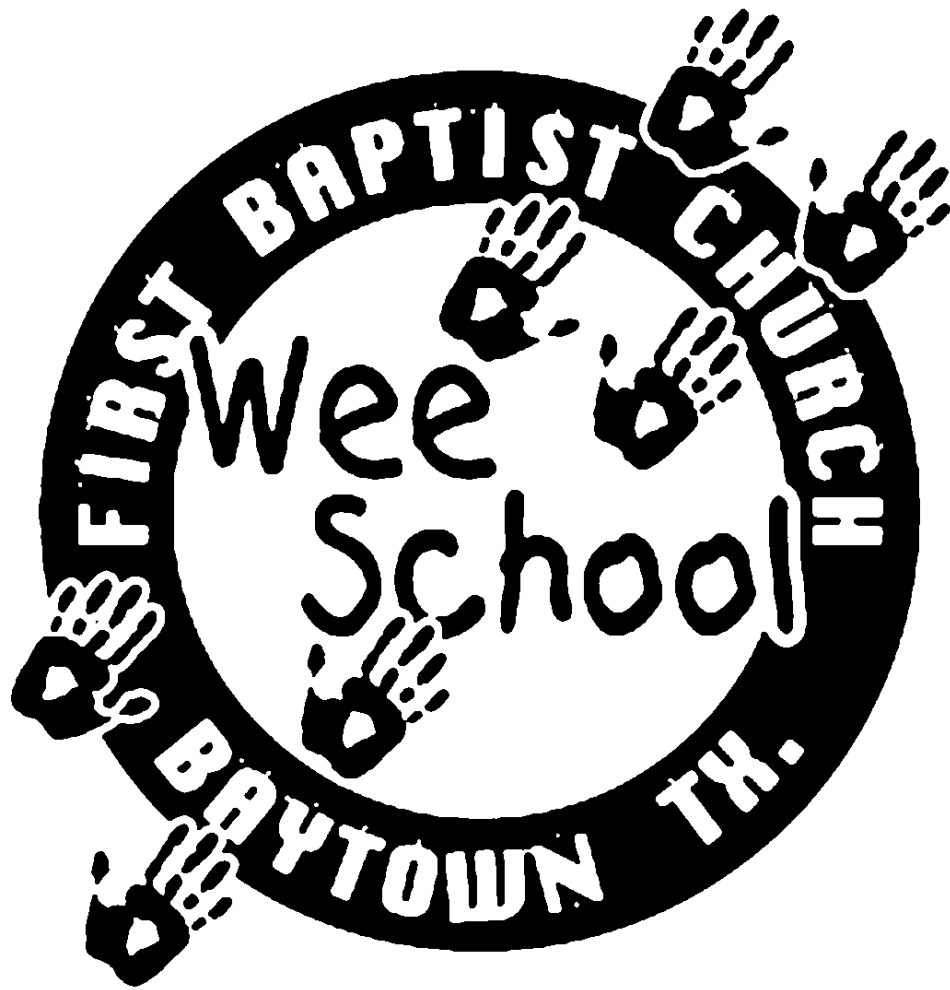




WEE SCHOOL
Parent Handbook
2017-2018

505 Rollingbrook Baytown, Texas 77521
Wee School Office - 281-420-2740
www.fbcbaytown.org



First Baptist Church Baytown WEE SCHOOL

Philosophy

First Baptist Church Wee School exists to promote the well being of the whole child. This is done by promoting Christian ideology, teaching basic life and social skills, and creating a loving and nurturing environment for all.

Enrollment Policies

Registration

The registration/supply fee is required at the time of registration. A child is registered for Wee School when the registration/supply fee is paid and the Pre-Registration form is completed and returned to the school office. Classroom assignments are based on age as of September 1, class capacity, developmental, scholastic, and behavioral qualifications of the student, and resources available to meet the needs of students.

