



The Early Education Center

at WESLEYAN CHRISTIAN ACADEMY

Application 2018-19





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at WESLEYAN CHRISTIAN ACADEMY

1917 North Centennial Street High Point, NC 27262
 (336) 884-3143 Phone (336) 884-3412 Fax www.wesed.org

Emily Orman, Director

	INFANTS, TODDLERS AND YOUNG TWOS	OLDER TWOS	THREE AND FOUR YEAR OLDS
CLASSROOM LOCATIONS	INFANTS: 1, 3 TODDLERS: 2, 4, 12, 14 YOUNG TWOS: 5, 7	20, 22	THREES: 15, 17, 19 FOURS: 10, 11, 16
1 CHILD	\$200 / WEEK	\$190 / WEEK	\$180 / WEEK
2 CHILDREN	\$198 / WEEK	\$188 / WEEK	\$178 / WEEK

ADDITIONAL INFORMATION:

- The Early Education Center at Wesleyan Christian Academy gives priority status for openings to the following families in this order: Wesleyan Employee, Early Education Center Sibling, Academy Sibling, Alumni, Wesleyan Church Member. Additional spaces are then opened up to the community.
- We require the Registration/Insurance Fee and your child's first week of tuition to be paid in full in order to secure their space for enrollment. These fees are non-refundable.
 - New Student Registration/Insurance Fee (non-refundable):
 - \$80.00 (enrollment dates during August – April)
 - \$56.00 (enrollment dates during May – June)
 - \$39.00 (enrollment dates during July)
- Fall Registration Fee for students returning for the next school year: \$55.00
- Registration/Insurance fees are non-refundable and due at enrollment and re-enrollment.
- Tuition is due on a weekly basis in advance of childcare services.
- Please make checks payable to Wesleyan and include your child's name on the memo line.
- Due to staff payroll commitments and general expenses, no reduction is made in fees due to absenteeism, vacations or snow days.
- There will be no charge for one full week at Christmas due to our center being closed for the Christmas Holiday. One/two day holidays for which you will be charged for child care include New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day and the Friday after Thanksgiving.
- Rate increases will go into effect each June.
- Regular operating hours are Monday – Friday, 6:30 am – 6:00 pm.
- A Late Fee charge of \$1.00 per minute after 6:00 pm will be charged per child.



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FOR OFFICE USE ONLY

Date Application Received _____ New Returning
Acceptance Priority: Employee Sibling EEC / WCA Alumni
 Wesleyan Church Member Community

Interview Date _____ By _____

Date Registration Received _____ Amount \$ _____

Date Insurance Received _____ Amount \$ _____

Weekly Tuition \$ _____ Child's Application # _____

Accounting Office Date _____ By _____

Entrance Date _____ Room Placement _____ By _____

Child _____
(First Name) (Middle Name) (Last Name) (Name Used By Parent)

Home Address _____
(Street) (City) (State) (Zip)

Date of Birth _____ Current Age _____ Gender Male Female

Desired Enrollment Date _____ Due Date (If Applicable) _____

Who has legal custody of the child? * Both Parents Joint Custody Other: _____

*It is the legal guardian's responsibility to provide current documentation of custody orders while the child is enrolled at WEC.

FAMILY INFORMATION

FATHER _____
(First Name) (Middle Name) (Last Name) (Social Security Number)

Present Address _____
(Street) (City) (State) (Zip)

Telephone _____
(Home) (Work) (Cell)

Employer's Name _____ Email _____

Marital Status M S D W Remarried - Spouse's Name _____

Church _____ Attendance: Regularly Occassionally Rarely

MOTHER _____
(First Name) (Middle Name) (Last Name) (Social Security Number)

Present Address _____
(Street) (City) (State) (Zip)

Telephone _____
(Home) (Work) (Cell)

Employer's Name _____ Email _____

Marital Status M S D W Remarried - Spouse's Name _____

Church _____ Attendance: Regularly Occassionally Rarely

How long do you anticipate enrollment at Wesleyan Christian Academy?

Through: Elementary School Middle School High School

Do you have any other children applying for or enrolled at Wesleyan? Yes No

If so, please list their names, ages and grades: _____

ADDITIONAL INFORMATION

How did you learn out about The Early Education Center? _____

Please give any information concerning your child which will be helpful to his/her experience in group living (such as playing, eating, sleeping habits, special fears, special likes or dislikes).

