



Parent's Handbook

2022-2023

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.
- The WEE/Preschool program of First Baptist Church will always consider a person's biological sex to be their assigned gender for the purposes of ministry placement.

Age

The 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.** **Students remaining after 3:05 will be brought to the front desk and late pick-up fees will be applied accordingly.** **The WEE program follows the Sumner County School calendar.** If schools are closed for holidays, breaks, or cancelled due to inclement weather, WEE will also be closed.

Tuition and Fees

<u>Registration/Materials Fee:</u>	\$ 75.00 per child due at enrollment	
<u>Monthly Tuition:</u>		
One child	\$200.00	per month X 10 months
Two children	\$390.00	per month X 10 months
Three children	\$580.00	per month X 10 months

Full tuition is due the first week of each month. Invoices will be sent via email the first day of each month. You may pay on-line or in person with cash, check or debit/credit card. Checks should be made to: FBCH 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 th of the month.)
<u>Late Pick-up Fee:</u>	\$5.00 per child per occurrence (after 3:05 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**. 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:

- **Babies and 1-year-olds** – one container **Baby Wipes**, one box **Clorox Wipes** and one bottle **Hand Sanitizer**
- **2-year-olds** – one box **Baby Wipes**, one bottle **Hand Sanitizer** and one container **Clorox wipes**
- **3-year-olds** – one box **Baby Wipes**, one container **Tissues** and **\$3** (to purchase take home folder and memory book supplies)
- **4's and Pre-K 5's** – one box **Tissues** and **\$7** (to purchase school size pencils, plastic take home folders and Scholastic Classroom Magazine)

Security

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

Doors to the Preschool building are opened at **8:55 a.m.– 9:30 a.m.** for drop off and **2:30 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 from the hallway during school. The WEE program is on total lockdown from the rest of the church building during the day.

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 if a temporary security card is needed. Temporary security cards are issued by 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 preschoolers to a person over the age of 18.

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 permission of a parent.**

Stop by the WEE office if you have any changes to phone numbers, address, email addresses or emergency contacts throughout the year.

Each family is issued a set of 3 Security Cards. Please see the WEE director 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. Please watch carefully for others when walking and driving in the parking lot!

Children should always be dropped off at the classroom door to the classroom teachers. Please do not drop a child off in a Related Arts class or at the playground!

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
- Have knowingly been in close contact with anyone diagnosed with COVID-19 within the last 5 days

If symptoms develop anytime at WEE, the child will be isolated, and parents will be notified.

Teachers/staff cannot give or apply any medications/sunscreen/lotions to any child. Exceptions are diaper rash ointment prescribed to the child and in the original box or 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.

Weather Policy

If **Sumner County Schools** are **cancelled** due to inclement weather or illness the WEE Program will also **cancel**. Any such days will be treated as an inclement weather day. *Inclement weather days will be credited to your account toward the **May** tuition at a rate of **\$20.00 per day**.*

If Sumner County Schools open **1 hour late**, W.E.E. **will open 1 hour late @ 10:00 am**.

If Sumner County Schools open **2 hours late**, W.E.E. **will open 2 hours late @ 11:00 am**.

Communication

Communication with families is very important to us at WEE! We want everyone to know what is happening at our program. Two of the primary ways we communicate upcoming events, closings and other pertinent information is via our **monthly newsletter** and the **text messaging system**.

Newsletters are emailed monthly to families to inform them of what will be taking place during the upcoming month and includes announcements, calendar events, Bible stories, etc. The **text message system** is used to communicate reminders quickly with families. Please use the links below to sign up for the text system. **All families must re-sign up for text messages each school year!**

[Monday/Wednesday Classes](#)

[Tuesday/Thursday Classes](#)

Clothing

Play clothes and tennis shoes or sandals with straps are appropriate attire for school. Please do not send your child in backless shoes as it can become a safety hazard on the playground. Please send your child to school dressed appropriately. The clothing should be comfortable and easy for him/her to manage himself/herself. Children in **all** age groups should have a **seasonal clothing change and underwear** in backpack. Send sweaters and jackets as needed for outside play. We will play outside when weather permits.

General Classroom Procedures

1. For safety and security reasons, keep your child with you prior to drop off and after picking up.
2. Do not allow children to enter unoccupied classrooms or resource rooms. These classrooms are cleaned and prepared for use by other ministry areas.
3. Only properly vetted personnel will have access to classrooms. **Parents, please remain outside the classroom door.**
4. Playgrounds are only to be used by WEE classes during WEE hours.
5. Please label **all** items brought to WEE!
6. For sanitary reasons, cloth diapers are not permitted.
7. **All** children should bring a seasonal change of clothes and underwear in case of an accident.
8. **No personal toys should be brought into the classroom. Items (blankets, stuffed animals, etc) needed for rest time are allowed.**
9. Birthday refreshments for the class of a child 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.

Potty-Training Procedures and Policies

One year old & two-year-old classes:

Our teachers are more than happy to work with you and your child to become successful in his/her potty-training. Communication between teachers and parents is key to assisting your child in their potty-training efforts. Please talk with your child's teachers so they are aware of potty-training efforts at home and helpful hints they may be able to use at school. **Potty training a large number of children at school is different than potty training one child at home. By adhering to the following guidelines, you can help us work with your child and have a smooth day at school:**

1. Child must **always** wear underwear, pull-ups, or diapers.
2. Always send your child in with **Velcro closing pull-ups** or diapers until fully trained.
3. Always have a couple of extra season appropriate changes of clothing (including underwear and socks) in your child's backpack.

Children in 3-year-old classes and above should be potty trained and self-sufficient in the restroom.

What is self-sufficient in the restroom?

1. Child should be able to tell teacher they need to go to the restroom.
2. Child can use restroom when teacher takes them.
3. Child can pull down undergarments without assistance and need minimal assistance to pull clothes back up.
4. Child is wearing underwear.
5. **If** Pull Ups are needed, they be worn **only** at naptime (3-year-old classes only). (Teachers are happy to assist child in putting on Pull Up. **Velcro closing Pull-Ups ONLY!**)

If your child is not potty trained and self-sufficient in the restroom by the start date of school, we will be glad to hold said child's place for **30 days**. This should give you sufficient time to have your child potty trained and self-sufficient in the restroom.

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:

- **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 not, then your child will be dismissed from the WEE program for the duration of the school year.

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