



W I C H I T A
COLLEGIATE
S C H O O L

2009-2010
STUDENT & PARENT HANDBOOK
FOR THE
EARLY CHILDHOOD DIVISION

BECKY O'HEARN
HEAD OF EARLY CHILDHOOD

9115 EAST 13TH STREET
WICHITA, KANSAS 67206
(316) 634-0433
MAIN CAMPUS FAX: (316) 634-0598
UPPER SCHOOL FAX: (316) 634-0273

Table of Contents

Introduction.....	1
Arrival and Dismissal.....	1
Attendance.....	2
Birthdays and Class Parties.....	2
Cancellation of School.....	2
Clothing.....	2
Concert and Program Etiquette.....	2
Discipline / Behavior.....	3
Emergency Procedures.....	3
Enrollment and Renewal.....	3
Evaluation and Advancement.....	3
Field Trips.....	4
Head of Early Childhood.....	4
Health and Medicine.....	4
Illness or Injury at School.....	5
Kid’s Club.....	5
Library.....	5
Lunches.....	5
Parent Conferences.....	6
Parents Meetings.....	6
Parent Visits.....	6
Parent Volunteers.....	6
Physical Education.....	7
Religious Themes.....	7
Smoking.....	7
Snacks.....	7
Toilet Training.....	7
Transportation.....	7

The Student/Parent Handbook is for informational purposes only, and is not intended to be all inclusive of the policies of Wichita Collegiate School. Wichita Collegiate reserves the right to change, amend, or alter any statement herein without prior notice. The provisions of this Handbook do not constitute a contract, express or implied, between any applicant, student, parent, or faculty member and Wichita Collegiate School. Wichita Collegiate School retains sole discretion in determining the application of the policies contained in this Handbook including modifying those policies as it deems appropriate for a given situation.



W I C H I T A
C O L L E G I A T E
S C H O O L

MISSION STATEMENT

The mission of Wichita Collegiate School is to provide the highest quality education for each student which will maximize his or her ability to understand and enjoy the complexities of the world and successfully meet the challenges of life.

Adopted by the Board of Trustees, November 23, 1993

Reviewed by the Board of Trustees, May 22, 2007

STATEMENT OF PRINCIPLES

The mission of Wichita Collegiate School will be accomplished by providing innovative and challenging educational programs in order to:

- prepare each student for higher education and a productive and personally fulfilling life, endowed with independence, responsibility, confidence, and the ability to build upon acquired learning skills;
- instill an enduring commitment to personal improvement;
- impart to students the excitement that comes from understanding and from solving genuine problems;
- foster integrity, humility, tolerance, and a realization of the worth of others.

Adopted by the Board of Trustees, September 20, 1994

Reviewed by the Board of Trustees, May 22, 2007

EARLY CHILDHOOD DIVISION

MISSION

The Early Childhood Division will guide each student in social, emotional and physical growth that will provide the foundation necessary to maximize personal and cognitive development.

PHILOSOPHY

The Early Childhood faculty recognizes each child as having his/her own unique pattern of growth and development. We are dedicated to nurturing a positive attitude about education within each student through a developmentally appropriate and engaging curriculum and modeling the joy of learning.

GOALS

The goals of the Early Childhood faculty are to provide an opportunity for each child to:

1. develop self-esteem and self confidence
2. work and play cooperatively
3. develop respect for him/herself, others, and the environment
4. develop intellectual curiosity
5. become self-directed
6. establish social relationships outside the family
7. develop physical skills
8. develop an appreciation for the arts
9. develop good communication skills



W I C H I T A
COLLEGIATE
S C H O O L

Dear Early Childhood Parents:

Wichita Collegiate School was one of the first schools in Wichita to recognize the importance of early childhood education and to incorporate such a curriculum into its regular school program. This heritage still influences Collegiate's role of educational leadership in the community. Collegiate offers parents the choice of outstanding programs in both traditional and Montessori philosophy. In 1979 Collegiate was the first Wichita school to recognize and implement the developmental philosophy of education.

