

# **W.E.E. Center**

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# **Mission Statement**

## **First Baptist Church, Trussville**

### **Weekday Early Education Center**

We believe that each child is unique and created special by God.

We believe that children learn through sensory experiences and play activities designed to support each child's individual pace of development. Children should have time to explore and create because the process of learning is forever.

We believe that teachers should be valued because of their dedication to learning and the positive Christian examples they set.

We believe that our parents should be valued for their support, partnership, and participation.

We believe in the values of support from First Baptist Church as united we minister to children and families.

Our mission is that we conduct ourselves to reflect our beliefs and faith in Christ, as we share the Word of God and the love of learning with children.



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# WELCOME!

**Dear Parents,**

Thank you for the opportunity to partner with you as we develop young hearts and minds. We understand that God has given you a tremendous responsibility as a parent. The fact that you trust us with your child is a privilege that we take seriously and pledge to offer you our very best in seeking to improve each day as we lovingly teach your child.

It is our desire and passion that your child would learn many great things about God and His creation during the year so that their lives will never be the same.

We pledge to offer our very best and hope that you will join with us as we shape many hearts and lives together.

Thank you again for this unique privilege and opportunity and please know of my prayers for you.

**Sincerely in Him,**



**Buddy Champion**  
FBCT Pastor



**Dear Parents,**

It is such a blessing to us for your child to be here at the W.E.E. Center of First Baptist Trussville. The preschool years are crucial in laying a foundation for children both spiritually and academically. We hope to meet and exceed your expectations this year.

Please read the handbook and let us know if you have any questions. The handbook will outline all policies and procedures for the center. It is our desire that the handbook will prevent any misunderstandings and allow for effective operation of the program. You will be asked to sign a form indicating that you have read the handbook and understand all policies and procedures.

I hope that we will have a wonderful year at the W.E.E. Center! I look forward to getting to know each of you, as we partner together in laying the spiritual and academic foundation for your child. Thank you for allowing us the opportunity to teach your child!

**In Him,**



**Amy Lachina**

W.E.E. Center Director



**3**



# **W.E.E. Center Staff—655-1328**

**Director: Amy Lachina • [amyl@fbctrussville.org](mailto:amyl@fbctrussville.org)**

**Assistant Director: Abby Wingard • [abbyw@fbctrussville.org](mailto:abbyw@fbctrussville.org)**

**Financial Associate: Lori Robertson • [lorir@fbctrussville.org](mailto:lorir@fbctrussville.org)**

The W.E.E. Center staff consists of lead teachers, enrichment leaders, early/extended care teachers and other staff dedicated to the development of your children.

The Lord has led us to each of our teachers. The W.E.E. Center is blessed to have experienced teachers who have a basic love for children and their Christian education.

Our staff is experienced in working with young children. Each teacher is required to attend annual training for personal enrichment and to meet Department of Human Resources requirements. CPR certification and first aid training is provided annually.

## **Kindergarten Staff-Pupil Ratio**

### **Not to exceed:**

3 year olds: 1 to 11

4 year olds: 1 to 13

5 year olds: 1 to 10

## **Preschool Staff- Pupil Ratio**

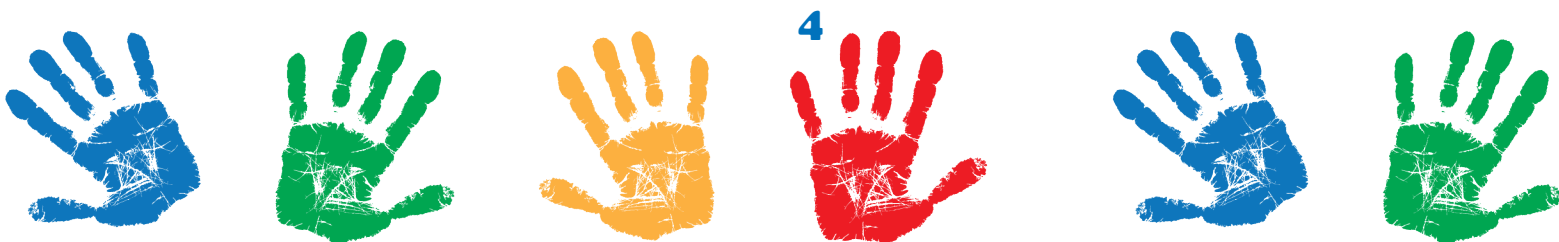
Infants—up to 18 months: 1 to 4

12-18 months: 1 to 5

18-24 months: 1 to 5

24-30 months: 1 to 6

30-36 months: 1 to 8





# Program

The Weekday Early Education (W.E.E) Center of the First Baptist Church, Trussville, Alabama, was established nearly 50 years ago. It was originally called the Joyland Kindergarten. The name was later changed to W.E.E. Center Ministries to reflect the growing ministries and outreach of First Baptist. The W.E.E. Center strives to be a supportive ministry to parents and to honor God by providing the best program possible for children.

We provide a preschool program for ages 3 months through pre-kindergarten three year olds, and a three, four and five year old kindergarten. First Baptist Church W.E.E. Center ministry operates under a Church Exempt status with the State of Alabama Department of Human Resources. The W.E.E. Center is administered by a director who reports to the Minister of Childhood Education and the W.E.E. Center Advisory Board.

The W.E.E. Center Advisory Ministry Board provides leadership for the W.E.E. Center and assists in developing policies and procedures for operation.

# Purpose

The purpose for the W.E.E. Center Kindergarten and Preschool is to seek to develop in a Christian environment the whole child, physically, mentally, socially, emotionally, and spiritually through learning activities and guidance according to developmentally appropriate practices and the Word of God.

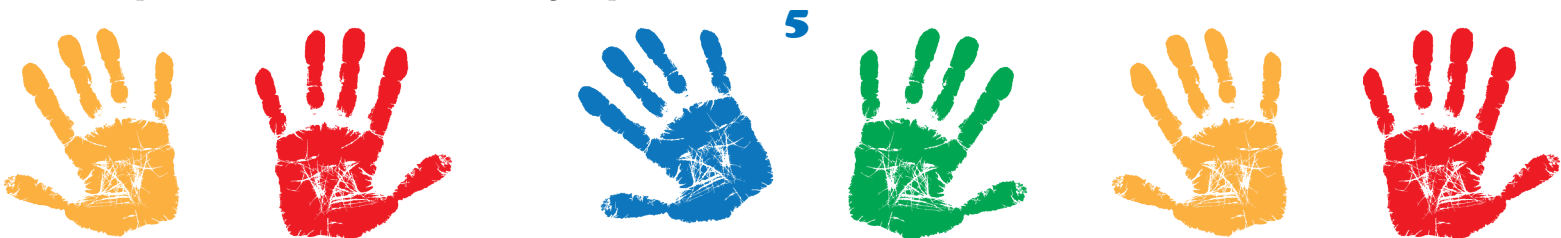
# Curriculum

## **Learning is a process—not a product**

Our main curriculum is based on the W.E.E. Learn series published by Life Way Christian Resources, Nashville, Tennessee. Additional guidelines are used to enrich the curriculum with an introduction to basic academic skills such as colors, numbers, shapes, and letters. Our kindergarten objectives are as follows: teachers work from a flexible program that presents new and challenging ideas and objects to children but which gives each child freedom to learn and pursue subjects until his/her own needs are met. Learning for preschoolers can be more fun than any other stage in their lives. Preschoolers are eager to learn. Learning must not be stifled nor so demanding that it effects self-esteem.

Curriculum enrichment classes are thought to enhance children's learning experience. In addition, to previously mentioned curriculum, instructions in music, foreign language awareness, physical movement, and computer are given to help our children face a changing and technological world.

The W.E.E. Center's objectives address eight major concerns in the Christian education of preschoolers. They are God, Jesus, Bible, Self, Family, Others, Church, and the Natural World. These concerns encompass every area of a child's learning scope.



