

# Parent



**WEESCHOOL**

**LEARN. BUILD. GROW.**

A ministry of First Baptist Saginaw

# Handbook

First Baptist Church Saginaw  
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## Welcome to WeeSchool!

WeeSchool operates as an extension of the preschool ministry at First Baptist Church Saginaw to serve you and your child. Our ministry is a nonprofit Christian weekday program designed to help parents of preschoolers with part-time childcare needs, as well as nurture a child's knowledge and understanding of God, His world, Self, and Others.

**Our mission...** It is our hope that this program might not only be a source of learning and development for your child, but also offers support for your family as you grow together. We desire to walk alongside your family as we all learn how to love the Lord and each other in a way that pleases Him and serves His purposes. Thank you for choosing WeeSchool!

**Our values...** Our goal is to present each child with an opportunity to grow as God intends he should grow: at his own pace, with a concept of God and the world around him.

As parents, you play a vital role in your preschooler's physical, mental, social, and spiritual development. We believe that WeeSchool can assist parents in this role, and partner with your family to provide positive growth experiences. This handbook will help you understand our program and its mission, as well as 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.

### A Letter from the Director

Dear Families,

We are so happy that you are a part of our FBC Saginaw WeeSchool. Every time you enter the doors, we hope you can feel the love and caring of our staff and the other family. You are a part of a community committed to being responsible for not only their children but for all students.

We are excited to partner with you on this preschool journey and feel honored that you have selected WeeSchool. We aim to provide a safe and secure learning environment for you child. We invite you to ask questions and to be a part of your child's education. Please know my door is open and I am here to help your family in any way possible.

We are proud of our WeeSchool heritage and look forward to a new group of students this year. Thanks again for joining us and I hope you have a wonderful school year!

Blessings,

Jana Gorz  
Preschool Minister/WeeSchool Director

## Required Operational Policies from Texas State Minimum Standards

First Baptist WeeSchool is a part time, state licensed, child care facility for children ages 18 months - Kindergarten and is a member of the Early Childhood Christian Network (formerly Texas Baptist Church Weekday Education Association). The following policies are required by Child Care Licensing per The Minimum Standards for Child Care Centers 746.501.

### 1-Hours of Operation

8:30 am – 2:00 pm, Monday - Thursday

First Day of School: September 1, 2021

Last Day of School: May 12, 2022

### 2-Release of Children

Per Texas state laws, parents have a right to access their child at any time. However, we request that parents drop off their children by 8:30 a.m. each day the child can take part in our full educational program. In the event a parent is unable to pick up their child, they may authorize another legal adult to pick up. Children will not be released to a minor under the age of 18. Authorized adults must be listed on the enrollment form to pick up and the authorized adult must bring a picture ID. Children will not be released to adults without a picture ID.

### 3-Illness and Exclusion Policy

Children who are ill should not attend school. WeeSchool observes the standards set by the Texas Department of Family and Protective Services for ill children which includes:

- Illness that prevents the child from participating in child care activities, including outdoor play. If a child is too ill to go outside, they must stay at home on this day. Per child care licensing 746.3601(1)
- Oral temperature of 101, tympanic (ear) temperature of 100, or axillary (armpit) temperature of 100
- Vomiting or diarrhea
- Scarlet fever, German Measles, Mumps, Chicken Pox, etc.
- Sore throat
- Continuous runny nose, which is not clear in color (yellow or green mucus coming out of the nose may be a symptom of an infection)
- Frequent cough or Croup
- Any unexplained rash
- Any skin infections (boils, ringworm, impetigo)
- Pink eye and other eye infections (matting of the eye lashes)
- Common cold

WeeSchool will not accept a child who appears ill or who has a temperature as mentioned above. When a child develops fever or shows signs of illness or potentially communicable conditions during the school day (cold, sore throat, skin disorder, discharging eyes or ears, etc.), he/she will be isolated from the other children and a phone call will be made to the child's guardian. The child **must be picked up immediately** in an effort to avoid spreading the illness to other children or staff members. A child who has been ill **must be free of fever (without medication) or symptom free for at least 24 hours** before returning to school.

If the child has allergic conditions or reactions, please have your doctor write us a note so that this can be taken into consideration in determining health conditions.

Please notify the Director if your child is ill with a communicable disease such as: Fifth's Disease, Hand Foot and Mouth Disease, Impetigo, Lice, Mono, Pink eye, Scabies, Flu, Measles, Hepatitis, Chickenpox, Strep Throat, Whooping cough, COVID or any other communicable

disease. WeeSchool reserves the right to request a written permission slip from the child's physician before your child can return to our program. Parents will be notified within 48 hours if a child or caregiver contracts a disease deemed notifiable by the Texas Department of State Health Services as specified in 25 TAC 97, subchapter A.