PERSONS WITH PERMISSION TO PICK UP MY CHILD

The following persons have my permission to pick up my child and to be called if neither parent (or guardian) can be contacted:

Name _____
(First) (Middle) (Last) (Relationship to Child)
Home Phone _____ Work Phone _____ Cell Phone _____

Name _____
(First) (Middle) (Last) (Relationship to Child)
Home Phone _____ Work Phone _____ Cell Phone _____

Name _____
(First) (Middle) (Last) (Relationship to Child)
Home Phone _____ Work Phone _____ Cell Phone _____

Name _____
(First) (Middle) (Last) (Relationship to Child)
Home Phone _____ Work Phone _____ Cell Phone _____

Name _____
(First) (Middle) (Last) (Relationship to Child)
Home Phone _____ Work Phone _____ Cell Phone _____

Name _____
(First) (Middle) (Last) (Relationship to Child)
Home Phone _____ Work Phone _____ Cell Phone _____

EMERGENCY INFORMATION

Does your child have any medical conditions? (Allergies, asthma, etc.) Yes No

If so, please describe _____

Child's Doctor _____
Required (Name) (Address) (Phone)

Child's Dentist _____
Required (Name) (Address) (Phone)

Hospital Preference _____
Required (Name) (Address) (Phone)

I agree that the director or his/her designee may authorize the physician of his/her choice to provide emergency care in the event that neither I nor the family physician can be contacted immediately. I also give permission for the director or his/her designee to talk with my child's physician concerning health care related to his/her enrollment in The Early Education Center at Wesleyan Christian Academy.

Father's Signature _____ Date _____

Mother's Signature _____ Date _____

FINANCIAL AGREEMENT

So that parents will understand the financial policies for The Early Education Center at Wesleyan Christian Academy, we ask that you read the following information and sign this form indicating your agreement and understanding of the policies set forth.

POLICIES:

1. Upon enrolling my child in The Early Education Center at Wesleyan Christian Academy, I hereby agree to pay my tuition in **advance** for child care on (check one):
 - Monday of each calendar week
 - Every other Monday for the full two-week period
 - Beginning of each month for the entire month.
2. The student accident insurance fee is required and due upon enrollment and annually at re-enrollment.
3. Regular closing time is 6:00 pm. A Late Fee Charge of \$1.00 per minute after 6:00 pm will be charged per child to cover staff expenses (6:06 pm = \$6.00 late fee).
4. I understand that my child will be withdrawn if his/her account becomes past due.
5. Registration and insurance fees are non-refundable and due at enrollment and annually at re-enrollment.
6. Due to staff commitments and general expenses, no reduction is made in fees due to absenteeism.
7. We are closed one full week at Christmas with no charge to you. One-day holidays for which you will be charged:
 - Good Friday or Easter Monday (see current calendar)
 - Memorial Day
 - July 4th
 - Labor Day
 - Thanksgiving Holidays - Thursday and Friday
 - New Year's Day
8. A two-week notice is required before removing your child from The Early Education Center at Wesleyan Christian Academy. A withdrawal form must be completed for any withdrawal. Forms are available in the office. **A Friday date must be used.**
9. Regular operating hours are Monday – Friday, 6:30 am – 6:00 pm.
10. We only accept cash or checks for tuition payments. A service charge will be added for returned checks.
11. A monthly late payment fee will be charged on accounts which have a balance of \$100.00 or more at the end of each month.
12. Have all financial obligations been met at your child's previous child care center? Yes No
Name of Center _____ Telephone _____
13. All financial obligations must be paid in full from the previous school year in order to begin the next school year at The Early Education Center or Wesleyan Christian Academy.
14. All financial information is placed in the student's box. It is the enrolling parent's (guardian's) responsibility to share this information with other appropriate adults.

BY SIGNING THIS FORM, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD, AND AGREE WITH ITS PROVISIONS, AND ACCEPT RESPONSIBILITY FOR MY CHILD'S FINANCIAL ACCOUNT. CREDIT REFERENCES CAN BE CHECKED.

Father's Signature _____ Date _____

Mother's Signature _____ Date _____

ENROLLMENT AGREEMENT

So that each parent understands Wesleyan's policies, we ask that you read the following information and sign this form indicating your agreement and understanding of the policies set forth.

