

# WEE CARE

*Parent Handbook 2018*

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Bethel Baptist Church exists to share the whole Gospel with the whole person with the whole world.



# WEE CARE

Bethel Baptist Church



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Last Revised 4/3/18

# PASTOR'S WELCOME

## *Parent Handbook 2018*

Welcome to Bethel Baptist Church. Bethel Wee Care is a ministry of our church and we have a passion for connecting families to the love of Jesus Christ. Jesus Himself said, "Let the the little children come unto me" (Matt. 19:14). Our number one priority is to offer parents a same environment to help their child grow in wisdom, physically, and spiritually. We believe that children have the capacity to connect with God and Bethel Wee Care strives to grow children through God's Word in a loving, fun, and safe place. Also, our prayer is that families will worship together. If you do not have a place of worship, we would love for you to join us at Bethel!

Bethel Baptist Church exists to share the whole Gospel with the whole person with the whole world. We are excited about what the Lord is doing among us and through us. We hope you would consider being a part of our faith family.

The best way to understand our church is to be engaged in a small group Bible study (Life Group) that meets every Sunday at 9:00 AM. We offer a variety of small groups for every age and life stages. Through our small groups you can connect with others and begin the process of growing through God's Word as well as find a place to serve. Our Sunday worship begins at 10:15 AM. We are excited about the journey of faith and have a deep desire for you to join us. Hope to see you soon!

Grace and Peace,

Dr. Josh Burnham

# INTRODUCTION

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Welcome to the Bethel Baptist Church WEE Care (Weekly Early Education)! We are pleased that you have chosen Bethel to be your partner in the care and education of your child. As Christian childcare providers, we feel that we are an extension of the ministry of our church. We provide a happy, nurturing, secure and godly environment for all children.

The information contained in this “Parent Handbook” will introduce you to the philosophy and organization of the program. It will serve as a quick reference to the daily operating policies and procedures. Your familiarity with this manual will help make your child’s day a most rewarding experience.

Bethel WEE Care was created to meet the needs for high quality child care for the children of church community neighbors. We look forward to working with you to provide a secure foundation for your child to ensure successful growth and learning.

Not all policies and procedures can be listed here. We will be happy to answer any questions you may have.

# PHILOSOPHIES

## *Parent Handbook 2018*

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Our goal is to provide an environment for your child that fosters physical, social, emotional, spiritual, and cognitive development. Parents are an important part of our program, as the child's first and most important teachers. While you are participating in the program, we hope to develop a partnership, between home and school, which benefits the development and growth of your child.

### **PHILOSOPHY**

At Bethel WEE Care, children are given the opportunity to explore materials and participate in a variety of experiences. Activities are carefully planned and implemented in an open-classroom setting. Children are free to choose from age- appropriate activities including art, music, language development, pre-math skills, science and nature, and dramatic play. Children develop self-esteem, independence and problem-solving skills as they make choices and assist in planning the environment and the activities.

Our primary goal is for children to feel safe and secure. Prior to being independent a child must know that he or she can depend on adults and a predictable environment. Children are treated with respect and kindness. We recognize that children develop at different rates and have different interest. Small group size and appropriate teacher-child ratios allow for meeting the individual needs of each child.

Learning and playing are not limited to the classrooms. Children participate in the outdoor environment each day (weather permitting). The Center provides age appropriate playgrounds. Infants, age six months and older, are also taken outside for walks in a stroller or buggy.

## **PROGRAM PHILOSOPHY**

We believe that good childcare depends upon consistent caregiving in a home-like atmosphere. Children grow and learn best in a safe environment that provides opportunities to explore, create and communicate with other children and adults. These groups function independently but cooperatively, following routines appropriate to individual needs.

The Center's program is designed to include both planned and spontaneous activities in response to children's interests. Experiences with music, movement, art, language and building are incorporated into daily plans. Regularly scheduled snacks and meals, rest time, indoor and outdoor play, and routines in physical caregiving promotes the child's health, comfort and ability to care for his/herself. There is maximum flexibility for the children as a group and as individuals.