#### **4-Medication**

- All medicine must be in the original container and labeled with the child's full name.
- EPI Pens are included as medication and must have an Allergy Emergency Care Plan form. All forms must be updated annually. An Allergy Emergency Care Plan form is completed by your child's allergy doctor and must be on file at the school if your child has any type of diagnosed allergy. If you have any questions please contact Annick Credeur, Assistant Director, at 817-232-8621 or [acredeur@fbcsgaginaw.org](mailto:acredeur@fbcsgaginaw.org).
- Over the counter medication, such as Benadryl, must state the amount to be administered for the child's age and/or weight.
- The medicine must include directions for administration.
- If the medicine is prescribed, the name of the physician must be on the container.
- All medications must have an expiration date and cannot be administered after this date.
- Medicine can only be administered to the child for whom it was intended.
- The parent must sign an authorization state form to dispense medication and include dates and times to administer. WeeSchool staff may not administer medications to any child without written instructions from parents. These directions must follow the label directions.
- Medications must be picked up by parents on the last day of school. Any medications not picked up will be properly disposed of.

If your child requires a breathing treatment or is finishing up an antibiotic and needs a dose during the school day, you are welcome to come up and administer the treatment. Please inform your child's teachers when this is necessary.

If a parent supplies over the counter creams, ointments or lotions, permission to use is implicit.

#### **5-Medical Emergency Procedures**

If an emergency arises, a qualified staff member will administer first aid care, call the parent, and if necessary, emergency medical personnel. If a parent cannot be reached, emergency contact numbers will be called. In the event that parents and emergency contacts cannot be reached, the child's physician will be contacted. Staff will accompany the child to the nearest hospital for emergency treatment. The staff will remain with the child until the parent arrives. Parents will be expected to assume responsibility for any resultant medical expense. An accident report will be written with detailed information on any injury to a child. Incident reports are kept in the child's file and a copy is given to the parent within 24 hours of any injury. **Please ensure all contact information is kept updated and that each person on the contact list is aware of these policies.**

#### **6-Parent Notification (Communication)**

Communication is an important aspect to a successful WeeSchool year.

Licensing requires that we be updated of any change in address, phone, email, pick-up person or physician. If you are unable to update information on myprocare.com, please update the information at the WeeSchool desk.

Methods of communication:

- Facebook page with announcements.
- Monthly newsletters from the Director and from your child's teacher.
- Text messaging groups from your child's teacher.
- Your child's folder used to send notes and special requests.
- Email

Please call the WeeSchool main number - 817-232-8621 - if you need to talk to your child's teacher during the school day. **Teachers are not allowed to use their phones for personal use while caring for children.** (this is a licensing regulation).

*Teachers will be focused on your child at the beginning of the day. Talking to the teachers, at length, at drop off or pick up time, is not possible. If you need to talk further, please ask the teacher to call you or schedule a meeting at a convenient time.*

### **7-Discipline and Guidance Policy**

Below provides the required information per 26 Texas Administrative Code (TAC) minimum standards §746.2803. What methods of discipline and guidance may a caregiver use?

#### **Discipline must be:**

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding;
- (3) Directed toward teaching the child acceptable behavior and self-control; and
- (4) A positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction, including the following:
  - (A) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
  - (B) Reminding a child of behavior expectations daily by using clear, positive statements;
  - (C) Redirecting behavior using positive statements; and
  - (D) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

#### **What types of discipline and guidance or punishment are prohibited?**

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with food, naps, or toilet training;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet;
- (9) Withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out that is consistent with §746.2803(4)(D); and
- (10) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age, including requiring a child to remain in a restrictive device.

### **8-Child Expulsion/Suspension**

The program reserves the right to suspend or dismiss any child from WeeSchool if he/she is unable to participate in group experiences, behavior redirection is unsuccessful or if fees have not been paid.

### **9-Safe Sleep Practices for infants**

WeeSchool begins enrolling students who are 18 mos. old by September 1st of the school year. We do not provide care for infants.

**10-Food & Nutrition**

Parents provide daily snack and lunch. WeeSchool is not responsible for its nutritional value or for meeting the child's daily food needs. Visit [www.fns.usda.gov/tn/myplate](http://www.fns.usda.gov/tn/myplate) for sample menus and nutrition information. Every WeeSchool classroom has an allergy list posted. Your assigned teacher will notify you if the classroom is peanut-free.

Breakfast must be eaten prior to entering the school.

**Snacks** We ask our parents to please bring a snack for their child each day. Please send nutritious snacks that are designed to provide a portion of your child's daily nutritional requirements. Please reach out to a Director or your child's teacher for snack ideas, if needed.

Depending on the theme of the week, classes may plan an activity that involves making a snack. Your child's teacher will let you know in advance.

A nutritious **Lunch** is to be provided by the parents. Please make this as well-balanced as possible, prepared so that the child can handle his/her lunch easily. Please be mindful of foods that are considered choking hazards for children younger than age 4: hot dogs, grapes, nuts and seeds, chunks of meat and cheese, or raw vegetables. Items such as grapes and hot dogs must be cut into small pieces. Please do not send carbonated drinks or drinks with higher-than-normal concentration of sugar. Candy is discouraged. We do not have refrigeration available so be sure to put an ice pack in the lunch box to help keep foods cold

Water will be offered with each snack, lunch and after outdoor time.