# W.E.E. Center Ministries Policies

## Enrollment

### Admissions

Admission is granted to families with children enrolled in the program and children of First Baptist Church members and fellowship first. Other children will be enrolled on a first come, first serve basis. As a statement of our Christian convictions, First Baptist will not discriminate in the admission of children on the basis of race, gender, and disabilities.

### Age

Your child's placement is determined by their age as of September 1 of the current school year. Alabama state law provides that a child be six (6) years of age on or before September 1 of the year he/she enters first grade. We use the same cutoff date to determine placement of children. To be eligible for the three (3) year old kindergarten program, the child should reach age three (3) by September 1 of the current school year. Four and five year old kindergarten placement follows suit. Children under the age of three are eligible for preschool enrollment beginning at the age of 12 weeks (3months). Birth certificates will be used to verify and determine placement age.

### Potty Training

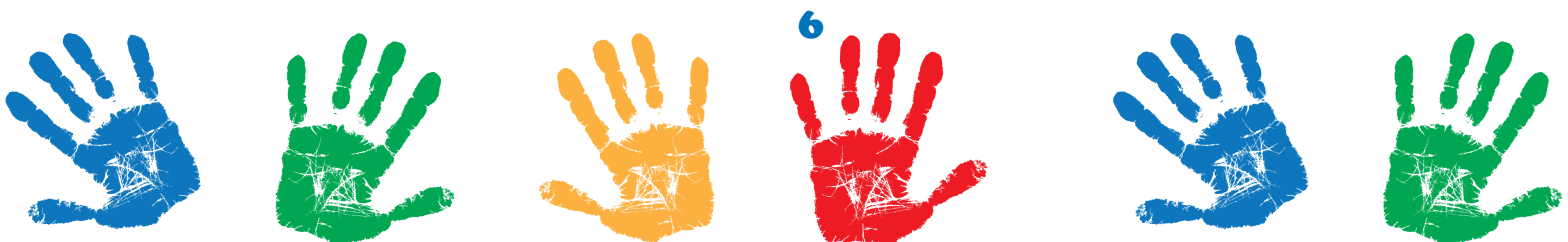
All children enrolled in the three (3) year old program or older must be potty trained before they begin school. We realize accidents do occur at this age and provisions are made to handle them. However, accidents should rarely occur and should not be a daily or weekly occurrence. Children in the 2 ½ year class should be close to potty trained. Children should continue in disposable pants or diapers until they are reasonably responsible in the potty habits. Children will be taken or allowed to go to the bathroom as necessary. Children in diapers will be checked a minimum of twice a day if they have not gone to the potty.

### Requests

Requests will not be accepted for a particular teacher's class. The Lord has led each teacher here. Every teacher in a single age group follows the same curriculum. If your child has special needs, you may state in writing particular abilities or characteristics of a teacher you feel would benefit your child. This will aid in the evaluation of your child when placing him/her with a teacher. If you feel a particular teacher would not be beneficial for your child, inform the Director in writing of the reason. This will be used in evaluating your child's placement. This does not ensure your child's placement with that teacher. **All placements are made only after prayerful considerations.**

### Waiting lists

When all available spaces are filled, registration forms will continue to be received and children will be placed on "wait lists" according to when the forms are received. The parent /guardian will be called at such time to notify them space is available and to confirm placement. All registration money and fees are due when forms are submitted. All wait list forms are valid until registration occurs the last week of January for the upcoming school term. After this time a new form must be submitted if a child failed to gain entrance into the program.



# W.E.E. Center Ministries Policies

## Registration

### Registration Forms

A completed registration packet must accompany each admissions request. Each packet is reviewed, approved or denied, by the Director or such person(s) designated by the governing body of the W.E.E. Center. Admission request of children with possible or identified handicapping conditions will be evaluated to see if our program can meet such childrens' needs.

When admitted to the program, certain required forms must be completed and kept on file, along with the registration form and a copy of the child's birth certificate.

These forms are:

### Emergency Medical Consent Form

This form must be notarized to be valid. A Notary Public is on site to facilitate the completions of this form at no charge to the parent/guardian of the child. A valid picture ID is required at the time of notarizing.

### Authorized Pick Up Form

This form lists all persons authorized to pick up your child from the center. Name and phone numbers are listed for each person. Persons picking up your child MUST be on the list. Please list All names you feel comfortable with picking up your child. It is better to have someone listed and they never pick up your child than to need someone in a crunch to pick up and they are not on the list.

### Parental Agreement Form

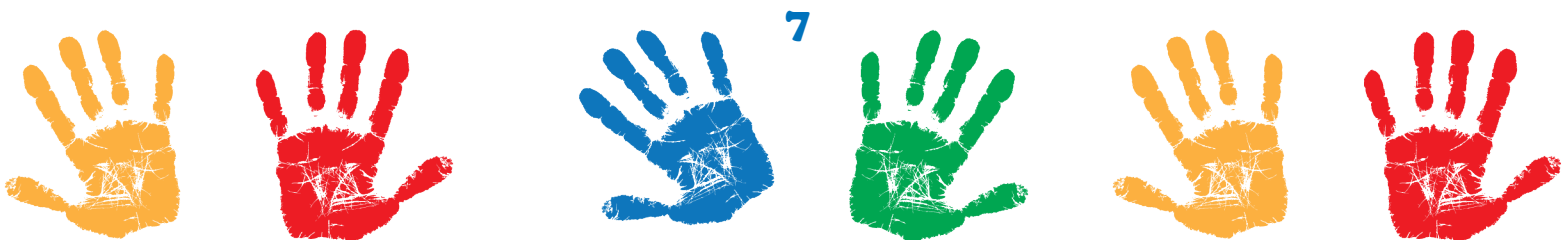
This form, when signed by the parent/guardian, states that the parent/guardian has read or will read and agrees to cooperate and comply with the policies set forth in this handbook.

### Custody Forms

A copy of custody arrangements must be on file in the W.E.E. Center office. All information is strictly confidential and kept on a need to know basis. Unless we have legal documentation verifying custody, we cannot violate parental rights as it pertains to your child.

### Phone Call Authorization Form

This form allows the W.E.E. Center office to follow the parent's/guardian's wishes concerning phone calls at work. The W.E.E. Center will not call parents/guardians at work, except in emergency situations unless notified in writing. This pertains to informational or other routine non-emergency situations. Parents/guardians are requested to sign a phone call procedure form.



## **Child's Medical Report Form and Immunization Form (Blue Form)**

A current immunization form must accompany each child's admission and be kept on file in the office, per Alabama State Law. These forms are obtained from your child's health provider and should be submitted by the first day of school. No child will be allowed to attend class until a blue form is provided to the W.E.E. Center office. This form must be current and replaced with another form, as it expires through the year. Children with expired blue forms will not be allowed to attend class until a current form is provided.

## **Financial Agreement Form**

This form sets forth the financial terms of enrollment in the W.E.E. Center. It is a binding agreement between the program and the parent(s). All tuition and other monies are to be paid in full as agreed. Collective actions will be taken if necessary. By signing your child in on the first day of enrollment, you are accepting all terms of this financial agreement.

## **Home Language Form**

This form helps the W.E.E. Center staff to meet the needs of a diverse enrollment.

