

# WCA Preschool Handbook 2011-12

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## VISION, MISSION AND PURPOSE

### WCA VISION STATEMENT

*Young people with the spiritual and academic foundation to obey God's will for their lives and to walk in a manner worthy of their calling*

### WCA MISSION STATEMENT

*To serve families with a Christ-centered educational environment.*

### PRESCHOOL PURPOSE STATEMENT

*Westover Christian Academy Preschool seeks to glorify God by providing a positive, caring educational environment that encourages preschool children to grow developmentally, academically, socially, and spiritually.*

## **CORE VALUES**

*Encouragement of Christian Families  
Pursuit of Academic Excellence  
Enablement of Qualified Teachers  
Development of Spiritual Vitality  
Management of Available Resources  
Commitment to a Nurturing Environment*

## **STATEMENT OF FAITH**

- *We believe the Bible to be the inspired, the only infallible, authoritative, Word of God. (2 Timothy 3:16, 2 Peter 1:21)*
- *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)*
- *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 7:26), 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, 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).*
- *We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that we are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5)*
- *We believe in the resurrection of both the saved and the lost – the saved to the resurrection of life, and the lost to the resurrection of damnation. (John 5:28-29)*
- *We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28)*
- *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, 1 Corinthians 3:16, 1 Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18)*

# ADMISSIONS

## ADMISSION STANDARDS FOR NEW STUDENTS

### K3, K4

- Parent's agreement to the Parent Commitment
- Satisfactory Pastor's Recommendation
- **K3 and K4 children must be 3 or 4 years old respectively, on or before September 30. All children must be potty-trained.**

## ADMISSIONS PROCEDURE

The mission of Westover Christian Academy is to serve families with a Christ-centered educational environment that encourages each student to grow spiritually, academically, physically and socially. The purpose of the application process is to help ensure that the student and the school are a good "fit". To help families through the application process, the following is a summary of the steps for admission:

1. *Each completed application form must be accompanied by the appropriate non-refundable registration fee.*
2. *A complete application to be submitted includes a completed application form and a completed pastor's reference form. After the application file is complete, the Admissions Committee reviews its contents and makes a decision regarding the applicant's admission to Westover Christian Academy. Only those applications with the appropriate signatures are considered.*
3. *After the application file is complete, the Admission Committee reviews its contents and makes a decision regarding the applicant's admission to Westover Christian Academy. Only those applications with the appropriate signatures are considered.*
4. *Upon acceptance, parents must complete the financial agreement and pay the registration fee.*
5. *A copy of the student's birth certificate and up-to-date immunization record must be submitted before the student may attend Westover Christian Academy.*

Class placement of new students rests with the faculty and school administration.

New students are placed on probation for a period of twelve weeks. A parent conference may be requested at any time during the probation period.

## POLICY OF NON-DISCRIMINATION

Westover Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the

school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admission policies, financial aid policies, and athletic and other school-administered programs.

## **FINANCIAL POLICIES**

Westover Christian Academy seeks to provide a quality education at a reasonable cost. The school does not seek nor receive any federal or state assistance. The school is supported by tuition and gifts.

### **TUITION RATES**

Tuition rates are set annually. It is the desire of the school to keep tuition rates as reasonable as possible while at the same time providing funds for an excellent Christian education. Any questions regarding tuition cost should be addressed to the business office.

A limited amount of financial aid is available to school families of full-time preschool students based upon need. Financial aid applications are available upon request from the business office and must be filed by June 15 in order to receive consideration for the following school year. Tuition discounts are available to alumni of Southall/Westover Christian Academy and to tithing members of Westover Baptist Church. Discounts must be renewed each year. Multi-child discounts do not apply to part-time preschool students.

### **TUITION PAYMENT OPTIONS**

Five tuition payment options are available: one-payment plan, two-payment plan, ten-month plan, and twelve-month plan.