Enrollment

All parents who have pre-registered a student will need to drop off their child's completed enrollment packet during the enrollment period- August 7th-17th between 8am and 4pm. During this time, an administrator will be available to answer any questions or concerns you may have about policies, procedures, schedules, or special needs. All enrollment paperwork must be completed and turned in during the enrollment period along with the August tuition payment. Failure to turn in all required items will result in surrender of enrollment and registration/supply fee. The following items must be completed and turned in for your child to start school:

- Student Enrollment Packet- including an emergency contact person other than the parents
- Health Statement
- Current Shot Record
- August Tuition Payment

All paperwork for students, including the Health Statement as well as an up-to-date copy of shot records, is required to be on file in the Wee School office no later than August 17, 2017. Failure to do so will result in the surrender of enrollment and registration/supply fee.

Tuition

Wee School tuition is a yearly fee. For your convenience, tuition is divided into 10 equal, monthly payments. The monthly tuition payment amount will be applied to your account on the first of each month (August-May). August tuition payment is due during the enrollment period (8/7/17-8/17/17). Each monthly payment, September-May, is due on the first school day of the month. Tuition payments should be made on or before the first school day of each month. If tuition is not paid before the 10th of the month, a \$20 late fee will be applied to your account. If tuition is not paid on or before the 20th of the month, your child will be disenrolled from Wee School. If late payment is a recurring problem your child may be disenrolled from Wee School. There will be a \$20.00 charge for insufficient funds. Cash or money orders will only be accepted as a result of insufficient funds. The parent/guardian is responsible for paying tuition for the entire month, even if your child misses days due to illness, vacations, or natural disasters resulting in school closure.

Withdrawal Procedure

If for any reason you wish to disenroll your child from Wee School, you are responsible for notifying the director. If the Wee School director is not notified either by phone, email, or in person your account will continue to be billed on the first of each month. Upon notifying the director a withdrawal form must be filled out to complete the withdrawal process. Payments must be made until the director is notified of changes in enrollment status. If your account has a balance at the time of withdrawal Wee School will not accept your child's (or a sibling's) enrollment at a future date.

Drop Off and Release of Children

If your child is at school past 2:15pm a \$20.00 fee will be charged to your child's financial account. At 2:30pm the parent will be notified and another \$20.00 fee will be applied to the child's financial account. Each 15 minute period thereafter, another \$20.00 fee will be applied to the child's financial account. If the child is not picked up by 3:15pm, CPS will be notified. If your child attends Extended Care and is at school past 4:00pm a \$20.00 fee will be charged to your account. Please be prompt at both drop off and pick up times. Children who arrive late miss lesson time. If a person other than someone on your Permission to Pick-up form is going to pick up your child, **a written note and I.D. verification is required**. Phone calls with this information will not be accepted. Please list both custodial parents on the Permission to Pick-up form. In cases where a parent cannot legally pick up a child, an original court order must be in your child's file. Parents may park and walk in to drop off or pick up their child or parents may enter the car rider line and a teacher will walk your child to class or bring your child to the car. If your child attends Extended Care you will need to park and walk your child into the school or pick them up from their class.

Please review the map at the end of this handbook for proper drop off and pick up procedures. These must be followed precisely to ensure the safety of our students, their families, and our employees.

Curriculum and Academics

Hours

Wee School academic hours are 9am-2pm, Monday through Thursday. School is in session August through June. Wee School offers extended care hours from 7am-9am and 2am-4pm Monday through Thursday and from 7am-4pm on Fridays. Children must be accompanied by an adult when entering the school. We are not prepared to receive children until 9am unless they attend Extended Care before school.

Curriculum

Wee School uses the A Beka Book curriculum. Each class incorporates Bible stories, songs, memory verses, and a variety of arts, crafts, and physical activities into the daily schedule. Classroom activities are set up in multiple centers in order to help children learn more effectively and foster appropriate social skills. Age appropriate language, math, fine motor, gross motor, social, and emotional skills are introduced at Wee School. A scope and sequence of age appropriate academic curriculums will be sent home at the beginning of the school year and may be requested at any time throughout the year.

Meals and Snacks

Breakfast

Please do not send your child to school with breakfast. Breakfast will be provided for students who attend Extended Care before school and will be served at 8:00am. If your child arrives to school after 8:00am they will not receive breakfast before classes start.

