



## **Lake Fork Baptist Church WEE SCHOOL Weekday Early Education**

# **Parent Handbook**

## **Mission Statement**

WEE school was established to extend the ministry of Lake Fork Baptist Church through supporting families by providing care, biblical education, and growth opportunities for their children and by providing a program of ministry and outreach to the families of children enrolled.

## **Educational Philosophy of the Program**

A child develops mentally, physically, spiritually, socially, and emotionally. We are committed to providing biblically based, age-appropriate experiences to allow each child to progress in these areas at his/her own level of ability while enjoying feelings of success. This is primarily done through hands-on activities in learning centers and positive Christ-like role modeling of the staff. WEE School follows the WEE Learn Weekday Early Education Curriculum, and other sources put together by teachers to encourage a healthy balance of preschool education.

## **We Believe**

WEE School is a ministry of Lake Fork Baptist Church. Therefore, the WEE School program and its teachers believe, adhere to, and teach values present in the Baptist Faith and Message. If you have any questions about this, a copy of this document can and will be provided to you.

# Policies and Procedures

Arrival and Departure – Parent's/Guardians will check their child in at the check in station. They will provide the teacher with their child's check in stickers, who is picking them up, and any other necessary information for the day. The Pick-up person will be required to sign the pickup log before the child is released from the teacher.

Authorized Pick-up – Your child will only be released to persons listed on the Registration Form under Authorized Pick-Up. Proof of identity may be required.

Birthday Parties – Celebrating the day of your child's birth is exciting and we welcome that at school. Please consult with your child's teacher as to the best day and time, as well as any possible allergies that may be present in your child's class.

Clothes – While wipes will be provided by WEE School, diapers/pull-ups will be provided by the parent for each child. Each child shall have a reserve set of clothes, contained inside a zip top bag, in their backpack each day they come to school. The children will go outside every day, weather permitting. Please dress your child appropriately to enjoy God's beautiful world and the weather of the season.

Discipline – Hebrews 12:5 suggests that discipline takes place when a loving relationship exists. Our teachers will prevent many disciplinary scenarios from occurring by establishing a loving, encouraging relationship with each child through positive reinforcement and example. If a child's behavior needs correction, you may expect the following steps to be taken:

1. Privately, the child's behavioral choice will be acknowledged with the child, suggesting and practicing the proper choice to make.
2. If poor behavioral choices continue, the child may be placed in a "time-away" place. "Time-away" will be age appropriate to the child: One minute per year of age. "Time-away" will remain within the supervision of the teacher at all time.
3. The teacher will notify the Preschool Minister/Director. If the improper behavioral choice becomes habitual and a parent/teacher conference may be scheduled.
4. If a child exudes behavior that harms another child or teacher, an incident report will be filled out by the teacher and a copy of that report will be given to the parent and a copy will be kept on file by the Preschool Minister/Director. If the harmful behavior becomes habitual, a parent/teacher conference will be scheduled. Please note: Under NO circumstances will a child receive physical discipline of any kind from the staff of WEE School.

Initials: \_\_\_\_\_

**Dismissal** – The program reserves the right to dismiss any child if, after entering, he/she is unable to participate in group experiences, becomes a harm to other children or the staff, or if fees have not been paid.

If your child has been absent for 4 consecutive WEE School operating days, and tuition has not been paid, your child may be dismissed from their class. To avoid this from occurring, notify the Preschool Minister/Director of/during extended absence and keep tuition/fees up to date during this period.

Initials: \_\_\_\_\_

**Enrollment** – WEE School enrolls children ages two (2) through four (4) as of the first day of school. Prior to enrollment, parent and child must schedule a time to meet the director. WEE School reserves the right to deny enrollment and revoke enrollment to the program.

**Food** – We will provide a mid-day snack, but each child will need to bring a lunch. This lunch needs to be something easily manipulated by your child, include a beverage, AND be ready to eat. Our teachers do not have access to a microwave and will not be able to heat your child's lunch

### **A few notes on lunches:**

Please send healthy, protein packed, lunches.

While keeping your child hydrated is most important, we highly encourage you to do so with water. We ask that you bring water for your child to drink throughout the day.

Candy in your child's lunch is greatly DISCOURAGED.

Hot Dogs/Vienna Sausages need to be cut long ways and then into small pieces.

All fresh fruit and vegetables (especially grapes and cherry tomatoes) need to be cut into small pieces.

No glass containers or spillable drinks. Please provide a sippy cup to be used for water throughout the day.

If your child's lunch requires a utensil, please provide a disposable utensil.

Initials: \_\_\_\_\_

**Health and Safety** – Our program exercises reasonable care and judgment in all matters related to health and safety. In all emergencies, the program has permission to take such reasonable measures as are, in judgment of the teacher or Director, necessary for the welfare and safety of the child until a parent can be reached.

A child should not attend WEE School when any of the following symptoms exist:

1. An Axillary (underarm) temperature of 99 degrees or greater; child must be fever free for 24 hours prior to the day of attendance.
2. Nausea, vomiting, diarrhea and/or other gastrointestinal illnesses.
3. Sore throat, tonsillitis, strep throat.
4. Unexplained rash.
5. Croup and/or persistent cough.
6. Common cold – from onset through one week (total of 8 days), runny nose due to infection (thick and colored mucus present), influenza.
7. Conjunctivitis (pink eye) and other eye infections until treated for 48 hours.
8. Head lice – until treated and all nits are removed.
9. Skin infections: boils\*, ringworm\*, impetigo\*, scabies\*, until treated and covered.
10. Any symptom of childhood illness: scarlet fever\*, German Measles\*, rubella\*, mumps\*, chicken pox\*, whooping cough\*, diphtheria\*, polio\*.
11. Viral hepatitis A\* - readmitted one week from onset.
12. Meningitis
13. Covid 19\*

**Illnesses with “ \* ” require written medical consent in order to be readmitted.**

If any of the above symptoms are noticed during school hours, the child will be isolated from other children and remain with the Director or his/her representative until a parent can pick up the child.

