

# Parent Handbook

Fall 2021 – Spring 2022



# Wee Care Christian Preschool a ministry of UBC

333 West Maple Street, Fayetteville, AR 72701  
www.weecareubc.org

## TABLE OF CONTENTS

Welcome	3
Wee Care Curriculum Goals	4
General Information	5
Financial Policies	6
Covid-19 Policy	7
Arrival and Departure Procedures	11
Security Procedures	12
Wee Care Emergency Plan	13
Health	14
Nutrition	15
Rest Time	17
Holidays, Snow Days and Closings	17
Special Events	18
Discipline Policy	19
Carter's Law	20
Stay Connected	21
Withdrawal from the program	22
Parents Can Help	23
Parking Procedures	24
Calendar	25



*Dear Parents,*

Wee Care Christian School is an early education ministry of University Baptist Church. It began in 1977, with the desire for children to grow in the love of Christ.

Wee Care Christian Preschool's vision is to offer every child a strong spiritual and educational foundation rooted in the gospel of Jesus Christ. We seek to partner with families and equip classroom teachers to support children in their formative years of development.

Through the dedicated teaching staff and the curriculum we use, children will have Biblical truths laid in their hearts. We want to partner with you, the parent, to lay these truths just as we are commanded in Psalm 78:4, "We will not hide them from their children but tell to the coming generations the praiseworthy deeds of the Lord."

We are excited your family has joined the Wee Care team and hope the learning experiences here will be happy, wholesome ones. As parents, you are cordially invited to visit us, ask questions, and make suggestions. The best assurance for the success of your child's experience is the close cooperation and understanding between our parents and our teaching team. Please do not hesitate to call or stop by for a visit any time.

Reaching the Next Generation for the Glory of King Jesus,

Mrs. Casey Rainer, Director

# Wee Care Curriculum Goals

## Mission Statement:

Wee Care Christian Preschool seeks to offer every child a strong spiritual and educational foundation rooted in the Gospel of Jesus Christ by partnering with the families and equipping the classroom teachers to support children in their formative years of development.

Each classroom birth through 5 years is equipped with qualified teachers, engaging learning centers and structured routines to help lay the strong spiritual and educational foundation parents seek for their children. Classrooms are designed to support each child's unique ability to learn. Children are encouraged to grow in all areas of self: social, emotional, cognitive, physical and spiritual.

To accomplish this, teachers utilize Truth78, Adventures in Learning Curriculum, The Child Development Early Learning Standards (CDELS), The Bible (Children's Bibles as well as the ESV Bible), Scripture Memory and Prayer. The variety of resources enables teachers to build thematic units that provide:

- Guidance and activities in each unit to help children develop reading, writing and math skills appropriate to his or her stage of development.
- Monthly units which provide opportunities for children to learn about God's world and how we live in it.
- A foundation for understanding God, Jesus, the Bible, the Church, self and others, and the natural world.

The Child Development Early Learning Standards have been written and organized by the state of Arkansas and are designed to ensure that the curriculum will assist in the growth and development of your child for a successful transition from birth to kindergarten.

Wee Care teachers will keep a portfolio for each child in the class documenting the learning and development of the child. The portfolios contain samples of the child's work, pictures of the child during activities and observational notes. Portfolios are available to the parent at any time.

The activities teachers plan for children, the way they organize the environment, select materials and plan the schedule, are all designed to accomplish the goals of our curriculum and give your child a strong foundation.

# **General Information**

## **Wee Care offers the following classes:**

### **12 weeks through 29 months**

Tuesday or Thursday

Tuesday and Thursday

### **30 months through 5 years**

Monday and Wednesday

Tuesday and Thursday

Monday through Thursday

## **Wee Care offers a half and full day option**

Half Day 8:15-12:00

Full Day 8:15-2:00

## **State Licensing and Mandated Reporting**

Wee Care Christian School is a licensed child care facility of *the Department of Human Services*. As a part of our licensing process, our Licensing Specialist from DHS will make periodic monitor visits to Wee Care. While here, he/she will check the teacher/child ratios, health and safety of the school, and may visit with the children to determine our compliance with licensing requirements. Licensing Compliance Forms are available for inspection by our parents upon request.

All staff employed by Wee Care are required to have background checks. State law requires that all staff who work with children are mandated reporters of suspected child abuse. As stated in the DHS Minimum Licensing Requirements, *“Children may be subject to interviews by licensing staff, child maltreatment investigators and/or law enforcement officials for the purpose of determining licensing compliance or for investigative purposes. Child interviews do not require parental notice or consent.”*

Wee Care maintains a log of all child product recall and safety notices issued by the Attorney General’s Office. These are available upon request.