The faculty has established developmentally appropriate programs to guide children through physical, social, emotional, and intellectual growth. Each child is recognized as having his/her own unique pattern of growth and development. Therefore, instruction is organized around individual developmental needs, interests, and learning styles. The classrooms are filled with concrete, manipulative materials that emphasize conceptual learning.

The teachers help children learn self-control by using positive guidance techniques such as modeling and encouraging expected behavior, redirecting unacceptable classroom conduct to more productive activities, and setting clear limits.

Structured daily indoor and outdoor activities develop large and small muscle skills. Other daily activities in music and art provide cultural and aesthetic experiences.

The Early Childhood Division is dedicated to establishing a positive attitude about education within each student by providing an atmosphere of love and understanding.

Sincerely,

Becky O'Hearn

Becky O'Hearn
Head, Early Childhood Division

EARLY CHILDHOOD DIVISION PRESCHOOL/KINDERGARTEN

INTRODUCTION

The Wichita Collegiate School motto, “Proba Te Dignum,” Prove Yourself Worthy, focuses attention on core values that school and its community cherish. Above all else we strive to do what is honorable, to seek justice, and to pursue excellence. All members of the community are expected (1) to be honest, (2) work independently when it is expected and contribute fully to any group work of which they are a part, and (3) to show respect for individuals and for property at all times. The Collegiate handbook addresses the details of rules that help govern our community. Growing and learning at Collegiate demands an understanding of our core values. Behavior guided by a sense of responsibility and integrity will foster the growth of all within our community.

ARRIVAL AND DISMISSAL

**A.M. Session: 8:15 - 11:15 A.M. P.M. Session: 12:15 - 3:15 P.M. Full Day 8:15 A.M. - 3:15 P.M.
HALF-DAY KINDERGARTEN 8:15 A.M. - 12:00 P.M.**

Classrooms open at 8:05 A.M. and 12:05 P.M. Parents dropping off children during this time must accompany each child to the classroom and be certain that the teacher is aware of the student’s arrival. Parents are responsible for children until classrooms are opened.

Due to traffic flow patterns and limited parking, we ask that parents of students in the Early Childhood Division only arrive after 8:05 A.M. for classes which begin at 8:15 A.M. Please park on the west side of the parking lot and enter through the west or north doors. The traffic is very busy on the northeast corner of the parking lot near the Lower School between 7:50 and 8:05, and it is best to avoid this area as much as possible during this time.

It is imperative that car engines are turned off and ignition keys removed before leaving parked cars. Children are not to be left unattended in cars. The circle drive is a drive-through drop-off and pick-up zone for children old enough to walk into the building alone (kindergarten and older). Drivers may not leave their vehicles in the circle drive at any time.

Kid’s Club opens at 7:15 A.M. each day for parents who want to avoid the traffic rush or who have children in other divisions who need to be at school early. This free service in the morning is a great way for your child to start the day!

The security gate at the west end of the Early Childhood wing and the west Annex entrance are locked from 8:30 to 2:50 P.M. During these hours, entrance to the campus will be through the north doors of the Early Childhood building.

Dismissal is at 11:15 A.M. and 3:15 P.M.; please be on time. Young children become upset when parents are late. When you come to the classroom for your child, please wait quietly in the halls until your student is dismissed into your care. If you are going to be late, please call our secretary and she will notify your child’s teacher. Students attending afternoon sessions who are not picked up by 3:20 P.M. will be taken to Kid’s Club.

For your child’s protection, we will release your child only to persons you so designate. **If other adults are to pick up your child or if there are other changes in your normal transportation procedure, teachers must be notified in writing or your child may not be released. We will check ID on anyone we do not know, so please inform others picking up your child to expect this.**

If you pick up your child at a time other than the regular dismissal time, please sign your child out in the office, then see your child’s classroom teacher. Our enhancement teachers and playground supervisors do not know all parents and others authorized to pick up children. They have been instructed not to release students unless the parent is accompanied by the classroom teacher or office personnel.

ATTENDANCE

Regular attendance is expected. For your child's protection, please notify your classroom teacher of all absences. Children are expected to arrive on time. The activities included in the opening of each class are an important part of the overall curriculum. If it is necessary for your child to be tardy, please accompany him/her to the classroom. Be sure that the teacher is aware of your child's arrival. Please inform the school in writing when your child will be absent for more than 2 days.