Lunch

Parents are required to supply a nutritional lunch and drink for their child each day. **Please send any utensils needed. Please do not send food that needs to be heated or refrigerated. Please do not send soft drinks with your child.** If your child's lunch contains a soft drink, it will be taken and replaced with water. Soft drinks will be replaced and sent home once lunch is finished. We do not keep lunch items on stock at Wee School. If your child arrives to school without a lunch we will serve your child cereal and fruit. If this occurs, a \$3.00 fee will be charged to your child's financial account.

Snacks

Snacks will be provided by Wee School. Water and Ritz crackers, Saltine crackers, Goldfish, Vanilla Wafers, or Graham Crackers will be served. A snack list will be posted monthly. Additional snacks will be provided for children who attend Extended Care after school.

Breastfeeding at Wee School

A mother has the right to provide breast milk or to breastfeed her child while in our care. A comfortable space with seating will be provided for any mother who chooses to breastfeed during school hours.

Snack/Goodie Bags

In respect for each parent's nutritional preferences and children with food allergies, snack/goodie bags will not be sent home to children through Wee School if they contain food items. Please do not send holiday or birthday goodie bags with food items for the children in your child's classroom. They will not be given to other students and will be returned with the child who brought them to school.

Medical Policies

Health Requirements

All immunizations must be up to date. We must have a copy of your child's current shot record on file. A Health Statement, signed by your child's physician, is required to be on file and must be signed by the physician, prior to your child's first day of school. A list of required immunizations is included at the end of this handbook.

Tuberculin Testing Requirements

TB tests are not required for schools or daycare centers in Harris County per decision of the Harris County Health Department.

Hearing and Vision

The State of Texas requires a hearing and vision test on all four year olds in a state licensed school. This will be available to you in the middle of the year for a minimal price. If you choose not to participate, you must provide Wee School with test results from your physician.

Illness and Exclusion

Do not send your child to school if they are not well enough to fully participate in daily activities. Keep your child home with any of the following illnesses:

- discolored runny nose
- vomiting (in the past 24 hours)

- fever of 100° or higher (in the past 24 hours)
- diarrhea (in the past 24 hours)
- head lice
- thrush
- impetigo
- chicken pox
- measles
- mumps
- conjunctivitis (pink eye)

Parents will be contacted if your child runs fever, 100°F or higher and shows signs of previous illness. Your child must be **picked up immediately**. If your child has pink coloring in the eyes along with discharge, you will be required to supply us with a note from a doctor stating that it is not contagious. Wee School reserves the right to request a note from your child's physician upon attendance after being absent due to a contagious illness. Children suffering from an illness must be picked up promptly. EMS services will be contacted if any child is left for one hour past the time that the parent is notified.

Medication

Wee School will only dispense medication to a child if the child's physician has deemed it necessary for the child to receive prescription medication during the child's hours of attendance. If your child must be given medication during the school day, please send the medication in its original container to school. Medications that do not have to be given during the school day will not be administered at Wee School. **Medications must be prescribed by a physician and your child's name and dosage must be clearly printed on the label.** Please do not send medication in a bottle or cup to school. Parents must notify teachers and Wee School Administration of medication and dosing information prior to the school day and sign a medication authorization form.

If your child has a life threatening allergy and requires to have an Epi Pen, please contact the school office. Epi Pens will be stored in the school office.

All medications will be stored in the school office. Please do not send your child to school with any medications to be kept on their person.

Wee School will not administer invasive medications to any child with the exception of an Epi Pen.

Allergies

Health Checks

Wee School will not perform daily health checks.

