

# PARENT HANDBOOK



## Table of Contents

<b>WELCOME .....</b>	<b>4</b>
<b>MISSION STATEMENT .....</b>	<b>4</b>
<b>PHILOSOPHY ON EDUCATION .....</b>	<b>4</b>
<b>REGISTRATION &amp; IMMUNIZATION .....</b>	<b>5</b>
<b>NONDISCRIMINATION STATEMENT .....</b>	<b>5</b>
<b>STAFF-CHILD RATIO .....</b>	<b>5</b>
<b>FACILITY OF OPERATIONS .....</b>	<b>5</b>
<b>CLOSINGS .....</b>	<b>6</b>
<b>TUITION RATES .....</b>	<b>6</b>
<b>DAILY SIGN-IN, SIGN-OUT, AND PICK UP .....</b>	<b>6</b>
<b>TUITION PAYMENT POLICY .....</b>	<b>6</b>
<b>ON THE FIRST DAY OF SCHOOL .....</b>	<b>7</b>
<b>WHAT DOES MY CHILD NEED? .....</b>	<b>7</b>
<b>CLOTHING .....</b>	<b>7</b>
<b>PERSONAL BELONGINGS .....</b>	<b>7</b>
<b>SUPPORTING YOUR STUDENT AND STUDENT MOVE-UP .....</b>	<b>7</b>
<b>RESOLVING PARENTAL CONCERNS .....</b>	<b>8</b>
<b>CLASSROOM OBSERVATIONS .....</b>	<b>8</b>
<b>VISITORS .....</b>	<b>8</b>
<b>BIRTHDAYS AND OTHER PARTIES .....</b>	<b>8</b>
<b>VOLUNTEER PROGRAM .....</b>	<b>9</b>
<b>PARENTAL DISCIPLINE PROTOCOL .....</b>	<b>9</b>
<b>CHILD GUIDANCE AND DISCIPLINE POLICES .....</b>	<b>9</b>
<b>BITING POLICY .....</b>	<b>10</b>
<b>DISCIPLINE REPORTS .....</b>	<b>10</b>
<b>SUSPENSION POLICY .....</b>	<b>10</b>
<b>MEDICINE .....</b>	<b>10</b>
<b>ILLNESSES .....</b>	<b>11</b>

<b>KEEPING RECORDS CURRENT AND CONFIDENTIAL .....</b>	<b>11</b>
<b>NUTRITION.....</b>	<b>11</b>
<b>OUTDOOR RECREATION .....</b>	<b>12</b>
<b>DHHR’S CHILDCARE WEATHER WATCH .....</b>	<b>12</b>
<b>CHILDREN WITH SPECIAL NEEDS.....</b>	<b>12</b>
<b>FIELD TRIPS .....</b>	<b>12</b>
<b>NEWSLETTER.....</b>	<b>13</b>
<b>WEE CARE DAY CARE, INC. STAFF .....</b>	<b>13</b>
<b>PHYSICAL FACILITY.....</b>	<b>13</b>
<b>INSURANCE .....</b>	<b>14</b>
<b>VIDEO CAMERA POLICY .....</b>	<b>14</b>
<b>EMERGENCY PREPAREDNESS.....</b>	<b>14</b>
<b>REPORTING CHILD ABUSE .....</b>	<b>14</b>

## WELCOME

We welcome you and your child to Wee Care Day Care, Inc. We are a licensed facility with the Braxton County Department of Health and Human Resources (DHHR). Our maximum capacity is 12 children, from 2-5 years old. We look forward to supporting you in your role as parent/guardian. We value the uniqueness of each family and will make every effort to meet your needs. We encourage you to participate in our programs, invite you to observe our classroom settings, and enjoy an impromptu visit. We hope that you will find Wee Care Day Care, Inc. to be a wonderful place that continues to strengthen your relationship with your child.

As with any service organization, however, we must set forth policy to promote the common good and ensure compliance with state rules and regulations. This handbook is written as a guide to summarize helpful information and to highlight our policies. We encourage you to keep it on hand and use it as a reference, but it is not intended to take the place of open, personal communication. We encourage you to voice any concerns you may have to your child's caregivers or to administration.

