



WEE SCHOOL
Parent Handbook
2018-2019

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



WEE SCHOOL CHRISTIAN PRESCHOOL

A Ministry of Rollingbrook Fellowship at First Baptist Church

Wee School Philosophy and Purpose

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

Classroom assignments are based on age as of September 1st, class capacity, developmental, scholastic, and behavioral qualifications of the student, and resources available to meet the needs of students. If a parent wishes to request a specific teacher for their child, the parent must complete the teacher request line on the registration form prior to turning it in to the school office. Teacher requests will not be accepted by email, phone, or word of mouth. Teacher requests will be accommodated if possible, however, we cannot guarantee all teacher requests.

Kindergarten Bridge Registration Application

Wee School's Kindergarten Bridge program is a pre-k four class that is specifically designed for four and five year olds who have previously attended preschool and are prepared for a faster paced curriculum. Students applying for Kindergarten Bridge must meet the following requirements and qualifications:

- Registration application for Kindergarten Bridge will require a \$50.00 application processing fee which will not be applied toward the registration fee.
- Students in Kindergarten Bridge are required to attend Wee School at least Monday-Thursday from 9am-2pm. Students may also enroll for Extended Care, including Fridays.
- A letter of recommendation must be submitted with the registration application.

- After the application is reviewed by the administration, you will be contacted to schedule an appointment for an admission evaluation.
- After the admission evaluation, the admissions committee will review all enrollment information for approval.
- Parents will be notified of the student's approval for admission or non-approval list within 2 weeks of submitting required paperwork.
- For students who are not approved for Kindergarten Bridge, parents will have the option to enroll their child in Wee School's regular pre-k four program.

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 6th-16th 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 16, 2018. Failure to do so will result in the surrender of enrollment and registration/supply fee.

Wee School Hours of Operation

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.

Tuition

Tuition for enrollment and attendance at Wee School, and, if desired, extended childcare, is charged as an annual fee. Full Tuition and extended care may be paid in advance during the enrollment period. Payment of Tuition may also be divided into ten (10) equal monthly

installments (payable August-May). The opportunity to make installment payments of Tuition is granted by Wee School solely for the convenience of the parent/guardian; and, even when the choice is made to pay Tuition in installments, the parent/guardian is obligated to pay the full annual Tuition sum. When the choice is made to pay Tuition in installments the installments are payable regardless of holidays and vacations. Also, Tuition payments are non-refundable, even though the student may be absent from school. Financial adjustments will not be made for illness, scheduled holidays, or family vacations.

Methods of Payment

Tuition payments should be made using one of the following methods:

- Electronic Funds Transfer is available and encouraged. Authorization Agreement Form for pre-authorized agreements can be obtained from the school office.
- Checks [made payable to "Wee School"] should be given to an administrator in the school office only.
- Checks may be mailed to the school, but must be received by the due date.
- Cash payments must be made in the school office.
- Credit Cards are accepted in the school office.

Late Payment

All installment Tuition payments are due and payable on the 1st of each month.

- A \$20.00 late charge will be added on the 10th of each month. Payment must be received before the 10th to avoid the late charge.
- If payment is not received by the 15th of any given month the student will be suspended from school until the balance is paid.
- Three or more late payments will require administrative review by the Wee School Board to determine if the student may continue attending Wee School.

Nonpayment

If a student is suspended for nonpayment of Tuition, the parent/guardian will be assessed a \$50.00 re-instatement fee, which must be paid before the student can return to the classroom. Tuition continues to accrue during suspension, and the balance due must be paid, along with the reinstatement fee, before the student may return to the classroom.

Non-Sufficient Funds

Non-Sufficient Funds (NSF) checks will result in a \$20.00 charge (and an additional late charge if applicable), and require replacement in the form of cash, money order, or cashier's check. After a second returned check, all future payments must be made using cash or money order.

Registration Fee Payment

The Registration Fee is non-refundable and is not applied toward Tuition. Accounts must be kept current to maintain priority registration status for the following school year.

Withdrawal Procedure

Tuition will not be prorated for partial month of enrollment or holidays. We require at least a one week written notice be given to the school office in advance of the planned withdrawal. Withdrawal forms are available in the school office. Tuition will be due for the current tuition payment period regardless of whether the student attends school. All refunds are subject to a \$50.00 processing fee.

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 only be accepted once the parent's identity has been confirmed by answering select questions about the child. 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.

Please do not park in the drop off/pick up line to walk your child into the school.

Curriculum and Academics

Curriculum

Wee School uses the A Beka Book curriculum and Wee Learn 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.

Classroom Technology

Wee School understands the importance of incorporating technology into the classroom and curriculum, however, all classroom technology will be limited to only programs and equipment which enhances the learning experience.

