

PARENT HANDBOOK

2018-2019

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Dear Parents,

We welcome your child to our School and we hope his/her learning experience here will be a happy, wholesome one. As parents you are cordially invited to visit us, ask questions and make suggestions. The best assurance for the success of your child's learning experience is the close cooperation and understanding of parents and staff.

Our program has the goal of helping children in their mental, emotional, social, physical and spiritual development. This handbook has been prepared in order that you may know the policies and better understand the program as we work together to help your child through a successful year in our school.

We shall strive to give your child the loving care and guidance children need in these formative years.

Sincerely,

April Reynolds
Director

***Train up a child in the way he should go and
when he is old he will not
depart from it.***

PROVERBS 22:6

Our Teachers' Prayer

*Lord, let me be just what they need.
If they need someone to trust, let me be trustworthy.
If they need sympathy, let me sympathize.
If they need love, (and they do need love),
let me love, in full measure.
Let me not anger easily, Lord, but let me be just.
Permit my justice to be tempered in your mercy.
When I stand before them, Lord, let me look strong
and good and honest and loving.
And let me be as strong and good and honest and
loving as I look to them.
Help me to counsel the anxious, crack the covering of the shy,
temper the rambunctious with a gentle attitude.
Permit me to teach only the truth.
Help me to inspire them so that learning
will not cease at the classroom door.
Let the lessons they learn make their lives fruitful and happy.
And, Lord, let me bring them to You.
Teach them through me to love You.
Finally, permit me to learn the lessons **they teach me.**
Amen.*

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THE PURPOSE OF WEECARE PRESCHOOL & KINDERGARTEN

WEECARE PRESCHOOL & KINDERGARTEN is affiliated with Fall Creek Church. The main purpose of this program is to extend the purpose of the church which is stated in Article III of the Constitution. Our purpose is to witness, so that men, women, and children may have the opportunity to become God's children through Jesus Christ. WEECare is ministry in action. The teachers are Christian people showing the example of Jesus through teaching and caring for the needs of boys and girls. We extend our services to the members of our own church, other members of the body of Christ in the community, as well as to families who do not have a church home.

THE PHILOSOPHY OF WEECARE

In Scripture children are an integral part of the world God has created and is redeeming through Jesus Christ. The Old Testament straightforwardly declares that children are a blessing. Jesus was the child prophesied in Isaiah that would shape the future and prove a blessing to all humanity. With these biblical principles in mind it is our task to communicate love and acceptance to the children at the School. We believe we are to help the child internalize a sense of innate worth under God. Our primary concern is to provide an environment and experiences to help the children grow in the areas of fine motor, gross motor, cognitive, social, emotional and spiritual development. The philosophy affirmed by the program is that preschool and school children learn best through hands on, experimentation, and play. Preschoolers attain knowledge best by doing, not by being told. We believe that allowing every individual child to progress at their pace is crucial. We believe that the staff needs to be responsive to each child's individual needs and meet each child at the level of development where they are on a daily basis.

GOALS FOR SCHOOL

Your child will be given the opportunity to participate in a variety of activities to:

- Develop a happy attitude toward school, teachers, peers, friends and helpers in their community.
- Develop a broad background of experiences through units of study, short trips in the community, etc.
- Develop the ability to share, take turns, plan, work and play with others.
- Develop the ability to follow directions leading to more learning experiences.
- Develop small muscles by working with paints, paste, clay, crayons, blocks, and other manipulative materials; and develop large muscles through outdoor activities such as climbing, sliding, etc.
- Develop the ability to recognize letters of the alphabet and numbers.