## MISSION STATEMENT

The mission of Wee Care Day Care, Inc. is to provide your child with a safe environment where they can grow, learn, and become the best version of themselves. We have partnered with The Pulse Church to provide your child with a Christian based curriculum where they will learn more about developing a relationship with Jesus Christ, by emphasizing the following:

- \*Appreciating each child as a unique individual capable of learning and contributing to the community.
- \*Respecting the dignity, worth, and uniqueness of all individuals.
- \*Helping children and adults achieve their full potential in the context of relationships that are based on trust, respect, and positive interactions.

## PHILOSOPHY ON EDUCATION

We believe that children learn through play. All children have the right to developmentally appropriate curriculum to support their learning style and ability. We believe that staff must support the social, emotional, cognitive, physical, and spiritual needs of the children in our care. We believe that children learn best when they have quality trusting relationships with their caregivers. We believe that there must be an open line of communication with parents/guardians about children's development and needs to establish solutions for positive and encouraging results.

Our curriculum is a relationship-based program. We believe that healthy brain development depends on secure, trusting relationships with caring adults. We believe that children learn best by caregivers being role models for appropriate behavior rather than telling children what they should do. We firmly believe that positive guidance helps children gain control of their behaviors, build good self-esteem, and promotes a good atmosphere for trust and conflict resolution. These are the key components of healthy group living and sharing.

## REGISTRATION & IMMUNIZATION

Before your child(ren) starts, you must complete and submit a parent packet, submit immunization records and physical, pay the appropriate registration fee, and provide a Mountain Heart certificate (if applicable). In accordance with state licensing requirements, each parent must submit a doctor's certificate and immunization record upon enrollment. These records are kept on permanent file at the center and must be updated as your child receives immunizations. You may refer to the Health Department's website for immunization requirements. Also, upon enrollment, you must submit your child's physical which should be signed by your child's physician. After two years of age, physicals must be submitted annually. In addition to the immunization record and health assessment, a nonrefundable registration fee of \$50.00 for Mountain Heart or a \$100.00 for private pay families must be paid. This fee holds your child's spot until they are ready to start.

## NONDISCRIMINATION STATEMENT

It is the policy of Wee Care Day Care, Inc. to accept children without regard to race, color, creed, religion, sex, national origin, handicap, age, or marital status of parents/guardians. There is no distinction in eligibility for the admission or in the provision of services. All facilities, programs and activities of the center are provided without discrimination.

## STAFF-CHILD RATIO

Wee Care Day Care, Inc. complies with and maintains the following staff-child ratios established by the WV DHHR licensing rules:

Age of Child	Staff-Child Ratio
6 weeks – 1 year	1:4
2 years old	1:8
3 years old	1:10
4 years old	1:12
5 years old	1:16

## FACILITY OF OPERATIONS

Wee Care Day Care, Inc. operates from 6:00 AM to 6:00 PM Monday through Friday. Your child can be dropped off no earlier than 6:00 AM and not later than 11:00 AM. If your child is going to be late and you would like them to have lunch, you must call by 10:00 AM. This ensures that we can prepare the necessary number of meals for each day.

If you cannot pick up your child by 6:00 PM, you must make arrangements with someone other than yourself to pick up your child. That person must be included on your child's pick-up list. If your child is not picked up by 6:00 PM, you will be charged a late fee of \$2.00 per minute per child. This will be strongly enforced due to child/staff ratio and licensing regulations.

### CLOSINGS (Subject to change)

- ❖ New Year's Eve & New Year's Day
- ❖ Memorial Day
- ❖ Independence Day
- ❖ Labor Day
- ❖ Thanksgiving Day & Day after
- ❖ Christmas Eve & Christmas Day

### TUITION RATES

Age	Price Per Week
2 years old	\$165.00
3 years old	\$165.00
4 years old	\$165.00
5 year old	\$165.00

### DAILY SIGN-IN, SIGN-OUT, AND PICK UP

To ensure your child's safety, parents/guardians must sign each child in and out every day. You must accompany your child(ren) into their classrooms. When picking up children, parents/guardians or other persons designated to pick up must be prepared to show picture identification to Wee Care Day Care, Inc. staff. Children are not released to anyone not otherwise authorized, unless a prior written request from the parent/guardian has been provided. Furthermore, children are not released to anyone younger than eighteen years old.

