCHOOL CLOSURES

Information regarding school closures due to weather, building damages, or unforeseen situations are as follows: Bad weather is nothing to take lightly. In case of severe weather warnings during the school day, check with the local radio, TV stations, or social media (Facebook, Instagram, X). We follow the Humble ISD closure procedures. The WLC will

communicate closure through the Brighwheel app messaging, Constant Contact email, and Facebook.

In case of severe weather, we will follow the Humble ISD attendance rulings. If classes are canceled because of weather, this is beyond our control. Consequently, classes may or may not be made up.

If there is a problem with the building such as storm damage, water damage, fire, etc., this is also out of our control, and there will be no make-up day(s).

In the event of an unforeseen situation that is beyond our control, and where it is deemed necessary to close the school, classes may or may not be made up.

WITHDRAWALS

If you must withdraw your child from the program, a two-week notice is required.

DISCIPLINE

Positive guidance and love are highly stressed at the Weekday Learning Center: however, there are some instances where discipline is a necessary learning tool.

Children under the age of two will be removed from the situation and attention diverted to another interest.

Discipline of two-year-old children and older will be as follows:

1st time: Remove child from the problem

2nd time: Talk with child, re-enforcing positive behavior

3rd time: Time out or time away

4th time: Time out with Director

5th time: Call parent/conference

ABSOLUTELY NO PHYSICAL PUNISHMENT IS USED AT THE WEEKDAY LEARNING CENTER.

REMOVAL

The Weekday Learning Center reserves the right to remove a child from a classroom and/or the program. We will work with parents to avoid this happening, if at all possible. Remember your child's safety and happiness is our utmost concern.

Some causes for removal are:

1. Behavior issues
2. Non-payment of tuition
3. Unresolved parent issues

BIRTHDAYS

Birthdays are special times for children. If you wish to bring something special at snack time, please notify the teachers in advance. The special snack is not a birthday party, but a time to honor your child on their birthday.

Students with summer birthdays should be celebrated during summer school. We will only celebrate birthdays that are during the school year.

If a child's birthday is after the last day of school, we will not celebrate it.

No party invitations are allowed to go home in backpacks or to be personally passed out to children at school.

PARTIES AND SPECIAL OCCASIONS

Parties are celebrations of fun and happiness! The children will play games, enjoy a special snack/dessert, have a craft and lunch will be provided. Registration fees cover parties, so no outside food or treats are needed. Please note: Due to security reasons, no guests are allowed in the building on party days.

FUNDRAISERS

There are several fundraisers held each year. These

fundraisers enable the Center to purchase additional learning tools, improvements to the school, as well as added benefits to the WLC staff. These fundraisers also allow us to keep tuition costs down.

We generally hold a Fall and Spring Fundraiser as well as, Family Snow Day in January.

Your participation is encouraged and appreciated, but not required. Remember all monies benefit your children, the WLC staff, and their environments.

GENERAL

Children will only be released to those persons listed through the Brightwheel app. The WLC office must be notified if there is a change in a child's pickup. This can be done by phone to the office or by emailing the teacher, Director or Assistant Director or through the Brightwheel messaging app. Anyone picking up a child that is not their own is subject to ID verification. **Anyone picking up a child, must show the child's pick-up sign. This applies to all pick-ups, early check outs, classroom, and carline pick-up.**

Parent/Legal Guardian are welcome at the Weekday Learning Center anytime without an appointment. All visitors during school hours must check in at the WLC office upon arrival and will be escorted through the building by a WLC staff member. Always have your child's pick-up sign when entering the WLC.

You may obtain a copy of the minimum standards anytime from the Weekday Learning Center office.

Local Licensing Office- 713-940-3009

DFPS Child Abuse Hotline- 1-800-252-5400

DFPS Website-

www.dfps.state.tx.us

Texas Health and Human Services Website-

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

The Weekday Learning Center will call the local authorities on any criminal offense that occurs on the Weekday Learning Center property under the Texas Penal Code. The Weekday Learning Center is a Gang-free zone. See additional procedures and policies for Gang Free Zones attached.

LOST AND FOUND

Items have a way of disappearing, then reappearing in strange places! We will have a lost and found box near the Director's office in case you are missing something. **In order to minimize the lost possessions, please remember to label all belongings.**

OUTSIDE EVALUATIONS ON STUDENTS

The parent gives the teacher the evaluation.

The teacher fills out the evaluation and turns it into the WLC

office.

The office then mails, emails, or faxes the evaluation to the institution where the parent requested.

The WLC office emails the parent and informs them it has been done.

These forms are confidential; they are between the teacher, the WLC and the institution requesting the information.