# Financial Policy

We are so excited you have entrusted Wee Care Christian Preschool for your child's early education. The following guidelines have been put in place to help maintain the integrity of our school, quality of our teachers and protection for our Wee Care Christian Preschool families. Please consult with the Director if you have any questions or concerns regarding the following financial policies.

•**Application and Fees:** A child is considered enrolled when the completed Registration Forms and a non-refundable \$75.00 Registration Fee per child are returned to the Wee Care Christian Preschool office.

•**Tuition:** Tuition is based on the number of days your child is scheduled in school and then divided into nine equal payments due on the first day of each month. Tuition is considered late if paid after the 10<sup>th</sup> of the month. Please communicate with the Director before tuition is due if problems arise and you are unable to pay tuition on time, otherwise a \$10.00 late fee will be added to your account. An insufficient funds fee of \$30.00 will be added to any returned check. When tuition is over one month past due, Wee Care reserves the right to dismiss the child from the program. We also offer a 5% discount for tuition paid in full by September.

•**Supply Fee:** A \$60.00 supply fee per child is used for consumable classroom materials throughout the current school year. The fee is due with the first month's tuition. Families may break the supply fee into two payments: \$30.00 added to September's tuition and \$30.00 added to January's tuition.

•**Refunds and Withdrawals:** Tuition is divided into nine equal payments. No refunds of tuition are made when a child is absent. A two week notice is required before withdrawal. Tuition will only be prorated when a two week notice is given. Tuition will be prorated two weeks from the date the office was notified. (refer to p.17)

•**Late Pick-up:** A late charge of \$5.00 will be assessed for pick-up after 12:00/2:00. Parents will be contacted starting at 12:05/2:05 and additional charges applied. (refer to p.7)

•**Payment Methods:** Tuition and fees should be placed in a Wee Care Payment envelope. Completed payment envelopes may be placed in the drop box in the hallway. All checks will be made payable to UBC.

## **2021-2022 COVID – 19 Policy for Wee Care Christian School**

### **\*Policy will be in effect during the COVID-19 Pandemic\***

To ensure the sustainability of Wee Care Christian Preschool and the health and safety for all teachers, students and parents, a COVID-19 Policy is implemented. This policy takes into account the input from our teaching staff, Wee Care families, medical professionals and guidelines from ADH. Please read carefully and thank you for your support! Conversations and guidelines are changing regularly; the staff of Wee Care Christian Preschool reserves the right to adapt these policies to match the latest guidelines from ADH.

**After reading through the COVID - 19 policy, we pray you are encouraged and confident sending your child to Wee Care this school year.**

The first days of school are Monday, August 30 and Tuesday, August 31.

## **COVID – 19 Policies for Wee Care Christian School**

### **Tuition & Finance:**

1. If the Arkansas Department of Health or the Governor require Wee Care to close permanently for the remainder of the school year, tuition will not be charged to families beginning with the following month's tuition.
2. If UBC decides it is best to close Wee Care due to the pandemic, although there is no directive from the state to close, tuition during closure will not be charged to families beginning with the following month's tuition.
3. If the Arkansas Department of Health requires Wee Care to close temporarily for quarantine purposes, tuition will not be discounted. Families would be able to drop from the program given a 2-week notice per the Wee Care financial policy if desired.
4. If a parent feels the need to withdraw due to other concerns but the school remains open, a 2-week notice is required as stated in the Wee Care financial policy before tuition would be prorated.
5. If a parent would like to re-enroll their child during the school year, given class availability, a re-enrollment fee of \$50 per child would be incurred at the time of re-enrollment.

**Dropoff/Pickup:** We strive for both best practices and the relationship between family and teacher by having the parent drop off and pick up their child in the classroom. However, a structured drop off and pick up procedure is implemented to ensure and maintain a safe environment for everyone.

1. Morning and afternoon drop off/pick up times will be between 8:15-8:45am and pick up either at 12:00pm or 2:00 pm. Please note that from 8:15-8:30am is usually busy with multiple families entering the facility. If you prefer an arrival that is not as congested, we suggest you arrive from 8:30-8:45am.

