


# Weekday Early Education



# Parent Handbook

Weekday Early Education Ministry | First Baptist Church

312 5<sup>th</sup> Avenue West Hendersonville 28739 828-693-8312

WEE website: [fbchnc.org/wee](http://fbchnc.org/wee)

## Mission Statement

It is the mission of Hendersonville First Baptist Church Weekday Early Education Ministry to extend the ministry and outreach of the church to preschoolers and their families through a developmentally appropriate early childhood program. The W.E.E. School seeks to develop the whole child spiritually, intellectually, physically, emotionally, and socially. This ministry welcomes all children regardless of race, gender, ability, or religious beliefs. It is our sincere desire to strengthen families and provide positive guidance by teaching Christian values for a sound spiritual foundation.

## Staff

All teachers are experienced in working with preschoolers and have North Carolina Early Childhood Credentials or higher. Teachers are required to participate in 15 hours of professional development opportunities each year, as well as on-going in-service training. All staff members have been screened through a criminal background check.

Teachers have been chosen because of their education, experience, Christian maturity, warmth and nurturing skills. They have many insights into communicating with young parents and are ready to listen and share.

## Curriculum

Our curriculum guide is the W.E.E. Learn series published by Broadman & Holman Publishers of Nashville, Tennessee. The curriculum is designed to help children develop in all areas of their lives: physically, mentally, emotionally, socially and spiritually. It is appropriately designed to fit the stage of development for each age group. It is our belief that children learn best through hands-on activities. Lessons are built around play and experiential learning. A love and appreciation for God, Christ, and the things that God has made are stressed through appropriate activities. Eight general subject areas are suggested for teaching the Bible to preschoolers: God, Jesus, Self, Natural World, Bible, Others, Family and Church. These areas serve as the basis from which curriculum units are built.

Teachers are required to submit weekly lesson plans and are supervised by the Weekday director.

## Class Assignments

Class assignments are based on the child's age as of August 31st of the year of entry and developmental readiness. Age, readiness, and teacher recommendations determine groupings. Parents are permitted to express a teacher preference, but there is no guarantee that the child will be placed in a particular classroom or with a friend.

## Clothing

Children should wear clothing that enables them to play outside when weather permits. Comfortable, washable play clothes are recommended. Tennis shoes are preferred. Preschoolers are active and are still learning to maneuver in their environment. Appropriate footwear enables them to run and play rather than hinder them.

Please provide a seasonal change of clothes, including socks and underwear, to be left at the school. For children in diapers, pull-ups or training pants we will need a sufficient supply, as well as extra clothing and wipes. All clothing needs to be labeled with the child's name. The W.E.E. School will not be responsible for items that are not clearly labeled. Lost and found items are placed in the W.E.E. office.

## Security

WEE school has an open door policy. We welcome and invite you to participate in your child's class. But, for the safety of your child, the doors to the building will be locked and monitored each morning after drop off. All other doors entering the church are locked as well. If you arrive after 8:40, press the intercom button by the door and speak to security to enter the building. *All* visitors are required to sign in at the WEE office. Classroom doors may be also be locked from the outside (the hallway). In such cases, knock and wait for a teacher to answer.

## Health-Illness-Accidents

Symptoms such as a cold with fever, severe cough, skin eruptions, sore throat, and fever of 101 degrees, vomiting or diarrhea are cause to keep your child at home. If symptoms arise during school, a parent or caregiver will be notified to pick up the child. An ill child shall be isolated and given appropriate care until a parent arrives. Please help us to maintain a healthy school environment by monitoring your child and keeping him or her at home in case of illness.

A sick child who is sent home may return to school twenty-four hours after he or she is free of all symptoms. Readmission of a child recovered from a communicable disease or disability will be upon written approval of the child's physician. Parents will be notified when a child has been exposed to a communicable disease within the center. Parents should notify the school when children are exposed to an illness outside the center.

