

**The Wesleyan Academe**

**Parent/Student Handbook**

**2024 - 2025**

**1615 W. Airport Freeway**

**Irving, TX 75062**

**Office: 972-252-4733**

## I. ENROLLMENT

Wesleyan Academe admits all children regardless of race, creed, or religious background. Specific classes will be filled on a first come-first served basis.

Grade level is determined by the child's age as of September 1st. If a child wishes to enter a class before their Sept. 1 birthdate, an assessment by the teacher is made and the final decision is made by the teacher and administration.

### **How to Enroll:**

An application for enrollment along with a non-refundable enrollment & supply fee will be required before being placed in a classroom. Parents may pick up an enrollment packet when they schedule a tour of the school or ask in the school office.

**In order to enroll for the next school year, you must have a current account with no past due balance.** Parents will be notified via written communication of any changes to enrollment policies.

In addition, Wesleyan Academe reserves the right to place students in the appropriate instructional level as determined by test data and developmental maturity. Students are expected to meet the academic standards and to conform to the school's rules in order to retain their place. The school also reserves the right to refuse admission and to require the immediate withdrawal of any student whose presence is considered detrimental to the classroom, to other students or to the school's best interests.

## II. TUITION AND FEES

Wesleyan Academe is a self-sustaining, non-profit organization. All operating revenues come from tuition, donations and fundraising efforts. Unlike some private schools, we do not receive financial support through endowments or from the United Methodist Church.

Tuition is based on the cost to provide your child with professional educators, quality curriculum and enrichment programming. These costs include salaries, supplies, equipment, insurance, utilities, building maintenance, and curriculum materials.

Additional fees relating to Before and After Care, Lunches, or Field Trips may be assessed according to activities in which the child participates.

## **Monthly Tuition Payment:**

Tuition is due on the 1st of the month and is considered late if received after the 5th, unless prior arrangements have been made with the Assistant Director. A **\$25.00 late fee** will be added to your account if received after the 5th. **Enrolled students coming late in the new school year will pay tuition for August and September.** Refunds and /or prorated tuition will not be offered for absences of children due to illness, vacation, withdrawals from school, days missed due to inclement weather, or regularly scheduled school holidays. The preceding month's Before/After-Care charges will be due with the regular monthly tuition.

The school accepts VISA/MasterCard, cash or personal checks for payment of tuition and fees. A credit/debit card form will be filled out at the beginning of the year so that we may bill your monthly tuition. In the event that a check is returned unpaid, A \$25.00 returned check fee will be assessed along with the tuition owed. The amount must be paid by certified check or money order or VISA/Mastercard/American Express.

Should an account become past due for more than 30 days, Wesleyan Academe reserves the right to dismiss the student.

It is not Wesleyan Academe's practice to issue monthly statements. You may obtain your balance at any time through the school office . For income purposes, our tax identification number is 75-2676607.

## **Withdrawal:**

**The following is also stated on your contractual agreement for enrollment and payment of tuition. A copy is located in the back of this handbook.**

**Preschool Program: If it is necessary to withdraw a child from the Preschool Program, Extended Day Program or any class schedule changes, the parent must inform the school in writing with a 30 day notice one month prior on the 1st. If the school is not informed in this manner, the tuition for the month will be charged in full. If you return at a later date to enroll, you must pay the prorated yearly enrollment fee. Ex: If you return in January, you must pay a prorated fee of \$125.00 EF for your child to attend the school plus the month tuition of January.**

**Elementary Program:** If parents withdraw a child from the Elementary program before the end of the school year, the full balance of tuition for the school year will be due at the time of withdrawal. In addition, no refund of any amount of tuition will be given after a student withdraws even if tuition was paid in full prior to the beginning of the year in order to receive the 10% discount.

Under no circumstances will any portion of the registration or supply fee be reimbursed (for both the preschool and elementary programs). If a student arrives late during the Elementary school year, the monthly tuition must reflect the full years' tuition.

### **III. GENERAL INFORMATION**

#### **School Hours:**

Wesleyan Academe operates on a school year calendar (Monday-Friday) August through May. Class hours for elementary and preschool students are from 8:30 am until 3:15 pm. After 3:15 p.m. parents may be charged for aftercare. Early care is at 7:00-8:15 a. m. All students may enter their classrooms no earlier than 15 minutes before their scheduled class time or they will be charged the \$10.00 a day charge. Students should be picked up promptly at their dismissal time. Wesleyan reserves the right to charge late fees for dismissal. (See Late Pick Up Fees: \$15.00 at 6:00 pm and \$1.00 per minute thereafter)

#### **Release of Children:**

Children are released to the authorized individual(s) as indicated on the student profile form that is required to be filled out upon registration and which will be maintained in the school office. If for any reason someone other than the authorized individual is picking up a child, prior notification must be given to the office and the office will photocopy the driver's license and attach it to the student's contact card. That individual's name and driver's license number must be provided to the office upon release of the child by the parent.