### TUITION PAYMENT POLICY

- ❖ Tuition will be paid on Monday at 6 AM drop-off, unless the Wee Care Day Care, Inc. is closed for any reason.
- ❖ If your child (ren) is/are absent for any reason, your tuition is still due on time.
- ❖ We accept cash, check, money order, debit card, myprocare.com website or ACH withdrawal.
- ❖ There is a \$30.00 fee for all returned checks. This fee is due at 6 AM the next day.
- ❖ If your payment is not received within two days of billing (generally Wednesday morning when billing is on Monday), a late fee of \$10.00 will be charged. This fee will be charged for each week your payment is late.
- ❖ If you miss childcare payments for TWO consecutive weeks, we will terminate services immediately. For those receiving assistance for childcare, we will also report your failure to pay to the state assistance office.
- ❖ We will happily offer services again only after your account (plus late fees) is paid in full. If the account is paid within a month, you will not have to pay a new registration fee. However, if the

account is paid after a month, a new nonrefundable registration fee must be paid before your child can rejoin his/her friends. (During your child's extended absences, we are not obligated to hold their spot.

- ❖ For using Mountain Heart, if you go over your allotted hours, there will be a \$10.00 charge per half hour your child is here. For example, if your certificate states the parent/guardian is allowed 7 hours a day, and your child is here 8.01, you will owe \$30.00 for going over the allotted hours allowed by Mountain Heart

### ON THE FIRST DAY OF DAYCARE

Saying goodbye in a new setting can be frightening for children. Be positive. Give your child a smile and a hug and tell him/her you love him/her. Reassure your child that you will see them later.

### WHAT DOES MY CHILD NEED?

- ❖ Two-year old: Two changes of clothing, toothbrush and children's toothpaste; blanket. (Blankets must be taken home on Friday and brought back on Monday).
- ❖ Three-year old and up: One change of clothing; toothbrush and children's toothpaste; blanket. (Blankets must be taken home on Friday and brought back on Monday).

### CLOTHING

Clothing should be comfortable and easy for the child to manage (buttons in front, elastic waist bands, etc.) and appropriate for "messy" activities, such as creative arts and outdoor recreation. Clothing that comes on and off easily, without adult help, gives your child added confidence and avoids toileting accidents. Closed-toe shoes, sneakers, or other soft-sole shoes are advised for the prevention of injuries. Please be sure that your child's name is clearly marked on all articles of clothing and blankets to help us minimize loss of personal belongings. In the event of a missing item, please notify a staff member promptly.

### PERSONAL BELONGINGS

It is difficult for young children to share toys and personal belongings with other children. Likewise, it is difficult for the staff to monitor all the belongings children might bring from home. As a result, except for show-n-tell, please leave all toys, food, pets, and money at home. Personal items for naptime at Wee Care Day Care, Inc. should be limited to a blanket for resting.

### SUPPORTING YOUR CHILD

- ❖ Be supportive. Adjusting to day care may take time. Ask, “What was really fun that you did today?” Then ask, “What was the hardest thing for you?” Don’t expect your child to tell you every detail.
- ❖ The staff wants to involve you in your child’s daycare experience, because your input matters.
- ❖ Instill a sense of confidence in your child. Celebrate your child’s successes.
- ❖ Set aside a time, each evening, to share your child’s day. See if your child has brought home any drawings, paintings, or scribbling. These papers may be very important to your child. If there are no papers, don’t assume that your child didn’t do anything worthwhile. After a few weeks and once your child has adjusted to day care, ask him/her about what he/she played with, what stories the teacher read, if he/she went outside, etc. listen for clues about your child’s strengths and challenges. If you have concerns, contact the employee and set up a time to talk.
- ❖ Read everything the school sends home.
- ❖ Enjoy being a parent!

