

First Baptist Church

223 N. Fulton Street

Salisbury, North Carolina 28144-4223

Church Office 704-633-0431

**WEE Center Office 704-639-1062**

The Weekday Early Education Center of First Baptist Church,

Salisbury, admits students without regard to race, national, or ethnic origin.

**Welcome to the WEE Center**

Welcome to the Weekday Early Education Center at First Baptist Church. The WEE Center provides structured learning for two, three, and four-year old children.

The WEE Center philosophy is to help children develop spiritually, emotionally, socially, mentally, and physically in a Christian, loving and safe environment. To do this, the WEE Center staff employs the use of curriculum which includes age appropriate concepts and activities to encourage healthy growth and development. The ultimate goal for the WEE Center is to meet children’s needs in a loving and Christian manner. Our desire is to provide the foundation of God’s love in every child’s heart.

Your child is always learning and developing. Each day brings opportunities to play, investigate and to express ideas through:

Group Living… Planning, working and playing in an organized experience so that desirable habits and attitudes, independence and responsibility are established.

Creative Activities… Self-expression through the use of paints, clay, crayons, manual tools and other materials.

Field Trips… Visiting points of interest in the community to help the child establish appreciation of people who contribute to his or her life. Field trips apply only to our Three and Four year old classes.

Language Experiences… Enjoying stories, verses, conversation and drama.

Science and Math Experiences… Opportunities for scientific discovery by observation, exploration and experimentation will be found in each day of living and learning together.

Music Experiences… Responding rhythmically to songs, singing and listening to music.

Health and Safety… Learning good health habits and acquiring an intelligent understanding of safety rule.

Physical Development… Indoor and outdoor play to enhance motor skills.

**WEE Center Objectives:**

Spiritual… To help the child:

1. Develop Christian values and attitudes.
2. Grow in their knowledge of God and His love and care
3. Think of the church as a special place to learn about God and Jesus.

Emotional… To help the child:

1. Gradually mature in emotional responses
2. Properly express emotional responses
3. Face and overcome emotional challenges

Mental… To help the child:

1. Do independent thinking
2. Broaden his/her range of interest
3. Develop language powers
4. Grow in ability to concentrate
5. Improve his/her skills

Physical… To help the child:

1. Participate in a variety of motor activities
2. Establish desirable health habits
3. Know and follow simple rules of safety and hygiene

Social… To help the child:

1. Grow in ability to work and play with others
2. Respect personal and property rights of others
3. Develop an attitude of kindness, cooperation, courtesy and helpfulness towards others
4. Accept appropriate individual and social responsibility in his/her group

**Curriculum**

The W.E.E. Center uses the WEE Learn Curriculum which is designed to provide children the opportunity to grow and develop as Jesus did, “in wisdom and stature and in favor of God and man.” Luke 2:52

The lessons provide developmentally appropriate experiences to promote growth and provide a strong foundation for the understanding of Jesus, others, church, self, family, Bible, and the natural world. Our weekly themes provideopportunities for children to learn about God’s world and how to live in it.

**Attendance**

The doors of the **WEE Center open at 8:30** each morning. Please do not bring your child to the classroom prior to 8:30. This is the room set up and staff devotional time. Also, we do ask that **all children are dropped off by 8:45**. This helps get the children’s day off to a smooth, uninterrupted start.

Unless your child is sick, we encourage you to keep them in regular attendance. Please do not ask the teachers to keep your child inside during playtime. Both teachers are required to be with the class on the playground to provide adequate supervision for all students.

**Payment of Tuition**

Payment is made by check or cash only. No exceptions. Please make checks payable to **WEE Center**. The tuition fee is payable to the center whether the child does or does not attend care on the days as agreed upon above. You are paying for both child care services as well as a position within the center.

Tuition is due on the first of each month and considered late after the 10th. When this occurs, late fees are applied as follows:

Payment received after the 10th, **$5.00 late fee**

Payment received after the 15th, **$10.00 late fee**

There will be a $20.00 fee for returned or NSF checks to the center. If a check is returned twice from the parent/guardian in a year’s time, only cash will be accepted from that point forward.

If payment becomes 45 days late, a meeting will be set up with the Director and WEE Committee will be notified.