Children are encouraged to develop a positive self-image, to learn inner controls and to cooperate with peers and caregivers. Clearly defined limits help them recognize and accept their emotions and express their feelings as they grow and feel secure in the world around them.

## **EDUCATIONAL PROGRAMS**

### ***INFANTS***

The infant program serves children from the age of six weeks until the age of 18 months. The program is designed to promote feelings of belonging and the loving care which help infants to grow and develop to their full potential.

Every infant is an individual with unique abilities, desires and emotions. Our program is designed to meet the individual needs of each child and to provide them with educational experiences. In our infant classrooms, we provide a creative and stimulating atmosphere which encourages visual, language, gross motor and small motor experiences to enhance learning through their own natural curiosity.



Our highly qualified and professional teachers will guide and encourage your child in every stage of his or her development. We firmly believe in the need for open and thorough communication between teachers and each family to provide loving care for each child and confidence for each parent.

### ***TODDLERS***

Our toddler program serves children from 18 months to 30 months. The toddler classrooms are designed to provide stimulating experiences for the children where they can learn through their own inquisitiveness. The emphasis during the toddler years is on building self-confidence and fostering the natural curiosity that toddlers possess.

Throughout the day toddlers enjoy the large variety of play materials that are readily made available to them, as well as creative centers where children can dress-up, build with blocks, and experiment in the sensory table. Art, music, language and science activities geared to little hands are also introduced.

Our teachers offer the tenderness, warmth, and patience so essential to this young age. Children feel comfortable in our toddler class settings when their parents leave. Deep respect for each child ensures that your toddler will truly love his or her school environment and, from that, develop a long lasting love for learning.

### ***PRESCHOOLERS***

Bethel WEE Care have K-2, K-3, and K-4 classrooms that serve children ages two through four years.

Our preschool program prepares children socially, academically, and spiritually, as well as, supports and encourages the development of independence, responsibility, and confidence, all of which are essential for the child's ongoing success in kindergarten. Our educational program offers concrete, hands-on activities for the child to explore, as well as instruction in phonics, numbers, and Bible lessons.

The preschool curriculum is designed to actively engage each child in developmentally age appropriate activities exploring the content areas of literacy, mathematics, science, social studies, and the arts. Our skilled teachers use the ABEKA curriculum as a foundation for instruction and growth.

Our preschool room arrangement creates the optimum learning environment. It allows children easy access to educational toys, materials and books, enabling them to initiate and expand their activities. Each classroom is organized with areas for block play, manipulative toys, art creativity, dramatic play, and reading in addition to larger spaces for group activities.

The ABEKA curriculum is incorporated into the days learning activities with a focus on numbers, letter, phonics, and writing. Exciting Bible lessons, interactive songs, poetry, and hands-on art projects balance the learning experience in each classroom. To enhance learning experiences in our preschool we offer class trips to theatre, farm and children's museums.

## **PLACEMENTS INTO OLDER CLASSES**

Children are assessed for class placement into the older classes by chronological age and in terms of their total development – social, physical and emotional. Interest level in the activities typical of each group is also taken into consideration, as is the actual availability of an open place at a particular time that matches the enrollment days of the child being moved. The classroom teacher is also consulted as to the readiness of the child. Parents will be notified and encouraged to set up a transitional conference with the new teacher.

## **CLOTHING**

All children need at least one complete (for infants and toddlers please provide two complete sets) labeled change of clothing at the Center. As the seasons change please check and change the outfits left at the Center.

Children involved in toilet training may need several changes of clothing each day.

## **DIAPERS**

Considerable controversy exists concerning the use of disposable versus cloth diapers. In terms of containment and absorption, disposable diapers are used in group care situations.

You may bring in a large supply of disposable diapers for your child. Teachers will note on the daily report form when your supply is low.

## **TOILET TRAINING**

We ask that you advise us when you are ready to begin toilet training with your child. It is best if we can duplicate the routines and methods that you are using in order to have consistency for the child.