Teachers will assist children in opening of containers and encourage them to eat. Children will not be disciplined when they refuse to eat.

For a breastfeeding mother: a mother has the right to breastfeed her child or provide the breast milk for her child while in WeeSchool care. WeeSchool provides a comfortable place with a glider that enables a mother to breastfeed her child.

**11-Immunization Record (copy from your doctor or clinic)**

Please compare your child's record with the state requirements. If your child does not have the necessary immunizations, we will notify you. **NO CHILD WILL BE PERMITTED TO BEGIN SCHOOL WITHOUT IMMUNIZATIONS ON FILE.** Immunization waivers are not accepted unless the waiver is for a medically fragile child and authorized by a physician.

**12-Hearing & Vision Screening**

The Texas Department of Protective and Regulatory Services requires that all children who have reached their fourth birthday are to be screened for hearing and vision. We have an outside service come in once a year to provide these screenings for a fee (usually in October). Your child's pediatrician can do the hearing and vision screening at their four-year checkup.

**13-Enrollment Information**

WeeSchool accepts children ages 18 months through Kindergarten (by September 1<sup>st</sup>). See child placement information on page 12. WeeSchool admits students of any race, nationality or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality or ethnic origin in the administration of its policies, admission policies, and other school administered programs. When there is a policy change, acknowledgement will be through one of the following, email verification or mailed letter with acknowledgement of receipt and/or verbal with written acknowledgement.

WeeSchool may not have provisions available for children requiring special education. Our school does not have the ability to consistently provide one to one care. Children with special needs will be considered and admitted only as our capabilities allow.

18 months-2 years olds may attend two days.

3 year olds may attend two or three days

4 year olds may attend 3 or 4 days.

Kindergarten attends 4 days.

After completing Kindergarten at WeeSchool, your child can begin first grade in public or private school. You may also use this year as a bridge or transitional year, planning to repeat another Kindergarten year. The teacher is certified to teach Kindergarten.

### **Enrollment forms required for admission:**

The enrollment packet contains the information that Texas Health and Human Services requires for us to have on file in order to maintain our license.

- General family information, emergency contact information and a list of additional persons authorized to pick up your child.
- Acknowledgements and permission for release of information and photographs
- Authorization for emergency medical care and notation of special health considerations for your child (allergies, illnesses, etc.) If your child needs immediate medical care and we cannot reach you, this paper authorizes your doctor or choice of emergency hospital to administer the necessary care.
- Immunizations record and health statement for all children PLUS proof of vision and hearing screening for children who are age four by September 1, 2020. Alternatively, we will host a hearing and vision screening at the school in the Fall for a small fee.
- Initial and signature on Parent Enrollment Agreement. The agreement includes receipt and acceptance of Parent Handbook which includes our discipline and guidance, understanding of tuition and fees, daily procedures and regulations.

*All lines must be initialed and the agreement must be signed before we will allow your child to attend class.*

### **14-Transportation**

WeeSchool does not provide transportation for students. In a medical emergency, we will call 911 for transportation to a local hospital. Weeschool will provide transportation between the childcare center and field trip locations for kindergarten only, authorized by a parent/guardian.

### **15-Water Activities**

Per State requirements, parents must be notified of any water play activities.

### **16- Field Trips**

WeeSchool will not take the preschool students on field trips. Kindergarten may take approved field trips but must comply with minimum standards requirements found 746.300.

### **17-Animals**

A classroom notification will be given to the parents any time animals visit the school. All animals visiting the campus must be fully immunized and suitable for contact with children as documented by a licensed veterinarian, animal shelter, or zoo. The teaching staff will supervise all interactions between the children and animals, as well as instruct the children on safe behavior when interacting with the animals.

### **18-Promotion of Indoor and Outdoor Physical Activity**

WeeSchool believes and supports the need for physical activity each day. There are multiple health benefits when children participate in physical activity every day. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through a dynamic interaction. Research has shown that physical movement can affect the brain's physiology.

Toddler/Twos children will participate a minimum of 30 minutes of moderate to vigorous active play each day.

Threes/ Pre-Kindergarten/Kindergarten children will participate a minimum of 45 minutes of moderate to vigorous active play each day.

Opportunities for active play may overlap with outdoor play when weather permits.

Children will have opportunities to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping, to the extent of their abilities.

All children will participate in at least two occasions of active play outdoors when weather permits, structured or teacher-led activities such as, Music and/or games that promote movement over the course of the day and continuous opportunities to develop and practice age-appropriate gross motor and movement skills. Physical activity may take place in the classroom and/or campus grounds including the playground.

When participating in physical activity, children's clothing permit easy movement (not too loose and not too tight) that enables full participation in active play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun exposure.