- Develop the ability to print his/her first name correctly. (4 –Kindergarten)
- Develop an appreciation for music through participating in rhythm activities, singing and listening.
- Develop the ability to make lines and contour patterns in preparation for other art activities.
- Develop good health habits.
- Develop an enjoyment of Bible and character stories, poetry, dramatization, videos and books.
- Develop an appreciation for another language, by participating in a Spanish class to learn some basics about the language. (4 – Kindergarten)

ACCOMPLISHING GOALS

To accomplish these goals, the following will be emphasized:

- Learning to express his/her speech freely through discussion, planning and conversations with other children and the teacher - sharing experiences and retelling stories increases his/her vocabulary
- Developing an interest in her/her surroundings by engaging in creative activities - the child's interests vary during the year as he/she:
 1. Works and plays with others
 2. Faces and solves problems
 3. Develops initiative and originality
 4. Learns to complete his/her work and put away his/her materials
 5. Develops skills in handling materials
- Using voice, bodily movements, or instruments the child will learn to express ideas and feelings through music; he/she will learn to sing with other children and to carry simple tunes; he/she has opportunity to hear music and develop feelings for rhythm
- Discovering the world around him/her by simple science and nature experiences
- Assuming responsibility of daily clean-up your child will learn to put away the materials and toys which he/she has used and clean up the area in which he/she has played
- Appreciating good literature through an introduction to well-selected stories, poems and pictures which will lays the foundation for love of reading.
- Introducing Spanish your child can learn to appreciate a second language

CLASSES AVAILABLE

2 AND 3 YEAR OLDS: must be 2 or 3 years old by July 1st.

Tuesday & Thursday: 9 AM – 1 PM

Each Class Size: 13 students maximum

Teachers: 2 per classroom

Tuition: \$200 a month

Supply Fee: \$85 (one time per year)

Registration Fee: \$110 (one time per year)

PREK: must be 4 years old by July 1st.

Tuesday & Thursday: 9 AM – 1 PM, Wednesday: 9 AM – 2 PM

Each Class Size: Maximum 16 students

Teachers: 2 per classroom

Tuition: \$250 a month

Supply Fee: \$95 (one time per year)

Registration Fee: \$110 (one time per year)

KINDERGARTEN: must be 5 years old by July 1st.

Tuesday & Thursday: 9 AM – 1 PM, Wednesday: 9 AM – 2 PM

Each Class Size: Maximum 16 students

Teachers: 2 per classroom

Tuition: \$260 a month

Supply Fee: \$105 (one time per year)

Registration Fee: \$100 (one time per year)

MOM'S DAY OUT/ENRICHMENT CLASS

Wednesday: 9 AM – 2 PM

Programs: 6 months – 3 years

Teachers: Varies upon enrollment size

Tuition: \$135 per month

Supply Fee: \$75 (one time per year)

Registration Fee: \$65 (one time per year)

Note: Discounts available if already enrolled in the preschool program

ADMISSION REQUIREMENTS

- Parents must complete all registration requirements.

REGISTRATION REQUIREMENTS

- Parents must complete and return registration, medical emergency (in handbook), photo permission, personal profile, immunization, emergency contact forms and handbook acknowledgement form (back of handbook) in addition to all registration and tuition fees. ***ALL PAYMENTS ARE NON-REFUNDABLE.***
- If requested, parents must submit the child's birth certificate for verification of the child's birth date. A copy will be made and the original returned to you.
- Parents must submit the child's Health form, which shall be filled out by the child's physician as proof of the child's physical examination, update of immunizations and a description of any allergies prior to the child's first day in school.

SUSPENSION/TERMINATION OF ENROLLMENT

-Although the staff of WEECare will make every effort to meet the needs of the children, the Preschool reserves the right for the Preschool Director to immediately suspend and or terminate the enrollment of a child for any of the following reasons:

- 1.) A child's repeated destructive or disruptive action, or any cause that endangers the health and/or safety of the staff and/or other children that cannot be resolved in a joint effort between staff and parents.
- 2.) Parent's neglect, non-support or non-compliance of any school policies covered in this Parent Handbook.

-Important Financial Note: Parents of a child on suspension or terminated from enrollment will remain responsible for payment of any incurring tuition and/or fees.

TUITION

-Tuition for the Fall/Spring Term 2018-2019 is due on the 1st of each month. Registration and supply fees are due prior to school starting. Since tuition is an annual fee, NO REFUNDS are given for illness, vacations, holidays, temporary absences or withdrawing from the program.