Movie Viewing

Children who are in 3 year old and 4 year old classes may have a movie time directly following lunch. 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.

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 8am. If your child arrives to school after 8am 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 in stock at Wee School. Please be aware of food items that cause choking hazards to children under the age of 4. These items include but are not limited to:

- Hot dogs
- Nuts and seeds
- Chunks of meat or cheese
- Whole grapes
- Hard or sticky candy
- Popcorn
- Chunks of peanut butter

- Chunks of raw vegetables
- Chewing gum

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 containing food or candy will not be sent home to children through Wee School. Please do not send holiday or birthday bags with food or candy 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.

Health 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.

Infant Safe Sleep Policy (12 months and younger)

Wee School will follow sleep recommendations of the American Academy of Pediatrics and the Consumer Product Safe Commission for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome.

We will:

- Always put infants to sleep on their backs.
- Place infants on a firm mattress, with a tight fitting sheet, in a crib that meets the CPSC federal requirements for full size cribs and for non-full size cribs.
- For infants who are younger than 12 months of age, cribs will be bare except for a tight fitting sheet and a mattress cover or protector. Items that will not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices.

Also, infants will not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing.

- We will not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation.
- We will ensure that sleeping areas are ventilated and at a temperature that is comfortable for lightly clothed adults.
- If an infant needs extra warmth, we will use sleep clothing such as sleepers provided by parents.
 - We will place only one infant in a crib to sleep.
 - Infants may use a pacifier during sleep, but the pacifier must not be attached to a stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk.
 - If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), we will move the infant to a crib immediately.
- Our child care program is smoke-free.
- We will actively observe sleeping infants by sight and sound.
- If an infant is able to roll back and forth from front to back, we will place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position.
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally.
- We will not swaddle an infant for sleep or rest.

Any exceptions to these policies will be allowed only if you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional.

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 Criteria

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 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.

If any child is diagnosed with a communicable disease, reportable or not, Wee School will send a note home to parents of children in the same classroom. An example of non-reportable but highly contagious diseases are Croup and Hand, Foot and Mouth. Wee School employees sanitize and disinfect classrooms continually to help prevent spread of germs.

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.

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.

Sunscreen and Insect Repellent

Wee School will not provide or administer sunscreen or insect repellent for or on children.

Allergy Policy

As a State Licensed facility we are required to obtain food allergy emergency plans for each child with a known food allergy that has been diagnosed by a health-care professional. If your child has a known food allergy, we will need you to meet with our clinician during enrollment to complete the required paperwork.

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.

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

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 expelled 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 expelled. 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.**

Suspension and Expulsion

Wee School reserves the right to suspend or expel any child, at any time, for any reason. Reasons for suspension and expulsion may be found throughout other policies listed in this handbook and will be at the digression of the Wee School administrative staff and School Board.

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 expel 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 occasionally 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.

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.

Animals

Our Kindergarten Bridge classroom has a pet hamster. The hamster has a cleared health certificate from a local veterinarian.

Campus Activities Policies

Visiting and Participation

Parents are also welcome and encouraged to participate in any activities which occur at Wee School. Parents may visit Wee School at any time during our hours of operation to observe their own child, observe Wee School's program activities, the building, the premises, and equipment without having to secure prior approval. Please be mindful of classroom nap schedules during visits.

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.

Field Trips

All activities will remain on campus.

Water Activities

Wee School will not offer or participate in water activities.

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.

Communication Policies

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.

Safety and School Closing Policies

Fire, Severe Weather, Lockdown Drills, and Playground Inspections

Monthly fire drills will be practiced. Severe Weather Drills and Lockdown Drills will be practiced quarterly. Playground inspections are conducted weekly.

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

In the event of any type of emergency, the Director, Robin Cunningham will be responsible to execute the emergency evacuation plan as well as contacting parents, local authorities for assistance, and State Licensing. Monthly fire drills and quarterly lockdown and severe weather drills are executed by the director.

Shelter in Place

In the event of an emergency that requires a safe area within the building, the children will be moved with teachers to their respective lunch rooms and asked to sit on the floor.

Teachers will be notified via radio.

- Severe weather (hurricanes, tornadoes, floods, etc.)

Lockdown

In the event of an emergency that requires a lockdown, teachers will turn off the lights, lock the door, and gather children away from any areas that may be visible from the hallway.

- Intruder with weapon

Evacuation to an Alternate Location

In the event of an emergency that requires a safe area outside of the building, the children will be escorted by their teachers to the designated evacuation location.