Examples of appropriate clothing/footwear include:

- Gym shoes or sturdy shoe equivalent.
- Weather appropriate clothing.

Examples of inappropriate clothing/footwear include:

- Footwear that can come off while running or that provide insufficient support for climbing.
- Clothing that can catch on playground equipment, such as those with drawstrings or loops.

When weather conditions prohibit outdoor play, physical activities will occur in designated areas, such as the fellowship hall, during the scheduled outside time.

### **19-Sunscreen and insect repellent**

Insect repellent and sunscreen are best applied at home. The presence of topical creams such as diaper cream or sunscreen in your child's backpack is considered permission to use them on your child.

### **20-Questions / Concerns**

Policies and procedures are updated annually to reflect changes in minimum standard requirements, tuition and fees, hours, etc. If a change must be made during the school year, each family will receive notice through an email and/or Facebook post that will need to be read,

printed, and signed for compliance. We will try to give parents as much advanced notice as possible if something for school is changing.

If parents have questions or concerns about our program, we encourage you to have open communication with your child's teacher and the School Director. Through open communication, we can ensure that all parties are well informed and working as partners in your child's education.



### **21-Parent Participation**

Parents may visit WeeSchool at any time, with or without an appointment. All visitors must check in at the WeeSchool desk.

Parents are also welcome and encouraged to volunteer and participate in our special classroom activities, classroom parties and any other special celebration.

### **22- Minimum Standards for Child Care Centers**

Parents may review a copy of the Texas Minimum Standards for Child Care Centers at the WeeSchool desk or view the standards online at [www.dfps.state.tx.us/Child\\_Care](http://www.dfps.state.tx.us/Child_Care)

Our most recent inspection is posted on our parent communication board or you may view this at the dfps.state website.

### **23- State Contacts**

Parents may contact child care licensing's local office at 1501 Circle Drive Suite 110 Fort Worth, TX 76119 Ph # 817-321-8604

Parents may access the Texas Child Abuse Hotline at 1-800-252-5400.

Parents may access the Department of Family and Protective Services and Health and Human Services website at [www.dfps.state.tx.us/child\\_care](http://www.dfps.state.tx.us/child_care)

### **24-Emergency Preparedness Plan**

The WeeSchool staff is responsible to move children under their care and supervision to a designated safe area or alternate location in the event of an emergency. Drills are conducted regularly (fire drills - monthly, weather and lock down drills 4 times per year).

Inside each classroom, posted next to the exit door, there is an emergency evacuation diagram, with 2 exit paths marked. One is for fire evacuation and the other for tornado evacuation. All exit paths for fire lead to the west parking lot (N. Old Decatur Road side of building).

In the event children must be moved to an **alternate location**, the Saginaw Fire Department will help with the evacuation and transportation of all WeeSchool children, WeeSchool staff and the Church staff. Our alternate location is: Willow Creek Elementary, 1100 W. McLeroy Blvd., Saginaw, TX 76179; 817-232-2845.

WeeSchool Staff carries all contact information for parents and/or caregivers for all children in attendance. Once everyone is relocated, efforts to contact families will be made to the best of our ability. The WeeSchool Director will be responsible to contact all emergency departments such as fire, police, medical, health dept., Child Care Licensing, in the event of an emergency warranting removal of children.

**Lockdown procedure** – reasons for a lockdown to be initiated: an intruder or other person who exhibits a threat to the safety of the children or adults in the building.

Director announces lockdown.

In the *Classroom or music room* -

- Teachers account for all children, then lock door, cover door window, and close blinds.
- Teachers will lower lights and keep children as quiet and calm as possible.

On the *playground*,

- Teachers account for all children
- Teachers direct children to a designated area

In the *gym*,

- Teachers account for all children, close gym door and turn off the lights
- Move children to the kitchen or exit to the outside.

If anyone is in the hallway they should go into the nearest classroom or exit the building and stay calm.

The Director or other Church staff will contact law enforcement. Everyone will stay put until advised to either evacuate or that the threat is over by law enforcement.

### **25-Provisions for Breastfeeding**

For a breastfeeding mother: a mother has the right to breastfeed her child or provide the breast milk for her child while in WeeSchool care. WeeSchool provides a comfortable place with a glider that enables a mother to breastfeed her child.

### **26-Child Abuse and Neglect**

WeeSchool staff are required by Texas State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. WeeSchool will always advocate for the child if abuse or neglect is ever suspected. Our staff receives at least one clock hour of annual training must focus on prevention, recognition, and reporting or child abuse and neglect, including: Factors indicating a child is at risk for abuse or neglect; Warning signs indicating a child may be a victim of abuse or neglect; Internal procedures for reporting child abuse or neglect; and Community organizations that have training program.

If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help.

Reporting Child Abuse: **CHILD ABUSE HOTLINE** 1-800-252-5400 or [www.txabusehotline.org](http://www.txabusehotline.org).