If your child has an outstanding balance at the end of the school year, your child may not progress to the next age appropriate class. Also, our preschool will not enroll additional children in a family if there is a past due tuition account for the currently enrolled child in that family. The WEE Director/WEE Board has the right to remove any child whose tuition continuously remains past due and is unpaid after 60 days of original due date. Any child’s tuition that remains unpaid for 60 days from the payment term agreed, all childcare services will be terminated and the collection process will begin. The parent/guardian also agrees to pay all costs associated with collection of any unpaid debt to the center.

A year end statement of all childcare fees paid will be provided in the form of your payment envelope which is provided by the center.

The monthly fees for this school year are as follows:

Registration Fee (non-refundable) $115.00

Two Year Class (two days) $115.00

Three Year Class (three days) $145.00

Four Year Class (four days) $165.00

\*\*\*\*Parents are required to notify the WEE Center Director 10 days prior to withdrawal from the program. Unless this notice is given, the full month’s tuition is expected.\*\*\*\*

**Open Door Policy**

We want you to know that you are always invited and welcome to visit the center at any time your child is present. I do ask that you stop by the office before going to your child’s classroom and ask for a visitor’s pass as soon as you arrive. We invite you to drop in at any time to visit with your child, observe their activities, or just have snack. Please DO NOT bring outside food for yourself or for the children when you come for snack if it is not your child’s assigned snack helper day. We encourage you to participate in activities with your child and hope you will join us for special occasions.

Also, please know that your phone calls are always welcome. If I am unable to answer your call or if you think of something in the late evening, please leave a voice mail and I will call you back as soon as possible. If you have any questions or concerns that will need to be discussed in depth (longer than 2 minutes, please call the director between 9:00 and 11:00 a.m.. Phone calls during car line will go directly to the answering machine.

**Forms & Medical Records**

Parent/guardian agrees to complete all forms required by and given by the center. Parent/guardian agrees to update personal information as it occurs. Parent understands that child cannot remain in care without proper documentation on file.

All children must be current on their immunizations before enrolling. A copy of your child’s immunization record will be kept in their file. A health form must be signed by your child’s physician before enrollment. All children are expected to remain current on immunizations during the time they are enrolled in this facility.

Parent also agrees to comply with all policies in the current Policies and Procedures Handbook for W.E.E. Center Preschool.

**Health**

The W.E.E. Center is designed to care for well children. While the following health and safety procedures are not implemented to prevent well children with the sniffles or runny nose from attending, it is in everyone’s best interest that a sick child stays at home. This is necessary for the well being of all the children and our staff. If a child has any of the symptoms below, they will not be permitted to attend the center until 24 hours after the last incidence of fever, (without medication being given), vomiting, diarrhea, or until 24 hours after medical treatments has begun as prescribed by a physician.

If your child has any of these symptoms, please do not bring them to school. If a child becomes ill while at the center, parents/guardian will be notified and must arrange pick up for that child within 30 minutes. This is to avoid the spread of illness to the other children. The sick child, whenever possible, will be isolated from the other children to minimize exposure.

Symptoms include but are not limited to:

* Temperature of 100 degrees F or higher (Child may return when temperature has been normal for 24 hours)
* Severe cold with fever, sneezing, coughing or yellow/green nose drainage
* Vomiting of any kind
* Diarrhea which is uncharacteristic for the child or that which can not be contained in a diaper or toilet
* Unexplained rash – Once a medical exam or physician statement shows child is not contagious they may return to the center
* Conjunctivitis (pink-eye) – This is an eye infection where the eye is generally red with some burning and there may be thick yellow drainage.
* Ring Worm – This shows up as a circular rough and itchy mark on the skin
* Impetigo – This is a skin infection consisting of blisters surrounded by a reddened area most commonly on the face
* Any contagious illness (measles, chicken pox, mumps, roseola, etc.)
* Lice or nits
* If a child is not contributing or seems uninvolved due to not feeling well, parents will be called

**Your child may return to the center when:**

No fever without medication for 24 hours or more

Mood, appetite, behavior and activity have returned to normal

Antibiotics (if prescribed) have been used for a full 24 hours (48 hours in case of strep throat)

No vomiting or diarrhea for 24 hours

Frequent coughing or nasal discharge is resolved

Pain form (earache, cramping, headache, etc) resolved

Any contagious disease must be reported to the center as soon as your child is diagnosed so that other parents can be notified of the exposure. Notes will be sent home to inform all parents. Please contact the Rowan County Health Department if you have questions about communicable diseases.

No medication will be administered at our center.