## **PERSONAL BELONGINGS**

If your child has a favorite sleeping item or any other security item, they are welcome to bring the item to school.

Often children may want to bring in items related to the unit being studied or share items from a vacation. These may be brought in only at the approval of the teacher and shared only during specific times of the day. You should check with your child's teacher to see if there is a day designated for sharing such items. Please label all items brought to school.

Appropriate books, dvd's and cd's enrich the children's lives and may be brought at any time. Please label all items brought to school, which will be used at the teacher's discretion.

We ask that children not bring the following items to the Center: toys or toy weapons of any type, money, gum, candy, cosmetics, jewelry.

# COMMUNICATION

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### **COMMUNICATING WITH FAMILIES**

In addition to conferences and assessments, there are many ways to keep you knowledgeable about what is happening in your child's classroom.

#### ***WAYS OF COMMUNICATING WITH FAMILIES***

- SchoolCast
- Telephone calls
- E-mails
- Daily sheets
- Notices

#### ***CONTACT INFORMATION***

Address: 8332 Moody Parkway, Odenville, AL 35120.

Phone: 205-640-5205

For additional questions or concerns you may contact:

Kelcey LeCroy & Angela Trapp Co-Directors, [weecare@bethelnet.com](mailto:weecare@bethelnet.com)

Church office, [info@bethelnet.com](mailto:info@bethelnet.com)

Dr. Josh Burnham, Pastor, [jburnham@bethelnet.com](mailto:jburnham@bethelnet.com)

# PARENTAL INVOLVEMENT

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### ***PARENTAL VISITS***

Parents may visit the center at any time. However, if there are problems arising from parent visits that interfere with the deliverance of quality childcare, then the parent(s) will not be permitted in the classroom.

### ***FAMILY INVOLVEMENT***

Families are welcome to participate in the class activities and school events.

### ***WAYS FOR THE FAMILY TO BE INVOLVED:***

- Making things for the program
- Sharing their culture
- Sharing a talent or a job
- Participating in the class activities or field trips
- Contributing to the curriculum

### ***AUTHORIZATION TO RELEASE A CHILD***

A child will be released to parents and those adults identified by the parents as authorized to pick-up their child. If another adult comes to pick up your child, we will release the child only through notification in writing from the child's parent. Proper photo I.D. must be given before the child is released.

## ***EMERGENCY CONTACTS***

Your emergency contacts listed on your emergency card WILL be contacted in the event that you are unable to be reached. Please adhere to the following policies:

1. You should have two (2) contacts that live within a 20-mile radius of Bethel WEE Care on file in the office.
2. Your contacts should know that they have been recorded on the card and are responsible for your child in the event that they need to pick up your child at any time throughout the day.

## ***PICK-UP POLICIES***

Due to our concern for the children's safety, both physical and emotional, we ask that once the child has been released to your care at day's end, your child not be permitted to run in the hallways, roam unattended or enter the kitchen.

Parents who spend a little time in their child's classroom at day's end need to also remember that while your child is in his/her classroom with you, class rules that encourage appropriate behavior still apply for your child.

Parent's visiting in classes at day's end may also have an anxious effect on other children waiting for their parents, so please take the gentle cue from the teacher if it is time to leave.

## ***PARKING***

There is limited short-term parking available by the walkway for you to drop off or pick up your children. If you intend to stay any longer, we ask that you park in a parking space provided. We also ask that you not leave car motors running or leave other children unattended within your car when you enter the building.

## ***PERSONAL BELONGINGS***

A stuffed animal or doll may ease the transition from home and comfort the child feeling anxious; please be sure these items are “soft cuddliest” and placed in the cubby to only be held at naptime or brought out when appropriate. A book to share with the whole class is always welcome. It is recommended that other toys be left in the car or at home, so as not to be lost, broken or envied by others.