### RESOLVING PARENTAL CONCERNS

Occasionally, differences in philosophy or child-rearing practices may occur in the childcare setting. All concerns about your child’s care should be discussed promptly with the employee or administration to come to a resolution that will best support your child.

In attempt to avoiding and maintain a professional atmosphere, we request that our families at Wee Care Day Care, Inc. not befriend our employees on any internet source (i.e., Facebook, or Instagram) or by texting. If you want to check on your child/children or have questions, please contact the office.

### CLASSROOM OBSERVATIONS

Parents/guardians are encouraged to visit their child’s room for added insight into our programs. You are also welcomed to schedule a follow-up discussion with an employee or administration to offer comments or suggestions.

### VISITORS

Parents/guardians and other authorized family and friends are always welcome at Wee Care Day Care, Inc. All visitors must sign in at the main office and be escorted to the room they are visiting. We encourage you to consider the children and their work and ask that you enter their room with quietly and respectfully.

### BIRTHDAYS AND OTHER PARTIES

Every child’s birthday at Wee Care Day Care, Inc. calls for a special celebration and parents/guardians are encouraged to join in the festivities. However, due to children having food allergies we do not allow any food into the classroom without advance notice so parents/guardians can make other arrangements if needed. Any food brought into their room must be store bought. There may be times when all outside food is restricted due to severe allergies as a precautionary measure to ensure the safety of all our children.



## VOLUNTEER PROGRAM

We extend an open invitation for you to observe or participate in their child's classroom whenever desired. You are encouraged to accompany your child(ren) on field trips and help on special projects throughout the year. Some suggestions for parental involvement include:

- ❖ Sign up to be a room parent or parent volunteer.
- ❖ Volunteer to visit the classroom and read a story.
- ❖ Donate a book.

## PARENTAL DISCIPLINE PROTOCOL

Wee Care Day Care, Inc. asks that when you pick-up your child (ren) from their room, and you notice a situation that warrants disciplinary action; please notify the employee in the room or administration. Please do not take it upon yourself to discipline any students in our care. Parents/guardians entrust Wee Care Day Care, Inc. and our caregivers to discipline child (ren) according to our policies set forth in our Parent Handbook.

## CHILD GUIDANCE AND DISCIPLINE POLICES

A critical area of our curriculum is helping children gain self-control. This goal is best achieved in a loving, supportive environment where children are treated with respect and fairness. Our philosophy on discipline is based on respect for the child. The key to success for children is in preparing a supportive learning environment and using selective intervention to guide children in their behavior. We believe that when the environment and activities are prepared, children can initiate their own play and exploration. Therefore, the need for staff control is reduced. Our policy in helping children gain self-control is to intervene and redirect energies before problems begin.

Our positive discipline approach consists of redirection, presenting choices, explaining consequences, verbal warning that lead to health communication and problem-solving. We cannot write enough guidelines to fit every child or situation. Therefore, each child is treated as an individual, and parents/guardians are expected to work as partners with the Wee Care Day Care, Inc. staff in helping the child practice self-discipline in the classroom. When an unacceptable behavior begins to occur at Wee Care Day Care, Inc., parents/guardians are asked to participate in a conference to develop a plan to correct the behavior in a positive way. The plan will depend on the child and the situation.

We recognize that children often respond to changes and situations they do not fully understand. It is important that you keep the Wee Care Day Care, Inc. staff informed of matters that may be affecting your child's behavior. By doing so, we can offer support when they are at our school.