Please understand that your child is our first concern. If at any time however, we suspect or see any child abuse or neglect, we are required by law to report any suspected signs of child abuse and/or neglect to the Department of Social Services. This includes any form of physical punishment by the parents in our center.

Incident Reports: Although our center will provide constant supervision falls, trips, and bumps, etc are to be expected. If the child is injured in a non-life-threatening way, the center will assess the child and provide first aid. In the event of this type of an injury, you will be notified upon pick up. Minor injuries are treated with soap, water, ice and band-aids.

If at any time your child gets seriously hurt and requires medical treatment, we will notify you immediately. In this type of injury, we are required to complete an incident form. This form will require your signature and will give the specifics of the incident that happened to your child at our center. This report is kept on file with your child’s information.

In the event of a serious injury, the parents will be notified immediately for consultation and necessary steps will be taken to obtain medical aid. For emergency purposes, PARENTS MUST KEEP ALL CONTACT NUMBERS CURRENT. If I am unable to reach you, or your emergency contacts, we will transport your child to Rowan Hospital if necessary. During this time, every effort will be made to contact the parent/guardian/emergency contacts. If immediate intervention is required, I will take appropriate action, including calling 911 and having your child transported by ambulance to this hospital.

You and your family insurance is/are responsible for the cost of medical help or treatment due to accidents or illness while at the center. The center is not responsible for any accidents that may happen to your child or for any medical or legal charges.

**Children with Special Needs**

The W.E.E. Center believes that children with special needs, like all other children, need opportunities for physical, intellectual, social, moral and spiritual growth. We will admit your child after consultation between parent/guardian, director and teachers. We do this on a trial basis of 10 days to make certain that the W.E.E. Center is a good fit for your child and that your child is a good fit for our center and the other students. We will work with other professionals, such as health visitors, therapists, social workers, psychologists, doctors, etc in every attempt to meet specific needs. Please remember that parental assistance in invaluable.

**Arrival and Drop-Off**

Please share this information with anyone who will be bringing or picking up your child. All children should arrive between 8:30 and 8:45 a.m. Please do not bring a child in later than 8:45. It is disruptive to have children coming in after the morning routine has started. We certainly understand an occasional tardiness, but please strive to have your children arrive on time. This will help their mornings get off to a smooth start.

**Please do not block the drop-off lane. If you need to come into the center, please park in the parking lot and come in.**

\*\* Please note: We can only assume responsibility for your child if after car line, you bring your child into the center and you personally deliver the child to their teacher before leaving the center. Please do not drop your children at our doors.

We encourage everyone to use the car line for picking up your child and dropping them off. This ensures safety of all children and cuts down on confusion/congestion in our hallways. We also ask that when you do come in, please only stay briefly. If a conference is needed with your child’s teacher, please set up a time before or after school. To help us stay on time, we ask that each child be picked up at their appropriate time as listed below.

**Dismissal**

**Twos dismiss 11:20-11:30**

**Threes dismiss 11:50-12:00**

**Fours dismiss 12:20-12:30**

**(If you have more than one child, please see our director for information as to your assigned pick up time)**

**You will be given a car rider tag with an assigned number**. Please display your numbered tag on your rearview mirror. This will help us to quickly identify you in the pick-up line and bring your child out to your car. If you choose to park and pick-up, please wait at the door and a teacher will bring your child out to you. This will prevent children leaving without a teacher knowing and congestion at dismissal will be at a minimum.

**Under no circumstances will a child be permitted to leave the WEE Center with another adult without permission from the parent**.

Please let the WEE Center know in writing if someone other than the usual person will be picking them up. They will also be asked to show an identification card. The children will only be allowed to exit the center with an adult of 18 years or older. Please make alternate pick up persons aware of these requirements.

A $5 late pick-up fee will be charged for the first 15 minutes, and an additional fee of $5.00 per minute applies when the child is not picked up by their scheduled pick up time listed above. If a parent does not show or call to pick up their child within 15 minutes, all alternate contacts will be notified.

At no time will your child be blamed for the parent’s lateness and we will make every possible effort to care for your child as normal and help them not to become worried.

**Court Orders:**  If there is a court order keeping a parent/guardian away from the child, we must have a notarized copy of that court order in our files to that effect. Otherwise, we cannot prevent the non-custodial parent from picking up the child.