- ◆ **ONE-PAYMENT PLAN:** All tuition is due August 1.
- ◆ **TWO-PAYMENT PLAN:** Tuition is divided into two payments due August 1 and January 1.
- ◆ **TEN MONTH PAYMENT PLAN:** Each of the ten (10) monthly payments is due on the first of each month, August through May. A handling fee is charged each month.
- ◆ **ELEVEN MONTH PAYMENT PLAN:** Each of the eleven (11) monthly payments is due on the first of each month, July through May.
- ◆ **TWELVE MONTH PAYMENT PLAN:** Each of the twelve (12) monthly payments is due on the first of each month, July through June. A handling fee is charged each month.

### **ADDITIONAL CHARGES NOT INCLUDED IN TUITION**

- ◆ **YEARBOOK CHARGE:** Any student who desires a copy of the school yearbook may purchase one at the yearbook sale in September.
- ◆ **TEXTBOOK CHARGE:** Textbook charges for preschool are due July 1.
- ◆ **AFTER-SCHOOL CARE:** After-school care is provided by WCA staff. Information sheets are available at the WCA office.
- ◆ **TRANSPORTATION SERVICE CHARGE:** Transportation service information is available at the WCA office. Charges are payable monthly, September to May.

### **LATE PAYMENTS AND RETURNED CHECKS**

Payments are due in the financial office on the first of the month and are late after the 7th. **A late fee of \$30.00 is assessed to accounts having an outstanding balance on the 8th day of each month.**

The returned check fee is \$30.00. If an account receives two (2) non-sufficient fund checks during a school year, the family will be required to pay all tuition and fees in cash for the remainder of that school year.

### **PAST DUE ACCOUNTS**

Accounts falling two months past due receive a certified letter of notification giving an additional ten-day grace period to pay the account in full. If the account is not paid in full by the designated date, the family's child(ren) will not be permitted to attend school. Once the account is paid in full, the child(ren) may return to school. Repeat offenses are not acceptable.

### **END OF SCHOOL YEAR / WITHDRAWAL**

At the end of the school year or at the time of withdrawal, all outstanding bills are to be paid. Fees are nonrefundable and refunds on tuition are pro-rated, based on the number of months or grading periods the student was enrolled at WCA. Partial months are not refundable.

# THE SCHOOL DAY

## **PRE-SCHOOL HOURS**

K3, K4

8:30 am - 3:10 pm

Attendance is taken on a daily basis in K3 and K4. All students are strongly encouraged to attend school every day and to be on time for school.

## **BEFORE SCHOOL**

- ◆ **PRESCHOOL (K3, K4):** Preschool students are to report directly to the designated preschool classrooms where they will be supervised by a preschool teacher.
- ◆ Doors do not open and no supervisors are on duty before 7:30 a.m. on school days. Students should not arrive at school before that time.

## **AFTER-SCHOOL CARE**

All students who have not been picked up by 3:30 must be supervised by after-school care. The after-school care program is available each full school day, 3:10 - 5:30.

**At no time should a child be left at school unsupervised.**

## **SNACKS**

**SNACK:** Parents provide a daily nutritious morning snack. Juice packs are preferred or students may drink water from the school water fountain.

## **LUNCH**

Students may bring lunches from home or purchase lunch items from the WCA cafeteria. A current lunch menu is available in the office. Cafeteria items may be purchased using cash or a \$20 a la carte ticket; checks are payable to Westover Christian Academy.

Lunch orders must be placed at the beginning of the school day. If a student is going to arrive at school after 9:00 am, he/she may order lunch by phone before 9:00. On late arrival days (due to inclement weather) and half days, no lunches are served. Students need to bring lunch from home.

Preschool students eat lunch in the classroom. Each classroom has a microwave for heating lunch items brought from home. The use of cold packs is strongly encouraged to keep student snacks and lunches cool in the lunchbox.

### **ACTIVITIES**

Preschool students participate in weekly exercise activities in the gym and recess/playground time on a daily basis. Music and art are provided in the classroom as a component of the preschool curriculum.

### **REST TIME**

Preschool students have an afternoon rest time during which each child should be quiet and rest. Each student will need a "child" size tri-fold mat for rest time.