WEE staff members are trained to administer emergency first aid and CPR. In case of an accident or sudden illness, a staff member will give appropriate first aid to an injured child, and the parent or guardian will be contacted. If it is the judgment of the school that the injury is an emergency, paramedics shall be summoned and the parents notified. Each child must have an emergency treatment authorization on file.

No staff member may administer any medications to a child. Please do not ask your child's teacher to give over-the-counter or prescription medication. Contact the W.E.E. office for a doctor form if prescription medication needs to be administered.

All children enrolled are required to have a medical exam and current immunizations on file. Parents will have thirty days to obtain the physical and immunizations and return verification in writing to the WEE office. Changes in a child's physical condition must be reported in writing. All medical information is considered confidential.

Biting is common in a group setting of children. We find that it is best to focus our energies on prevention. The staff of First Baptist Church Weekday Ministries will be loving, yet firm with children who bite. Some of the following procedures will be used to refocus a child with biting tendencies:

- Giving choices throughout the day and reinforcing positive social behavior
- Offering teething toys
- Providing a wide variety of sensor-motor experiences (i.e. finger painting, play-dough, etc.)
- Providing several different activities and toys that respond to children's actions
- Giving children many opportunities to interact with each other. Special guidance will be given to insure positive interactions
- Watching for signs of rising frustration and anger
- Giving children LOTS of attention throughout the day
- Modeling loving, supporting behavior. Offering children positive alternatives for negative behavior
- Providing support and assurance so that the child recognizes that he and his possessions are safe.

## School Closing Information

- ❖ If ALL Henderson County Public schools are closed due to heavy snow, ice or inclement weather, WEE School is closed.
- ❖ If ALL Henderson County Public Schools are delayed 1 hour, WEE School will begin receiving children at 9:30 and will dismiss all children at 12:00 noon.
- ❖ If ALL Henderson County Public Schools are delayed 2 hours, We will begin receiving students at 10:20 am  
Dismissal Schedule:

<u>2's</u>	<u>3's</u>	<u>4's &amp; TK</u>	<u>K</u>
<b>12:20</b>	<b>12:30</b>	<b>12:40</b>	<b>12:50</b>

It is important to note that ***lunch will not be provided***, therefore please send in a good snack.

- ❖ If ALL Henderson County Public Schools are dismissed early, WEE School will be open until all children are picked up, or until regular dismissal time.
- ❖ The WEE School will announce school information on local TV (WLOS-CH.13) and radio (WHKP AM 1450) stations. *Hendersonville First Baptist Weekday School* is the title that will be reported.
- ❖ Also, you may check the WEE website for updates: [fbchnc.org/wee](http://fbchnc.org/wee) weather

## Tuition

Tuition is for reserved places for your child; it is not determined by days of attendance. Your child may only attend on his/her assigned days. Adjustments cannot be made due to illnesses or made for snow days. The WEE School is not subject to the 180 day rule.