**Car Seat Policy**

All children need to be buckled in a car seat or a booster seat which is appropriate for the child’s age or weight. The child must be buckled into the car seat by the person in charge of transporting the child home**. NO staff member is allowed to buckle any child into a car seat.** Please help us insure your child’s safety.

If you need to drop off a child’s car seat for someone else to pick up, the car seat MUST be labeled with the child’s name. Please park in a parking space to drop off or pick up the child’s car seat.

**Personal Belongings & Clothing**

Mark all clothing and personal belongings with your child’s name. Children **are** allowed to bring comfort items such as security blankets/animals at any time. We ask that they do not bring toys. When toys are brought into the center from home, they are difficult to keep track of and often cause problems of ownership and possessiveness among the children. Therefore we ask that you do NOT bring toys from home, unless requested by our center. If toys are brought from home, you will be asked to take the item away before leaving the center, or the child will be required to keep the toy in his/her book bag until the end of the day. This ensures their favorite toy doesn’t get lost or broken.

Children should wear clothing for convenience and comfort ONLY. Comfortable-old sneakers or sandals should be worn. Please dress your child in clothing that is suitable for the weather outdoors each day. This means hats, mittens, and jackets/coats when necessary.

This is hands on childcare- meaning learning by doing. We use washable art supplies, but caution never hurts. The center will not reimburse for any damaged, lost or soiled clothing. Children should not have to worry about getting muddy, dirty, or stains on their clothing. We’re here to have fun. You dress for work and we dress for fun! If the President is ever scheduled for a visit, I will let you know ahead of time!

Please plan daily to pick up your child with the day’s wear and tear, however, if there is a special occasion that calls for special clothing right after you leave the center, please let us know ahead of time, and we’ll try to accommodate.

**Snacks**

Parents take turns furnishing snack & beverage for the W.E.E. Center. A monthly snack schedule is sent home around the 3rd week of the month, for the upcoming month. It will be attached to the monthly newsletter. Each parent is asked to furnish a “HEALTHY PEANUT FREE SNACK”(examples: Fresh fruit, veggies with Ranch, gold fish, pretzels etc.). PLEASE NO JUICE!! ONLY MILK AND WATER. All snacks must be store-purchased and sent in their original packaging. Be sure to send in a peanut free snack. Please save cupcakes and rich snacks for special birthday or holiday occasions. Along with your snacks, please be sure to send any cups, napkins, or other items the children may need to enjoy their snack. Please remember to include enough items for your teachers to participate in snack as well. Thank you for your participation and preparation for snack time.

**Conferences**

You are encouraged to discuss any concerns with your child’s teacher. You may contact the Director by calling the WEE Center office (704-639-1062), or by sending a note with your child. The Director will get in touch with you as soon as possible. If desired, an appointment can be made for a conference.

In March, progress evaluations will be sent home with each child. The Fours teachers will have conferences with each child’s parent. Times will be set up in 15-minute intervals.

**Discipline**

It is our philosophy that children are happiest and most comfortable when their behavior is socially acceptable. When a child has well defined limits, they can feel safe, loved and secure. The WEE Center program is intended for children who exhibit physical, social and behavioral traits generally accepted to be within normal limits. The center reserves the right to dismiss any child if he/she demonstrates a consistently unacceptable behavior which includes, but is not limited to, biting, hitting, hair pulling, bullying, or any other behavior which would cause discomfort to another child or teacher.

Discipline at the W.E.E. Center is designed and carried out to help each child:

* 1. Learn self-control
  2. Choose healthier alternatives
  3. Develop an understanding and respect for others
  4. Identify his/her feelings

If and when discipline is needed, no child will be hit, spanked, or otherwise intimidated at the center. No corporal punishment will be used. At no time will a child be subjected to physical punishment or shaming, frightening, humiliating or any type of verbal abuse, threats, or derogatory remarks or will deprivation of a snack be used. No child will ever be punished for bathroom or toilet accidents.

Discipline will be treated with courtesy, respect, and patience. Discipline will be according to the age and understanding level. Younger children will be redirected to another activity. Older children will be given timeouts depending on the severity of the offense (almost always one minute per age of the child) and the child will NOT be left unattended).

1) Most problems will be solved in the classroom and parents will only be notified if the problems persist.

2) If a problem seems to persist, a parent will be notified.

3) If the child is still unable to adjust to the classroom environment, a conference between teacher, director and parent will be required.

4) If the problem can not be resolved, the center retains the right to dismiss the child from the program.