#### **Early Room and After Care:**

The early room (Before Care) is available from 7:00-8:15 a.m; it is by registration only and applicable fees are assessed at the \$10.00 a day rate. Please contact the Academe office to register your child. The After Care program is available to both Elementary and Preschool students. Beginning at 3:15 p.m., students may stay on the property in a supervised setting until 6:00 p.m. **All students staying in After Care will**

**be required to bring their own snack if a snack is desired.**

**Late Pick Up Fees:**

A late pick-up fee will be assessed for students who have not been picked up at 6:00 p.m.. The fee will be \$15.00 at 6:00 p. m. and \$1.00 per minute thereafter. **Late fees start at 6:00 p.m. for aftercare.**

## **IV. DRESS CODE**

**Preschool Dress Code:**

Preschool children should wear comfortable, washable play clothes to eliminate the worry of getting dirty. They should come to school prepared to play outside (weather permitting), and to use paint, play-dough, glue, markers and other materials in creative activities. Preschool children should always bring a change of clothes, including socks and undergarments, in the event they need to change due to spills or accidents.

**Uniform-All Elementary Students**

**The uniform policy for the Academe is intended for all students in the elementary program, grades K-1. The policy, as stated, is clear and subject to no further interpretation.**

Shirt: non chapel days-navy Wesleyan Polo shirt with embroidered Wesleyan (Land's End [www.landsend.com](http://www.landsend.com))

Pants: khaki Pants, Shorts, Skorts, or Skirts/Jumpers\*\*

Boys are required to tuck in shirt with a belt or elastic waist

Girls \*\*all shorts, skorts, skirts or jumpers should cover the leg at the length of the fingertip

Chapel days: Boys- gray polo shirt and navy pants

Girls- plaid jumper with white shirt

Socks: white socks, girls may wear solid white or navy tights

Shoes: tennis or athletic shoes or for girls white oxford shoes

Other attire: Undershirts may be worn -navy or white in color

Friday's uniform is free dress. Unless otherwise stated by your classroom teacher, the students should wear appropriate clothing and shoes for free dress.

All students should wear appropriate attire and shoes for a school environment and playground. Additionally, at no time will students be allowed to wear makeup or fashion jewelry to class. If nail polish is worn, it should be in a natural shade only.

THESE UNIFORM POLICIES ARE TO INSURE THE SAFETY AND WELL-BEING OF ALL STUDENTS AT ALL TIMES, AND THEY WILL BE ENFORCED. If, at any time, it is felt that a student's attire is questionable, the student will be sent to the Director's office for review. The Director will have final say in all matters concerning adherence to the stated dress code. Parents will receive notification from the school if the student is not properly attired. Habitual disregard of this policy will be reflected in the student's conduct grade and parent conferences will be required.

**Cell Phone Usage:**

At no time shall a student take a cell phone to class. Parents should call the school office to talk with a student while at school or in case of an emergency.

**V. ATTENDANCE POLICY**

Due to the fact that excessive absences or tardiness can affect a child's learning, it is imperative that each student is here and on time to school each day. Classes begin at 8:30 a.m., therefore, a student is considered tardy at 8:40 a.m. (Elementary only). Please come into the office at this time to fill out a tardy slip. Because we want all children to succeed to their highest potential, excessive absenteeism or tardiness will result in the need for parent conferences. Absences and tardies are on assessments.

**VI. HEALTH STANDARDS**

All students are required to provide the school with proof of immunizations as required The State of Texas Department of Human Services. Immunizations must be up to date or the child will not be allowed to enter the classroom. A negative TB Test is required of all students following their second birthday. Some older students may need to review their files to insure they are in compliance with this new rule. Further, the State of Texas also requires that a child be screened for vision and hearing by age 4 and bi-annually thereafter(1st) A hearing and vision screening specialist is contracted to conduct testing at the school twice a year. You will be notified in advance of the date/times if you should choose to use this service. Otherwise, hearing and vision screening will need to be performed as part of the child's annual check-up with your doctor.

If a child has an allergy to a food, they need to fill out the Food allergy plan for each known allergy with possible symptoms if exposed and steps to take if the child has an allergic reaction. The emergency form must be filled out by a parent and diagnosed by a health-care professional and placed in the office and classroom for that child.