-A waiver of payment of any remaining balance of the entire tuition fee may be given only if the following two requirements are met by the parents:

- 1.) The parent must submit a written notification of their intentions of withdrawing their child from the program at least TWO WEEKS prior to the child's last day at school.
 - 2.) And, the parents must submit payment for the days up to and including the child's last day at school.
- Any change in the CONTRACT AGREEMENT requires a two-week written or verbal notice. These changes are with regards to the number of days the child attends and/or the contracted time.
 - Please make checks or money orders payable to **WEECare**. If your child's last name is different from the name on the check, please be sure to note that in the memo space.

PROGRAM FEES

-Returned check fee: If a bank returns a check for insufficient funds, the school assesses a \$20.00 fee. The payment for that check will need to be made by cash or a money order. Personal checks will no longer be accepted if we received 2 checks for insufficient funds within one school calendar year.

-Late Fees: Monthly payments not received by the school by the 10th day of the month shall be considered **PAST DUE**.

If a payment is late by up to 7 days, a \$10 late fee will be assessed.

If a payment is late by up to 14 days, a \$20 late fee will be assessed.

If a payment is late by up to 21 days, a \$30 late fee will be assessed.

All payments and late fees must be paid before the 1st day of the following month or we will expect you to keep your child at home until the money is paid.

If you have a problem with payments, please discuss this with the director. Payments are expected and appreciated on time.

-Late pick up and Early drop off: We hope you will make every effort to drop off and pick up your child on time. *At the end of the day, you will be given a 15 minute grace period. After that time you will be charged \$5.00 for every 15 minutes. This fee will be due no later than the following morning.*

-Discounts : WEECare offers many opportunities for discounts.

- * Monthly sibling discount (See Sibling Discount Schedule in Registration Packet)
- * 10% discount if the tuition is paid in full for the year by August
- * 5% discount off tuition for each semester when paid in full (Sept – Dec or Jan – May)
- * \$50 referral fee (certain restrictions apply)

DROP OFF/ PICK UP

We are asking that all parents drive around the building and come to the double glass doors for drop off. The director and/or teachers will meet you at your car and help you get your child out. It is not necessary to sign your child in. However, at pick up time, you must park and come in the back doors and sign your child out at his/her classroom. Doors will open 10 minutes prior to the end of the school day. Only authorized persons will be allowed to sign the child out and take him/her. Persons authorized must be 18 years or older and have a picture ID. If you need to make arrangements for a person not listed to pick up your child, please send a note to the teacher or the director.

ORIENTATION

- A parent / teacher orientation meeting is scheduled at the beginning of each school year. The handbook will be reviewed at that time. A parent enrolling a child after school starts will have a meeting with the Director to review the handbook prior to the child's first day.

FIELD TRIPS

- Planned field trips to local areas of interest will be enjoyed during the school year including short walks as well as those that require transportation (by parent or staff vehicles). These trips will be taken by the Pre-K and Kindergarten classes.
- A field trip permission slip will be sent home for each field trip giving detailed information.
- Parents driving other students on the field trips must provide a copy of their driver's license and current insurance. **And will be required to have a clean driving record.**

CLOTHING

- You can help your child enjoy and get the most out of preschool by seeing that he/she can manage independently in washable, comfortable-fitting play clothes.
- For their safety, children need to wear CLOSED TENNIS SHOES to school as much as possible.
- Please provide a complete change of clothes in a plastic Ziploc bag, to be kept at school or in their backpack, in case a change should be necessary. A CHANGE OF CLOTHES SHOULD BE REPLACED THE FOLLOWING SCHOOL DAY.

BATHROOM PROCEDURES

- 2-year-olds who are not toilet trained are required to have a supply of diapers and wipes sent with them each day.
- Children who need minimal assistance in the bathroom will get assistance from a staff member with the bathroom door open.
- Children in the three- and four-year-old classes who need to change their clothes will do so in the classroom or with the bathroom door open. Your child will be encouraged to clean and dress himself/herself as independently as possible. Children in the four- and five-year-old classes who need to change their clothes will do so independently in the bathroom. Staff members will assist as requested from the child.