## **State of Alabama Enrollment Affidavit**

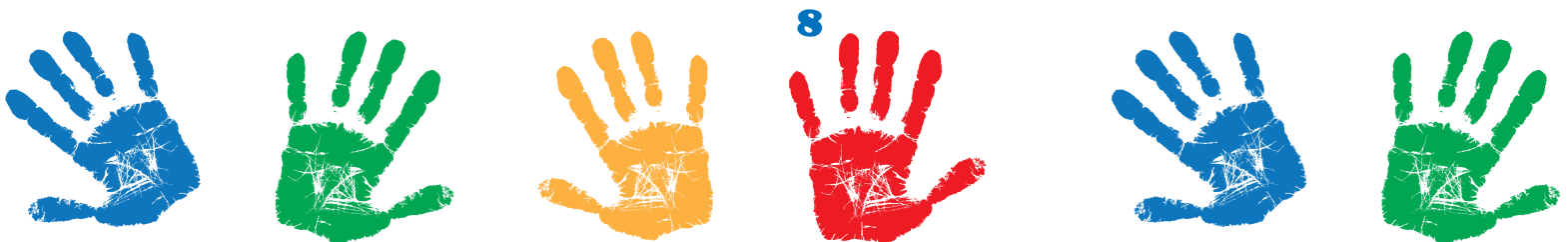
This form is required by the State of Alabama, due to the church exempt status of the W.E.E. Center program. It is used to verify parental notification of the intent to operate as a church exempt program.

## **Toilet Training Expectation Form**

This form is used to verify that parents are aware of toilet training expectations for all children who enrolled in the K3 or older classes. Children should be completely potty trained, unless valid medical conditions exist and are verified by the child's physician.

## **Picture/Video Release Form**

This form informs the parent/guardian that their child's picture may be taken throughout the school year and gives the center permission to do so, including using such pictures for programs and/or presentations. Separate consent forms may be required for any outside photographers, such as those for school pictures.



## Children's Files

Each child has a file, which contains the registration application, information forms, emergency forms, signed parental consent forms, medical forms, assessment forms, anecdotal reports and other records that may assist teachers in working effectively with the family. These files are retained for at least 3 years from the date of last enrollment. Parents are welcome to review the file with W.E.E. Center staff. Student records are kept confidential at all times. Files are made available outside the school only with a release signed by a parent or legal guardian.

## Updating Information

In order to ensure the safety and well-being of your child, it is important for the W.E.E. Center to have the most up-to-date information, especially in case of an emergency. Any change in home, work, and other addresses or phone numbers should be reported to the office as soon as possible.

## Respect and Predictability

We teach children to take ownership and responsibility for their classroom environment by ensuring predictable schedules and consistency in rules and policies. In practice, this means letting children know in advance as much as possible of any changes. Please notify the W.E.E. Center office and/or your child's teacher of any changes in your child's home routine or schedule which may affect your child's learning experiences at school.

## Tote bags/Backpacks

Special class tote bags are provided for children in the 3-year and 4-year-old kindergarten classes. Children in these classes will not need to bring backpacks or other bags to school.

Preschoolers will need to bring their supplies in a diaper or tote bag provided by parents. In order to better prepare our 5 year kindergarteners for "Big School", they WILL need a backpack.

A great deal of learning can take place as he/she takes on responsibility for his/her own backpacks.



# Financial Requirements and Concerns

## Registration Fees

A registration fee of \$115 per child is due upon registration. A class fee is also due during the month of July or upon registration if registering after July 1st. This supply fee amount is based on age and number of days attending. Sibling discounts do not apply to registration or supply fees. These are non-transferable or applicable to another for the same program and non-refundable. The activity/supply fee is non-refundable after the first day of August.

All prior fees owed to the W.E.E. Center Ministries program are to be paid to date in full before admission to any program (kindergarten or preschool).

## Sibling Discount

The W.E.E. Center does not offer sibling discounts for any fees or tuition.

## Insufficient Funds Fee

If payment by check is returned due to insufficient funds, a \$35 fee will be assessed for each check. Repeat occurrences will be cause for a cash only basis for payments of any tuition, fee or other monies. A declined credit card fee of \$15 will be charged if card payments are not processed.

## Preschool Schedule Changes

Children are registered for specific dates and times based on availability. Many times parents request changes in scheduled days. All requests for any change must be made in writing. Parents are allowed to make one (1) permanent change in scheduled days during the school year without a charge. Any other changes will result in a \$25 processing fee (for each additional change).

## Tuition

Tuition rates are annual; however, as a courtesy we allow you to make ten (10) equal monthly payments. Each payment is 1/10 of the annual tuition. First payment is due August 1st or by the first day of school. Last Payment is due May 1st.

## Late Fees

A late charge of \$25 is due if fees are not received by the 15th of each month. This charge should be paid each time the account is late. Late fees do not apply to August payments.

## Fee Policy for Absentee, Illness, Weather closure and Holidays

Our program is a not-for-profit organization. We base our operating costs on annual registration projections. Therefore, in order to continually assure the highest quality of staff, equipment and supplies, we cannot offer reductions in our fees for absences due to illness, school delays and delays changing to closures, holidays, inclement weather conditions, or vacations.





## **Non-payment**

This program reserves the right to permanently remove a child at any time for nonpayment of tuition and fees. The individual responsible for the account will have a grace period of no longer than forty-five (45) days to bring the account current. Parents with delinquent accounts will be notified concerning their outstanding balance should accounts not be satisfied immediately.

## **Withdrawal and Re-enrollment**

A two (2) week written notice is required when a child is withdrawn from the program for any reason. Otherwise the person responsible for the child's account will be responsible for the following month's tuition.

If a child is absent more than two (2) weeks without notification, we will assume the child has been withdrawn from the program. We will then proceed to register another child in that child's place.

If a child is withdrawn from the program properly and later wishes to re-enroll (if enrollment allows) within a three (3) month period, the registration fee is waived. After a three (3) month period, a full registration fee is required. A child may be re-enrolled after removal for a non-payment only after full current payment is received and the following remaining payments are paid in advance.

## **Preschool Drop in Fee**

The drop in fee is \$25 per day. No discount is given to drop-in fees. Drop-ins are accepted only when space is available and ratios can be maintained. All drop-in's must completely be registered and enrolled in our program.



# Arrival and Departure

Kindergarten and preschool drop-off basic instruction hours begin at 9:00 a.m.

Earlier arrival time may be arranged through the W.E.E. Center office for additional fees.

## Drop Off

W.E.E. Center personnel assume responsibility for enrolled children only when they are delivered directly to Center personnel and properly signed in the Center. Under no circumstances should children enter or leave the premises alone. Children should arrive promptly. We strongly encourage children to begin their day on time. Work missed due to late arrival cannot be made up or completed.

## Kindergarten Procedure

All kindergarten children should be dropped off through the car line. Staff will begin unloading at 8:45 A.M. each day. Kindergarten children who arrive after 9:00 a.m, must be brought to the W.E.E. Center office and signed in for the day. Teachers cannot accept any student unless they have been properly accounted for the day. Learning starts upon arrival. If your child comes in late, realize he/she will miss exciting learning opportunities that cannot be made up later.

## Traffic Flow

Maps will be distributed in your child's room for proper routes for each age group. Follow designated routes when dropping off or picking up your child. Pick up and drop off times go more efficiently when rules are followed and courtesy is exhibited. Do not "break" in line or enter the line from the "wrong" directions. All children should be dropped off or picked up by their parents or guardians. Remember that you are responsible for others who have your permission to drop off your child. Make sure they are aware of the proper procedures, traffic rules and directions.

## Parking lot Etiquette

Please observe the traffic flow patterns and signs of the parking lots. Always be aware of children. Drive slowly. Please park in designated parking spaces only. We need to be observant of handicapped parking spaces. Do not block thoroughfare or walkways.

## Pre-School Procedure

All preschool children will be walked into the building and signed in properly. Parents must use designated doors for entry into the W.E.E. Center for security purposes. Children are not to be left with center personnel or signed in before 8:55A.M. If a parent has multiple children attending the W.E.E. Center, children who arrive through car line should be dropped off first before children are brought into the center. *Please do not park under the drive-thru after 8:15 a.m. or after 12:15 p.m.*





# Pick Up

## Kindergarten Procedures

All children should be picked up promptly. Kindergarten students that are released at 1:00 p.m. should be picked up through car line procedures at this time. Children must be signed out for the day. For children staying after 1:00P.M., please refer to Extended Care section. Use of security cards is mandatory and must be displayed at time of pick-up where they are visible to center staff. You will also be given a classroom identification card that should be displayed as well. Pick up areas are usually the same as drop off. Parents will be notified if changes are made.