### **DRESS CODE**

Students in K4 are to be dressed neatly and appropriately for the weather and school activity. Girls and boys may wear pants, jeans, sweat suits, and shorts; girls may also wear dresses, skirts & split skirts. Shoes must be suitable for outside play; flip-flops are not recommended. Hair is to be conservatively styled. Boy's hair is not to hang over the collar or eyebrows, or cover more than half the ear.

**Parents are asked to dress modestly and follow the school dress code guidelines when on campus or participating in school activities as an official volunteer or chaperone.**

## **ACADEMICS**

### **PARENTAL TIPS TO ENCOURAGE READINESS SKILLS**

Below are some necessary skills that will increase your child's success in school.

- **Focused Attention:** Before communicating instructions to the child, have the child make direct eye contact with you and/or call the child's name.
- **Desire to Listen:** When giving a direction, tell the child once and expect obedience the first time.
- **Conversing with Others:** Your child will learn to carry on conversations with others by talking to you. Let them be present with you as you converse with other adults. Speak to them in descriptive language and ask open ended questions.
- **Verbal Expression:** Express yourself clearly; children learn by your example. Allow them to ask questions when they do not understand.

- **Completing Tasks in a Timely Manner:** Give the child a task to complete in a certain amount of time. Help him/her keep track of the passage of time and to understand the difference between hours, minutes, and other units of time. (Use a timer of some sort.) Encourage your child to complete a task and to clean up after a job is done.
- **Understanding the Use of Numbers:** Parents can help teach children to develop their number sense by:
  - Using toys and every day household items for counting
  - Playing before-and-after games with numbers or objects
  - Doing sequencing activities
  - Practicing the concept of directionality (right to left and top to bottom, under, and beside).

### **TIPS FOR READING TO YOUNG CHILDREN**

Reading aloud to young children can help them acquire the information and skills they need to succeed in school and life. Here are some suggestions for reading aloud to children.

**Make reading books an enjoyable experience.** Choose a comfortable place where the children can sit near you. Help them feel safe and secure. Be enthusiastic about reading.

**Read to children frequently.** Establish regular times for reading during the day and find other opportunities to read:

- Start or end the day with a book.
- Read to children after an active play period.
- Read to them during snack time or before nap time.

**Help children to learn as you read.** Explain words that they may not know. Point out how the pictures in a book relate to the story. Talk about the character's actions and feelings.

**Ask children questions as you read.** Ask questions that help children connect the story with their own lives or that help them to compare the books with other books that they have read.

**Encourage children to talk about the book.** Ask them to talk about their favorite parts and encourage them to tell the story in their own words.

**Read many kinds of books.** Read books with characters and situations both similar and dissimilar to those in the children's lives so they can learn about the world.

**Choose books to help you teach.** Use alphabet books to help you teach the names of the letters and the sounds, counting books to teach

counting skills and number recognition, poetry or rhyming books to support phonological awareness, and big books (oversized books that your children can easily see) to point out letters, words, and other features of print.

**Reread favorite books.** Children love to hear their favorite books over and over again. Hearing books several times helps children understand and notice new aspects of the stories.

### **TEXTBOOKS**

Preschool students utilize the A Beka curriculum and receive pages from their “textbooks” one page at a time.

#### **K3**

- Letters and Sounds
- Number and Skills with Button Bear
- Arts and Crafts with Amber Lamb
- Child Art

#### **K4**

- Little Books (reading books)
- ABC-123
- ABC Writing Tablets
- Flashcards– Mini Alphabet

### **REPORT CARDS**

Preschool parents receive quarterly academic progress report cards.

### **PARENT/TEACHER CONFERENCES**

Parents may request a conference with the teacher at anytime. Parent/teacher conference dates are designated on the school calendar.

### **PROMOTION/RETENTION POLICY**

Students are promoted to the next grade level based on academic performance, physical, social development and emotional maturity. If there is a question regarding promotion a screening may be given.

## **DISCIPLINE**

A character development goal of Westover Christian Academy's preschool department is to teach obedience, self control, and positive peer interaction in a loving, caring atmosphere. When a discipline situation occurs the teacher will use the following procedure.