Protecting Children from Vaccine-preventable Diseases

Wee School does not require proof of immunizations from employees. However, to help prevent the spread of diseases and germs Wee School employees are required to:

- Wear gloves while handling or cleaning body fluids and promptly wash hands after removing gloves
- Change gloves after contact with each child, throw away disposable gloves after each use, and wash hands after wearing the gloves
- Complete an Exposure Control Incident Report if exposure to bloodborne pathogens occurs and if necessary have a medical evaluation performed by licensed medical professional
- Wash hands regularly with the following technique:
 - Use antibacterial liquid soap and scrub hands for 1 minute
 - Scrub tops of hands, palms, between fingers, and under nails
 - Rinse under water with hands pointed down
 - Dry hands with paper towels
 - Turn off the water faucet with a towel before disposing of it
- Supervise toilet trained children to ensure that they wash their hands well after using the restroom
- Use CPR guards to minimize direct contact during mouth-to-mouth resuscitation in an emergency
- Employees with open wounds and/or any injury which inhibits hand washing will not be in contact with children
- Employees with signs of illness will not be in contact with children

Conduct and Discipline Policies

Discipline

The use of physical punishment or harsh language is prohibited at Wee School. Discipline consists of positive guidance techniques and, if necessary, time out. Time out is limited to one minute per age of child per incident with a maximum of five minutes. Time out consists of sitting in a chair facing the group, but apart, still within supervision of the teacher. If persistent discipline problems occur in the same day you will be contacted to pick your child up for the remainder of the day. If this occurs three times, your child will be disenrolled from Wee

School. If the same incident occurs, where your child has hurt another child, three times during the school year, your child will be disenrolled. We reserve the right to ask parents to arrange alternative care for their child in the event their child **cannot adjust or poses danger to other children and or employees of Wee School.**

Biting

Wee School recognizes that biting is developmentally appropriate behavior for children in the infant through 2 ½ year old classrooms. Parents with children in these classrooms should expect that their children may be bit, or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is developmentally appropriate behavior, and that the staff is working to identify situations which, provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents will have their child's services terminated.

Children older than 3 years of age may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents will have their child's service terminated. Furthermore, children, in the older age groups, who bite 3 times in a school year will have their services terminated since, the safety of all the children in the program is of the utmost concern to Wee School.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of Wee School cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

Parent Code of Conduct

Listed below are rules of conduct for parents. Wee School requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the expectations of Wee School is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the

responsibility of the employees of Wee School but, is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment.

1. No parent or adult is permitted to use vulgar or inappropriate language at Wee School at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.
2. Threats of any kind will not be tolerated. In today's society, Wee School cannot afford to sit idly by while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. Parents must be responsible for and in control of their behavior at all times.
3. While Wee School does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the child care facility. While verbal reprimands may be appropriate, it is not appropriate for parents to verbally abuse their child; doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.
4. Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the administration.
5. It is inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and the director are strictly prohibited from discussing anything about another child with you. All children enrolled in Wee School have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.
6. Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children, and associates of Wee School. Please be careful to not allow

unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite, however that person may not be authorized to enter the premises. Be alert and mindful. Immediately report any breaches to the administration.

7. While it is understood that parents will not always agree with the employees of Wee School or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.
8. No parent should share pictures of other children, on the Internet (i.e., Facebook, Instagram), that are taken at Wee School. This is to ensure the safety of those students whose parents choose to not have their child's pictures displayed online.

General School Policies and Procedures

Confidentiality Policy

Within Wee School, confidential and sensitive information will only be shared with employees of Wee School who have a "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as Wee School strives to protect everyone's right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with Wee School. Parents who share information with another person about Wee School employees, students, or parents through email, text, phone, social media websites, or in person are in violation of this confidentiality policy. Wee School reserves the right to disenroll any child whose parent violates this confidentiality policy.

Toilet Training

All children entering the 3 year old classes (age 3 as of September 1st) must be completely potty trained prior to the first day of school. This means they wear underwear and ask to use the potty when needed. It is not necessary for children who are younger than three to be potty trained.