# DAILY ROUTINE

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### ***SCHEDULE***

WEE Care opens at 6:30 am and closes at 6:00 pm each evening. Schedules vary depending on the class. Snacks are served mid-morning and mid-afternoon each day. Lunch is served between 10:45 am and 11:30 am. Nap time for Toddlers – K4 is from 12:00 pm – 2:00 pm. There are two nap times for Infants, Crawlers, and Walkers. Morning nap is 9:00 am – 10:30 am. Afternoon nap is from 1:30 pm – 3:30 pm.

A schedule of daily activities is posted in each classroom.

### ***MEALS AND SNACKS***

Lunch is prepared for each child that is able to eat table foods. Nutritious snacks are provided twice a day. Milk/juice is served with lunch and juice or milk is served with snacks. Parents of bottle-fed infants must provide their own formula (or expressed milk for nursing infants if parents so choose). Baby food and appropriate snacks are also provided by the parent for those children not ready for table foods.

Parents must inform the center of any special dietary requirements, including food allergies. Candy and chewing gum are not permitted in the Center.

The menu rotates on a monthly basis. When you enroll and when the Center changes the menu, you will receive a copy of the scheduled meals. Please notify us of any allergies immediately.

Monthly menus are also available at the front desk.

## ***CLOTHING***

Children play hard and need to be comfortable. We ask that children be dressed in clothes suitable for the many art, playground and climbing activities of their day. Cold weather does not necessarily keep us indoors, so please be sure that children have the necessary sweaters and hats, etc., appropriate for the day's weather changes. All clothing should be labeled with the child's name, to facilitate dressing and reduce loss.

Two full sets of extra clothes (one set for pre-schoolers) should be kept at the center, even for the oldest children. When accidents of play, feeding or toileting happen, we know you would want your child to be comfortable. Extra sets will need to be regularly replaced as soon as possible if your child uses them.

Shoes need to be appropriate for indoor/outdoor play. Sneakers or rubber-soled shoes are required for safe play; an extra pair may be left in the child's cubby and teachers will gladly help with the changes.

## ***REST TIME PROVISIONS***

Cribs, sheets and blankets are provided for infants. All sheets and blankets are washed at the Center daily. Nap cots are provided for all toddlers and preschoolers. Parents provide nap mats for toddlers and preschoolers. Nap mats are washed bi-weekly at the Center.

# FINANCIAL POLICIES

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### **REGISTRATION FEES**

- Day care \$100,
- Preschool \$100
- After School Care \$50

Registration fees are non-refundable. Yearly registration fees are due on July 1 for the following school year. Any registration fee paid after the due date is assessed an additional fee of \$20.

### **TUITION RATES**

Infants to Walkers: \$145/week

Toddlers to Preschool: \$130/week

Afterschool Care: \$60/week, includes transportation from elementary school and a snack.

Holidays: \$20 additional/each day (include two snacks), with a weekly cap of \$130.

NOTE: For those children who are not enrolled as weekly, and attend only on holidays, the rate is \$35/day with a weekly cap of \$130. There are no discounts on daily rates.

### **BOOK FEES**

K-2 \$27

K-3 \$45

K-4 \$68

## TUITION POLICY

Tuition is payable weekly on the Monday of the week the service is provided. There will be no refund for days missed while the child is enrolled. Each participant will receive one week of vacation per calendar year at no charge.

Children in transition (moving from one classroom to another) will pay the tuition fees of the classroom they were in on the first of the month.

There will be a \$35.00 late payment fee for all checks returned to us unpaid from the bank, or for any online payments returned as unpaid.

Payments may be made online payments only. Upon enrollment, each family is given log in information for online payment.

## VACATION WEEK

Children enrolled in the daycare or preschool program are allowed one week **per calendar year** with no attendance or tuition payment. The child must be enrolled at least four months before using a vacation week, and may not use more than one in any six-month period. Children enrolled in the after school program are allowed **one week per year** with no attendance or tuition payment.

## LATE PAYMENTS

Payments are considered late on Tuesday at the close of business and will incur a late fee of \$5.

