

# WICKLINE DAY SCHOOL SUMMER 2024 HANDBOOK



Wickline Day School Program  
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**PLEASE READ CAREFULLY AND KEEP FOR REFERENCE**

This information booklet is prepared for you so that you may become familiar with the Day School and Fun Catchers Programs; the activities and learning experiences, in which your children are involved, and the purposes and goals for the program.

Session 1 Dates: Wednesday, May 29, 2024, through Thursday, June 27, 2024

Session 2 Dates: Tuesday, July 9, 2024 through Thursday, August 1, 2024

Hours: Tuesdays, Wednesdays, and Thursdays 9:30 a.m. - 2:30 p.m.

**ENROLLMENT OPTIONS**

Tuesdays, Wednesdays, and Thursdays

Tuesdays and Thursdays

Wednesdays Only

We offer Day School classes for infants (12 weeks) through children who will enter sixth grade during summer 2024.

All children MUST be signed in each morning by an adult. Only adults are allowed to pick up children at the end of each school day. Please do not bring your children to the rooms before 9:30 a.m. The teachers use the time before school to prepare and set up the rooms. Please be prompt in picking up your children by 2:30 p.m. A \$2.00 per 5 minutes late fee will be added to your account after 2:30 p.m. If pick up is 30 minutes or more past 2:30 p.m. (3:00 p.m. or later) your account will be charged \$5.00 for each 5 minutes after 3:00 p.m.

**Attendance Fees**

Day School: \$23.00 per day for each child  
Discounts available for siblings  
Drop-in rate: \$25.00 for non-enrolled students  
\$20.00 for enrolled students

**The summer supply fee is \$25.00 per student per session. This covers snacks, art materials, and supplies.**

## Purpose/Goal of Day School

Wickline Day School is a ministry of Wickline United Methodist Church. Through planned learning experiences, we shall endeavor to reflect to each child the reality and nearness of God in everyday life situations and in the world around us.

Through the use of educational tools and materials, your child will be guided in creative experiences which are meant to enlighten and enrich his/her outlook on life and also emphasize the child as a family member.

Every experience a child has influences his attitude toward life. This is especially true during the first three years. Toys are a child's first tool for learning. Great care is taken in the selection of toys, stories, poems, and other materials. Activities are carefully considered and great care is taken to ensure they are age-appropriate, meaningful, and fun.

### ENROLLMENT

A non-refundable \$25.00 enrollment fee per child per session is due at the time of enrollment.

Wickline United Methodist Church members may enroll two weeks prior to open enrollment. Wickline church members will be placed first on waiting lists with the following exceptions: summer Day School teacher's children; other church members; children with other siblings currently enrolled.

Open enrollment is on a first-come, first-served basis. Enrollment for the summer begins the last week in March, and all interested in attending must pre-enroll for the summer. Enrollment will continue through the first week of May. A minimum of 25 students is required.

### **Three Things Needed for Enrollment:**

1. Enrollment Application
2. Immunization Record
3. \$25 non-refundable enrollment fee (this is per child/per session)  
    Make checks payable to: Wickline Day School

# Activities

Wickline Day School uses the Wonder-filled Weekdays Curriculum. Wonder-filled Weekdays provides a range of age-appropriate activities designed to lay a foundation for understanding God, Jesus, Bible, church, self, family, others, and the natural world. These guides support learning centers, group activities, home activities, and parent letters for effective communication.

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| Infants/Younger<br>Toddlers<br>(12 wks-16mos<br>by June 4) | Provide a balance of age-appropriate activities (teacher directed/<br>child-initiated, active/quiet, creative/structured, indoor/outdoor<br>comfortable/challenging.  |
| Older Toddlers<br>(17 mos-23mos<br>By June 4)              | Free play, outdoor play (weather permitting), activities to develop<br>both large and small muscles, songs, finger plays, stories, and<br>simple art activities.  |
| Twos<br>(2 by June 4)                                      | Free play, outdoor play (weather permitting), activities to develop<br>both large and small muscle control, simple crafts, songs, stories, finger plays, basic<br>work on recognizing colors, animals, shapes, etc.   |
| Threes<br>(3 by June 4)                                    | Free play, outdoor play (weather permitting), crafts, daily work on<br>the calendar, stories, finger plays, work on recognizing shapes, colors, community<br>helpers, learn about family and selves, become acquainted with scissor safety and use,<br>begin to recognize numbers 0-10 and some letters, senses, manners, and safety for<br>mouth, crossing street and people.  |
| Fours<br>(4 by June 4)                                     | Free play, outdoor play (weather permitting), art activities, finger<br>plays, story time, and show & tell are all centered around a theme. Recognition of<br>letters, numbers, likenesses and differences, shapes, colors, begin working with pencil<br>and continue learning to use scissors. Free choice activities, as well as structured<br>activities, are planned to enable your child to follow directions as well as make choices<br>of his/her own. |
| Fives<br>(5 by June 4)                                     | Free play, outdoor play (weather permitting), art activities, finger<br>plays, story time, and show & tell are all centered around a theme. Reinforcement of<br>letters, numbers, likenesses and differences, shapes, colors, learning to use scissors.<br>Free choice activities, as well as structured activities, are planned to enable your child to<br>follow directions as well as make choices of his/her own.   |