## Seat Belts

First Baptist Church, Trussville W.E.E. Center, and/or its employees assume no responsibility of securing the child restraint system or seat belt into the vehicle or as to how the system is secured or installed in the vehicle. It is the parent's responsibility to make sure the child is restrained properly and adequately in case of later collision or mishap. We need to instill car safety in our children early. We all do this by making sure children are fastened securely and by wearing our seat belts ourselves. Remember, this is the LAW. We would ask that you please pull forward to buckle your child so that car line can go more efficiently.

## Preschool Procedures

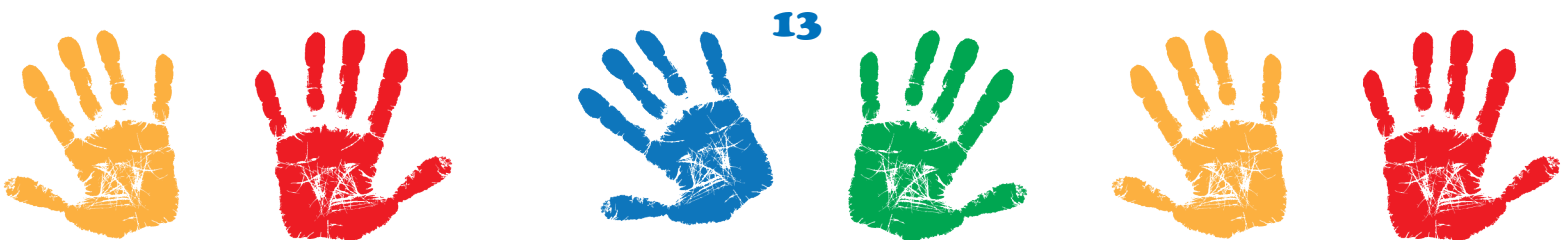
All children should be picked up promptly. Preschool is over at 1:00 p.m. and children should be picked up by their parents in their classroom or designated spot by this time. (After 1:04, late fees will apply. See Late Pick-Up Fee Section.) Parents will be notified if any changes are made. Use of security cards is mandatory.

# Security Cards/FOBS

**FOBS must be used to enter the WEE Center. If you don't have your FOB, you must show your driver's license. Security cards must be presented when your child is picked up.**

For safety and security purposes, parents/guardians will be given two (2) security cards per child to identify his/her child(ren). Security cards are to be displayed in the car or presented to the teacher when the child is picked up. If someone other than the usual person will pick up your child, you should write a note to the teacher in advance or call the W.E.E. Center office at 205-655-1328 with the name and description of that person. This person **MUST** be on the authorized pick up list, if they do not have a current security card with them. **Children will not be released to anyone not listed in your child's file or without security card.**

We realize sometimes in extreme circumstances, security cards may not be accessible to persons authorized to pick up your child. For such situations, all people authorized to pick up your child should be listed on the pick-up list and placed in your child's file. Designated persons can only be changed in person by the custodial parent(s) or guardian. A current driver's license and/or other valid picture identification will be requested for verification against your child's list when security cards are not presented. Please update this list as needed. This is for your child's protection. Do not place your child or their teacher in a difficult position by trying to pick up your child without a card.



## Security Card Replacement Fee

For additional or replacement security pick up card, there will be a \$5.00 fee per card requested after the initial set of cards. A \$2 fee will apply to any requested additional class identification tags.

## Late Pick- Up Fees

### First Time Offense: Warning

You will be asked to complete a late pick up form which will be kept on file.

### Second or Future Offenses: Late Fees Apply

Late fee for the first fifteen minutes will be \$5.00. You will be charged a \$5 session fee plus \$1 for every minute you are late thereafter.

### Habitual Offenses:

A flat \$50.00 late fee will apply, if in the opinion of the Director, a parent or designated person is habitually late in picking up children from the Center.

*If an emergency arises, please call our office at 205-655-1328 before dismissal that day and charges may be adjusted.*

If a child is picked up after 1:00 p.m., they will go to extended care at the rate of \$5 per session.



# Behavior Guidance

## Methods

All disciplinary actions of the W.E.E. Center are positive in nature. The method of discipline will vary with the age and action of the child. Teachers use their discretion in evaluating and handling each behavior occurrence following the program's general framework of discipline.

This program maintains a strict hands-off discipline policy. Not in any case will corporal punishment be used for the correction or discipline. Likewise no scolding, shaming or any other form of discipline that would harm a child's self-esteem will be used. Discipline will not be associated with food, rest, or toilet training.

## Discipline Procedures

### Positive Reinforcement

Teachers will attempt to reinforce positive behavior with praise and approval. This is an encouragement for acceptable behavior for the whole class enrollment.

### Redirection-Distraction

Redirection and/or distraction will be used as the first step in behavior guidance for any age group. The teacher explains why the behavior is inappropriate or unacceptable and will suggest acceptable alternate behavior.

### Warning

If the inappropriate behavior continues, the child will be warned that corrective action will be necessary if his/her behavior continues. For example, if a child continues to misuse a toy, the child will no longer be allowed to use that particular toy.

### Follow-through

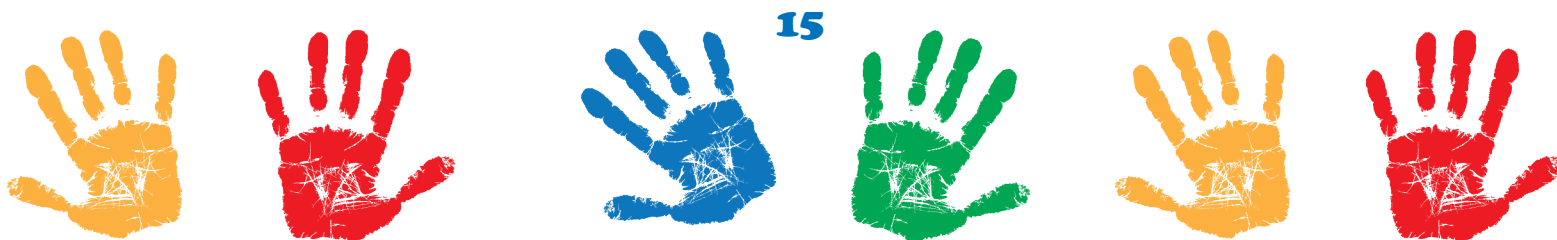
If the situation escalates, a "time-out" would be the next step. "Time-out" requires a child to sit quietly and miss certain activities for a brief period of time. This does not include withdrawal of food or other basic needs during this time. One minute for each year of age is the recommended time schedule.

### Discussion

If for some reason "time-out" does not achieve the appropriate behavior for the child, the child may be taken to the Director's office for a discussion. If necessary, the Director may schedule a conference with the child's parent/guardian and teacher to discuss further action and possible solutions to the situation. Persistent or extreme behavior problems will be evaluated. In certain or unusual cases, separation from the program may be necessary.

### Profanity

The use of profane language is not allowed at school. If the situation occurs, the teacher will help the child to understand such language is not appropriate at school. Appropriate corrective action will be taken.



## Expulsion

**Behavior considered overly aggressive, hostile, injurious or destructive will not be tolerated.**

The Director of the W.E.E. Center program reserves the right at any time to permanently or temporarily remove a child from the enrollment of the First Baptist Church, Trussville, W.E.E. Center Ministries program if he/she feels, after consultation with church administrators, the needs of the child are not being met or if the child becomes a danger to him/herself or other children. Physically abusive behavior toward staff is grounds for immediate removal of any student from this program.