BIRTHDAYS AND CLASS PARTIES

Birthdays are important celebrations for young children. Each classroom celebrates in a different way. Summer birthday children may celebrate their "half-birthday" in the appropriate month. Please check with your child's teacher(s) for individual policies. **We request that birthday invitations and "party favor bags" not be given out at school.** Class parties may be planned by individual classroom teachers. Teachers may seek parent volunteers to help with these celebrations.

CANCELLATION OF SCHOOL

In the event of inclement weather, a decision regarding closing will be made by the Headmaster in consultation with the Division Heads and communicated to local television and radio stations by 6:00 A.M. The following stations will be called regarding the decision: television channels 3,10, and 12; and radio stations KKRK, KRZZ, KZSN, KFDI, KFH, KWSJ, KQAM, KEYN, and KRBB. The decision will also be posted on our Website: www.wcsks.com Parents should exercise their own discretion about whether or not to send their children to school given prevailing weather conditions. On days when school is canceled due to weather, the campus will be closed and all after-school activities (practices, lessons, tutorials, meetings, etc.) will be canceled as well.

CLOTHING

Play clothes are the appropriate dress in preschool and kindergarten. We take precautions such as paint smocks, aprons, etc., but children need to play in the sand and water, dig in dirt, paint, and participate in other activities that are often "messy." Please don't admonish your child for messy clothing. Eventually, they will not want to participate in activities, thus limiting their experimentation of the environment and eliminating a very important part of learning. Outdoor play is an important part of each day's activity. Please see that your child is properly dressed for local weather conditions. All clothing such as hats, coats, sweaters, mittens, etc. should be labeled with your child's name. All clothing should be designed for self-sufficiency in the bathroom. Bathrooms are carefully monitored to encourage further development of self-sufficiency, sanitary health practices, and good manners. **Shoes and jewelry with musical computer chips are not permitted. Please do not allow your child to wear jewelry, bring money or other items of value to school. Clothing and shoes with images of cartoon, movie or TV characters or that are violent in nature are very distracting to our young students and are not allowed.**

CONCERT AND PROGRAM ETIQUETTE

1. All telephones and pagers should be turned off during the performance.
2. Communication from the audience with on-stage performers, including waving or shouting, should not occur.
3. Out of respect for the complete performing ensemble, it is inappropriate to leave when your child has finished performing. One should stay for the entire concert if at all possible.
4. Siblings or children not involved in the concert should not be allowed to roam. Children should sit with their parents where proper concert behavior can be taught. This is especially important when concerts take place in the amphitheater.
5. Arrivals and departures should be made only during applause breaks. If a visit to the bathroom is necessary, please leave before or after a song or presentation.
6. All school-related concerts are required attendance for those students involved. Communication to the appropriate director must come from a parent if a student needs to miss a performance.

DISCIPLINE/BEHAVIOR

We believe that predictable routines and consistent expectations are essential for the emotional and social growth of children. Within a child-focused and structured environment, children will be most successful at developing into well-rounded, self-directed people. It is important that children have opportunities to learn from the consequences of their mistakes in a safe and nurturing atmosphere. Our faculty will teach appropriate behavior through direct instruction, guided practice, modeling, and through individual situations as they arise. We strive as a learning community to foster a healthy partnership between the school and the home to support the child in the process of learning and maturing. It is our goal to have ongoing dialogue with each set of parents to foster this relationship.

Children who engage in disruptive behavior or aggressively cause harm to others will be sent home from school. If, after continued effort to help a child change behavior, the behavior continues, the child may be dismissed from school.

Wichita Collegiate School expressly reserves the right to decide, in its sole discretion, what conduct warrants punishment and what level of discipline is warranted. Corporal punishment is not practiced at Collegiate.

EMERGENCY PROCEDURES

Fire drills are held monthly. During a drill or in the event of a fire, one long bell will sound. Teachers will lead students to appropriate exits. Tornado drills are held monthly April through September. During a drill or if a tornado warning is issued, a series of short bells will sound at which time teachers will lead students to their designated area in the Lower School basement.