Some examples of reasons for evacuation:

- Fire- students should be taken to the evacuation location only after the building is determined to be unsafe
- Gas Leak inside the school/church building

In the event of an emergency that requires moving to an alternate location, the children will be moved to the Goose Creek Independent School District Facilities Maintenance Complex located at 3401 N. Main St. Baytown TX 77521. Infants and children who are not capable of walking will be placed in strollers and portable cribs and transported through the church and Food Town parking lot to the evacuation location. Older students will be walked through the church and Food Town parking lots to the evacuation location in order to avoid main traffic areas. Teachers and students should always use the exit closest to their current location.

1. Children will be walked to the evacuation location by their teachers.
2. Parents will be notified by phone, email, and remind*.

***Remind is the most effective means of communication between Wee School and parents or guardians in the event of an emergency. It is important that at least one parent or guardian is signed up to receive remind text messages from Wee School.**

3. The Director (Robin Cunningham) or administrator in charge will be responsible for bringing the Emergency Preparedness Notebook to the evacuation location. The Emergency Preparedness Notebook contains a comprehensive plan which details all policies Wee School teachers and staff will follow in the event of an emergency.
4. Each teacher will be responsible for bringing their daily attendance sheet and accounting for each child's attendance at the evacuation location.
5. Parents will be notified by phone, email, and remind upon arrival to evacuation location.
6. The Director (Robin Cunningham) or administrator in charge will contact the appropriate local authorities and State Licensing.

The Emergency Preparedness Notebook is located in the Director's office and contains emergency contact phone numbers and Authorization for Emergency Medical Care forms for all Wee School and FBA student. Wee School's entire Emergency Preparedness Plan is available for review in the Wee School office.

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.

Emergency Closing and Evacuation

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

- Remind notification text message
- Postings on the school's Facebook page
- Email to parents
- Phone communication to parents
- Local news stations

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.

State Licensing Minimum Standards

State Licensed Minimum Standards and Inspections

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.

To review minimum Standards and view current inspection reports, for Wee School specifically, please visit the following webpage:

https://www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/ppFacilityDetails.asp?type=DC&fid=167846

Child Abuse and Neglect (*information obtained from Texas Department of Protective Services*)

There are four major types of child maltreatment: physical abuse, neglect, sexual abuse, and emotional abuse.

Physical Abuse

Physical Abuse is physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child. The physical injury (ranging from minor bruises to severe fractures or death) can result from punching, beating, shaking, kicking, biting, throwing, stabbing, hitting, burning, choking, or otherwise harming a child. Such injury is considered abuse regardless of whether the caretaker intended to hurt the child.

Suspect Physical Abuse When You See:

- Frequent injuries such as bruises, cuts, black eyes, or burns without adequate explanations
- Frequent complaints of pain without obvious injury
- Burns or bruises in unusual patterns that may indicate the use of an instrument or human bite; cigarette burns on any part of the body
- Lack of reaction to pain
- Aggressive, disruptive, and destructive behavior
- Passive, withdrawn, and emotionless behavior
- Fear of going home or seeing parents
- Injuries that appear after a child has not been seen for several days
- Unreasonable clothing that may hide injuries to arms or legs

Neglect

Neglect is failure to provide for a child's basic needs necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services have been offered and refused.

Suspect Neglect When You See:

- Obvious malnourishment
- Lack of personal cleanliness
- Torn or dirty clothing
- Stealing or begging for food
- Child unattended for long periods of time
- Need for glasses, dental care, or other medical attention
- Frequent tardiness or absence from school

Sexual Abuse

Sexual Abuse includes fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution or producing pornographic materials.

Suspect Sexual Abuse When You See:

- Physical signs of sexually transmitted diseases
- Evidence of injury to the genital area
- Pregnancy in a young girl
- Difficulty in sitting or walking
- Extreme fear of being alone with adults of a certain sex
- Sexual comments, behaviors or play
- Knowledge of sexual relations beyond what is expected for a child's age
- Sexual victimization of other children

Emotional Abuse

Emotional Abuse is mental or emotional injury that results in an observable and material impairment in a child's growth, development, or psychological functioning. It includes

extreme forms of punishment such as confining a child in a dark closet, habitual scapegoating, belittling, and rejecting treatment for a child.

Suspect Emotional Abuse When You See:

- Over compliance
- Low self-esteem
- Severe depression, anxiety, or aggression
- Difficulty making friends or doing things with other children
- Lagging in physical, emotional, and intellectual development
- Caregiver who belittles the child, withholds love, and seems unconcerned about the child's problems

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.

Wee School will recognize National Child Abuse prevention month each April by sharing resources with both employees and parents to increase awareness for prevention and protection of children.

Wee School will continue to share prevention and protection resources with employees and parents throughout the school year.

To report suspected abuse or neglect, contact the Child Abuse Hotline at 1-800-252-5400

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

Email: robin@fbcbaytown.org

Office: 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

Texas Child Care Licensing- https://www.dfps.state.tx.us/child_care/default.asp

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.

Student Pick Up and Drop Off Procedures