**2-1-1 Texas** is a program that helps Texans find the services they need.

Dial 2-1-1 or visit the website <https://www.211texas.org/> to find up-to-date information from more than 60,000 state and local programs

### **27- Health Checks**

WeeSchool staff will do a visual check of the children upon arrival each morning. If a staff member notices anything unusual they are required to point this out to the parent at that time. If your child has an accident overnight, please notify staff members when dropping off so that we can assist in watching the child for side effects.

*It is advised that the parents/guardians make the staff aware of any lingering bruising or other visible injury to minimize suspicion of possible child abuse or endangerment.*

### **28-Vaccine Preventable Diseases**

While the safety of our employees and the children in our care is paramount, we have elected to make immunizations for vaccine-preventable diseases optional to the employees.

### **29-Open Door Policy**

WeeSchool has an open-door policy. Parents and legal guardians may visit the center at any time to observe their child, program activities, building and premises.

### **30-Gang Free Zone**

Under the Texas Penal Code, any area within 1000 feet of a licensed child care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

## WeeSchool Policies

### Fees/Tuition/Withdrawal

Registration Fees are due at the time of enrollment to hold your child's spot. There are registration fee discounts offered for FBC Saginaw church members, military personnel, and siblings in the program. are NOT refundable and do not apply towards monthly tuition.

Tuition costs are assessed for the student for the period of one school year (33 weeks), not on a month-by-month basis. We offer 2 payment options for the year's tuition cost: 9 monthly installments of the full tuition price or semi- annual payments. *On the 9-month payment plan, tuition is the same amount each month, September through May, including holiday months.* Semi-Annual Payments are non-refundable. If you choose to pay via the 9-month payment plan, it is prepaid on the 20<sup>th</sup> of the month prior. (ie: September tuition is due on August 20<sup>th</sup>, October tuition is due on September 20<sup>th</sup>).

#### **Discounts:**

- Sibling Discount -Additional children in a family receive a 10% sibling discount on tuition.
- A discount of 5% percent will be applied to your child's tuition received semi-annually. Must be received by September 1, 2021 and January 1, 2022. If you choose to pay semi-annually, this payment is non-refundable.

Note: Only one discount per child

Our accepted methods of payment are [www.myprocare.com](http://www.myprocare.com) online payments (Visa and Mastercard), Tuition Express auto drafts, cash and check. There are no convenience fees. A Tuition Express Information Form can be found at <https://fbcsaginaw.org/ministries/children/weeschool/> or at the WeeSchool desk. For financial questions, please contact Jana Gorz, Director at [jgorz@fbcsaginaw.org](mailto:jgorz@fbcsaginaw.org)

WeeSchool will implement a possible tuition increase annually contingent upon enrollment needs, supply expenses, and teacher retention.

**Late Fees** Tuition is due on the 20<sup>th</sup> of the month prior and late after the 3<sup>rd</sup> of the month, regardless of your child's attendance schedule. Late tuition will be calculated at \$5 per day on each operating day for the school, Monday through Thursday.

**Delinquent Accounts** If tuition is not paid in full by the 15<sup>th</sup> of the month, your account will be labeled "Delinquent." Your child may not be allowed to return to school until your account is paid in full. During this time, your child's spot cannot be guaranteed to stay open. We will call from the waiting list to fill any vacant openings. All accounts must be paid in full in order to register for the following school year.

**Returned Payments:** There is a **\$35.00** fee to cover banking and collection costs. The second returned payment will require future payments to be made by cash.

**Withdrawing from the Program:** We appreciate as much notice as possible if you plan to withdraw from the program (preferably 2-4 weeks), so that families on the waiting list may be notified of the opening. Semi-annual tuition and registration fees are non-refundable. If a child is on the monthly payment plan, the current month's tuition is non-refundable

**Late Pick-Up Charges** It is very important to pick up your children promptly between 1:45- 2:00 p.m. \$5.00 cash per child will be charged to you at 2:05 p.m. by our clock. An additional \$1.00 per child will be charged for **each minute** thereafter. Emergency numbers will be called after 2:15 pm. Late fees are to be paid before the child returns to class.

**Automatic Withdrawal from the Program:** Please let us know if your child will be absent. If your child is absent for 4 or more consecutive program days with no communication from the family, his or her enrollment status will be changed to inactive. At this point, if the next tuition payment is not received or if your child does not return by the first class day of the next month, he/she will be automatically withdrawn from the program, requiring re-enrollment and submission of any forms and/or fees required for re-enrollment.

**In the event of an emergency closing:** If our center needs to close due to any catastrophic event, severe weather, or medical concerns, please know tuition is still due to ensure teacher retention. We understand that changing hours and/or days during year is not ideal, however, we reserve the right to adjust our schedule as recommended or needed based on the current situation we are faced.

### **Class Placement**

Placement of a child in our program is determined by age, developmental level and the days the child will attend. An attempt is made to balance each class by gender. Class placement is at the discretion of the Directors.