## Biting

Biting is an emotionally charged issue both for the parent of a bitten child, as well as for the parent of the child who bites. It is our desire that any situation relating to biting can be successfully dealt with and resolved. Several steps may be taken to try to remedy such a situation, including but not limited to behavior modification, parent conferences, and/or temporary separation from the program. \*Three (3) bites, leaving teeth marks in a two (2) week period is considered excessive. Corrective actions will be determined by the Director and in agreement with the church administration.

## Crying

No child will be allowed to cry excessively at any time. Professional judgment will be used in reference to crying children. If a teacher believes a child's crying is beyond reasonable, and manageable limits, parents will be called. Parents will be notified at our discretion unless specific written arrangements are on file in the W.E.E. Center office. Most crying is due to separation anxiety and can be successfully handled at any given time.

Please Note: Liability for the acts of the child while under the care of the program is the parent's responsibility. The program will exercise reasonable care and judgment in all matters related to the welfare and safety of the child.

## Removal from the Program

First Baptist Trussville W.E.E. Center reserves the right to remove any child from enrollment at any time including but not limited to the following circumstances:

- **Non-payment of Tuition**
- **Lack of adherence to Program Policies**
- **Behavioral Situations**
- **Excessive Biting** (course of action guided by Administration's discretion and professional judgment)

These circumstances may or may not require mandatory removal from the program.



# **Extended Care Program**

## **Early Arrival & After Hours/Extended Care**

### **Early Arrival**

#### **Time**

As a convenience for our parents we offer an early arrival program beginning at 7:30am. Care is given to children enrolled in our preschool and kindergarten until classes begin.

#### **Space**

Spaces are limited due to the teacher/child ratios in the morning. Permanently enrolled early arrival children will be given first priority. These are children who pay for their spots and use on a continuous basis. Drop-ins will be accepted on a space available basis only after prior contact with the W.E.E. Center office staff. (Teacher-Pupil ratio and space must be maintained) Children may be signed up for this service any or all days that they attend class.

#### **Arrival**

All children should be walked into the building and/or carried to their assigned classroom. Children should be signed in for the day with the teacher. Please make sure this is done to ensure your child is moved to their proper class at the appropriate time and their attendance noted.

#### **Cost**

The cost for early arrival is \$5.00 per day per child, payment is expected to be paid in full. Payment is expected in full monthly or weekly due to the variance in the number of days stayed and to holidays, breaks, etc. for permanently enrolled children. Drop-in fees are due on the day the child stays. Children with unpaid fees cannot stay until all early arrival fees are paid current. No credits will be issued for days not used, and cash discounts do not apply to early arrival fees.

#### **Change in Days**

To change the days your child stays, a written request must be submitted and approved. Only one (1) change in scheduling days will be allowed without charge. Any permanent changes in early care days will result in a \$25 processing fee after the first free change per year.



# After Hours Care (Extended Care)

## Time

As a convenience to our parents, we offer an after-hours program beginning at 1:00pm.

We offer two choices for care: 1.) Session 1 is from 1:00pm until 3:00pm; 2.) Session 2 is from 3:00pm until 4:30pm. Care is given to children enrolled in our kindergarten and preschool programs. This is very useful for parents who need longer hours for personal time or work.

## Space

Spaces are limited due to the teacher/child ratios in the afternoon. Permanently enrolled early arrival children will be given first priority. These are children who pay for their spots and use on a continuous basis. Drop-ins will be accepted on a space available basis only after prior approval from the W.E.E. Center office staff. Children may be signed up for this service any or all days that they attend class.

## Pick-Up

Children should be picked up by the end of their registered session to avoid late charges. All parents/guardians or authorized persons should walk to the designated area to pickup children. Areas will be assigned after school starts. Children must be signed out with the teacher.

Security cards must be presented when children are picked up and signed out. If no security card is presented, the W.E.E. Center office staff will handle arrangement for pick up.

## Cost

The cost for the program is \$5.00 per day per session. Payment is expected in full monthly or weekly due to the variance in the number of days stayed due to holidays, breaks, etc. for permanently enrolled children.

Drop-in fees are due the day the child stays. Children with unpaid fees cannot stay until all after hours/extended fees are paid current. No credits will be issued for days not used. Payment is expected for all days children are enrolled. Cash discounts do not apply to extended care fees.

Any drop-ins not authorized will be subject to an additional \$5.00 fee. If there is no space available your child will not be able to stay. (Teacher-pupil ratios must be maintained)

## Change in Days

To change the days your child stays, a written request must be submitted and approved. Only one (1) change in scheduling days will be allowed without charge. Any permanent changes in extended care days will result in a \$25 processing fee after the first free change per year.

## Late Fees

Late fees will apply to after-hours/extended care pick up. A late departure fee of \$5.00 will apply to any late pick-ups. Late charges will begin after the session end (3 or 4:30) and will be charged at the rate of \$5.00 plus \$1.00 per minute thereafter.





# W.E.E. Center Policies & Procedures

## Food

### Lunches

First Baptist Trussville, W.E.E. Center does not provide lunch for children enrolled in our program. All children enrolled in the program must have lunch food provided from home. Due to limited time and space, W.E.E. Center staff cannot heat food provided for kindergarten students. Preschool bottles and other items will be warmed through the use of crock pots only. Microwaves will not be used. As a consideration to the teacher and to develop self-help skills, please send food containers that require a minimum of adult assistance for your child to open, eat, and dispose of properly. No carbonated drinks, glass containers, or items that could be a potential safety factor are allowed. Food should be pre-cut and ready to eat. Refrigeration is not available for kindergarten classrooms. Refrigeration is available for younger preschool classes.

### Snacks

Children may provide their own snack as part of their learning experience. Under Jefferson County Health Department regulations, cooking for instructional purposes is allowed and will be conducted as part of the curriculum. Parents may be asked to provide certain needed food items for the classroom throughout the year. Due to the increasing amount of food allergies among our children, the W.E.E. Center will not provide snacks. Parents should send a healthy midday snack, such as crackers, cheese, cut-up fruit, etc., to school each day. Water will be given routinely at snack time to encourage children to become lifelong water drinkers.

## Celebrations

### Birthdays

Birthdays are very important in the life of children and can be celebrated at school. Any celebration arrangements should be made in advance with your child's teacher. Snack time is a good time for a celebration of any kind. Refreshments should be kept simple, not a full-blown party. All food and treats such as cookies or cupcakes, should be purchased at a store or business approved and inspected regularly by the proper health authority. The W.E.E. Center will furnish napkins and cups if requested at the W.E.E. Center office. Your child's teacher will not be allowed to pass out "goody bags", balloons, or unapproved treats. We do not want to upset your child by refusing to send their treats home or for parents to waste their money on treats that cannot be used. We appreciate your understanding and cooperation in this matter. Any "un-Birthdays" (birthdays that fall outside of school session) will be celebrated at an approved alternate date. All birthday rules will still apply.

### Invitations

Birthday invitations may be sent home from school. **Only if an invitation is provided for all children in the class.**



## Holidays

Our W.E.E. Center program recognizes and celebrates holidays in line with our Christian beliefs in various ways. Thanksgiving, Christmas and Easter are given particular recognition due to our Christian faith. Religious, instead of secular, emphasis is placed on each of these holidays. Parents/guardians may be asked to send or acquire specified appropriate items for celebrations, programs, or holidays.

## Field Trips

Only K-5 classes will take field trips. Parents will be notified in advance and will be required to transport their children.

## Recognition Days

Throughout the school year, classes will have special occasions that will allow children to bring in special items from home or allow them to dress in certain attire. Share day, pajama day, silly shoe day, or hat day are examples of this. These days are to be enjoyable and not stressful. Please do not go to an extreme or feel you must purchase items in order for your child to have fun. Calendars and notes will be sent home notifying parents/guardians of these days.

