



Parent's Handbook 2016-2017

Monday & Wednesday
or
Tuesday & Thursday
August-May
9:00 A.M. – 3:00 P.M.

Mission Statement

Our mission is to provide quality care in a safe and secure environment that promotes the physical, mental, emotional and spiritual growth of each child. W.E.E. LEARN, a Bible-based curriculum, is used for teaching, along with Kindergarten readiness skills needed for a successful student.

First Baptist Church Preschool W.E.E. program uses a Bible-based curriculum that supports the values and beliefs of First Baptist Church Hendersonville.

Age

Our W.E.E. program provides classes for children at least 6 weeks old through Pre-Kindergarten five year olds

Schedule

Children enrolled will attend either Monday/Wednesday classes or Tuesday/Thursday classes. School hours are 9:00 a.m. – 3:00 p.m.

Children can be dropped off no earlier than 9:00 a.m. and need to be picked up promptly at 3:00 p.m.

The WEE program follows the Sumner County School schedule. If the schools are closed for holidays or cancelled to inclement weather then our WEE will also be closed

Tuition and Fees

Registration/Materials Fee:		\$ 50.00 per child due at enrollment
Monthly Tuition	One child	\$170.00 per month X 10 months
	Two children	\$330.00 per month X 10 months
	Three children	\$490.00 per month X 10 months

Tuition is due the first week of the month. (Cash, check, debit or credit card) Full tuition is paid even though your child may miss a session. No refund will be made on tuition after it has been paid. **In case of snow days, a credit of \$15.00 per day will be applied to the LAST month tuition of school.** Make checks payable to W.E.E. Program.

Late Payment Fee: \$15.00 (applied after the 10th of the month.)

Late Pick-up Fee: \$5.00 per child (after 3:10 p.m.)

Bank Returned Check Fee: \$25.00

A two-week notice is required if a child will no longer be participating in our program.

Withdrawals:

If you must withdraw your child for any reason, please give a **two week notice**. If you must withdraw your child for health matters or other reasons, his/her place may be assured by continuing his/her monthly tuition. The monthly fee will be the same even though the child may miss a session. There is a withdrawal fee of \$25.00 if less than a 2 week notice is given.

Supplies

All students are asked to provide one package of Baby Wipes plus:

Babies and One year olds- one box tissues and one box waxed paper

2 year olds - one box tissues and Germ-X hand sanitizer

3 year olds - one pkg. Clorox wipes and one bottle **Anywhere** spray

4 and 5 year olds -one bottle **Anywhere** spray and \$3.00 (pencils, glue sticks, folder and pencil box will be purchased)

Safety/Security

Keeping your child safe is a priority at First Baptist. Your understanding and adherence is both expected and appreciated.

Parents/guardians should park their car and walk their preschooler into the building, including days with inclement weather. Parking in fire lanes and under the portico is prohibited due to safety strategies.

All of our employees have been thoroughly screened, including a background check. Our teachers receive a minimum of 6 hours of training per year.

Doors to our Preschool building are opened at 8:45 a.m. – 9:30 a.m. for drop off and 2:45 p.m. – 3:15 p.m. for pick up. At all other times, admittance will be via of intercom. W.E.E. *classroom* doors are locked each day during school.

No child will be released without the presentation of a security card.

Registration forms should give names and numbers where parents may be reached in case of emergency. Be sure to sign your child in each day on the form at your child's classroom door with the name and phone number of the person that should be reached in case of illness or an emergency.

Please notify the director if a person, other than parent or regular caregiver, is to pick up child or a temporary security card is needed. Temporary security cards are issued by Sharon Eades, the W.E.E. Director for visitors and regular attendees who have forgotten their security cards. *You will be requested to show identification at this time.*

Each family is issued a set of 3 Security Cards. Please see Sharon Eades (the W.E.E. Director) if you do not have a security card, Due to the cost of the cards, a fee of \$5 will be charged for extra cards. There will not be a charge or replacement of damaged cards. **When you pick up your child, you must present your security card to their teacher.** Please do not send older siblings to get preschool children, because we can only release our preschoolers to adults.

Health and Illness

* Parents should not bring their child to WEE when any of the following exist:

- Fever, vomiting, and/or diarrhea (should be free of any symptoms for 24 hours)
- Any symptoms of childhood diseases (i.e. scarlet fever, measles, mumps, chicken pox, whooping cough, etc.)
- Common cold symptoms– onset until clear
- Thick and/or colored mucous discharge from nose

- Sore throat
- Croup
- Any unexplained rash or skin infection: boils, ringworm, or impetigo
- Conjunctivitis (Pink eye), and/or any other eye infections

* If symptoms develop anytime during school, the child will be isolated and parents will be notified.

* Teachers/staff cannot give or apply any medications to any child.

Clothing

Play clothes are proper attire for school. Activities may include easel or finger painting, coloring, playdoh, sand, etc. Send your child to school dressed appropriately and encourage them to take part in the activities. The clothing should be comfortable and easy for him/her to manage himself/herself. Send seasonal clothing change and underwear in backpack. Send clothing for outside play. We will play outside weather permitting. Send sweaters or jackets.

Classroom Procedures

1. Babies and ones must have diaper bags and belongings properly labeled. Please bring plastic bottles only.
2. Children 3 and older should be potty trained.
3. All children **should** bring a change of clothes in case of an accident.
4. Birthday refreshments for individual children are welcome. Please let the teacher know in advance. "Goody Bags" for all children are also okay. If sending invitations for a private party, all children in class must receive one.
5. Parents are discouraged from entering the classroom during and after drop off. This can be upsetting and agitating to children. It is also distracting to the teacher -taking her attention from caring/assimilating children in the class.

Disruptive Behavior:

We want all preschoolers to know that church is a place they are loved and cared about. We facilitate this within the context of our "vision of the whole."

Our goal is for all of the children (the whole) to feel safe and secure while at First Baptist and the policies and practices we subscribe to, are designed to facilitate this.

As a weekday program, we are not set up to provide one-on-one care for a child. When one child requires *ongoing* individual time, attention and care, it leaves the other children with a less than desirable experience and beyond our teacher/child ratio we maintain for excellence. This can also, subsequently, lead to classroom management issues.

If your child's disruptive behavior is beyond the normal range of age-related conduct, we will implement the following strategy:

- 1st contact: Your child's teacher will contact you to discuss the issue and seek input and insight for guiding your child. This contact will be made outside the classroom and not during drop off/pick up.
- 2nd contact: A meeting will be scheduled with you, your child's teacher(s) and the WEE Director (and/or Preschool Pastor) in attendance. Through this team-based approach, the child's current needs will be addressed through collaboratively developing an action plan to include: (a) strategies to implement in the classroom; (b) strategies to implement at home to support classroom success; (c) a method to identify how well the plan is working; (d) indicators that will determine if dismissal from the WEE program is necessary; and (e) a scheduled time to meet again to review progress (the 3rd contact).

- 3rd contact: If the action plan is effective in supporting the success of your child, then the strategies will continue to be implemented. If the indicators for dismissal from the W.E.E. program occur, then your child will be dismissed from our program for the duration of the school year.
- All policies of this program come under the direction of the First Baptist Church, Hendersonville. Alterations or suggestions concerning this program can be presented to the W.E.E. Director and/or the Preschool Pastor.

Sharon Eades
WEE Program Director
seades@fbchtn.org
615-447-1330

Phil Hoyt
Preschool Pastor
phoyt@fbchtn.org
615-447-1316

www.fbchhendersonville.com/preschool