



## WEEKDAY EARLY EDUCATION MINISTRY

### Parent Information and General Policies

Dear Parents,

Welcome to the Weekday Early Education Ministry of Dorcas Wills Memorial Baptist Church. We will strive to provide the loving care and guidance that your child needs as he/she grows and develops.

As parents, you play a vital role in our ministry to your child. This information is designed to help you understand our program, its mission, and the guidelines under which we operate. You are always welcome to visit, ask questions, and make suggestions. Cooperation between parents and staff will contribute to a successful experience for your child. Our church values children and believes in families. We sponsor this weekday early education program as a ministry of the church to provide a learning environment that will help children grow as Jesus grew.

*“And Jesus increased in wisdom and stature,  
and in favor with God and man.” Luke 2:52*

The Weekday Early Education Ministry (WEEM) of Dorcas Wills Memorial Baptist Church (Child Care Center) is licensed through and operates under standards set forth by the State of Texas Department of Child Welfare and is regularly inspected by the Texas Department of Health, Region 7/10, and the Trinity Fire Department.

## The Program

Your child will participate in a variety of activities, which include:

- Working with paints, clay, crayons, block and other manipulative materials
- Making short excursions to points of interest in the community (four and five year olds only, with advanced parental permission)
- Enjoying stories, poetry, dramatizations, films and books
- Learning to share, take turns, plan, work, think and reason as he/she works and plays with others
- Learning to respond rhythmically to music, singing new and familiar songs, and listening to different types of music
- Acquiring good, healthy hygiene habits
- Experiencing and learning the foundational truths of Christian faith

## The Policies

### Clothes

Washable play clothes are the most suitable. A change of clothes and underwear should be kept in reserve in your child's bag or cubbie. Please label your child's jacket as well as all clothing that is to remain at the center. Also, please consider the season when dressing your child for the day. We will be playing outside, weather permitting, and appropriate clothing will be instrumental in your child's ability to enjoy the various play equipment. Sandals without a strap around the ankle (thongs, flip flops) are not recommended for safety reasons. We are not responsible for lost items.

### Dismissal

The WEEM reserves the privilege of dismissing any child for the following reasons that include, but are not limited to:

- After entering the program, he/she seems unable to participate in group experiences
- Non-payment of fees
- Failure to meet requirements as set forth in our operating procedures or policies

### Fees

There is an enrollment fee that is equal to your weekly rate that is payable upon enrollment. Weekly fees are due each Monday morning (see current fee schedule), and payment can/should be made in advance by check or money order in the drop box or in our church office. Office hours are Monday—Friday, 8:00 AM to 4:00 PM.

A charge of \$5.00 for late payments will be added to any fees not paid by Thursday of each week. If the fee is not paid by Monday of the next week, the child will be dismissed automatically. There will be an additional fee of \$25.00 for processing any returned checks. Each account will be charged for 51 weeks of care, with no credit given for illness or vacation. The only week that will be of no charge is the week the center is closed for Christmas.

### Food

Morning and afternoon snacks and a wholesome, nutritious lunch will be served daily to the children. Parents will provide food for children to young to eat table foods.

### Parent Meeting

Parents are expected to attend Parent Meetings to provide consistent training for your child. Provisions will be made so that the entire family can attend. The scheduling of such meeting will be made to meet the needs and work scheduled of most parents.

### Records

The weekday program will keep records of attendance, health and identification of each child. A statement of health from your child's doctor will be maintained. Also, full details and phone numbers where you can be reached at home and/or work must be provided and updated regularly.

### Supplies

Once a month, parents are asked to bring supplies. A list is posted on the central bulletin/message board indicating the supplies for each class. You may choose to have a \$7.00 fee added to your account in lieu of bringing supplies.

### Toys

We have appropriate toys and equipment in each classroom. For hygienic reasons, we discourage children from bringing mouth toys. Instead, they may want to share a favorite book, tape or video. No toy guns will be allowed, We are not responsible for lost items.

*Please reference our Operating Procedures for specifics on many topics concerning the day-to-day care of your child.*