PERSONAL BELONGINGS

- Your child is provided with a cubby for his/her belongings.
- Bringing toys from home is discouraged.
- Although the staff will make every effort to provide adequate care of items brought to the facility, the staff's primary responsibility is the child(ren). Therefore, the school, staff and affiliates are not to be held responsible for any child's property being lost, stolen, misplaced or broken.

CONFIDENTIAL INFORMATION

-All information regarding staff, children and parents is considered confidential.

- No information will be released naming a particular individual without his/her verbal or written consent.
- If you prefer that the address & phone number of your child not be given to the other children in the class, please state that in writing.
- **Release of Evaluation or Information naming a particular child must have the parent's written consent.**

1.) Parents may not inquire about the progress of another child.

2.) Information concerning a child will not be released over the phone without the parent's verbal or written consent.

- **Special Note:** For health and/or safety reasons, WEECare reserves the right to inform the proper state agencies (such as Dept. of Health, Dept. of Human Services, Child Protective Services or the Lawrence Police Dept.) of the health, physical or emotional status of any registered child without the parent's verbal or written consent. Parents involved will be informed of such action verbally or by written notice by their child's teacher and/or the Director, if necessary.

PROGRESS REPORTS

- Progress reports will be made for each child twice during the school year. Parents are asked to call for personal conferences with the teacher as needed.

NUTRITION

- Parents will need to provide a nutritious lunch for their child in a lunch box daily. All lunches should have the child's name clearly marked. We cannot provide a way to cool or heat your child's lunch.
- Parents wanting to have the class share in their child's birthday celebration at school should check with the teacher at least three days in advance.

CLASSROOM RULES, GUIDANCE AND DISCIPLINE

- The following rules are set in order to aid the children in development of self-control and respect for others and the environment.
 - 1.) No child may hurt him/herself or any other child in any way.
 - 2.) No child may disturb another child's work or rest.
 - 3.) All children must use the supplies/equipment as shown in an orderly manner.
 - 4.) Additional specific classroom rules are also given in the individual classes based on the basic ground rules listed above.

- Guidance and discipline is necessary in helping children learn appropriate behavior and self-control. We want children to learn first by encouragement and modeling; secondly, by choosing from two appropriate choices; thirdly, by natural and logical consequences; fourthly, by separation from the group.

CLASSROOM RULES

1. NO HURTING
2. RESPECT SCHOOL PROPERTY
3. STAY IN YOUR OWN SPACE
4. LISTEN THE FIRST TIME
5. APPROPRIATE VOICES

INTERVENTION

1. ENCOURAGE AND MODEL
2. GIVE A CHOICE
3. LOGICAL CONSEQUENCE
4. TIME OUT (2-5 MINUTES)
5. TIME OUT IN THE DIRECTOR'S OFFICE UNTIL THE CHILD HAS CALMED DOWN AND IS READY TO PARTICIPATE IN CLASS ACTIVITIES AGAIN
6. DISCUSS BEHAVIOR WITH PARENT

HEALTH AND SAFETY

ABSENCES:

- If your child will be absent, please inform the school. (594-6968)

MANDATORY ABSENCES:

- For health measures, **parents must keep their child at home if their child has any of the following symptoms:**
 - 1.) Pediculosis (head lice, ukus)
 - 2.) Child complains of not feeling well – sore throat, fever; swollen glands; discharge from or red eyes; vomiting; diarrhea; chills; **EXCESSIVE:** coughing or sneezing; heavy mucus from nose; signs of dizziness; any skin disorder; any signs of weakness; any illness-type, or communicable disease symptoms.
 - 3.) If a child has any of the symptoms listed above while at preschool, his/her parent will be called to come and take their child home or to have someone with their permission to act on their behalf.

COMMUNICABLE DISEASES:

-Parents MUST KEEP their child AT HOME if their child has any symptoms of a contagious disease.

- Parents must report the case to the school IMMEDIATELY once it is confirmed by a physician.
- An overall school health alert will be posted. Follow-up in future parent bulletins will keep parents informed of health concerns.
- For confidential reasons, individual or class will not be identified, except to state health officials.