## Goodie Bags

Goodie bags sent from home are not given out for children to take home. You may consult with your child's teacher concerning specific treats or surprises, which may occasionally be used in the classroom by the teacher or sent home from the teacher or program. If goodie bag items are sent, such items will be used in the classroom as appropriate or returned home with the child.



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# Emergency Preparedness

## Facility Security

All areas where children classes are located are secured allowing for exit only. Entrance may only be obtained with the use of a coded security key card. Parents/guardians are issued coded cards. These security key cards must be used to gain entrance to the facility during W.E.E. Center operational hours. See Arrival section for more information concerning security cards.

## Severe Weather

Our program conducts tornado and fire drills routinely and according to codes set by the proper authorities to promote and assure emergency preparedness. In the event of severe weather, always check with local television and radio stations for closing announcements. Follow the Trussville City Schools advisor. If the Trussville City Schools are closed, the W.E.E. Center will be closed, too. Inclement weather days will not be made up, nor will credit be given for these days. Please see Fee Policy for Absentee, Illness, Weather Closure and Holidays section for more information. If Trussville City Schools close early for bad weather or area wide emergencies that would affect the W.E.E. Center, the center will also close. We will close 30 minutes before Trussville City Schools. Closings for such things as no heat or water in a City school would not close the center. For early or unexpected closure of schools, we ask that children at the W.E.E. Center please be picked up first before picking up siblings at other schools. Parents will also be notified through the use of SchoolCast (a rapid notification system employed by the W.E.E. Center to inform parents). If Trussville City Schools delay opening due to weather the W.E.E. Center will also delay opening. We will open 30 minutes after Trussville City Schools.

## Facility Emergency

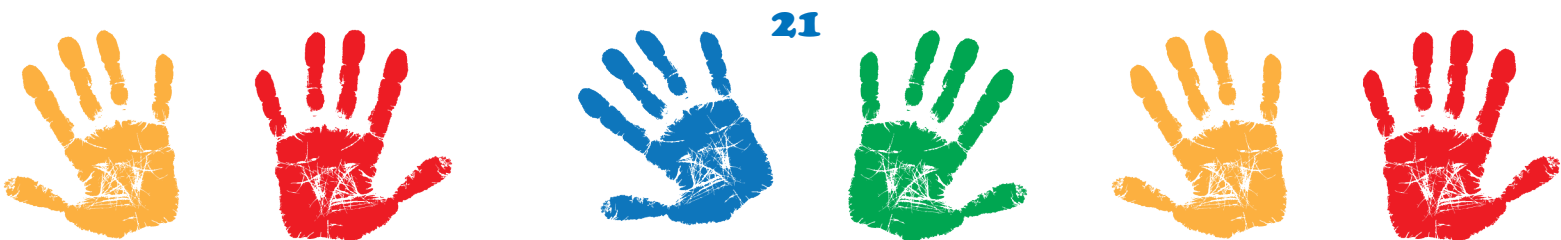
In case of power outage, frozen pipes, mechanical failure, etc. that cannot be corrected or restored within two (2) hours or that pose as a health risk to the children, parents/guardians will be called to pick up children. Make sure your emergency numbers are valid.

## Evacuation

During any type of hazardous occurrences, the Trussville Fire and Rescue Service will dictate all actions concerning evacuation. Any evacuation will take place ONLY upon their directive. If informed to “shelter in place” all proper procedures will be followed to assure the safety of the children. In the unlikely event that the W.E.E. Center needs to evacuate the premises due to unnatural cause, such as chemical spills, toxic hazards or bomb threats, all children and staff will relocate to NorthPark Baptist Church, 5700 Deerfoot Parkway, Trussville, Alabama (phone# 205-228-0030). W.E.E. Center will arrange proper transportation to accomplish the evacuation. Parents/guardians will be notified by phone or media broadcast to pick up children at the designated evacuation location (NorthPark).

## Fire

In the case of fire, children will exit from the buildings and relocate to a safe distance from the fire. Evacuation routes are posted in each room. Fire drills are conducted to assure familiarity with the posted routes. Plans to account for all students have been established and the Trussville Fire Department is only moments away.



## Medical

### In the event of a medical emergency we will:

1. Quickly assess the child's health.
2. Call the appropriate emergency help as needed.
3. Give First Aid and CPR if necessary. Many staff members have CPR training. Someone certified in CPR and First Aid will be on the premises during class hours.
4. Contact parents or other persons designated as emergency contacts ASAP.

Most situations do not warrant such extreme measures. Cleansing, ice packs, and/or Band-Aids along with TLC usually handle any of our situations. Parents/guardians will be notified in case of blood, no matter how minor. If doubt exists about a child's situation, an informational call will be placed to the parent/guardian to get further instructions. Otherwise, the parent/guardian will be notified when the child is picked up after class. School personnel will administer First Aid and provide wound cleansing, unless otherwise advised by the parent in writing.

## Health

In order to help prevent the spread of disease or infection, and keep our children as healthy as possible, the W.E.E. Center requires adherence to the following policies.

## Emergency Numbers

Every child must have on file, emergency and medical phone numbers. If a parent will be at a number not listed in our files, the parent should leave the phone number with a teacher that day, and inform the W.E.E. Center office that morning. The number should be where people will be available and not an answering machine. Emergency numbers require immediate attention. For example, if you have voice mail, please provide the number of your immediate supervisor or operator in case your line should be busy or unattended. Our first call will be the child's mother or primary caregiver, unless otherwise instructed in writing (refer to the Phone Call Procedures Form). If they cannot be reached, the father will be called. If he cannot be reached, we will proceed down the emergency phone list. Please remember this takes valuable time.

## Immunizations

All immunizations should be kept current. An immunization form (Blue Form) should be kept on file. Any child without a current Blue Form on file by the end of the first day of school will not be allowed to attend classes until we receive the form in the W.E.E. Center office. After two weeks without receiving the child's Blue Form, the child will be removed temporarily from the enrollment until a copy of the Blue Form is acquired.



## Medicines

No routine medicines such as Tylenol, cough syrup, antibiotics, etc, will be given to any child while at the W.E.E. Center. If a child needs life sustaining medication, a note from the child's doctor, on official letterhead, stating the reason will be required. Medication will be given to a child then, only when a parent or guardian completes a Medication Authorization Form. Medicines must be kept in the original containers and labeled with the child's name. The child cannot bring medicines to school. All medications should be delivered to the office by an adult and be accompanied by specific directions. Whenever possible, your child should be provided medications by you outside of school hours.

## Allergies

Please notify your child's teacher and the W.E.E. Center office of any allergies your child may have. Your child may be exposed to various materials and foods during the school year. Warnings will be posted and followed concerning your child's allergic conditions.

## Ill children

Children who are sent home from the program due to illness will not be allowed to return until they have been symptom free for 24 hours from the time the school day ends. Children who appear ill will not be allowed to attend class. Your child must be symptom free (this includes fever) for 24 hours before returning to class. If you take your child to the doctor for any illness, bring a note from your child's doctor, documenting the fact that your child is no longer contagious when he/she returns. If a child is not well enough to participate in outdoor play, he/she should be kept at home. Teachers have responsibilities on the playground and there is no supervision in the room during outdoor playtime. We are unable to keep your child from outdoor play.