It is center policy that children may be required to withdraw from enrollment in the center when tuition is more than two weeks in arrears.

### **WITHDRAWAL AND SCHEDULE CHANGING POLICY**

A notice of two weeks is required before the withdrawal or class changing request of an enrolled child at the center.

### **DISMISSAL POLICY**

If the Director of the center determines that a child is unsuited for the center's environment, the parents will be consulted. Within two weeks of this meeting the child will be withdrawn and all agreements will be terminated.

# HEALTH POLICIES

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*“The risk of transmission of the agents that cause infectious diseases is increased when children are gathered into groups for any reason. This risk is particularly significant in day care because of the many close physical interactions between children and adults. The majority of day-care programs attempt to exclude ill children. However, illness among young children is frequent and many parents want to bring mildly ill children to day-care programs. This results in a struggle between staff and parents and a desire for absolute criteria to use to determine when a child’s illness requires exclusion. Day-care personnel criticize parents for demanding care for sick children. In turn, parents criticize day-care programs, believing that their children acquire their illnesses from day-care contacts. The resulting tensions strain parent/staff relationships, negatively affecting the quality of the day-care experience. Unfortunately, absolute criteria for exclusion of ill children does not exist. Day-care programs base their exclusion policies on two issues:*

- (1) risk of transmission of infectious diseases and*
- (2) the demand of sick children for increased adult attention, which may exceed the resources of the day-care program”*

(Quoted from Pediatrics in Review)

The health policy of Bethel WEE Care is designed to best meet the needs of our children, parents and staff. The policy has been in place since the Center opened, but we keep rewriting it in attempt to clarify and better define these policies. We consult with doctors, nurses and other health care professionals in formulating our health policies.

No policy will eliminate the problem of illness endemic to group care – especially of young children – no policy will satisfy all the populations the center serves, and no policy can entirely eliminate the element of subjective judgment inherent to individual situations.

## DAILY HEALTH CHECK

Staff will perform a daily health check on each child every morning. The daily check will examine whether or not the child has:

- Fever or elevated body temperature of 100 degrees.
- Skin rashes or unusual spots

## COMPLAINTS OF PAIN

Signs/symptoms of disease including: Severe coughing, sneezing, breathing difficulty, discharge from the nose, ears or eyes, diarrhea or vomiting.

Should any of these symptoms present themselves the child will be excluded until a medical evaluation allows inclusion. **A doctor's note must be submitted stating that the child is not contagious and indicating the date that the child can return to daycare.**

In order to minimize the spread of illness among children, it is important that parents have arrangements available for alternative care whenever your child shows signs of illness. The following symptoms will necessitate exclusion from the center:

## FEVERS

A temperature of 100° F or higher is reason for exclusion from group care. A child who has been sent home with a fever of 100° F or higher may return to the center after being fever free for 24 hours without any medication.

## SEVERE COLDS

Colds with extreme symptoms of excessive coughing, sneezing, nose drainage that is yellow or green and that interferes with a child's ability to eat, sleep or play are reason for exclusion.

## **DIARRHEA**

Bowel movements that are extremely loose, watery and frequent are reasons for exclusion. A child should be free from diarrhea for 24 hours before returning to the center.

***EXPLANATION*** – Diarrhea in children is an extremely contagious illness. Bowel movements that cannot be contained in a diaper or a toilet pose a high risk of contagion. Young children, especially infants, may have frequent or loose stools regularly or in response to a variety of conditions, but these are different from diarrhea. One or two meals should be eaten during the “24 hours free from diarrhea” (overnight with no meals eaten should not be considered 24 hours free from diarrhea). Secondary symptoms of crying, pain, refusal to eat, etc., must be considered.

## **VOMITING**

Vomiting is a reason for exclusion. As with diarrhea, 24 hours should pass (with at least one meal eaten) without an episode of vomiting before a child returns to the center.

***EXPLANATION*** – infants can spit up or throw up for many different reasons. With no other symptoms present we would wait to see if an infant threw up a second time before calling the parent to pick up the child.