1. Applying to and attending Wesleyan Education Center (WEC) is a privilege and not a legal or contractual right. Acceptance to and continued enrollment at Wesleyan is exclusively conditioned upon this Enrollment Agreement.
2. WEC's expectation is that the relationship between WEC, its students and parents is based on the mutual cooperation and support among parents, students, and WEC staff. A positive and supportive attitude by each parent and student of WEC, its faculty and administration is critical to ongoing enrollment in WEC. Therefore, as a parent/student, I will support WEC and decisions of the WEC administration.
3. As parents, we sincerely pledge our loyalty to the goals and ideals of WEC.
4. As parents, we invest authority in the WEC faculty and administration as to the discipline of our child. We agree that we will support the WEC faculty and administration in discipline at home as well.
5. Jesus's words in Matthew 18 provide an effective biblical means of handling concerns within the school. As parents, we agree, in accordance with this principle, to bring all questions and criticisms to the persons directly involved. Any classroom concerns should be addressed with the teacher and if not resolved, a second meeting with the teacher and the Director should be arranged. Any concern related to carrying out school policy should be addressed with the Director, and then with the Director and Head of School if not resolved. As an extension of your home, we desire to work well with you. Applying Matthew 18 at times can be uncomfortable, however, a resolve to do so helps foster a Christian culture of honesty and openness.
6. Each student agrees to show due respect in interactions with WEC staff. It is expected that each student's primary conduct at all times is to be considerate and show respect for others.
7. I hereby agree that the WEC and staff are released from liabilities arising from illnesses that may be contracted by my child while enrolled at Wesleyan. I fully realize that my child will be subjected to communicable diseases.
8. I give permission to WEC to take my child on field trips and places of interest. Announcements regarding field trips are normally posted one week prior to the date of the trip. I also give permission for my child to play in areas of our campus that are not fenced while under the supervision of a staff member.
9. Promotional advertisement is used by Wesleyan Education Center in various printed or digital mediums. I understand and agree that my child may be used for such advertisements and that Wesleyan Education Center is released from all liabilities. Although Wesleyan will not release addresses or identifying information of students, parents agree that their child's photograph/video may be used for Wesleyan promotional purposes/advertising and release Wesleyan from all liabilities for doing so.
10. Wesleyan is not responsible for the loss of personal property, regardless of the method of loss.
11. Many individuals have, through their prayers and gifts, made this campus and program possible. Families should do all in their power to keep the buildings attractive and make the utmost use of all facilities. Any person known to deface or destroy school property will be assessed the full cost of repairs and be subject to possible disciplinary action including dismissal.
12. Wesleyan Education Center admits children of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to children at Wesleyan. It does not discriminate in the administration of its personnel or educational policies, admission policies, or other programs.
13. Wesleyan reserves the right to withdraw a child that is not submissive to correction, who persistently misbehaves, shows disrespect to authority, and/or for any reason deemed appropriate by our sole discretion. Wesleyan reserves the absolute right in its sole discretion to reject any applicant and to dismiss any enrolled student at any time and for any reason. In the event an applicant is rejected before the school term begins, the application fee will be refunded. If an enrolled student is dismissed, the student's tuition will be pro-rated through the day of dismissal and any excess tuition paid will be refunded.

BY SIGNING THIS AGREEMENT, I AM INDICATING MY SUPPORT AND AGREEMENT TO THE POLICIES AS STATED. I AM ACKNOWLEDGING THAT I HAVE READ THIS ENROLLMENT AGREEMENT AND AGREE TO ACCEPT AND ABIDE BY THE RULES AND PHILOSOPHY OF WESLEYAN EDUCATION CENTER AS WELL AS THE ITEMS LISTED ABOVE.

Father's Signature _____ Date _____

Mother's Signature _____ Date _____

DISCIPLINE STATEMENT

Each parent, guardian, or full time custodian must sign a statement which attests that the facility's discipline practices were discussed with him/her. The statement must bear the child's name, the date of enrollment, and if different, the date the parent, guardian, or full time custodian signs the statement. The signed, dated statement must be in the child's record and must remain on file in the facility as long as the child is enrolled. The following guidelines have been developed through much prayer, input from parents and staff, observation, experience, and scripture relating to the subject of discipline.