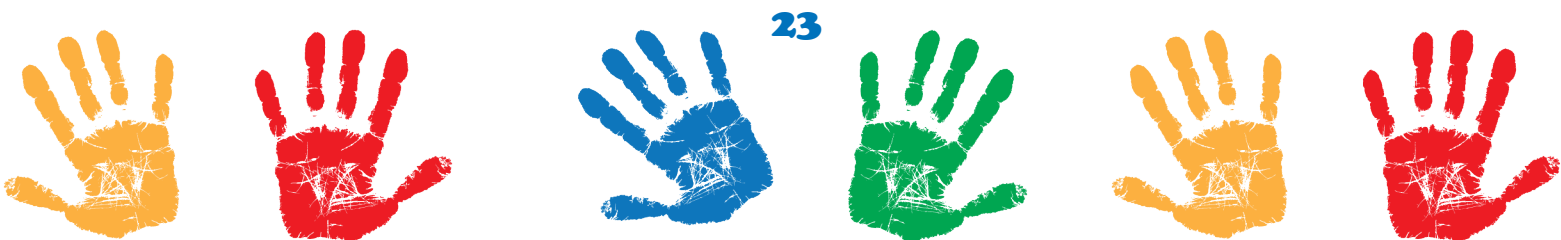
## Phone procedures for ill children

If a child becomes feverish or otherwise unwell, the parent will be called to pick up the sick child. The child must be picked up within one (1) hour after you have been contacted.

Please note: If the child is not picked up within one (1) hour, your child will be subject to expulsion due to noncompliance with program policies. We do not have adequate staffing or space to care for sick children. Ill children will be separated from the class and allowed to wait in the Director's office until someone picks him/her up.

## Communicable Disease

When a communicable disease has been introduced to our program, parents will be notified. Parents are urged to notify their child's teacher or the W.E.E. Center office when their child is known to have been exposed to a communicable disease outside the program.



## Exclusion Period

### Chicken Pox

Program exclusion is at least six (6) days after the onset of rash. All wounds must be scabbed over completely. No note is required from the physician.

### Strep Throat

Program exclusion is a minimum of 24 hours after the child is given a shot or starts an oral medication. A note will be required from the physician.

### Pink Eye (or any other eye infection)

Program exclusion is to be determined by physician. A note is required from the physician.

### Rashes (non-allergic)

Program exclusion is 24 hours after being fever free.

### Fever

Must be fever free for 24 hours without medication before returning to school

### Hand, Foot and Mouth

Program exclusion is one week (7 days) from the time symptoms first present

### Diarrhea/Vomiting

Program exclusion is a minimum of 24 hours from the end of school day until symptom free of vomiting and diarrhea. Your child may be admitted to school while having a note from the doctor stating that symptoms are not infectious (for example, antibiotic associated diarrhea), and does not become disruptive to the class. If your child develops diarrhea or vomiting while at school, you will be called to come and get your child. Please refer to the Phone Procedures Section.

### Lice

Program exclusion until completion of medication application for lice and symptom free

## Prevention

Precautions are taken to eliminate and prevent the spread of germs. Frequent and proper hand washing with liquid soap is encouraged. Effective commercial disinfectant is used by staff daily.

## Gloves

When any body fluids or contaminants are present, the staff uses latex gloves for child's protection, as well as their own safety.



# Personal Belongings

## Clothing

Children should be adequately dressed for the session and weather for outdoor play each day of attendance. Children generally go outside if it is not raining. Outdoor activities are an important part of the program. Children will be expected to participate in outside play, unless a written statement from the child's physician is submitted. Children should wear comfortable clothing and shoes that allow them to move freely and that can be manipulated independently when they go to the bathroom. If your child is potty training, please do not send them in one-piece outfits as they are very difficult to remove when he/she goes to the bathroom. Disposable diapers/pull-ups should be used until the child is reasonably responsible in their potty training. Daily activities include active and potentially messy playing. Socks are required for all indoor playroom activities. Parents are asked to provide a change of clothes that can be used in case of emergencies. Improper footwear and lack of socks will exclude children from certain types of play.

## Dress Code

Out of respect for our Christian values and our program we ask that children please refrain from coming to school wearing anything with violent or frightening images, of a sexual innuendo or otherwise inappropriate clothing. Clothing should be modest and appropriate for play and school activities (no halters, bare midriffs or low rise pants). Clothes should fit comfortably and pants should fit where they can remain at the waist with or without belts. The program administration has final approval of any attire deemed inappropriate.

## Labeling

Any jacket, sweater, or other removable clothing or personal items, such as lunch boxes should be labeled with the child's full name. This will ensure the return of all proper possessions and clothing. If parents fail to properly label items, teachers have the authority to label such items. Labeling will be done in permanent marker.

## Toys

We provide a variety of toys and equipment for play and learning throughout the day. Children should not bring toys, play guns, purses, or stuffed animals to class. Any items will be collected by the teacher and returned to the parent at a later time. We are not intolerant, but such items are easily lost and could pose a safety threat to your child or others.

## Money

Please try to monitor pockets and bags for money. Teachers are not responsible for lost money or other inappropriate items brought to class.

## Lost and Found

Items found will be placed in the W.E.E. Center office. Items not claimed by the end of the year are given to charity.



# Parent and Program Communication

## W.E.E. Center Visitation

The W.E.E. Center honors an open door policy. We do request that you are considerate of your child's time and the programs limited space. All parents or visitors wishing to observe or visit a class must check in at the W.E.E. Center office prior to going to the classroom. It is recommended that the visit be scheduled in advance with the teacher and Director. Parents may visit at any time during the school day except at lunchtime due to space constraints.

Please check with your child's teacher for their lunchtime. Please be aware of our primary responsibility, the children.

## Visitors and Parent Sign In

Visitors and parents, in the interest of safety, are asked to sign at the W.E.E. Center office and complete a visitor request when they are in the building besides routine arrival or departure times. Upon leaving, please return to the W.E.E. Center office to sign out before exiting the building.

## Conference

Feel free to speak with your child's teacher at any time, but please be aware of his/her responsibility to the children. Conferences between parent and teacher, and/or director, may be arranged at any time during the school year. Call your child's teacher or the W.E.E. Center office to make a convenient appointment time. If problems (discipline, academic, etc.) arise in the classroom, your child's teacher or director will call and make arrangements for an immediate conference. Conferences or informal meetings are excellent tools for preventing or resolving problems.

## Phone calls

The W.E.E. Center will not call parents/guardians at work, except in emergency situations, unless notified in writing. This pertains to informational or other routine non-emergency situations. Parents/guardians are requested to sign a Phone Call Procedure form.

## Book Clubs

Orders are offered as an optional service for parents/guardians. Order forms will be sent home. We realize that some parents may feel these are inappropriate (i.e. Easter Bunny, Santa, or Fairy Tales) for their child. We do not dismiss your concerns, but ask that you simply avoid these choices. These choices are usually limited and excellent alternatives are still available through the Book Club orders.

## Parental Involvement Opportunities

Opportunities are available for anyone who wishes to become actively involved and be a part of their child's learning experiences. Your child's teacher will inform parents/guardians of upcoming events, work and/or helping opportunities. Please volunteer if this is something that appeals to you and you are able to help. Parent communication plays a large part in providing a safe, secure environment for the children in our program at the W.E.E. Center.





# Communication

No matter how wonderful the facilities, program, or staff is, without communication between the center and families it serves, success cannot be achieved. Recognizing this, the W.E.E. Center provides several methods to keep parents informed throughout the school year. Some means provided are:

- Parent handbook
- Schedules/notices in each classroom are sent home
- Newsletter-W.E.E. Center Communicator
- Monthly calendar from the child's class and from the W.E.E. Center office
- Reminders from the teacher and notes
- School Cast R.A.N. System
- Our website: [fbctrussville.org/weecenter](http://fbctrussville.org/weecenter)
- On Facebook: WEE Center of FBC Trussville

Kindergarten children are provided with take home folders in which all communication to and from school should be placed. **Please check this folder daily.** Younger preschool parents will be provided with a daily report on their child's day.