- The teacher talks to the student in order to clarify the expectation and ensure understanding on the student's part.
- If the student continues to choose unwisely, a consequence such as time-out may be assigned to give the student opportunity to choose the desired behavior.
- If the student is still having difficulty obeying after the above steps are taken, the teacher may call the parent or sent a note home.

The administration reserves the right to add to, delete, or make changes to the rules and regulations as necessary. The administration also has the responsibility and final authority to enforce the intent and spirit of discipline guidelines.

## **HEALTH, SAFETY, AND SECURITY**

### **MEDICATION AND TREATMENTS**

Whenever possible, it is best to have medications and treatments prescribed for dosages and times that can be administered at home.

School personnel are not allowed by law to prescribe or give any medication or treatment on their own. Therefore, any medication or treatment (over-the-counter or prescription) to be administered at school must be supplied by the parent and be accompanied by the proper form with a parent's signature as well as a physician's signature, if required. All such medications must be in the original prescription bottle, properly labeled for school dosage and time, and stored in the school office. Forms are available from the school office; parents are encouraged to take forms to each doctor's visit.

### **SLEEP AND NUTRITION**

Proper sleep and nutrition are very important to a student's health and academic performance. Parents are requested to ensure an adequate night's sleep and a good breakfast before sending a child to school. Parents should also routinely investigate what and how well their student is eating at lunch.

## **SAFETY**

Students are to wear proper clothing and shoes for the current weather conditions and play on playground equipment. For safety sake, please actively teach your students how to tie their shoes or wear shoes that stay on without strings.

## **CHECKUPS AND IMMUNIZATIONS**

All students should have regular physical, dental, and eye examinations, as medical screenings are not provided at Westover Christian Academy. All immunizations must be up-to-date; parents may contact the local health department to be certain the student has received all required immunizations. A copy of each student's updated immunization record must be on file in the school office.

## **SICKNESS**

Although regular school attendance is important, students must not attend school if sick. Sick students are unable to fully participate in class and are thus a hindrance to their own learning and to the progression of the class. They need time to rest and recover strength, appetite, and resistance before returning to school. Students who have not fully recovered become prone to other illnesses and may expose many other students and families to their illness. This can be particularly hazardous to pregnant staff members and to students with medical conditions and lowered immune systems.

## **CONDITIONS NOT PERMITTED AT SCHOOL**

Students may not attend school with the following conditions. If the student is at school with one of the following conditions, the parents are notified to come for their child:

**Fever:** Temperature of 100 or above within the preceding 24 hours  
Temperature must be below 100 for 24 hours before returning to school. Therefore, if a child is sent home from school with a fever, he/she may not attend school the next day.

**Vomiting and/or diarrhea:** Occurring within the preceding 12 hours

**Coughing:** If disruptive to the student or the class

**Rash/open sore:** Student may return to school when the rash/open sore disappears or when a doctor's signature diagnoses the rash/open sore and indicates when the student may return to school.

**Pink Eye:** Student may return to school when the redness/pinkness of the eye disappears or when a doctor's signature diagnoses the cause and indicates when the student may return to school.

**Head Lice and/or nits:** Student may return to school when the head lice are killed with a thorough and adequate head lice treatment and ALL nits manually removed.

**HEAD LICE**

Head lice, a common occurrence in school children, are tiny insects in the hair and on the scalp which usually cause itching. Nits are lice eggs that look like small oval white specks that are attached to the hair. Since head lice and nits spread easily from person to person, parents should beware of possible transmission when shopping, at dance studios, with sports equipment, at sleepovers, on picture day, etc. and should teach and instruct their children not to allow anyone to play with their hair and for them not to play with another student's hair. Students should also avoid body and head contact as much as possible and should not use other students' clothing, headgear, hats, mats, costumes, headphones, hair utensils, hair accessories, etc.