### **Calendar**

WeeSchool will observe all Eagle Mountain-Saginaw ISD holidays, vacations, early release, and bad weather closings between September 1<sup>st</sup> and May 12<sup>th</sup>. If Eagle Mountain-Saginaw ISD is closed, Wee School will be closed.

### **Arrival**

The front door (facing Old Decatur Rd.) will be open from 8:15 to 8:30 for drop off. Your child's teacher will meet you outside the WeeSchool hallway (Gathering Café) and escort your child to the classroom. We encourage you to bring your child to school within the drop off times. This helps minimize distraction during your child's and their class morning routine

Most of the time, prolonged good-byes only make separation harder for the child. As a rule, the child settles down and becomes interested in an activity or play before you are out of the parking lot. Please understand that we are thinking about you *and* your child. You are more than welcome to call and check on your child anytime.

### **Departure**

Dismissal time is 1:45-2:00. You will pick up your child at the classroom. Teachers will only release children to persons whose names are listed on the child's Authorized Pick-up List (found on the Enrollment Form). The person at the WeeSchool desk will ask to see a photo I.D. (such as a driver's license) if they do not know or recognize the person intending to pick up your child. Staff will escort them to the classroom the first time they pick your child up. In circumstances where there is a last minute change, an email from the parent will suffice. Please email [acredeur@fbcsaginaw.org](mailto:acredeur@fbcsaginaw.org). The added approved pick-up person must have their driver's license as proof of identification. **By law, we are not allowed to release a child to anyone who is not listed in our records.**

If you find it necessary to have your child leave school before dismissal time, please notify the teacher and director to that effect in the morning. We can be sure to have all his/her things ready to make the departure easier. Parents or guardians are responsible for the child's care once they have signed the child out. Even if the parent or child remains on WeeSchool property, the teacher and/or WeeSchool are no longer responsible for the child's care.

**Cell phone usage is prohibited at drop off and pick up.**

**Signing In & Out**

All children must be signed in and out each day from their child's classroom. This is a state requirement.

**Updating Personal Information**

It is very important that we be able to reach you during the school day in case of an emergency regarding your child or our facilities. Please be sure that you promptly notify the director and your child's teacher of any changes in your emergency contact information. This includes address, phone numbers, physician and authorized pick-up persons.

Personal information can be edited on [myprocare.com](http://myprocare.com). You may email [acredeur@fbcsaginaw.org](mailto:acredeur@fbcsaginaw.org) with all other updates.

**Confidentiality of Records**

Your child's records are accessible to staff members (under supervision by an administrator), the WeeSchool Administration, State Licensing Representatives and you, the parent or legal guardian. Please be certain that you are providing current and accurate information, as this is crucial for the health and safety of your child.

**WeeSchool Staff**

WeeSchool seeks to employ teachers who have a personal relationship with Jesus Christ, but who also love preschoolers and have the gifts to teach them appropriately. The WeeSchool Staff will pray for children and their families. We will strive to treat all children and their families with love and respect.

The WeeSchool Ministry conducts a criminal background check on all staff having interaction with the children. WeeSchool does not employ any individuals who have a history of actions that put children or other workers at-risk for harm (ex: sexual offenses, violent crimes, sale of drugs, etc.) The WeeSchool staff is trained in recognizing and reporting child abuse and will report any suspected abuse or neglect of a child, as required by state law.

WeeSchool staff members are required to have 24 hours of training each year on learning and development of preschoolers. Staff members are also trained in CPR and First Aid.

**Daily Schedule and Curriculum Class Schedules**

Teachers will plan and arrange their classroom schedules, focusing on the children in their individual classes. For the first two weeks of school, teachers will make minor adjustments, and then our goal is to provide a consistent schedule. Our day begins promptly at 8:30 am.

WeeSchool uses a mostly play-based approach and developmentally appropriate practices that introduce preschoolers to academics such as letter and number recognition, colors, shapes, and to Bible principles.

The following activities are typically included weekly in our program:

**Arrival Activities** - Children are welcomed to class and invited to choose a hands-on activity.

**Bible Lessons**- Our program uses Grow Curriculum to teach preschool spiritual concepts and Christian Values.

**Chapel**- During Chapel we sing songs, say pledges to the Christian and American Flags, pray and hear a short Bible story.

**Large Group (Circle Time) /Small Group** - Younger learners may only be aware of themselves and their own activity but will eventually move to parallel play, then move on to group participation. Teachers consider their age group when they plan activities for both small and large group activities. Group time may include: Songs, stories, finger plays, dramatization, calendar, theme-based activities, science/nature and cooking.

**Center Time-** Learning centers allow children to role play and learn through experience. Some learning centers include: Dramatic play, Block/Construction, fine motor/writing, manipulatives, creative art, science/sensory, literacy/books.

**Snack / Lunch** - During this time children are encouraged to exhibit good manners and talk about their day with their peers and teachers. Children are also encouraged to clean up after themselves.