1. Questions about these guidelines should be directed to the teacher or The Early Education Center Director.
2. The use of positive reinforcement for good behavior is practiced by teachers in each classroom. This includes hugs, pats, words of praise, and/or special privileges.
3. When corrective discipline is necessary, teachers explain to children the reason for the punishment.
4. The methods used in correcting a child include the following:
 - (a) A verbal correction is the first step in correcting a child's behavior. Depending upon the nature of the misbehavior, the verbal correction may be given in a firm voice. Children need to understand the difference between acceptable and unacceptable behavior. This recognition may be accomplished through the voice quality of the teacher. A firm "No" may clarify a child's understanding of misbehavior.
 - (b) If verbal warnings do not correct the behavior, a child may need to be separated from the group for a reasonable period of time. This technique helps to reinforce within the child's mind that his behavior is not acceptable. A firm voice and separation from the classmates are techniques that often accomplish corrected behavior.
 - (c) In some cases, a strong-willed child does not respond to verbal corrections and/or separation from the group within the room or department. In this case, a child would spend time in the office of a childcare administrator.
 - (d) Parent contacts will be made indicating inappropriate behaviors (inappropriate language, hitting friends or teachers, and other aggressive behaviors). In the event that a child repetitively misbehaves during a given day, the parents will be notified and required to pick the child up for the remainder of the day.
5. Wesleyan does not permit the use of corporal punishment by the Preschool staff in conjunction with children in the preschool.
6. Parent conferences and good home school communication are vital for a successful program. We are always open to evaluating methods and techniques parents have found to be effective in correcting unacceptable behavior in their children.
7. If a child continually does not respond to corrective measure used by our school, it may become necessary to withdraw the child from the program. Wesleyan reserves the right to withdraw a family from our program for any reason deemed appropriate at our sole discretion.

I HAVE READ, UNDERSTAND, AND AGREE WITH THE DISCIPLINE PROCEDURES OF WESLEYAN EDUCATION CENTER.

Child's Name _____ Enrollment Date _____

Father's Signature _____ Date _____

Mother's Signature _____ Date _____

MISSION STATEMENT

To partner with families by providing a biblically based, safe, educational, and developmentally appropriate environment that facilitates the growth of all children so they develop spiritually, intellectually, socially, physically, and emotionally.

STATEMENTS OF FAITH

1. We believe the Bible to be the only inspired, infallible, authoritative, inerrant Word of God (*II Timothy 3:15, II Peter 1:21*).
2. We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit (*Genesis 1:1, Matthew 28:19, John 10:30*).
3. We believe in the deity of Christ (*John 10:33*); His virgin birth (*Isaiah 7:14, Matthew 1:23, Luke 1:35*); His sinless life (*Hebrews 4:15, Hebrews 7:25*); His miracles (*John 2:11*); His vicarious and atoning death (*1 Corinthians 15:3, Ephesians 1,7, Hebrews 2:9*); His resurrection (*John 11:25, I Corinthians 15:4*); His ascension to the right hand of the Father (*Mark 16:19*); and His personal return in power and glory (*Acts 1:11, Revelations 19:11*).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, that we are justified on the single ground of faith in the shed blood of Christ, and that we are saved only by God's grace through faith (*John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5*).
5. We believe in the bodily resurrection of the dead, of the believer to everlasting blessedness and joy with the Lord, of the unbeliever to judgment and everlasting separation from God (*I Corinthians 15:51-54*).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (*Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28*).
7. We believe in the present ministry of the Holy Spirit, by whose indwelling, the Christian is enabled to live a godly life (*Romans 8:13-14, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, 5:18*).
8. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (*Psalms 139*).

These statements do not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Wesleyan Education Center's faith, doctrine, practice, policy, and discipline, Wesleyan's school board and the Wesleyan Church is the school's final interpretive authority on the Bible's meaning and application.

SCHOOL PHILOSOPHY

For education to be meaningful, it must be based upon truth. Wesleyan Education Center believes that all truth is God's Truth, and His Truth is revealed through the Bible, which is infallible and is the standard for living a successful life. Only by recognizing God as the Creator, Designer, and Organizer of the universe can a proper understanding and mastery of facts and knowledge be possible.

Wesleyan Education Center believes that Christian education is a process in which teaching and learning are accomplished through developmentally appropriate activities by Christian teachers who encourage a high standard of academic excellence. We believe God's Word is the highest authority and strive to bring all knowledge into a living relationship with His Truth.

Wesleyan Education Center functions in a complementary role with the Christian home to provide, within a traditional educational setting, opportunities that integrate and nurture each student's academic, spiritual, social, physical, and emotional development.

Wesleyan Education Center stands firmly upon the historical truth, claims, and moral foundations of Christianity. This includes, but is not limited to, the biblical definition of marriage, the attendant boundaries of sexuality and moral conduct, and the clear biblical teaching that gender is both sacred and established by God's design. These basic biblical values, derived from historical Christianity and the relevant Christian positions are embraced by the Wesleyan Church, under whose authority this childcare rests.

Wesleyan Education Center desires to produce individuals who will be productive and contributing members both in society and within the body of Christ, emanating a Christian worldview.

BY SIGNING THIS FORM, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD, AND AGREE WITH WESLEYAN EDUCATION CENTER'S MISSION, STATEMENTS OF FAITH, AND SCHOOL PHILOSOPHY.

Father's Signature _____ Date _____

Mother's Signature _____ Date _____