Each family should responsibly inspect their children for any signs of head lice. If any signs of lice or nits are found, the student should be treated in order to prevent others from being infested and help to prevent a head lice epidemic. Consult a professional if in doubt about the findings. Students may return to school when successfully treated for head lice and all nits manually removed. In order to avoid reoccurrence, each family member should be inspected and treated if necessary, and the home, car, and all personal clothing and belongings should be vacuumed and cleaned.

**SUDDEN ILLNESS OR INJURY**

Should a student become sick or injured while at school, he/she may visit the school office. If necessary, the parent will be called to come to school to get the student. Overtly sick or injured students (those with obvious signs of illness or injury) may rest in the school's clinic until a parent comes. Covertly sick or injured students (those with only expressed symptoms) must return to class and wait there until a parents comes. Students must return washcloths, ice packs, splints, etc. to the school office promptly after use. If borrowed items are not returned, charges are assessed to the parent's account.

The school office is not an infirmary. Sick or injured students must go home to recover and/or mend. Parents are to provide the school with numerous contact numbers which are accessible during school hours. After being called, parents or another designated individual should come as soon as possible to pick up their sick or injured student.

Parents are requested to counsel their student about the ramifications of hypochondria and "crying wolf". If a student becomes a frequent complainer to the teacher and frequent visitor to the school clinic, a conference will be requested and a complete physical and/or psychological evaluation may be necessary.

### **EMERGENCY DRILLS**

Fire, tornado, and lockdown drills are held periodically throughout the school year in cooperation with Danville Fire Department and Emergency Services.

### **CRISIS MANGAGMENT PLAN**

A written crisis management plan is in place to give direction in the event of a crisis situation in or around the school. A Crisis Management Team (CMT) is made up of school personnel to carry out designated plans for lockdown or evacuation, as needed, and communication with parents and emergency services.

### **VISITORS AND SECURITY SYSTEM**

Parents are welcome at WCA at almost any time. In order to help provide a safe and secure environment for our students, all exterior doors are locked, 8:45 a.m. – 3:00 p.m. Please do not prop doors open or knock for someone to let you in a locked door. When visiting the school, enter through the glass doors at the lobby and sound the buzzer. After office personnel identify you and grant you access to the building, check in through the office to receive a visitor pass before going to the cafeteria or your child's classroom.

## **ADDITIONAL INFORMATION**

### **CHANGE OF POLICIES AND PROCEDURES**

The administration of Westover Christian Academy reserves the right to change, delete, or add to the policies and procedures in this handbook as the need may arise.

### **CHURCH ATTENDANCE**

It is expected that students associated with WCA faithfully attend a Bible believing church. For those seeking a church home, we offer the ministry of Westover Baptist Church. *"Not forsaking the assembling of ourselves together, as the manner of some is; but exhorting one another: and so much more, as ye see the day approaching." Hebrews 10:25*

### **RESTROOM HABITS**

Each student must be potty trained and be able to take care of his own restroom needs. Should a restroom accident occur, the teacher will supervise the student as he or she cleans himself. If this process proves insufficient the parent may be called. The student should be able to handle their attire without difficulty while in the restroom.

### **ENVELOPE POLICY**

Whenever sending money to the school office with a student (for tuition, lunch tickets, fundraisers, etc.), parents are asked to put the money (cash or check) in a sealed envelope. On the outside of the envelope, put the student's name, grade, teacher, amount enclosed, and purpose.

### **FIELD TRIPS**

In order to enhance the academic program of the school, field trips are periodically taken. These trips are scheduled as an aid to learning and are considered a regular school day for attendance purposes. All permission forms necessary for the planning and approval of a field trip must be filled out prior to the trip. **Preschool students are required to be restrained in a car seat when be transported on a WCA field trip.**

### **INCLEMENT WEATHER DISMISSAL**

All weather-related announcements are posted on the school's web site and on **ParentsWeb**, and text alerts are sent to school families through the Parent Alert System. Announcements are also communicated to radio station WAKG (103.3 FM), television stations channel 13 WSET ([www.wset.com](http://www.wset.com)) and channel 2 WFMY ([www.wfmy.com](http://www.wfmy.com)), and as a message on the school phone system, 822-0880 ext. 46.