All children enrolled in WEE School must provide a copy of your child’s shot record to have on file, or an exemption form or letter. If there are updates to this record during the year, please provide an up-to-date copy to the Preschool Minister/Director.

Initials: \_\_\_\_\_

Operations – WEE School is available to parents from 8:00a.m. to 3:00p.m\*. on Mondays and Wednesdays. The program follows the Alba-Golden ISD (AGISD) school schedule. A copy of this schedule will be provided to you by the Director.

In the event of bad weather, you will receive a text/email from your child's teacher to notify you of cancellation or late start. Also, tune in to your local news source for up to the minute information on AGISD and what they are planning for the school day.

Early release days may occur. These types of days will be reflected on the AGISD calendar, as well as the WEE School calendar provided to you. When an early release day is occurring, parents will pick their child up no later than noon.

Although we try desperately not to schedule major church events on WEE school days, please be advised that there is a possibility of a church event occurring that would require the school to close depending on the event. If there is a safety concern, or facility limitation, ministry staff will make that decision and proper notice will be given.

\*If you find that you are going to be late picking up your child, notify the Preschool Minister promptly. If repeated late pick-ups occur, you may be assessed a Late Pick-up Fee of \$1/minute.

Initials: \_\_\_\_\_

Personal Toys – Please do not allow your child to bring personal toys to school. Personal toys can cause competition and disciplinary problems in the classroom. Please, please, please leave all toys at home. If your child has a security item (e.g. blanket or stuffed animal) needed for nap time, that item needs to be inside the child's backpack, out of sight, until nap time.

Potty-Training – 2-yr-olds should be working on potty-training before the start of school. 3-yr-olds should be potty-trained before the start of school.

Rest/Nap time – Your child's class will have rest/nap time immediately following their lunch. We will provide a mat for your child to sleep on, we ask that you supply a towel, blanket, or any other item necessary for your child's comfort during this developmentally vital part of their day. Please be aware that nap/rest time is a requirement of WEE school. If you prefer that your child not nap/rest, you are allowed to pick them up immediately following lunch, but tuition cost will remain the same. Also, please note that children between the ages of 2-5 require 10-14 hours of sleep a day. Adequate sleep is essential to their development. To prepare your child for WEE school, it is recommended that you explain to your child that nap/rest time is beneficial for the body and brain to function, and although they will not be required to sleep, they will be expected to lay down and rest their mind, body, and mouth during this time.

Initials: \_\_\_\_\_

**Tuition and Fees** – Tuition is due by the 10<sup>th</sup> of each month of enrollment. If no immediate receipt is needed, you may drop your check or money order in the drop box outside the ministry area, or hand the amount to the WEE Director/Preschool Minister. If paying in cash, please see the Director/Preschool Minister and be prepared to pay the exact amount owed. Change may not be available.

Please note: Tuition is not adjusted due to absence, holidays, family trips, major church events, or school closings. While the number of days are considered when determining monthly tuition, tuition is on a month to month basis and is not a daily rate. WEE School runs 65-70 days a year. Which means tuition (even on a monthly basis) ultimately costs less than \$35 a day (the current going rate for child care).

A late charge of \$25.00 will be added when tuition/fee is past due. If the tuition/fee is not paid at the end of two weeks, the child will be dismissed unless the parent takes the initiative to make definite arrangements for payment.

Initials: \_\_\_\_\_

**List of fees:**

Registration Fee	\$35	Non-refundable, due at time of registration with form
Snack and Supply Fee	\$50	Non-refundable, due with September and January tuition
Tuition	\$225	Non-refundable, due by the 10 <sup>th</sup> of each month
Return check fee	\$25	
Late tuition	\$25	
Late pick-up	\$1/minute	

**Withdrawal** – Two weeks' notice, in writing, is required for withdrawal and is to be submitted to the WEE School Director. Whether or not a two weeks notice is given will determine your child's eligibility to re-enroll. If you are withdrawing your child mid-month, the tuition paid is non-refundable.

Initials: \_\_\_\_\_

# Parent Handbook Agreement Form

(Please fill out, sign, and return this page)

I, \_\_\_\_\_, whose child  
\_\_\_\_\_ is enrolled in Lake Fork Baptist  
Church's WEE School program for the 20\_\_\_\_-20\_\_\_\_ school year, have  
received a copy of the *Parent Handbook*. I have read and understand the policies  
and guidelines as described in the Handbook, and I agree to abide by them.

Signed,

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

---

## **STAYING IN TOUCH**

WEE School needs to be able to email or text parents throughout the year with updates, pictures, etc. At times, we also need to be able to contact all parents as a group when information must be dispersed quickly.

Please provide your preferred method of communication:

Text \_\_\_\_\_

Email \_\_\_\_\_

Facebook Group: This group is private, and limited to immediate parent/guardian access. Picture permission will have to be given in order for your child's picture to be posted. Access will be given at the start of school via the Preschool Minister/Director.