**Outside/Gross Motor Play** – The children at WeeSchool play outside every day, weather permitting. This allows opportunities for gross motor, social, and cognitive development. Please dress your child appropriately to enjoy God's beautiful world! Water activities will occasionally be offered; notification will be given prior to water play events.

**Music & Movement** - Singing, active rhythm movement, music appreciation, rhythm band instruments and exercise.

**Nap/Rest Time** - All children have rest or quiet time, per State requirements. We do not require children to sleep, but we ask all children to spend time relaxing and resting

*Threes and Prek (Fours) use WEELEARN and Essential Preschool Curriculum as a resource when planning. Our curriculum is supplemented with materials and resources from Learning without Tears- Get Set for School. Prek(Fours) uses LWT- Handwriting Without Tears to learn pencil grip, letter formation and literacy skills.*

*Kindergarten uses the Abeka Curriculum and incorporates Texas Essential Knowledge and Skills used in our local school district.*

### **Special Events**

**Themed Celebrations** Special activities are planned for Seasonal celebrations such as Pumpkin Day, Thanksgiving Feast, Christmas, Valentine's Day, and Easter. Other themed days may include Costume Parade, Pajama Day, Texas Week, Dr. Seuss Week and other special days that allow more engagement with our themes. We encourage you to volunteer when needed and provide support and/or food for special activities on these occasions.

**Art Show** Each year, we showcase a few pieces of the children's artwork.

**Twos and Threes Music Program** Each year, your children will perform a few songs to an audience.

**Prek Graduation** When your child has completed PreK, he/she will participate in our graduation ceremony. Diplomas are awarded and Bibles are given to mark this exciting milestone.

**Kindergarten Graduation** When your child has completed Kindergarten, he/she will participate in our graduation ceremony. Diplomas are awarded and Bibles are given to mark this exciting and important milestone in your child's education.

#### **Birthdays**

You are encouraged to make birthdays a special event for your child. You may bring a special treat to celebrate. Examples: mini cupcakes, cookies, cookie cake, Rice Krispie Treats, donuts, ice

cream, fruit cups, pudding cups, etc. Items must be store bought. Please notify the teacher 24 hours ahead of time so they can notify parents.

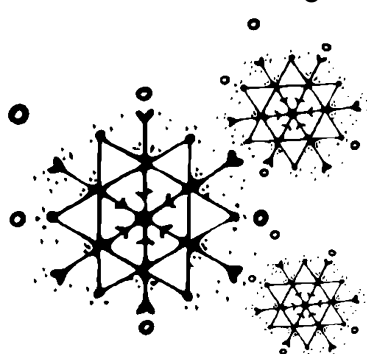
### **Fundraisers**

WeeSchool may participate or use in-house activities to raise funds that will enhance our program. Examples would be school pictures (we earn a percentage of the sales), book fairs, and programs

such as Butter Braid that also support preschool families and friends. If you have any ideas for fundraisers, let us know! We also have a few "Spirit Nights" planned throughout the community this schoolyear. These will be announced in the newsletter and Facebook posts.

## **Safety**

### **Bad Weather and Emergency Drills**



If there is a question of school being in session because of "bad weather", please check local TV stations (particularly **WFAA Channel 8**) for this information. If EMSISD is closed WeeSchool is closed as well. If EMSISD schedules a late opening, WeeSchool will open at 10:30 a.m. In most situations, you will receive notification from your child's teacher or the Director.

If severe weather arrives while we are in school, we will take all the necessary precautions and possibly call the parents to pick up children early.

Emergency drills are scheduled regularly so the children will be prepared and not as frightened if an emergency arises. Fire drills are scheduled monthly. Severe weather drills are held at least four times per year and more often if deemed necessary.

Teachers are assigned a walkie talkie (one per classroom) in order to communicate with administration while outside the classroom. These devices are used to communicate needs to students but also used in emergency situations.

### **Parking**

Parking for families of WeeSchool enrollees will be in front of the main building, facing N. Old Decatur Road. The WeeSchool Staff will park on the east side of the building. Handicap parking is only for use by families with a handicap sticker and only when the eligible family member is present. No parking is allowed in the fire lane; for safety reasons you will be asked to move your vehicle if you park in the fire lane.

### **Building**

The doors will be unlocked from **8:15 am to 8:30 am** for arrival and then will be locked. If you arrive after this time, please ring the door bell, located to the left of the door, facing the door. Someone in the office will let you in.

The doors will be unlocked from **1:45 pm to 2:05 PM** for pickup and then will be locked. **You will have to ring the doorbell for entrance at any other time. For security reasons, you will be asked to identify yourself. This is for the protection of the children and staff.**

**Cell Phone Use on Property**

Parents are asked to refrain from using cell phones when driving on FBC Saginaw property and during drop off and pick up. Let's keep the children our first priority.

**Biting Policy**

Biting is a normal stage in development for young children (most common in Toddlers and Twos). We do our best to prevent biting occurrences.