The school has policies that dictate how we evacuate buildings and move to a safe location, and policies to lock-down the classrooms in the event of an intruder or problems in the buildings. All procedures are reviewed by teachers before the start of school and practiced with students on a regular basis.

ENROLLMENT AND RENEWAL

Wichita Collegiate School reserves the sole right and discretion to terminate a student's enrollment during the school year for any violations of the policies and provisions contained in the Wichita Collegiate School Handbook. Wichita Collegiate School also reserves the sole right and discretion to terminate a student's enrollment during the school year at any time and on any basis which it deems appropriate at the time. No tuition reimbursement will be allowed except as provided in the Tuition Refund Plan. Enrollment is a privilege that Wichita Collegiate School typically extends to students and to their parents for one school year at a time. Wichita Collegiate School reserves the sole right and discretion to offer or deny enrollment for any subsequent year, and to base its reenrollment decisions on whatever considerations it deems appropriate at the time. Among the factors which Wichita Collegiate School may consider in making its decision to grant reenrollment are the manner in which the student's tuition and other financial obligations have been met and whether the conduct, academic standing, and general citizenship of the student have been consistent with the aims and welfare of the Wichita Collegiate School community.

EVALUATION AND ADVANCEMENT

Evaluation of each student's academic and developmental progress is made throughout the year. The Gesell School Readiness Test is administered to five-year-old students to help determine kindergarten placement.

Collegiate does not have the staff or equipment necessary to provide screening for hearing, language, sensory motor integration or other special areas of development. Teachers observe and evaluate students throughout the year. If it is determined that individual screening is needed, a conference with the parents will be requested at which time a list of referrals will be provided.

FIELD TRIPS

Field trips are scheduled throughout the year. Children are transported on school buses, vans, or in the back seat of parents' cars with seat belts/car seats according to Kansas regulations. You will be notified in advance of any field trip and required to sign and return a permission form. The form must be returned before a child may accompany his/her class on any trip.

HEAD OF EARLY CHILDHOOD - BECKY O'HEARN

The Early Childhood Head responds to the needs of the students, faculty, and parents in the Early Childhood Division. Ms. O'Hearn visits classrooms frequently. She meets regularly with the faculty to discuss curriculum and monitor individual student development. She is available to address any questions or concerns that cannot be answered by the classroom teacher.

HEALTH AND MEDICINE

All preschool students must have a pre-entrance health assessment conducted within 6 months prior to enrollment. The results must be recorded on forms supplied by the Kansas Department of Health and Environment. All kindergarten students must have all immunizations current in accordance with requirements of the Kansas Department of Health and Environment.

Appropriate health forms must be on file before a student is admitted to class.

A child who has any of the following diseases should be excluded from school until a written release is obtained from either the Wichita-Sedgwick County Health Department or from a private physician:

Whooping Cough
Meningitis

Diphtheria
Typhoid Fever

Tuberculosis

Other unusual diseases:

Ringworm of the skin and scalp. The child must remain at home until he or she is under active treatment by a physician. The physician shall certify that the child is under continuing medical care at two-week intervals until a cure has been effected.

For the following diseases, please adhere to these regulations:

Streptococcal disease, including strep throat. The child must remain at home until 24 hours after appropriate antibiotic therapy has begun, or for 10 days if antibiotics are not administered. Antibiotics must be continued for a complete course of therapy. Inadequate therapy may cause permanent damage.

Measles - remain home four days after rash appears.

Chickenpox - remain home until six days after the first crop of eruptions or until all scabs are dry. Scabs are not infectious.

Mumps - remain home for 9 days from onset of illness.

Rubella (German Measles) - remain home 7 days after onset of rash.

Pinkeye - remain home until there is no discharge from the eye.

Scabies - remain home until adequately treated with scabicide.

Pediculosis - students infested with lice shall be excluded from school until treated with an antiparasitic drug and until all nits have been removed.

Impetigo - remain home until under medical treatment by physician.

Pinworms - students infected with pinworms should remain home 24 hours after taking prescribed medication. Please consult with physician regarding treatment of personal and household items.