### **Sick Child Policy:**

Please protect your child and others by keeping them home if they are ill. **No student will be allowed in class if they have experienced fever, vomiting, diarrhea, green or excessive runny nose within 24 hours of the school day. Please keep your child out of school until fever free and with no symptoms of ill health for at least 24 hours. If your child goes to see a doctor, please provide a doctor's note when returning for school.** Children who develop symptoms of illness during the day will be sent home immediately or placed in an isolation room until a parent picks him/her up. Please note any allergies or individual health needs on the child's health form.

Should a child need to be administered medication while in school, the parent is required to fill out an 'Authorization for Dispensing Medication' form. In addition, the parent must meet with the officer to discuss the manner in which the medication is to be dispensed.

If a medical emergency should arise with a child while at the school, The Academe personnel will call 911 if necessary and the parent will be notified immediately.

### **Emergency School Procedures**

The school has an Emergency Response Plan that includes the following:

- \*evacuation plan of the building to northeast or north side of building
- In the event of fire. Down the middle hallway in event of weather or tornado drill. A lockdown drill will be held in Individual classrooms away from the class window.
- \*implementation of an emergency preparedness plan and relocation to:
  - North parking lot or walk to 1338 Carriage Dr. Irving, 75062
- \*fire drills every month, lock down and severe weather drills every 3 months
- \*contact phone numbers for each student in the school office and will be brought by the assistant director to contact each parent in event of fire, severe weather and lockdown.

### **New Requirements Regarding Gang-Free Zones:**

All centers must present the following information about gang-free zones:

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalties under Texas law. The specific locations include day care centers and schools. The gang-free zone is within 1000 feet of the center. 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. Such criminal activity within 1000 of this school is a violation of this law and is subject to increased penalty under state law.

For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

## **VII. DISCIPLINE POLICY**

The goal of any disciplinary action must be to help the child learn control, not to punish the child for the lack of it. We do not condone any form of corporal punishment. Occasionally, the child may be isolated from the group, in another part of the room or out of the room at the teacher's discretion for a brief period of time to allow the child to regain control. For preschool children, this period is known as "Thinking Time" and will last no longer than 1 minute per year of the child's age (i. e. 3 years old, no longer than 3 minutes in "Thinking Chair" to calm down) . For elementary students, the teacher will have an age appropriate discipline plan that they follow and is discussed at the parent night meeting.

Individual teachers will maintain his/her own reward/consequence program as set forth by their discipline plan. Once a teacher feels he/she can no longer maintain their discipline plan based on a student's behavior and/or actions, the student will be removed from the classroom and sent to the director's office. Should any situations arise that should compromise the integrity of the classroom, the parents will be notified at once by a phone call and a form will be filled out to go home and into the child's file.

## **VIII. CHAPEL**

Chapel will be held at 9:00 a. m. each Tuesday and Wednesday. Tuesday and Wednesday are chapel dress days for the elementary students. Parents are always welcome to attend chapel.

The Chapel Program is non-denominational and is in place to reinforce with the children that they are creations of God and very unique and special in His eyes. Birthday blessings will be given for those students who are to celebrate their birthday during that specific month. Summer birthdays will be observed in May or August. A note will be sent home prior to the date of recognition. Parents are especially encouraged to join us for this very special time.



## IX. MISCELLANEOUS

### **Inclement Weather:**

In the event of severe weather due to icy roads or extreme conditions, it may be necessary for Wesleyan Academe to cancel classes. If icy or extreme conditions arise, please go online to: **nbcdfw.com** and check under **Irving ISD**. **If we are not listed, please note that if Irving ISD is closed, Wesleyan Academe will also be closed.** Delayed starts are subject to each school. We may be closed if Irving ISD has a delayed start.

### **Hot Lunch and Snacks:**

On the school property, we do not prepare or cook a hot lunch or breakfast. However, hot lunch will be offered for all elementary and preschool students by a catering service and brought to the school. The parents may provide lunch for their child. Breakfast may be brought by the student for early care time only.

If a parent buys a catered lunch, no changes may be made to your order once the monthly menu has been turned in. In addition, if a child has ordered hot lunch in advance, but then is absent, no refund for the lunch is available. Lunch from home is always acceptable to send with your child; however, the school does not have the capability to prepare/handle food. **Please do not send any food to school that needs to be warmed in a microwave.** As well, no sodas or other carbonated drinks are allowed.

Nutritional snacks may be brought by the parent to serve to children. The following are the weekly snack options per day: dairy or cheese ex: yogurt grain ex: crackers muffins protein or meats ex: granola bar, fig crackers, fruit or vegetable ex: carrots or bananas In some classes, the student may need to bring the daily snack in their lunchbox. Please check with the class teacher.

### **Field Trips**

If field trips are planned, all children on school sponsored trips must be attired in the stated dress of the day. Buses or vans are used by students. Parents who wish to join us on field trips are always welcome, but all adults must drive in a car. However, if the buses are full, parents will have to follow the buses in their own vehicles.