Our goal is to assist you in raising a happy, well-adjusted child. We can accomplish this goal best through mutual respect and support. We are confident that you, as a parent, will give us that support. At all times, staff members are responsible for providing positive guidance that is appropriate to each child's age, understanding and circumstances. Staff members shall teach by example; recognize and encourage acceptable behavior; make eye contact with the child and kneel or sit beside the child whenever possible when speaking to the child; supervise with kindness, understanding and firmness; define clear limits; set fair and consistent rules and, when appropriate, permit an older child to participate in the development of rules and procedures; help a child develop self-control to assume responsibility for his

or her own actions; guide a child's activities in an orderly manner; prepare a child for his or her next activity a few minutes ahead of time, and allow the child a brief transition time before beginning the new activity; help a child avoid long waiting periods when the child has nothing to do by ensuring that the environment includes materials that hold his or her attention; and help a child feel successful at tasks and provide options if chosen tasks prove to be too difficult.

### BITING POLICY

As we know, biting is a common occurrence among children who do not have the language or self-control to express their feelings. We understand that biting is a natural impulse, but it is not an acceptable means of resolving issues. At Wee Care Day Care, Inc., we will take immediate action in the room as well as with the family regarding any biting incidents. Immediate action includes, but not limited to, documenting the biting incident with an incident report for both parties involved, in addition to observing, shadowing, or separating the children. If a specific biting incident continuously occurs, and we do not receive appropriate cooperation from the family, then we will withdraw the child from our facility.

### DISCIPLINE REPORTS

Wee Care Day Care, Inc. employees will complete Discipline Reports to record unhealthy behaviors. Copies of these reports will be given to parents/guardians and one will be placed in the students file. When Wee Care Day Care, Inc. administrative staff determines that discipline reports are frequent and severe enough to warrant further action, a parent meeting will be arranged to develop a behavior management plan. Wee Care Day Care, Inc. will implement a plan and work with the family. However, the safety of our students and staff is our first priority. We reserve the right to terminate a student at any time if correct

### SUSPENSION POLICY

If a child causes bruising or breaks the skin of another child or staff member OR intentionally intends to cause harm or causes harm to another student or staff member through serious physical assault, he/she will be suspended from our facility.

The general suspension policy is as follows:

- ❖ First Violation: warning letter and parent/employee discussion
- ❖ Second Violation: one-day suspension
- ❖ Third Violation: three-day suspension
- ❖ Fourth Violation: expulsion from Wee Care Day Care, Inc.

There will be no refunds for suspensions and parents/guardians will be responsible for normal tuition payment, even during periods of suspension.

Wee Care Day Care, Inc. will attempt to follow the general suspension policy; however, the safety of all children and staff is our top priority. Behaviors threatening immediate danger to the health or safety of Wee Care Day Care, Inc. children and/or staff are grounds for immediate termination from the facility.

### MEDICINE

Wee Care Day Care, Inc. cannot administer medicine to children enrolled at our facility except for emergency medicine such as epi-pens, asthma, and diabetic medications. This includes fever reducing

medications. If your child should need medication while in our care parents/guardians will need to come and administer the medicine.

Please do not bring any medication (prescription, over the counter, or homeopathic medicine) to the facility in diaper bags etc. Diaper bags and personal items will be checked regularly by teachers and if any items are found they will be given back to you and not allowed to remain at the facility.

## ILLNESSES

While we take universal precautions to protect your child against illness, most children experience a normal number of infections and illnesses throughout the year. In such cases, we provide a quiet and calm place for your child to rest in the classroom. We will also notify you if it is necessary to pick up your child. According to State licensing regulations, it is necessary for a child to leave the facility if they have a fever of 100 degrees or higher, or if they have uncontrollable diarrhea and/or vomiting. Should your child become exposed to an infectious disease at Wee Care Day Care, Inc., we will notify you promptly. In return, we request that you report to us when your child has been exposed to or diagnosed with an infection or disease. In addition, we also ask that your child be symptom free for 24 hours before returning to school. If your child is absent for an extended period, due to an illness or contagion, we will not prorate your tuition.

## KEEPING RECORDS CURRENT AND CONFIDENTIAL

To provide emergency medical care to children at Wee Care Day Care, Inc., we require signed authorization forms from each child's parent or legal guardian. Parents'/guardians' office and home phone numbers and addresses, along with the name, address, and phone number of the child's physician, will be part of the vital information that this form contains for each child. This form must be kept current if the child attends Wee Care Day Care, Inc. Please notify us of any changes. We will request updated contact information on a quarterly basis. Children's files are stored in the main office. All child and family information will remain confidential unless a legitimate need exists to share information. Furthermore, this information will not be disclosed to relevant persons without written permission by a parent or guardian.