Items to Bring

Please send your child to school with a nutritious lunch and drink each day. A change of clothes in a plastic bag marked with your child's first and last name must be left at school until use or change of seasons. **Please include underwear. Tennis shoes must be worn for your child to be able to participate in recess activities.** Full sized backpacks are preferred for Wee School children. Please send nap mats and blankets with 1 year olds and 2 year olds. Nap mats and blankets will be sent home weekly to be washed as well as times when accidents require them to be washed. All belongings must be clearly marked with your child's first and

last name. If your child arrives at school with an item that is not marked with their name the teacher in your child's classroom will write their first and last name on that item in permanent marker. This is critical for Wee School staff to ensure that your child is sent home with the proper items and outer clothing.

Dress Code

Children must come to school fully clothed and wearing tennis shoes. Flip flops or sandals similar to flip flops are not allowed at school due to safety issues. If your child wears flip flops or sandals that are similar, for safety issues they will not be allowed to participate in recess activities. Parents are required to provide a change of appropriate clothing to remain at school. All clothing must be marked with your child's first and last name. Please mark jackets with your child's first and last name.

Bad Weather Days

Wee School will follow Goose Creek Consolidated Independent School District's decisions to close or open on bad weather days. However, days will only be made up if we close for more than two days during the school year. Exceptions will be made for prolonged closure due to a natural disaster (such as a hurricane). In the event of a prolonged closure we will notify parents as soon as possible about make-up days.

Fire and Safety

Monthly fire drills will be practiced. Severe weather drills will be practiced quarterly. Playground inspections are conducted weekly.

Field Trips

All activities will remain on campus.

Transportation

Wee School will not transport children unless there is an emergency that requires evacuation to another location. Please refer to the Emergency Preparedness Plan.

Toys

We provide many toys for children. Therefore, we request that parents **do not allow children to bring toys from home**. If your child arrives with a toy it will be put away, in their backpack, until it is time to leave.

Party Days

General party day information will be in the monthly newsletter. More specific party day information will be sent home in your child's folder as the date approaches. Check with your child's teacher for more information.

Birthdays

We will celebrate your child's birthday with a crown and birthday sticker. You are welcome to send cookies only. Please let the teacher know of your plans ahead of time. Please do not send goodie bags. They will not be given to the other children in the class.

Gang-free Zone

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

Parental Notification

All correspondence will be sent home in your child's folder. Please check your child's folder daily. Daily updates and reminders will also be posted on the Wee School webpage as well as Facebook. Information about emergency closings will be emailed and posted on Facebook. If necessary, an administrator or teacher will call about emergency closings.

Remind

Remind is a free, safe, and simple messaging tool that helps teachers share important updates and reminders with students and parents. Subscribe by text, email, or using the Remind app. All personal information is kept private. Teachers will never see your phone number, nor will you see theirs.

Policy Changes

All policy changes will be sent home in your child's folder for you to review. There will be an indicated place for parent/guardian signature.

Policy or Procedure Questions

Robin Cunningham, Director, is available Monday – Friday, 7:30 am-3:00 pm to answer any questions.

Visiting and Participation

You are welcome to visit Wee School at any time. You are also welcome to participate in any activities we offer. However, we would appreciate it if you took note of our nap times.

Movie Viewing

Children who are in 3 year old and 4 year old classes may have a movie time directly following lunch for approximately 15 minutes each day. Movies may also be played during special occasions, such as party days. The movies that will be shown during this time will be rated G only.

Teaching Assistants

If your child cannot function in a classroom without the use of a full-time teaching assistant, you will be required to either provide a teaching assistant for your child at your own cost or we will provide one at an extra cost.

Disenrollment

Wee School reserves the right to disenroll any child, at any time, for any reason.

Emergency Practices and Policies

Medical Emergencies

In the event of a medical emergency, the following procedures will be followed:

1. 911 will be called
2. CPR/First aid will be administered
3. Parents will be notified

Emergency Preparedness Plan

Wee School's Emergency Preparedness Plan is available for review in the Wee School office.

Emergency Closing and Evacuation

In the event of emergency closing or evacuation, parents will be notified by the following:

- Remind notification text message
- Postings on the school's Facebook page
- Email to parents
- Phone communication to parents
- If it is announced that the Goose Creek Independent School District will close, we will also close. In the event of a late opening, we will open at the regularly scheduled hours.