Parents will be notified in advance of all field trips, asked to sign a permission form for each and every field trip, and be advised if there is a cost involved with the trip. Your cooperation is mandatory in order for us to insure each child's safety and participation. All parents driving and/or chaperoning a field trip must attend a mandatory "briefing" before the trip departs and agree to abide by the rules, goals and objectives of that particular trip. Please remember, the teacher is always in charge and everyone reports

to him/her for all decisions that are made.

A first aid kit, cell phone and a list of students attending will accompany the teacher(s) on the trip. A student count will be performed upon loading the bus or van and unloading. The children will be counted each and every time they load or disembark the buses.

## **Parties**

Wesleyan Academe believes, supports and practices the theory that celebration and observance of important events is a vital component of an enriched life. It is our tradition that all holidays, whether they are religious or cultural, are standard components in our programming. It is the practice in our school that each teacher creates and posts a sign up list for the classroom. The party food will be eaten at snack time. \*\*\*Due to allergies, please do not send peanuts or products with peanuts for the class snack or holiday treat.

**Birthday Parties:** Your child may wish to provide a special snack on or around his/her birthday to celebrate this event. Decorated cookies or treats may be brought to share with the class. Please check with the teacher if cupcakes are allowed.

**Party Invitations:** It is the policy of Wesleyan Academe that no invitations to private parties, gatherings or events shall be distributed at school unless the entire class is being invited. The office can provide you with a list of your child's classmates.

## **Animals:**

Small animals such as mice, hamsters, hermit crabs and fish may be provided by the classroom teacher as a classroom pet. However, chickens, ducks and reptiles such as snakes, turtles, lizards, iguanas, and amphibians such as frogs and toads will NOT be permitted in the school at any time.

Bringing a dog, cat or ferret as part of a show-and-tell activity requires advance permission and arrangements with the classroom teacher and the Director. Vaccination records and a statement of health from a local vet for the animal MUST be submitted to the school and kept on file in the office in accordance with state laws and regulations. Further, all parents of children in the classroom visited will be notified in advance of the date and time the animal will be presented.

## **Breastfeeding Room**

Room 105 is designated as a breastfeeding room for mothers who would like to breastfeed their child.

## **Communication with the Academe**

If you have any questions about the policies and procedures of Wesleyan Academe, please contact either the director or the assistant director at 972-252-4733 or stop by the Academe office. The aftercare school phone is 972-974-4372.

Parents are always welcome to call the office at any time during the school's hours of operation to observe their child, the school's operation and program activities without having to secure prior approval.

Parents are encouraged to participate in the life of the school. In order to protect all children, any parent who chooses to volunteer in our many areas of opportunity will be required to sign a release to perform a criminal background check.

The state's minimum standards and the school's most recent licensing inspection report are available in the school office for your review. Parents may contact the licensing office of the Texas Department of Family and Protective Services at:

855 N. Stemmons Freeway Dallas, TX 75247

(214-583-4253)

[www.dfps.texas.gov](http://www.dfps.texas.gov)

1-800-252-5400 Abuse Hotline

**BY ENROLLING YOUR CHILD AT THE WESLEYAN ACADEME YOU HAVE  
AGREED TO ABIDE BY THE RULES OUTLINED IN THIS HANDBOOK.**

**WESLEYAN ACADEME  
ELEMENTARY PROGRAM**

**CONTRACTUAL AGREEMENT FOR ENROLLMENT AND PAYMENT OF TUITION**

I/We understand that we are enrolling \_\_\_\_\_ (child's name)  
for the 2024-2025 school year. **I/we understand that the enrollment fee is a non-refundable fee.**

Enrollment Fee: \$ \_\_\_\_\_

Also, I/we agree to pay Wesleyan Academe the monthly tuition of \$525.00 due as follows:

\*August payment- paid no later than the first day of school (full monthly tuition amount)

\*September through May-tuition is due on the first day of the month, and no later than by the fifth day of the month to avoid a late fee.

I/We understand that if we withdraw for any reason once we have enrolled, the full balance of the tuition for the year is due and payable. If a spot becomes available with a charter school or any other school and I enroll at that charter or other school, I will need to pay the full years' tuition to Wesleyan. I/We understand if I enroll anytime during the school year the tuition must be prorated each month so that the full years' tuition is paid.

Should a tuition or other discrepancy arise resulting in a lawsuit brought by either party, Wesleyan Academe reserves the right to recover attorney's fees and court costs from the other side should the school prevail.

I/We have read, understand completely and agree to the terms as outlined herein.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Please print name

\_\_\_\_\_ date \_\_\_\_\_ Administration