Please note we will make every effort to work with you whenever possible to find a solution to the situation.

Accidents happen, but if your child intentionally created damage to the center or our property, it will become the parent/guardian’s responsibility to pay for repairs.

In addition to the above, our center has adopted the procedures and definitions on the attached forms entitled, Discipline and Behavior Management Policy and attached Time Out.

**Confidentiality**

The information that you supply the center or your child’s teacher will be kept confidential. We will, at all times, respect your and your child’s privacy. Before any of the information is released to an outside person, the parents must sign a release form. Please understand if your child is injured by another child, we CAN NOT give you the name of the child who caused the injury. Please respect the other children, the teachers and parents and do not ask. This does not apply to any necessary actions from law enforcement or Social Services.

**Weather Clause**

When Rowan-Salisbury Schools are closed due to inclement weather, the WEE Center will be closed. In the event of a one-hour delay, we will open at 9:30 a.m. In the event of a two-hour delay, we will be open from 10:30 to 12:30. In the event that Rowan Salisbury Schools has a 3 hour delay, The WEE Center will NOT be implementing this. We just simple will NOT come to school. There will be no official announcements concerning the WEE Center. Notice of RSS closing will be broadcast on area radio and television stations. Please remember, when the public schools are closed, the WEE Center will be closed.

The WEE Center will only make up snow days when 2 or more consecutive days are missed. At that time, we will notify parents as to the make up days. These days will be made at the discretion of the center and may or may not coincide with the Rowan Salisbury School Calendar.

**No Pets Policy**

The WEE Center does not allow family pets to be brought into the center

**Photography**

The W.E.E. Center does photograph children who are in our care on a regular basis. Please sign the parent permission form which will remain on file releasing these photos to the center.

**Television Viewing:**

At the W.E.E. Center, we do not believe in daily viewing of the television. However, there may be limited times when we view special videos that pertain to our lesson. All viewing will be age appropriate and will never exceed 30 minutes in any one day. Please do not send videos with your child unless we have requested them. Only “G” rated videos will be enjoyed.

**Fieldtrip Information:**

Parents/guardian will be notified in advance as to when a fieldtrip is being planned. The center requires a signed parent/guardian permission form in order for the children to attend the fieldtrip. A child may not participate on a fieldtrip unless the form has been signed and given to the center prior to the teacher leaving the center. We require an adult chaperone to attend with each child for any fieldtrip.

**Withdrawals/Releases from WEE Center**

For the termination of care, both parties (center and parent/guardian) agree to provide to one another 10 business days written notice of termination of the childcare services contract.

Center: The W.E.E. Center has the right to request termination at any time if:

* 1. Parent/Guardian is not supportive of the contract, policy or procedures
  2. A child’s behavior is disruptive, unmanageable and/or harmful to the other children or center
  3. If center employees are treated in an abusive or derogatory manner by child or parent/guardian

Unless listed above, for any other reason, a 10 day written notification will be given by the center to the parent/guardian.

Parent/Guardian: The parent/guardian agrees that if the 10 business day notice is not provided to the center prior to the withdraw of the child from the center’s care, the final 10 business days tuition will still be paid to the center. Collection process will begin after 30 days of non-payment.

It is understood that a conference will be held with the parents and all possible measures will be taken to work with the child and family before action is necessary.

**Registration**

Registration for the next school year typically begins the last week of January for currently enrolled WEE members and First Baptist Church members. The following week, provided space is available, enrollment begins for the general public. A non-refundable registration fee must accompany each application. Classes will be filled on a first-come, first-served basis. Once all spaces are full in a class, a waiting list will be started. Open House will take place the week before school starts and you will receive notification of date and time by mail. The WEE Center asks that when you come to Open House, please bring your first month’s tuition to be applied to your child’s account.

Please note, once the registration fee is paid, it is non-refundable.

**Annual Review of Policy**

Please remember these policies are subject to change and will be updated and must be signed annually.

**What To Bring:**

Glue Sticks

Kleenex

Baby wipes

Clorox type wipes

Book bag large enough to carry papers, projects, and extra clothes

**What Not To Bring:**

Toys (except for show and tell when requested from center)

Jewelry or other valuables

Money

**Attach the following forms:**

* W.E.E. Center First Baptist Church Preschool Registration Form
* Teacher Information Sheet
* Emergency Authorization Form
* Health Record
* NC Discipline & Behavior Management Policy