The emergency evacuation location for First Baptist Academy is the Goose Creek Independent School District Facilities Maintenance Complex located at 3401 N. Main Baytown, TX 77521.

State Licensing Minimum Standards

State Licensed Minimum Standard Rules

The Minimum Standard Rules for Licensed Child-Care Centers and Wee School's most recent Licensing inspection report are available to be viewed in the Wee School office.

Child Abuse and Neglect

All Wee School teachers are required to complete training on child abuse and neglect each year. This training includes warning signs on both abuse and neglect. Any warning signs observed by Wee School employees will result in a report to Child Protective Services.

All questions or concerns regarding policies and procedures should be directed to Robin Cunningham. You may contact her through phone or email.

robin@fbcbaytown.org

281-420-2740

How to contact our local Licensing office:

Texas Department of Protective & Regulatory Services:

2221 West Loop South

Houston, TX 77027

713 940-5200

Child Abuse Hotline- 1 800 252-5400

Protective and Regulatory Services website- www.tdprs.tx.state.tx.us

Texas Minimum State Vaccine Requirements for Child-Care Facilities

<http://www.dshs.state.tx.us/immunize/school/default.shtm>

DTaP: Diphtheria, tetanus, and pertussis

IPV: Inactivated Poliovirus

Hib: Haemophilus influenza type b vaccine

MMR: Measles, mumps, and rubella vaccines combined

Hep B: Hepatitis B vaccine

Hep A: Hepatitis A vaccine

Varicella: Chickenpox vaccine

PCV: Pneumococcal conjugate vaccine

Age	Vaccine Requirements	Age	Vaccine Requirements
3 months	1 IPV 1 DTaP/DT/DTP 1 Hib 1 Hep B 1 PCV	16 months (1 year, 4 months)	4 PCV 3 DTaP/DT/DTP 3 Hib 2 IPV 2 Hep B 1 MMR 1 Varicella
5 months	2 IPV 2 DTaP/DT/DTP 2 Hib 2 Hep B 2 PCV	19 months (1 year, 7 months)	4 PCV 4 DTaP/DT/DTP 3 Hib 3 IPV 3 Hep B 1 MMR* 1 Varicella*
7 months	3 DTaP/DT/DTP 2 IPV 2 Hib 2 Hep B 3 PCV (or 2 if child received first dose between 7-11 months of age)	25 months (2 years, 1 month)	4 PCV 4 DTaP/DT/DTP 3 Hib 3 IPV 3 Hep B 1 MMR* 1 Varicella* 1 Hep A*
12-23 months	4 PCV (if first 3 were received prior to 12 months) 3 PCV (if first 2 were received prior to 12 months) 2 PCV (if child was unvaccinated between 12-23 months of age)	43 months (3 years, 7 months)	4 PCV 4 DTaP/DT/DTP 3 Hib 3 IPV 3 Hep B 2 Hep A 1 MMR 1 Varicella

* For MMR, Varicella, and Hep A vaccines, the first dose must be given on or after the first birthday.

First Baptist Church Baytown

SCHEDULE OF ACTIVITIES

SUNDAY

8:30 a.m. Traditional Worship
9:45 a.m. Mosaic Worship
11:11 a.m. Children's Church
11:11 a.m. The Edge Worship
Adult Bible Study available during all services.
6:00 p.m. Evening Worship

WEDNESDAY

6:30 p.m. Play and Worship (4 and 5 year olds)
6:30 p.m. Adult Worship Choir
6:30 p.m. Ignite (1st-5th)
6:30 p.m. Youth Worship
6:30 p.m. Lady's and Men's' Bible Studies
Childcare is provided for babies through 5 year olds for all services.

Ministry Staff of First Baptist Church

Bill Yowell – Pastor
Michael Spooner – Music Ministry Director
Danny Phillips – Pastor to Students
Robin Cunningham – Children's Ministry Director
Kimberly Jones – Children's Pastor
Mark Moore – Pastor to Families

Church Office – 281-427-1741
www.fbcbaytown.org

Student Pick Up and Drop Off Procedures