## **RASHES**

Rashes must be physician diagnosed for a child to be in the center.

## **MOUTH SORES**

Mouth sores with drooling are reason for exclusion, unless the child’s pediatrician states the child is non-infectious.



## **CONJUNCTIVITIS**

Pink or red conjunctiva with white or yellow discharge, often with matted eyelids after sleep, and including a child with eye pain or redness of the eyelids or skin surrounding the eye is reason for exclusion. A child may return to the center 24 hours after medication is begun.

## **TEETHING**

Teething is not a reason for exclusion. Teething can cause low-grade fever (under 100 F), crankiness, loose bowel movements and a clear, runny nose. Teething does not cause the exclusionary conditions described above, though.

## **LICE POLICY**

Bethel WEE Care operates a “No NIT” facility. Periodic checks are conducted for lice. If lice and/or nits are found, the parent will be called and the child sent home. In order for the child to return to WEE Care, the child must be lice and nit free.

## **SYMPTOMS OF CONTAGIOUS CHILDHOOD DISEASE**

Symptoms of contagious childhood diseases are reason for exclusion. The WEE Care center, however, adheres to the Americans with Disabilities Act in the application of its disease policies.

Parents should notify us if their child has been exposed to Measles, Chicken Pox, Roseola, Conjunctivitis (pink eye), Impetigo, Pediculosis (head lice) RSV, Bronchiolitis, Strep Throat, Ringworm and Coxsackie. Exposure to contagious disease is not reason for exclusion.

## **SIGNS OF POSSIBLE SEVERE ILLNESS**

Signs of possible severe illness, including unusual lethargy, undefined irritability; persistent discomfort crying or difficult breathing are reasons for exclusion.

## **ABSENCE**

Please call the center if your child will be absent and let us know why. Contagious illnesses must be posted in the classrooms, so other parents know what is going around. To be cleared by a pediatrician for group care, we need:

1. the child to be seen by a doctor,
2. a note from the doctor stating (a) a diagnosis (b) that the child is not contagious (c) the date that the child may return to group care.

A child will continue to be excluded if the appropriate note is not received before the child is brought to school.

## **MEDICATION POLICY**

The proper form must be completed and signed by the parent in order for medication of any kind to be given. Forms can be obtained through the office and are available in the parental handbook.

## **HEALTH LAW REQUIREMENTS**

A current immunization record is required by state law. It must be turned in with enrollment forms prior to enrollment and updated upon expiration. **If their immunization form has expired, your child will be excluded from attending until an updated form has been submitted.**

# CHECKLIST

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### **CHECKLIST: WHAT YOUR CHILD WILL NEED**

The following is a checklist of items that are needed to complete enrollment:

- Application 2018/ permission form and signature
- Parental Agreement Form signed
- Affidavit signed and notarized
- Immunization form submitted
- Registration and book (K2, K3, K4) fee paid
- First week's tuition paid

Individual containers will be available for K3-K4 so that items can be left at the center. Please label all belongings. The following is a list of personal items that are needed for each age group:

#### **INFANTS**

Disposable diapers, bibs, baby cereal, extra can of ready-to-feed formula, two changes of clothes, pacifiers

#### **TODDLERS**

Disposable diapers, training pants or pull-ups when toilet training, three changes of clothes including shoes/play clothes for outside, nap mat

#### **PRESCHOOLERS**

One change of clothes and underwear including shoes/play clothes for outside, nap mat (will be sent home weekly for washing)

# ABUSE

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### **CHILD ABUSE POLICY**

All staff of Bethel WEE Care are mandated reporters and are required to report any suspected abuse, neglect, or maltreatment on the part of an employee, parent, or volunteer. Any abuse or maltreatment of a child, either as an incident of discipline or otherwise is prohibited. Any means of corporal punishment will not be tolerated. Additionally, withholding or using food, rest or sleep as a punishment is prohibited. If any type of abuse or neglect is suspected, it will be reported to the State Central Registry at the mandated number (205) 812-2165.