Please keep your child at home under the following conditions:

1. Your child has a severe cold, sore throat, rash, sores, fever, or vomiting 24 hours prior to a school session.
2. Your child is too ill to participate in physical education class, to go outside for outdoor activities or to the gym for play.

MEDICINE:

Parents are asked to inform the school if a student uses medication on a regular basis. A staff member will administer medications if a written request is submitted listing the name of the medication and the time schedule to be followed. All medicine must come to school in its original container. The "Authorization for Dispensing Medicine to Children" form is available from the Early Childhood office, and must be completed prior to staff administering any medicine. When necessary, minor first aid will be administered by faculty trained in first aid services. Children with asthma, allergies, or other illness need to have an emergency health plan on file.

Inhalers: Students who use inhalers frequently are asked to bring a fanny pack to be left at school. It will be used to take inhalers to P.E., music, library, etc. so they will be immediately available when needed.

ILLNESS OR INJURY AT SCHOOL

If children become ill at school, parents will be called. Simple injuries will be cared for by the staff. If the injury seems to be serious, parents will be notified immediately. Obviously, we would rather err on the side of safety when dealing with injuries. In an emergency situation or if the parents cannot be reached, we will take immediate action and notify parents as soon as possible. (Please notify the school of any changes in work or home phone numbers.) Each parent is required to sign a medical "appointment of agent" form which enables us to secure immediate medical treatment when parents cannot be reached. Any costs associated with emergency medical care are the responsibility of the parent.

KID'S CLUB

Kid's Club is an extended-day program for Collegiate students. The **free** before-school care is for students needing to arrive after 7:15 A.M. and before 8:05 A.M. Students arriving between these times should be taken to the Kid's Club room, where they will be supervised until 8:05 A.M. At that time, the supervisor will escort students to their classrooms at the appropriate time.

The after-school program is in session 3:15-6 P.M., Monday-Friday, and 7:15 A.M. to 6 P.M. when regular classes are not in session due to faculty in-services, conferences, holidays, etc. Parents are billed monthly at the rate of \$3.50 per hour. Skilled and caring staff members create an informal environment where students may choose independent activities, play in small groups or spend quiet time by themselves. One afternoon a week is designated as "video day" for those students interested. Only "G" rated videos will be shown.

LIBRARY

All students participate in library once a week. Preschool students check out one book each week for use in the classroom. Kindergarten students check out one book each week to take home. Library resources are available to parents as well as to students. The library hours are from 7:30 A.M. - 4:00 P.M.

LUNCHES

Food Service Program: We have a peanut-free lunchroom. Menus are planned in accordance with the guidelines set by the Kansas Department of Health and Environment. The charge for the lunch program varies based on grade level. We do encourage parents to eat lunch with their children. Lunch tickets are available for purchase through the division offices. Students may also purchase tickets for same-day use. For further details on the program please contact the Business Office.

Home-Prepared Lunches: Lunches prepared at home must follow the guidelines of the Kansas Department of Health and Environment. Noon meals shall include one item from each of the following:

- A. Meat, poultry, fish, egg, cheese, cooked dried peas or beans;
- B. Two vegetables, two fruits, or one vegetable and one fruit;
- C. Bread, bread product or cereal; and
- D. Milk

Additional guidelines for lunches prepared at home:

- Please minimize the consumption of sweets and other snacks.
- Soda pop and novelty fruit drinks are not permitted.
- Make sure your child can open the containers in his/her lunch box.
- Label everything.
- The KDHE guidelines prohibit the school from heating foods brought from home.
- To provide a safe environment for all children, **no peanut butter or peanuts are allowed.**

KDHE guidelines require the school to monitor lunches brought from home and to contact parents if it is observed that the lunch does not meet nutritional standards. Please remember that children do not function well at school and do not achieve good physical growth without the proteins, fruits, vegetables, and fibers of a balanced diet.

PARENT CONFERENCES AND COMMUNICATION

Parent conferences are scheduled three times during the school year. Additional conferences may be requested at any time. Contact your child's teacher to schedule a special appointment. In the event that you cannot attend the conference on the scheduled days, the teacher will mail the reports to you.