IN HOUSE FIELD TRIPS

In-house field trips are a part of our curriculum and will be taken throughout the year. Notes will be posted, and permission slips will be sent out for each trip. No child will be allowed to participate without a signed permission slip. 3's, 4's and 5-year-old classes take one in house fieldtrip per month as a general rule.

SECURITY

The WLC along with Atascocita Methodist Church, is resolved to provide the safest environment possible for the children in our care. We implement the highest security measures possible, such as; All outside doors remain locked down during the school day: all classrooms are equipped with locking mechanisms; staff are in constant contact through walkie-talkies; and a licensed peace officer is on duty each school day and special events.

FINAL COMMENTS

We want you and your child to be happy! We have set up this program for the benefit of you and your family. If you feel there is a problem, please talk with teachers or the Director as soon as a problem arises. It is very important that we keep these lines of communication open at all times. Parents will be notified of policy changes and/or enrollment procedures through the Brightwheel App, Email or social media.

We follow all Humble ISD holidays, no class, and break schedules. In addition, our beginning and ending days may or may not be different. We observe an extended Thanksgiving Holiday, Christmas Holiday, and two WLC teacher workshop days in February. (Teachers are required to get 24 hours training per year.) Again, remember that tuition is based on the entire school year and not monthly attendance.

We welcome you and your family to our program and hope you will be satisfied with the quality and content. If you have any questions or comments, please contact your child's teacher or the Director at any time. The center phone is connected to voicemail, so call and leave a message at 281-852-0967 or by email at beth@am-church.org.

In your Registration Packet you signed an acknowledgement sheet that you had read and understood the information presented in this handbook.



ADDITIONAL PROCEDURES AND POLICIES

New Requirements Regarding Gang-Free Zones (Child Care Licensing DFPS Form 2846)

What is a gang-free zone?

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet from your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

How do parents know where the gang free zone ends?

They are that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purses of prosecution. Parents may contact their local municipality or court house for information about obtaining a copy of a map if they choose to do so.

What is the purpose of gang-free zones?

Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

What does this mean for my day care center?

A child care center must inform parents or guardians of children attending the center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your center is a violation of this law and is therefore subject to increased penalty under state law.

Notice of Non discriminatory Policy As To Students

The AMC Weekday Learning Center admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions, policies, scholarships and logan programs, and athletic and other school- administered programs.



PROCEDURES FOR AN EMERGENCY AT
THE WEEKDAY LEARNING CENTER

In case of FIRE or other EMERGENCY we...

1. Evacuate the buildings
2. Carry tablet with emergency contacts of all children present
3. Director or Person in Charge calls 911. In the event that the Person in Charge is not able to call, have a staff member use a cell phone to call 911
4. Go to designated meeting place across from the AUMC to the Episcopal church parking lot
5. Take Emergency Binder from office including all emergency procedures, authorization for children's emergency care, transport and emergency contact lists

In case of MEDICAL EMERGENCY we...

1. Provide lifesaving care
2. Comfort patient
3. Director or Person in Charge calls 911, or next available staff member calls 911 by office phone or cell phone

In case of SEVERE WEATHER we...

1. Shelter in the "safe zone" (inner hallways of the Main Building and inner walls of the Life Center gym)
2. Director or Person in Charge calls 911, or next available staff member calls 911 by office phone or cell phone
3. Carry tablet with emergency contacts of all children present
4. Carry flashlight

In case of HARMFUL VAPOR inside building we...

1. Evacuate to designated meeting place across from the AMC to the Episcopal church parking lot
2. Carry tablet with emergency contacts of all children present
3. Director or Person in Charge calls 911, or next available staff member calls 911 by office phone or cell phone

In case of HARMFUL VAPOR outside building we...

1. Shelter inside
2. Close all doors and windows
3. Turn off HVAC
4. Director or Person in Charge calls 911, or next available staff member calls 911 by office phone or cell phone

In case of INTRUDER we...

1. Alert staff and office personnel
2. Director or Person in Charge calls 911, or next available staff member calls 911 by office phone or cell phone

In case of MISSING CHILD we...

1. Alert staff
2. Conduct a quick search of the property
3. Director or Person in Charge calls 911, or next available staff member calls 911 by office phone or cell phone

ABUSE AND NEGLECT

The WLC makes every effort to keep children safe and free of harm from abuse and neglect. The Abuse and Neglect policy of the WLC includes definitions and types of children, recognizing the signs of abuse, prevention, procedures for reporting abuse, available services for the assistance of abuse and neglect, and what can be done to help further protect children.

Along with the education of parents and families the WLC staff are required to receive 1 clock hour of annual training on the prevention, recognition and reporting of child abuse and neglect.

Copies of this policy can be found at the reception desk of the WLC office located in the Family Life Center of the Atascocita Methodist Church campus.