# DISCIPLINARY POLICIES

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### **DISCIPLINE/GUIDANCE**

As children mature and try to gain self-control, they may lose control. At such times, children may be redirected to another activity. Sometimes talking about what has happened eases the tension. A child may occasionally need to sit quietly in time-out in order to calm down and regain self-control.

Children are never spanked, humiliated, or embarrassed. If the behavior is persistent, teachers will examine the environment and the events which surround the behavior. Through observation and discussion, teachers will decide the most appropriate way of dealing with the situation. Parents will also be asked to share their ways of dealing with difficult situations. A conference with the director, teacher, and parents may be needed to reach a resolution.

### **BITING**

When a child is bitten, it is a traumatic situation for both children and both sets of parents. Yet, biting is not unusual behavior for pre-verbal children. They may become frustrated then they cannot say “Move”, “I was playing with that”, or “You are too close”. Because they cannot speak, some children will bite.

When a child is bitten, the area is cleaned, and ice may be applied. They are held and consoled until they are ready to rejoin the group. The biter is told that biting is not allowed and that it hurts. Perhaps the best way to stop biting is to encourage language development and using words.

The following forms are used to report incidents that may occur while at WEE Care:

- Bite Report – used to report when a child bites or is bitten
- Ouch Report – used to report when a child has an accident
- Behavior Report – used to report behavior that needs to be corrected
- Caught Being Good – used to report on exceptional behavior

### ***BABYSITTING***

Occasionally parents may ask teachers to baby sit. The Center does not encourage this practice and assumes no responsibility for employees after their scheduled work hours.

Additionally, staff members are not allowed to transport children in private vehicles during center hours of operation.

# CHECK IN/OUT POLICY

## *Parent Handbook 2018*

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### **HOURS OF OPERATION**

WEE Care opens at 6:30 am and closes at 6:00 pm each evening.

### **CHECK IN TIME**

Each child must be checked in at the front desk located in the lobby. As a consideration to teachers, we ask that children be in attendance by 9:00 am each morning that they attend. For K3 and K4 classes, it is suggested that children be in attendance by 8:30 am. If you will be bringing your child after that time due to a doctor's appointment, you will need to call the office. Lunch counts are turned into the kitchen by 9:00 am. If you do not call and you drop off your child after 9:00 am, you may need to provide a lunch for your child.

### **IDENTIFICATION**

Anyone who enters the WEE Care to pick up a child must be identified through the office, by showing a picture identification (such as a driver's license). Upon subsequent visits by the same person, the child can be picked up directly from the teacher in the classroom.

### **CHECK OUT TIME**

Each child must be signed out at the front desk located in the front lobby. Make sure you speak with the teacher and let her know that you are taking your child. (If you are new to WEE Care, you will need to go to the front desk and present your identification before picking up your child.)

### **LATE PICKUP**

All children should be picked up by 6:00 pm. If a child is picked up after 6:00 pm on any evening, a late fee of \$1.00 per minute per child will be billed to the child's account.

# FORM DESCRIPTIONS

## *Parent Handbook 2018*

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### IMMUNIZATION FORM

A current immunization record is required by state law. It must be turned in with enrollment forms prior to enrollment and updated upon expiration. **If the immunization form has expired, your child will be excluded from attending until an updated form has been submitted.**

### UPDATED CONTACT FORM

Each Fall and Spring Contact forms are sent home to parents, requesting any updates that need to be made. It is important that these forms be maintained in the event that an emergency would require the Daycare to contact a parent immediately. It is the parent's responsibility to make sure the forms are returned to the office in a timely manner.

### PARENTAL AGREEMENT

Each parent is required to read the Parent Handbook. The Handbook is a beneficial tool in helping a parent to understand policies and procedures of their child's Daycare. A signature form must be submitted upon enrollment signifying that the parent has read and will abide by the policies stated in the handbook.