We strive to develop a professional relationship with all parents. Teachers will discuss their preferred avenue of communication at the Back-to-School Orientation. Most teachers use a daily folder to exchange written communication between home and school. Most daily communication from home should be written and placed in the child's folder. As soon as our teachers open their classroom doors, they become responsible for the care and supervision of their students. When students are present, teachers are not available to have a conference with a parent. We encourage parents to request a phone conference or to schedule an appointment to meet with a teacher after school.

PARENT MEETINGS

Each teacher will hold an orientation session for parents and students at the beginning of the year. This orientation will give parents and students the opportunity to get acquainted while meeting the teacher and learning about classroom goals, procedures, and expectations. Grade level meetings will be held in the fall to learn more about the curriculum, meet the enhancement teachers, and have a Q & A session with teachers and Ms. O'Hearn.

PARENT VISITS

Parents are welcome to visit the classrooms any time. We prefer to have only one visitor at a time in a classroom. Please contact your child's teacher to arrange a date and time to avoid a conflict. We invite all parents to visit their child's classroom before mid-October. We believe this will be very beneficial to the productivity of the Fall Parent Conferences.

PARENT VOLUNTEERS

One of the most rewarding aspects of being a Collegiate family is the opportunity to become involved in your child's education. From driving on a field trip to helping in the classroom, parental support is a key ingredient to the success of our school. If you are interested in helping in an Early Childhood classroom, please contact Ms. O'Hearn. One of the best ways for new parents to become acquainted with other Collegiate parents is to become members of the parent organization Collegiate Association of Parents (CAP). This organization is responsible for publishing our yearly school calendar, which is vital to all members of the Collegiate community, as well as sponsoring many fundraising activities throughout the year. With these funds they have purchased many valuable items for the school not included in the annual school budget. Other organizations of parent volunteers are The Friends of the Library, Patrons of the Arts, Booster Club, and the Initiative for Science and Engineering Excellence (ISEE). Please contact the school if you are interested in finding out more about these organizations.

PHYSICAL EDUCATION

Students well enough to attend school are expected to attend physical education classes. They may either actively participate or observe at the discretion of the physical education and/or classroom teacher. Please send children to school in “gym shoes” on P.E. days. Check with the classroom teacher for your child’s P.E. schedule. We recommend keeping a pair of inexpensive tennis shoes in your child’s locker at school.

RELIGIOUS THEMES

At Wichita Collegiate School we seek to create an environment in which values are both taught and experienced. Our history is rooted in the Judeo-Christian tradition, however we hold a position of openness and respect for other religious traditions represented in the Collegiate community. Celebrations and topics will frequently have a Christian emphasis, but over time a wide variety of religious ideas and values will be discussed and expressed. Students will be excused from activities or celebrations with a religious emphasis upon the request of the parents.

SMOKING

The entire WCS campus has been designated as “no smoking.”

SNACKS

Snacks are served during morning and afternoon sessions. This is an excellent opportunity for children to learn about good nutrition, practice good manners and basic courtesy, and accept responsibility for helping with preparation, serving and cleanup. Parents are encouraged to help provide snacks. However, if you choose not to participate in this activity, please notify your classroom teacher. A snack basket will be sent home the day before you are scheduled to bring snacks. If you should forget to send snacks, or your child is ill, please don’t make a special trip to school. Extra snacks are always kept on hand.

The Kansas Department of Health and Environment requires that each snack includes two of the following:

- A. milk, milk product or food made with milk;
- B. fruit, vegetable, or full-strength fruit or vegetable juice;
- C. meat, or a meat alternate; or
- D. bread, bread product or cereal.

Gummy Bears, Fun Fruits, Squeeze-Its, Kool-Aid, candy, cupcakes etc. are not considered appropriate snacks.

TOILET TRAINING

Our general policy is to expect each child to be toilet trained prior to admission (with the exception of children in the Great Beginnings classes for two-year-olds). The individual needs of each child will be assessed and discussed in the initial interview.

TRANSPORTATION

Bus service is limited to particular geographical areas. If bus service is used and your child will be absent, please inform the office or the driver before 6:45 a.m. After one unreported absence, service will not resume until the office or driver is notified.