When a bite occurs, the teacher will take action helping the child bitten as well as the biter. A "Boo Boo" report will be shared with the parents of the child who bit, as well as the child who was bitten. The child who bit will remain anonymous for privacy purposes. Copies will be put in each child's file. When a child bites two or more times in a day, he/she will be sent home for the remainder of the day.

If a child routinely continues to bite other children, the child may be removed from our enrollment at the discretion of the director and will be handled on a case by case basis. Age, severity of bites, temperament, cooperation of parents and teacher opinion will all figure into the final decision. Readmission will be considered after a period of six weeks dependent on availability and the above factors.

**Toilet Training**

Children in **Threes, PreK, Kindergarten classes** must be toilet trained. Our definition of toilet trained means the child is comfortable with all his/her toileting needs, including papering. We understand this is a very stressful and emotional issue. If there is a problem, please speak with the Director.

**Separation Anxiety**

Separation is a normal part of development. We understand that this can be difficult for parents. WeeSchool ask parents to be patient during this process as it can take a child a few weeks to adjust to preschool. When dropping off your child, please say your goodbyes and quickly leave their line of sight. Prolonged goodbyes often make separation more difficult. Please feel free to contact WeeSchool administration to check on your child.

**After Hours Babysitting**

WeeSchool will not accept responsibility for staff members babysitting children outside of the supervised setting of our program. Childcare, before and after our staff's contract hours, is considered a private arrangement between the staff member and the parent.

**Social Media**

Weeschool has permission from parents to post videos and/or pictures on social media. This permission does **not** extend to other parents. Please be mindful when posting classroom pictures of events that you are posting your own child.

**Videos**

We discourage use of videos at school. Specific uses of videos will be for a special events day or educational purposes. When videos are shown, only G-rated videos will be allowed, and parents will be notified of the upcoming event. Also, children will not be required to watch videos. Other activities or books will be available to them.

**What to Bring/ Your Child's Belongings**



**Label**

Please label ALL of your child's belongings. includes their snack, water bottles backpack, lunchbox, outerwear, nap mats, etc.

**What to Wear**

Your child should be dressed in play-friendly clothing. Large enough to pull on easily (especially outerwear), suitable to the weather for outdoor play, washable (we often get messy!), For girls - shorts worn under dresses or skirts

**Shoes**

Tennis shoes and socks are the best choice for our program. Little children often trip and fall when wearing sandals and flip-flops and little toes can get stepped on. *Cowboy boots are not permitted*, except on special theme days. If we have concerns about the safety of your child's shoes, we will ask you to bring them another pair of shoes before their playground time.

**Backpack**

Every child must have a backpack or tote daily. WeeSchool will provide a pocket folder for your child. **Please check your child's take-home pocket folder each class day for important notes and for your child's papers.**

**Change of Clothing & Outerwear**

Each child should always have a complete change of clothing including a seasonally appropriate top, bottom, underwear, and socks in a gallon sized Ziploc bag with their name on it in their bag. Soiled clothes will come home in the Ziploc bag.

During cold weather months, please send your child with appropriate outerwear every day.

**Food and Drink**

Parents will provide all children with the following items daily:

Snack in a Ziplock bag or prepackaged marked with child's name

A nutritional lunch in a separate lunch box

Labeled water bottle/thermos (WeeSchool will provide water as needed.)

**Nap Mat**

Nap mat roll or covering and small pillow. If your child has a special "lovie," they may bring it. Again, please label everything with your child's name. Bedding will be sent home each day to be washed for sanitary purposes.

*Kindergarten program will not require mats.*

**Diapers and Pull ups**

If your child is in diapers, please provide a supply of disposable diapers that is more than sufficient for the day's needs. Children partially toilet trained must be in disposable diapers or pull-ups on program days. Sending adequate clothing and diapers is especially important in the twos classes.

**Personal Toys**

Please do not bring personal toys to WeeSchool, unless previously arranged with the teacher for "show and tell" purposes. Play guns, knives and other violent toys are not allowed at school - one of our most important rules is that children are not allowed to pretend to be anyone or anything that hits or hurts others. Toys should not be brought to school except for special occasions or when necessary — such as a favorite stuffed animal as a "security blanket" for nap time. If your child

does bring a toy or stuffed animal to class, it will be placed on a shelf or in his/her cubby for safe-keeping until dismissal time.

**Parent Acknowledgment**

Please read and be sure you understand this Parent Handbook. If you have any questions, please contact the director – Jana Gorz – [jgorz@fbcsgaginaw.org](mailto:jgorz@fbcsgaginaw.org). You must initial the parent enrollment agreement (in enrollment packet) confirming receipt of the Parent Handbook and acknowledge having read the handbook and will adhere to the policies.

**Our goal is to address any situation; however, we recognize that no handbook can cover all scenarios.**

**Please see separate policies when pandemic restrictions are in place.**