



Weekday Early Education  
FIRST BAPTIST HENDERSONVILLE

## Parent's Handbook 2017-2018

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

*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. The WEE Program uses a Bible-based curriculum that supports the values and beliefs of First Baptist Church Hendersonville.*

### Age

Our Weekday Early Education (WEE) program provides classes for children at least 6 weeks old through Pre-Kindergarten five-year olds.

### Schedule

**School hours are 9:00 a.m. – 3:00 p.m.**

Children enrolled will attend either Monday/Wednesday classes or Tuesday/Thursday classes. Classrooms open no earlier than **9:00** with pick up **promptly at 3:00 p.m.** The WEE program follows the **Sumner County School calendar**. If schools are closed for holidays, breaks, cancelled or delayed by two hours due to inclement weather, WEE will also be closed.

### Tuition and Fees

|                                     |                                      |                       |
|-------------------------------------|--------------------------------------|-----------------------|
| <u>Registration/Materials Fee:</u>  | \$ 50.00 per child due at enrollment |                       |
| <u>Monthly Tuition (Infant-4s):</u> |                                      |                       |
| 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 |
| <u>Monthly Tuition (Pre-K 5):</u>   |                                      |                       |
|                                     | \$195.00                             | per month X 10 months |

**Full tuition is due the first week of each month.** Payments can be made by cash, check, debit/credit card. Make checks payable to: WEE Program. **There are no refunds for absences/illnesses/vacations**  
*Inclement weather days will be credited to your account toward the May tuition, at a rate of \$20.00 per day.*

|                                 |  |
|---------------------------------|--|
| <u>Late Payment Fee:</u>        | \$15.00 (applied after the 10 <sup>th</sup> of the month.) |
| <u>Late Pick-up Fee:</u>        | \$5.00 per child (after 3:10 p.m.)                         |
| <u>Bank Returned Check Fee:</u> | \$25.00  |

## Withdrawals

If you withdraw your child for any reason, please give a **two-week notice**. There is a withdrawal fee of **\$25.00** if a less than two-week notice is given. 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.

## Supplies

Children are asked to provide the items listed below.

**All Children - one box Baby Wipes**

**Babies and 1 year olds - one box Tissues and one container Clorox wipes**

**2 year olds – one box Tissues and one Germ-X hand sanitizer**

**3 year olds – one container Clorox wipes and one bottle Anywhere Spray**

**4's and 5's – one bottle Anywhere Spray and \$3(to purchase pencil box, pencils, glue sticks and folder)**

## Security

**Keeping your child safe is a priority at First Baptist Church. Your understanding and adherence is both expected and appreciated.** All our employees have been thoroughly vetted with screening, a background check and training.

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 intercom. WEE *classroom* doors are locked each day during school.

**No child will be released without the presentation of a security card.** Please notify the teacher and director if a person, other than parent or regular caregiver, is to pick up a child and a temporary security card is needed. Temporary security cards are issued by Sharon Eades, the WEE Director for visitors and regular attendees who have forgotten their security cards. ***You will be requested to show identification at this time.*** We will only release our preschoolers to adults.

Your child's registration form should provide numbers where parents may be reached in case of emergency. Also, listed on this form should be the names and phone numbers of any other persons who, in the event of illness or emergency, have permission, with a security card, to pick up your child. **No child will be released to anyone not listed on this form without the written permission of a parent.**

Each family is issued a set of 3 Security Cards. Please see the WEE director, Sharon Eades, if you do not have a security card. Additional set of 3 cards may be purchased at a cost of \$5 per set. There is no charge for replacement of damaged cards.

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.

## Health and Illness

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

- Fever, vomiting, and/or diarrhea (symptom free for 24 hours)
- Symptoms of childhood diseases (scarlet fever, measles, etc.)
- Common cold symptoms– onset until clear
- Thick and/or colored mucous discharge from nose
- Sore throat
- Croup
- Unexplained rash or skin infection (boils, ringworm, etc.)
- Conjunctivitis (Pink eye) or other eye infections

If symptoms develop anytime at WEE, the child will be isolated and parents will be notified. Teachers/staff cannot give or apply any medications to any child. The exception will be necessary treatment for allergic reactions as written by parents.

### **Protocol for Allergic Reactions**

- 1. Administer necessary treatment as written by parents.**
- 2. Call 911.**
- 3. Call parents.**

## Clothing

Play clothes and tennis shoes are appropriate attire for school. Please send your child to school dressed appropriately. The clothing should be comfortable and easy for him/her to manage himself/herself. Send seasonal clothing change and underwear in backpack. Send sweaters and jackets as needed for outside play. We will play outside when weather permits and temperature is above 40 degrees.

## 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 and self-sufficient in the restroom.**
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. Only properly vetted personnel will have access to classrooms. Parents, please remain outside the classroom door.

## 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 the children (the whole) to feel safe and secure while at First Baptist Church, therefore 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 the teacher/child ratio we maintain for excellence. Subsequently, this can also 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:

- **1<sup>st</sup> 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.
- **2<sup>nd</sup> 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 3<sup>rd</sup> contact).
- **3<sup>rd</sup> contact:** If the action plan is effective in supporting the success of your child, then the strategies will continue to be implemented. If not, then your child will be dismissed from the WEE program for the duration of the school year.

**Sharon Eades**

WEE Program Director

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