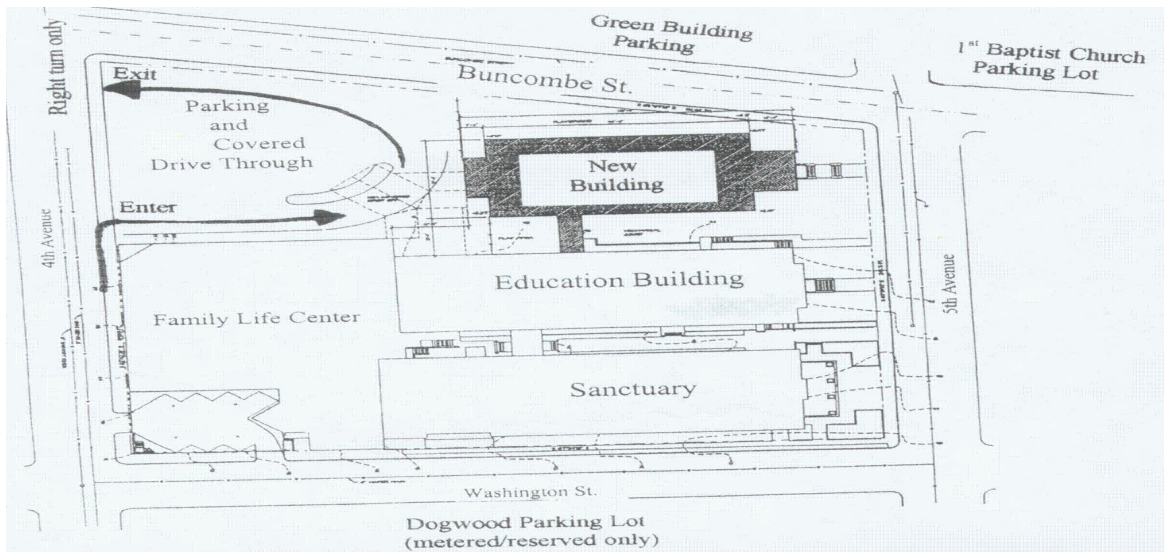
Tuition is due the 10th of each month. An envelope will be sent monthly to each family. Checks are the preferred payment method. Tuition not paid by the 10th is considered past due. A **\$10.00** late fee will be assessed after the 15th of each month. Any account two months past due is subject to dismissal of student. Please contact the director when financial difficulties arise. If an account is past due at year's end and no payment plan has been established, we will not be able to hold the student registration space for the following year. There is a charge of **\$25.00** on all returned checks. A year-end statement will be given upon request for tax purposes.

Please mail or deliver directly to the school office. If there is no one in the office, please use the drop box in the office door.

A *non-refundable* registration fee is to be paid upon enrollment. Limited tuition assistance is available through our scholarship fund. Scholarship applications are available from the W.E.E. office at registration time. All scholarship applicants are responsible for the registration fee.

## **General Operation Information**

1. The Weekday Early Education Center opens at 8:20 a.m. Teachers will begin receiving children at that time. Please do not bring your children before 8:20 a.m. Our teachers need an appropriate amount of time to prepare for the morning.
2. All preschool children should go directly to their rooms upon arrival. Consistent and prompt attendance is advised. Please notify the office of tardiness, absences, and early dismissals.
3. Children can be dismissed only to those persons whose names appear on the enrollment form. All changes must be given in writing to the office. Children cannot be released to siblings younger than 18 years of age. Parents are requested to come to the W.E.E. office for early dismissal.
4. The WEE School has no legal authority to refuse either parent the right to have custody of their child unless there is a court order and the center has a copy of the judgment on file. Non-custodial parents need to arrange visitation during non-school hours. The WEE School shall not serve as neutral territory for visitation.
5. Periodic parent/teacher conferences may be requested to better communicate with parents. It is best not to discuss issues in front of your child; therefore, children do not attend. Conferences are best held during previously arranged times and not at the beginning of the scheduled class time. Please send a note or request a phone call from your child's teacher if you wish to discuss an issue. This allows the teacher to focus on the children entering the classroom in the morning.
6. Parents are always welcome and encouraged to drop in for informal visits or to volunteer in their child's classroom.
7. Please provide a healthy snack for your child each day (see suggestions on page 09).
8. Simple birthday celebrations are permissible, if arrangements are made in advance with your child's classroom teacher. Invitations to parties outside of school will gladly be distributed if there is one for each child in the classroom.
9. Toys and unnecessary items from home should be left at home, unless it for show-n-tell as planned by the teacher. Valuable items and toy weapons are not allowed. Please do not send show-n-tell items in glass jars. The center will make every effort to safeguard personal belongings brought by the children, but shall not be responsible for lost or broken items.
10. The director or any other staff member must, by State Penal Code, report any suspected child abuse, sexual or otherwise, neglect or endangerment of which they are aware.