## NUTRITION

Good nutrition is an essential ingredient in our child development program. Wee Care Day Care, Inc. prepares breakfast, a hot lunch and snacks daily. Each meal and snack are planned to meet a child's nutritional requirements and is presented in an appealing manner. Wee Care Day Care, Inc. participates in the Federal Child and Adult Care Food Program (CACFP). Through this program, we are required to serve nutritious meals and snacks to eligible children and adults who are enrolled for care at participating childcare facility.

Because meals and between-meal snacks are provided daily, we ask that you refrain from bringing food from home unless your child has special dietary requirements, as ordered by a physician. If so, please make proper arrangements with administration at Wee Care Day Care, Inc.

## OUTDOOR RECREATION

Outdoor recreation for fresh air and exercise is scheduled daily, weather permitting (i.e., rain days). Our playgrounds have equipment that is developmentally appropriate and conducive to normal muscle development and creative use of space. Your child will have the opportunity to balance, stack, ride bicycles, and simply enjoy nature. In addition, the children will play ball, participate in group games, and experience a variety of textures.

## DHHR'S CHILDCARE WEATHER WATCH

Green conditions are temperatures of 32 degrees to 89 degrees and are considered comfortable while playing outside. Staff will watch for signs of children becoming uncomfortable while playing and use precautions regarding clothing, sunscreen, and beverages for all age groups of children.

Yellow conditions are temperatures of below 30 degrees and above 90 degrees and are considered cautious, but children are still permitted to play outdoors. Staff will observe children closely for signs of being too hot or too cold. Clothing, sunscreen and beverages are very important and shorten the amount of time outdoors. We watch for fussiness in children in our care.

Red conditions are temperatures in the negatives and temperatures over 100 degrees. We do not let children go outdoors during red conditions.

Please make sure that your child is always dressed for appropriate temperatures according to the green and yellow guidelines above.

## CHILDREN WITH SPECIAL NEEDS

At Wee Care Day Care, Inc., we believe that every child should have a successful and meaningful experience. We will do everything we can to include every child. Administration and the parents/guardians will work together to decide if we are able to accommodate a child with special needs. Upon enrollment we would like a copy of your child's individualized family service plan, individual education plan or any other individualized plans to enable the staff to tailor your child's curriculum to address disabilities or other special learning needs.

## FIELD TRIPS

For children three years and older, field trips will be planned periodically throughout the year to the library. Information regarding the library trips will be presented in your child's monthly classroom newsletter. A sheet will be posted in your child's room that you will sign and initial for your child to

participate. This sheet will serve as a permission slip to allow your child to attend the field trip to the library. During library trips, the staff will have cell phones to call for help whenever necessary and first-aid kits in case of an injury.

## NEWSLETTER

Wee Care Day Care, Inc. would like to publish a monthly newsletter to keep you informed of our activities and to provide you with monthly updates, inform you of class activities, and let you know what your child will be working on for the month.

## Wee Care Day Care, Inc. STAFF

The staff members of Wee Care Day Care, Inc. are highly motivated and dedicated early childhood professionals. All our staff members are required to have at least one year of Apprenticeship for Child Development Specialist (ACDS) certification.

All staff members are trained in principles of child development, methods in early childhood programs and child guidance, as well as CPR and First Aid. Each year our staff members complete at least eighteen hours of continuing education through professional conferences and in-service activities. Our support staff, in food service and in the office, also participates in on-going training appropriate to their roles at Wee Care Day Care, Inc.

We are committed to our staff and recognize them as vital components of a successful program for your children. We make every effort to ensure the work environment is pleasant and supportive of their needs. We value each staff member's life experience and want to empower him or her as individuals. We support staff development and continuing education because we believe that adults who are learning bring that same enthusiasm for learning to the children.