**School cancellation or delayed opening:** Parents and students should check specifically for WCA's announcement regarding **school cancellation or delayed opening**, as the school does not automatically follow the decision made by other local school districts.

**Early dismissal:** In the case of an **early dismissal** due to inclement weather during the school day, WCA typically follows the decision made by Pittsylvania County Schools. The plan will be to dismiss 2 hours early or 3 hours early in order to keep the staggered dismissal times.

### **TOYS**

Students should not bring toys such as toy guns, cars, comic books, trading cards, card collections, dolls, stuffed animals, video games, etc. to school except with teacher permission. Footballs, ball gloves, softballs, and jump ropes are permitted for free play during recess. **No skateboards, in-line skates, or "Heelys" are allowed on campus.**

## **PRESCHOOL RELIGIOUS EXEMPTION**

The Code of Virginia, Section 63.2-1716, allows pre-schools operated by religious institutions the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the exemption law. The statements below have been prepared to meet the requirements of the exemption law.

In compliance with the Code of Virginia, Section 63.2-1716, Westover Christian Academy Pre-School is exempt from licensure and is classified as an "Exempt" pre-school.

### **Qualifications of Personnel**

- WCA pre-school faculty have college training and possess a genuine love for children and for teaching children. The maximum student teacher ratio is 10 children per 1 adult per class.
- Staff position descriptions are posted on the WCA website: [www.westoverministries.org](http://www.westoverministries.org)

### **Description of Facilities**

- The K3 and K4 classrooms are located on the lower elementary wing. Typically 2-3 classrooms are utilized with a maximum of 20 students per classroom.
- In addition to the classroom areas, students have access to the WCA gym and playground.
- The maximum number of children the pre-school will enroll is 60. This figure is dictated by the local building inspector.

### **Food Service**

- WCA does not offer on site food service; however, through the WCA cafeteria, students may order catered lunch from area restaurants, or students may bring a packed lunch from home. Students are encouraged to bring a nutritious snack from home to eat during snack time. Each class has a microwave. The use of cold packs is strongly encouraged to keep student snacks and lunches cold.

### **Health Requirements for Faculty and Staff**

- The pre-school faculty and staff are certified annually by a practicing physician and must be free from any disability which would prevent them from caring for children. Documentation is on file in the school office.

### **Public Liability Insurance**

- The pre-school is covered by public liability insurance which provides coverage in the event that someone brings suit for personal or bodily harm suffered during the operation of the preschool as a result of negligence.

Dear Mom and Dad,

I have so many questions. Please answer them so I don't have to ask others.

I'm going to make mistakes. Please don't rescue me when I do or I will never learn to be responsible.

I'll ask for things I really don't need. Please don't give them to me or I will never learn to do without.

I may say things to hurt you. Please don't believe me. I only say them because I don't like the fact that you have so much power over me.

I will look to you for guidance. Please make a decision and stand by it. If you are inconsistent I will be confused and lose faith in you.

I know I will not always listen. Please don't repeat your requests or I will never learn to pay attention.

I will have to be disciplined. Please don't be afraid to be firm because I feel more secure with limits.

I will not be perfect. Please love me for myself and not for who you would like me to be.

I have feelings. Please don't ignore them as they are very real to me.

I need you. Please love me always.

Your Child

## **RECOMMENDED PARENT RESOURCES**

*Boundaries with Kids: How Healthy Choices Grow Healthy Children* by Dr. Henry Cloud & John Townsend

*Bringing Up Boys* by Dr. James Dodson

*Instructing A Child's Heart* by Tedd and Margy Tripp

*Positive Discipline* by Jane Nelsen, ED.D.

*Shepherding A Child's Heart* by Tedd and Margy Tripp

*Training your Children to Turn Out Right! A Biblical Guide for Christian Parents* by David Sorenson

### **Helpful Parenting Web Sites to Explore**

[www.family.org](http://www.family.org) (Focus on the Family)

[www.homeward.org](http://www.homeward.org)