## Arrival and Dismissal Information

Please note... **You should enter from 4<sup>th</sup> Avenue.** As you exit, you must make a right turn only to avoid an accident. **Please Do Not Turn Left into lot from Fourth Avenue.** **Thank you for your cooperation.**

### Arrival

Drop-off for all 3's, 4's, 5's and Kindergarten children will be under the covered drive-through in the 4<sup>th</sup> Avenue parking lot. They will enter through the ground floor of D building. From 8:20-8:40 a.m. each morning, a staff member will greet and escort your child into the building. Staff members will be stationed in the stairwell and hallways to guide your child to his or her other classroom.

Parents of 2's will park and walk their child to the classroom each morning. Additional parking is available at the annex Building, the FBC parking lot on 5<sup>th</sup> Ave., and along Washington Street.

### Dismissal

The dismissal schedule is staggered according to age. If you have children in two or more age groups, pick up the younger child first, then go through the line again for the older child. You may be asked to go around the block to keep the line flowing smoothly.

You will be given a folder with your child's name and class on it. Please help us by displaying the folder clearly by sliding the folder over the passenger-side visor and pushing the visor against the windshield.

If someone different is picking up your child, please plan ahead by sending a note or calling the office well in advance of dismissal. Also, remember that they should be listed as an authorized person to call for your child and will be asked to present an I.D.

## **Dismissal Schedule:**

2's

11:20 a.m.

3's

11:30 a.m.

4's / TK

11:40 a.m.

Kindergarten

12:00 noon

### **Tips for Separation**

The beginning of school can be an exciting, but difficult time for a young child and mom and dad. Your child may appear eager in the beginning, but may suddenly realize you will not be there and balk at your desire to leave. This is normal! Most children have little difficulty adjusting to school if a few suggestions are followed:

1. Bring your child to open house at the beginning of the school year.
2. Allow your child to bring something personal in the classroom for identifying on the first day of attendance.
3. Encourage your child to play upon arrival. Sometimes it is helpful if the parent arrives early enough to play in an activity center or read a short book before leaving.
4. Once it is time to leave, give your child a hug and say it's time to leave and that you will be back. It is important that you leave without temptation of staying if your child begins to cry.
5. It is desirable that parents not stand at the door or window with an expectation that the child will cry. Children will feel this apprehension and respond as the parent fears.
6. Generally, young children adapt to a new routine within 10 school days. Children attending only two days may take a little longer to adjust.
7. Sometimes it is helpful if a non-parent brings the child to school if difficulty continues with separation.
8. Your child may need extra personal time and more physical contact in the form of hugs, kisses and rocking during the evenings of the first days of a new routine.

## SNACK SUGGESTIONS

100 % FRUIT JUICE

MILK

WATER

WHOLE GRAIN CRACKERS

CHEESE STICKS, CUBES, SLICES

GRANOLA BARS\*

DRY CEREAL

½ OF A SANDWICH

PRETZELS

PUDDING

APPLESAUCE

MUFFINS

GOLDFISH CRACKERS

GRAHAM CRACKERS

FRESH FRUIT (CUT IN SMALL BITES)

CUT UP VEGGIES with DIP MINI BAGELS AND

CREAM CHEESE

YOGURT

RICE CAKES (FLAVORED MINI VARIETY)

DRIED FRUIT (RAISINS, CRAISINS)

### **Avoid foods that are known choking hazards:**

Hot dogs (unless cut into bits, such as quarters lengthwise before being sliced)

Whole grapes, whole cherry tomatoes

Hard candies, including jelly beans

Nuts

Popcorn

Raw carrots, celery, green beans, or any hard vegetable

Seeds (such as pumpkin seeds or sunflower seeds)

Large chunks of any food such as meat or potatoes

Large chunks of peanut butter — always use the creamy kind, and spread it thinly onto a cracker or toast.

Never give a heaping spoonful of peanut butter to a toddler.

\*You will be notified if your child has a classmate with peanut allergies, and informed of the severity.

If the allergy is severe, you will be asked to refrain from sending snacks containing peanuts and peanut butter.