As childcare workers, our staff members are mandated reporters of child abuse and neglect. They are required to attend trainings on Child Abuse and Neglect while employed at Wee Care Day Care, Inc.

## PHYSICAL FACILITY

To ensure the security of the children at Wee Care Day Care, Inc., administration is readily available at the main office to greet incoming guests. If administration or teachers do not recognize a guest, the guest will be asked to provide a photo identification card before he/she will be allowed to enter. All Wee Care Day Care, Inc. playgrounds are enclosed by fences with safety latches. Each room is designed with safety features, including video cameras. Wee Care Day Care, Inc. maintains high standards in health, hygiene, cleanliness, and comfort. To provide a nurturing environment, we are equipped with appropriately sized furnishings, playground equipment, and bathroom fixtures designed to help your child develop self-reliance skills.

## INSURANCE

Wee Care Day Care, Inc. holds liability insurance as required by WV state licensing. If you have any questions regarding this, please contact the administration.

## VIDEO CAMERA POLICY

It is policy of Wee Care Day Care, Inc. to videotape the inside of its classrooms and any other public areas; however, such video cameras shall not contain any audio features. Furthermore, video cameras shall not be present in any health or personal comfort areas such as restrooms, locker rooms, or employee lounges. Such video records shall be the sole property of Wee Care Day Care, Inc., and it maintains the exclusive rights to such videotapes. This policy does not apply to employees and children who are filmed or videotaped during voluntary appearances in public.

## EMERGENCY PREPAREDNESS

In accordance with the WV State Law, Wee Care Day Care Inc. holds regularly scheduled fire drills. It is crucial to the safety of the children that they learn proper emergency evacuation procedures. In our effort to simulate emergency conditions, during the fire drills, children are required to exit the building, dressed as they are, for a few minutes. Evacuation plans are posted in each classroom.

In the event of a disease outbreak, Wee Care Day Care Inc. will contact the WV Health Department and proceed according to their instructions. In the unlikely event that Wee Care Day Care Inc. has an intruder/volatile individual, we will contact the local police department and follow their instructions. In the unlikely event that the center is ever severely damaged or declared unsafe, the staff will evacuate all children to a designated emergency shelter to wait the arrival of a parent or guardian. Should an emergency occur, the administration of Wee Care Day Care Inc. will notify all parents/guardians. You may review more details regarding our Emergency Preparedness Plan upon request.

## REPORTING CHILD ABUSE

Under West Virginia Law (WV Code 49-6A-2), anyone working with children are mandate reporters and are required to report suspected child abuse or neglect. These persons include:

- ❖ Medical, Dental or Mental Health professionals
- ❖ Christian Science practitioners
- ❖ Religious healers
- ❖ School Teachers or other school personnel
- ❖ Social Service Workers
- ❖ Child Care or Foster Care workers
- ❖ Emergency Medical Services personnel
- ❖ Peace Officers or Law-enforcement Officials
- ❖ Members of the clergy
- ❖ Circuit Court Judges, Family Court Judges or Magistrates
- ❖ Humane officers

- ❖ Employees of the Division of Juvenile Services
- ❖ Youth Camp Administrator or Counselor
- ❖ Employee, coach, or volunteer of an entity that provides organized activities for children
- ❖ Commercial film or photographic print processor

Additionally, West Virginia Law (WV Code 49-6A-2) mandates that any person, over the age of eighteen, receiving a disclosure from a credible witness or observes any sexual abuse or sexual assault of a child, shall immediately, within forty eight hours of the incident, report the circumstances or cause a report to be made to the Department and the State Police or other law-enforcement agency having jurisdiction to investigate the report. If the reporter feels that reporting the alleged sexual abuse will expose themselves, the child, the reporter's children or other children in the subjects household to an increased threat of serious bodily injury, the individual may delay making the report while he or she undertakes measures to remove themselves or the affected children from the perceived threat of additional harm. The individual must make the report as soon as it is practical after the threat of harm has been reduced. The law enforcement agency that receives a report regarding sexual abuse must report the allegations to the Department.