RETURN TO SCHOOL:

- Children with any contagious condition or illness, pin worms, fever, vomiting, diarrhea, etc. must be symptom free for 24 hours before returning to school.

ILLNESS/ ACCIDENT REPORTS:

- In the event a child is injured or becomes ill in school, the child's teacher shall submit a written report to the child's parents and the school's director describing the child's injury/illness, date, time, and the first-aid procedure taken. Parents will be contacted when the child remains uncomfortable after first-aid is applied. If parents are not available, emergency contacts will then be called in the event of a serious injury or illness; the child requires medical attention of a doctor; and/or the need to transport a child to the hospital.
- In the case of injury, first-aid will be applied and the child's injury shall be monitored until the parent arrives at the usual time.
- In the event of a serious injury or illness, first-aid shall be applied. The school's emergency procedures shall be followed.
- In the event of a life-threatening situation, the school staff will call 911 for medical assistance and the child will be transported to Community North Hospital.
- Note: Although teachers will make every effort to provide an injury report, it may be difficult to report an injury for the following possible reasons:
 - 1.) The child does not tell the teacher of the injury; or
 - 2.) The child is unclear in his/her verbal description of the incident and the teacher is unable to locate the precise area of the injury.

CONCERNS:

- Parents should feel free to discuss any concern or inquiries regarding health and safety with their child's lead teacher or the director.

ALLERGIES AND OR MEDICAL RESTRICTIONS:

- Parents must submit a licensed physician's written statement regarding their child's allergies, prolonged food and physical restrictions.
 - 1.) Parents may request an occasional restriction in writing with the understanding that the school and staff will not be responsible for any present or future adverse effect on the child for such a restriction.
 - 2.) In the event of a food restriction, the parent is responsible to provide an appropriate nutritional food substitute for the child.

MEDICATIONS:

- For the child's health and safety, **the director or staff is not allowed to administer any medication to any child unless the child's parent complies with the following criteria:**
 - 1.) The medication must be in the **original prescribed container** for the child with the **Physician's instructions for administering the medication clearly stated.**
 - 2.) **A written parental consent form must be signed** by the parents giving the director or staff permission to administer the medication(s) and not holding the staff nor school and its affiliates responsible for any side-effects or failure to administer the medication.
 - 3.) Parents are responsible for picking up their child's medication before the school closes.

NO SMOKING RULE

- Smoking is not permitted on the school/church premises at any time.

WEATHER SCHEDULES

WEE Care Preschool & Kindergarten will make decisions for school closings/delays due to inclement weather.

Emergency Call Service

In addition to being listed on the major television news networks, WEE Care has coordinated with an automated emergency call service to notify parents of not only weather delays/closings but also of any important reminders and emergency situations. Each WEE Care family will be allowed to provide the school with 2 emergency phone numbers. Both phone numbers will be called with an automated message in the event of a weather delay/closing or other situation.

2018 – 2019 SCHOOL CALENDAR

Orientation (at 6:30pm)-----Aug. 14, 2018
School Begins-----Aug. 21, 2018
Fall Break-----October 9-11, 2018
Thanksgiving Break -----November 21-22, 2018
Christmas Program (at 6:30pm)-----December 11, 2018
Last day before Christmas Break -----December 19, 2018
Christmas Break-----December 20-Jan 3
School Resumes-----Jan. 8, 2019
Spring Open Registration-----Feb. 5, 2019
Spring Break -----Mar 26-28, 2019
School Resumes-----April 2, 2019
Spring Program/Graduation (at 6:30pm)-----May 14, 2019
Last Day of School---(School picnic 12:00pm)-----May 16, 2019

Parent Handbook Acknowledgement of Receipt

With my signature, I acknowledge receipt of the WEECare Preschool Parent Handbook. I have read the policies and procedures and agree to adhere to what is written in this handbook.

Signature of Parent(s) or Guardian(s):

Printed Names of Parent(s) or Guardians(s):

Date: _____