## School Cast—Rapid Alert & Notification System

School Cast provides our parents and staff the most advanced rapid communication available for schools. The W.E.E. Center believes this system greatly improves the timeliness and quality of our emergency communications and provides us with a convenient tool for effective communication, non-emergency reminders and notices as well.

## Grievance Procedures

It is our desire that by following the policies and procedures of the First Baptist Trussville, W.E.E. Center, differences or conflicts can be handled in a timely Christian manner.

**Any classroom situation should be discussed and resolved with your child's teacher first, parents/guardians must follow a proper chain of command:**

1. Your child's teacher
2. W.E.E. Center Director
3. Minister of Childhood Education
4. Associate Pastor

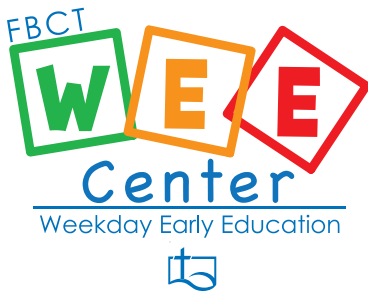
We cannot correct or address any problem we are not aware of. Talk with us.

**Communication is the key to maintaining a healthy relationship.**

Do not assume we know about a particular situation or subject.

If it becomes apparent after all efforts have been exhausted to reach an agreeable solution, it may be in the best interest of your child to seek placement in another program that may better suit your needs or expectations.





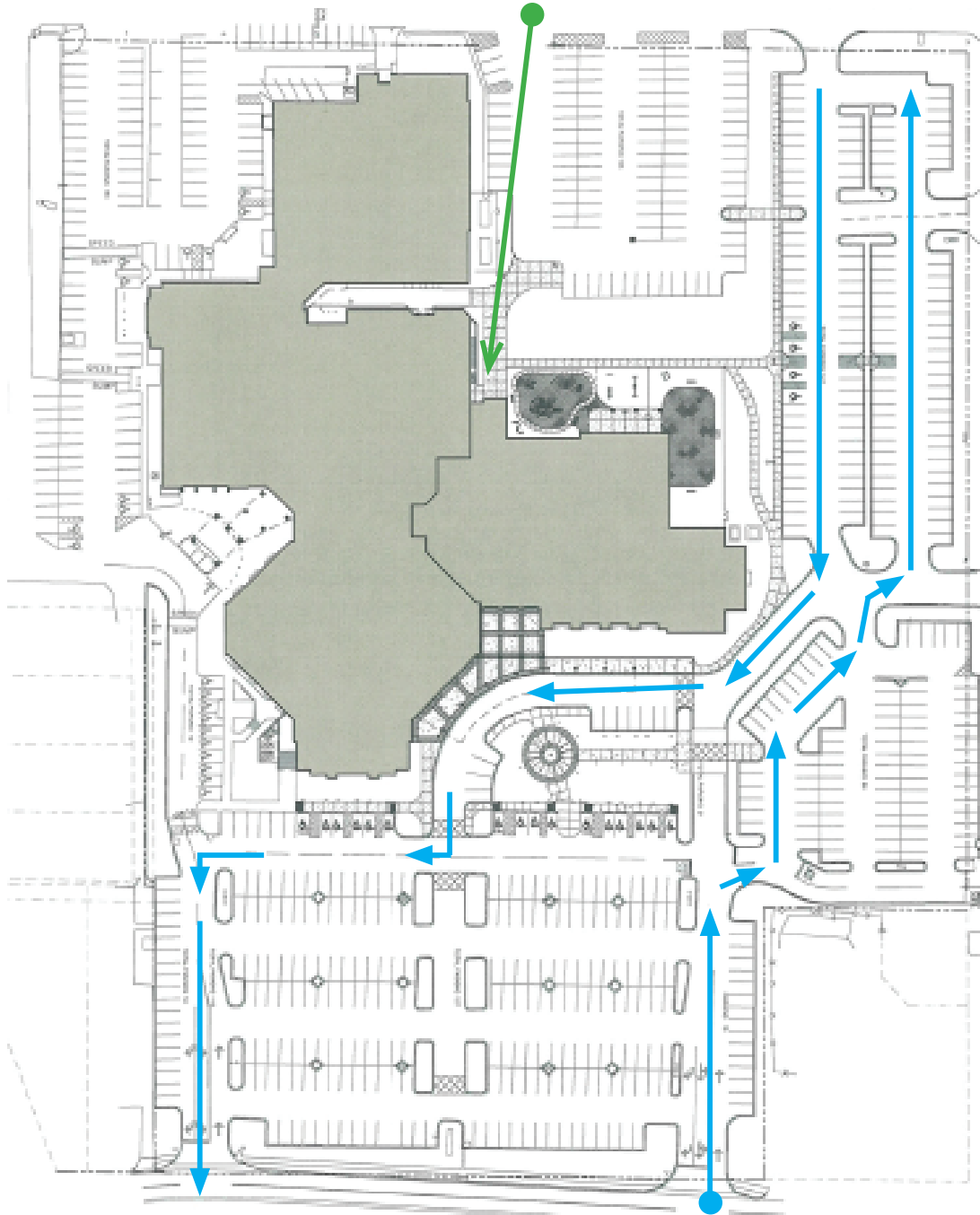
# Calendar of Events 2015-2016

<b>August 17</b>	Parents meeting 6:30 pm Sanctuary
<b>August 18</b>	Meet the Teacher (9:00-noon)
<b>August 19</b>	First Day of School
<b>August 20</b>	Early Care Begins
<b>September 7</b>	Labor Day (school closed)
<b>September 14-18</b>	Book Fair
<b>September 16</b>	Grandparents Day/Chapel
<b>October 5-6</b>	Individual Pictures
<b>October 12</b>	Columbus Day (school closed)
<b>October 21</b>	Pumpkin Patch
<b>October 28</b>	Children's Theatre: Little Red Riding Hood
<b>November 11</b>	Veteran's Day (school closed)
<b>November 18</b>	Thanksgiving Chapel in Sanctuary/5K Skit Thanksgiving Feast in Classrooms
<b>November 25-27</b>	Thanksgiving Holiday (school closed)
<b>December 2</b>	Happy Birthday Jesus Chapel
<b>December 10</b>	Christmas Program 6:30 pm
<b>December 17-Jan 6</b>	Christmas Holiday (school closed)
<b>January 6</b>	School Starts Back
<b>January 11-15</b>	WEE Winter Wonderland
<b>January 18</b>	MLK Jr. Holiday (school closed)
<b>February 8-12</b>	Book Fair
<b>February 15</b>	Presidents Day (school closed)
<b>March 7-8</b>	Class Pictures (K5 cap & gown)
<b>March 9</b>	Children's Theatre: Jack and the Beanstalk
<b>March 23</b>	Easter Eggstravaganza
<b>March 25</b>	Good Friday (school closed)
<b>March 28-April 1</b>	Spring Break (school closed)
<b>April 13</b>	Art Show
<b>May 12</b>	3K Program 10:00 am
<b>May 19 (Last Day)</b>	4K Program 10:00 am & 5K Graduation 6:00 pm



# Car Line Map

Preschool & Walk-In Entry



K3-K5 Entry



# Notes



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# Notes



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**“Let the little children come to Me and do not hinder them for the kingdom of God Belongs to such as these.”  
Matthew 19:14**

## **A Reminder**

Nothing will advance your child’s education more than your willingness to listen to your child tell about “what we did in school today”. There will be days your child will not bring home any work. Show real interest without pressure in what your child does. Be happy to keep and display the things your child makes and brings home. You will, like us, learn a lot from your child. They are without doubt “wonderfully made” and are “precious in His sight”.

This parent handbook has been reviewed and approved by governing body of the W.E.E. Center Ministries for the First Baptist Church of Trussville, Alabama, July 2015.

The W.E.E. Center reserves the right at any time to change the policies and procedures in this handbook with prior written notice to parents and guardians.