### FORM OF AFFIDAVIT

This form is required by the State of Alabama, and states that the parent has been notified that Bethel WEE Care, under the authority of Bethel Baptist Church, has filed notice and is under Exemption Status with the Alabama Department of Human Resources. This form must be signed and notarized, and an original form submitted for each child. This is an annual form that must be completed in August of each year.



# STAFF RATIO

## *Parent Handbook 2018*

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### ***BACKGROUND CHECKS***

All WEE Care employees undergo a thorough background check on the national and local level.

### ***STUDENT RATIO***

Age	Staff to Child Ratio
0 up to 12 months (Infants and Crawlers)	1 to 5
12 months up to 18 months (Walkers)	1 to 6
18 months to 30 months (Toddlers)	1 to 7
K-2 (age 2 by Sept 1)	1 to 10
K-3 (age 3 by Sept 1)	1 to 12
K-4 (age 4 by Sept 1)	1 to 14
School Age	1 to 18
Nap Time	1 to 36

# CURRICULUM/SCHEDULES

## *Parent Handbook 2018*

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### ***THEMED SPECIAL DAYS***

Occasionally, days are set aside with a special theme. These include days such as: Wheel Day, Book Day, Stuffed Animal Day, and Toy Day. These days are designed to remind all of us that learning is fun.

Along with weekly theme days, our preschool classes have monthly themes that coordinate with their curriculum. These include such themes as Farm Days, Community Helpers, and Patriotic Times. The monthly themes are opportunities to develop ideas that broaden the children's concept of the world around them.

### ***Abeka***

The Abeka curriculum is used in the K-2, K-3 and K-4 classes from August through May. The Abeka curriculum is a Bible-based curriculum that is directed toward developing a child's heart and mind toward a godliness of character and action.

### ***CLASS DAILY SCHEDULES***

A class schedule is posted in each class room. In addition, teachers send home schedules at the beginning of each year and make them available throughout the semester as needed.

(All schedules are subject to change based on the teacher's discretion and administration approval.)



# FORMS

## *Parent Handbook 2018*

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*See attached forms*



# Bethel WEE Care Parental Agreement Form

*Please check "yes" or "no" to the following statements, sign your name, and return form to Bethel WEE Care.*

- |  |     |    |
|--|-----|----|
| 1. I have received the Bethel WEE Care Parent Handbook.  | YES | NO |
| 2. I have been informed and understand the policies and procedures of Bethel WEE Care.   | YES | NO |
| 3. I have submitted the State of Alabama Certificate of Immunization Form.   | YES | NO |
| 4. I agree that it is the responsibility of both the staff of Bethel WEE care and parents to keep an open line of communication. | YES | NO |
| 5. I understand the policies regarding tuition payments and late fees.   | YES | NO |
| 6. I understand that non-payment of tuition or fees may result in mandatory withdrawal from Bethel WEE Care.                     | YES | NO |
| 7. I understand the policies regarding late pick-up from Bethel WEE Care.  | YES | NO |
| 8. I understand the guidelines concerning sick children.   | YES | NO |
| 9. I have signed and turned in an Affidavit stating my knowledge of Bethel WEE Care licensure exemption from DHR.                | YES | NO |

Parent/Guardian Name: \_\_\_\_\_  
*(Please Print)*

Parent/Guardian Signature: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Please Print)*





***FORM OF AFFIDAVIT for Parent/Guardian***

***STATE OF ALABAMA***

***COUNTY OF ST. CLAIR***

Before me, a notary public in and for said state and county, appeared \_\_\_\_\_ and is known to me, after being duly sworn or affirmed, says as follows:

That affiant is the parent or legal guardian of the minor child/children \_\_\_\_\_ that affiant has been notified by \_\_\_\_\_, a representative of Bethel Baptist WEE Care, that said church/school has filed notice and is exempt under law from regulation by the department of human resources.

\_\_\_\_\_ Parent/Legal Guardian

Sworn, or affirmed to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_ , 20\_\_\_\_.

**Original, notarized affidavits must be submitted annually.**