## WHAT TO BRING

- Infants:** Labeled diaper bag, 4-5 disposable diapers per day, blanket, complete change of clothes including socks, bottles and baby food (labeled). Day School supplies baby wipes and Desitin. Please provide plastic grocery bags for teachers to throw away soiled diapers. Also, send a schedule of sleeping and eating habits. Please put lunch in a separate bag instead of mixed in with other items in the diaper bag. If a child is attached to a special blanket, pacifier, toy, etc. please send it, too.
- Toddlers:** Labeled backpack or diaper bag, 4-5 disposable diapers per day, two drink-filled, labeled sippy cups, complete change of clothes including socks; prepared lunch and drink (have fruit peeled, sandwiches chopped, etc.). Day School supplies baby wipes and Desitin. Please provide plastic grocery bags for teachers to throw away soiled diapers. If your child sleeps with a special blanket or soft stuffed animal, please label and send with him/her.
- Twos:** Labeled backpack or diaper bag, lunch and two labeled, drink-filled sippy cups. Send a complete change of clothes, including socks, diapers or pull-ups. Day School supplies baby wipes and Desitin. Please provide plastic grocery bags for teachers to throw away soiled diapers. Day School provides rest mats. If your child rests with a special blanket or soft stuffed animal, please label and send with him/her.
- Threes:** Lunch and drink, complete change of clothes, including underwear and socks. **CHILDREN MUST BE COMPLETELY POTTY-TRAINED; NO PULL-UPS OR DIAPERS.** If your child rests with a special blanket or soft stuffed animal, please label and send with him/her.
- Fours:** Lunch and drink, complete change of clothes, including underwear and socks. This class does not have a scheduled naptime. If combined with another class, they may participate in a class rest period.
- Fives:** Lunch and drink, complete change of clothes, including underwear and socks. This class does not have a scheduled naptime. If combined with another class, they may participate in a class rest period.
- Elementary** Lunch and drink. Please **DO NOT BRING** electronic devices such as tablets, laptops, cell phones, etc. We are not responsible for lost/stolen/damaged items.

## POLICIES

**Wickline Day School is considered a full day program. If you choose to bring your child for only half a day, we must charge you the full day rate as you are taking a space that would be filled otherwise.**

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| Payment               | Summer tuition due in full by the fifteenth day of each month. A \$5.00 late fee per student will be added to your account each week payment is past due.   |
| Returned Check Policy | Checks returned by the bank for non-payment will be run back through only one additional time for payment. After payment is collected, tuition must be paid by cash, certified check, or money order.   |
| Late Fee              | Please be prompt in picking up your children by 2:30 p.m. A \$1.00 per minute late fee will be charged after 2:30 p.m.  |
| Absences              | We realize that children do become ill, and for this, we are sorry. However, it becomes hard on our budget if we allow you to receive credit due to illness or vacation. Our daily expenses remain the same whether your child is present or not. Therefore, you will be charged the full summer tuition rate regardless of the child's attendance.                                 |
| Child Abuse           | Day School follows the guidelines of the 1974 Child Abuse Statement Prevention and Treatment Act for reporting suspected child abuse and neglect. Investigation is the responsibility of the Department of Human Services (DHS). <u>Teacher's responsibility is only to report suspicious marks or behavior observed to DHS.</u>  |
| Immunizations         | All students attending Wickline Day School are required to be current on childhood immunizations according to the guidelines set by the Oklahoma Department of Health. Medical exceptions, along with a physician's statement, may be presented to the Wickline Day School Advisory Board for consideration.  |
| Illness               | Please check your children before you leave home to see that they have normal temperatures (below 100.0) and no skin rash or irritations. Please do not bring children if they have diarrhea or vomiting or are heavily congested. Children must be symptom and fever free without the aid of any medicine for a <u>full 24 hours</u> before they are brought back into the program |
| Rest Mats             | Wickline Day School provides rest mats for our students. The mats are disinfected after each use.   |
| Tornadoes             | In the event the City of Midwest City tornado sirens are activated, students will be taken to the basement until we receive an all clear from the city.   |