2. The glass doors underneath the awning by the Main Hall fountain will be our central and only entrance for all families (nursery and preschool) for dropping off and picking up. We will continue to have a one way in and one way exit for nursery and preschool families to help with social distancing. Signs will be posted designating exits.
3. All students entering the building will go through a health screening check-in procedure until further notice. If the child's temperature is greater than 99.9 degrees or has experienced other symptoms in the previous 36 hours, the family will not be able to proceed to the classroom.
4. For the safety and protection of our teachers, students and families all parents who enter the building are strongly encouraged to wear a mask while Arkansas is currently considered a hot spot for high transmission by the CDC's definition ([link here](#)) . The Wee Care team will closely monitor the situation and update the policy as new information is released.

**Classroom ratio and separation:**

1. Classroom group sizes will be no more than 12 children.
2. Classes will be separate from one another including the hallways, playgrounds and playrooms or other typical multiple class settings. Classes will not interact or mix with each other.

**PPE:**

1. Wee Care will follow the CDC recommendation for masks in the classroom: [CDC Update](#)
  - a. All staff will be asked to wear a mask regardless of vaccination while the area is considered a hot spot or substantial transmission.
  - b. All staff will be asked to wear a mask regardless of vaccination while outside the classroom and traveling within the building.
  - c. Staff may remove masks when outdoors and/or when inside their classroom if they are able to socially distance from the children.
2. Students will not be required to wear masks while at school. However, if a parent would like their child to wear a mask it will be the responsibility of the parent to instruct their child in the proper wearing of a mask. Masks will not be allowed for children ages 2 and under per the regulation from the division of childcare. ([link here](#))

**Sickness Policy:** The Arkansas Minimum Licensing handbook section 1100 gives direction if we were to have a case of COVID-19 in our school. Wee Care will follow this policy by contacting the Arkansas Department of Health and following their recommendation as well as being transparent with our families. The policy is as follows:

1. Communicable Disease as in COVID-19:
  - a. If a child shows possible symptoms of COVID-19 at school we will:
    - i. Immediately isolate the child from the group and contact the parent for immediate pick up.

ii. The parent will then follow the ADH procedure to have the child tested for COVID.

iii. Wee Care will report to the ADH a possible case and that we are waiting on a test result. The ADH will then provide further guidance.

iv. Wee Care will contact the families within the classroom about a possible case within the classroom and potential exposure.

v. Once the family receives the test results, they will contact Wee Care with the results. Wee Care will then contact the ADH again and receive instruction on how to proceed based on the findings. Families within the classroom will also be notified.

vi. The family and child's information will remain anonymous during this process.

b. If the result is negative the child needs to stay home until he/she is fever and symptom free without medication for 36 hours before returning to school.

c. If the result is positive the child will need to stay home for 14 days starting from when the symptoms began and or receives an approval letter by the ADH. We will follow ADH instructions regarding any quarantine or classroom/school closure. Wee Care will follow up with families within the classroom of potential exposure and will contact all families within the school regarding a positive case within the facility. Information from the ADH will be provided to all families.

2. The affected area/classroom will be fully sanitized as soon as possible upon the child being isolated from the group.

3. We will only contact families if/when there has been possible exposure within the classroom or upon the Arkansas Department of Health's recommendation.

4. Under the direction of the ADH, the same procedures will be followed if a teacher were to show symptoms or be diagnosed with COVID-19. However, if a teacher's spouse or family member is exposed and she potentially may have secondary exposure, the ADH may recommend the classroom to remain open. In this case we would seek a substitute while the teacher quarantines. However, if we are unable to provide a substitute for the classroom, the classroom would then be closed until we are able to provide one for the class. Families would receive ½ off the price per day for each school day missed and it would be applied as a credit to the tuition for the following month. This is only if a classroom has to be closed due to WC not being able to provide a substitute while the teacher is out. Families who receive a scholarship or a staff discount will not receive a half price reduced rate.

5. Typical illness: The Wee Care sickness policy is amended to state children must be fever/symptom free for a full 36 hours without medication before returning to school. This is based on guidance from the Arkansas Department of Health and the current pandemic we are experiencing at this time.

### **Health / Safety and Cleaning:**

1. We will continue to wash hands throughout the day and especially upon entry into the classroom, before and after playground, before and after meals, after toileting, and after coughing and blowing nose.
2. Teachers as well as children will use soap and water to wash hands. Hand sanitizer can be used with the Preschool age while on the playground or when water and soap are not available. Nursery classes will use hand wipes if soap and water are not available.
3. Nap time, cots will be separated by 36 inches or with a physical barrier such as furniture within the room or a project board.
4. Children will be spread out during lunch time, with no more than 3 to a table.
5. Lunches will continue to be brought from home as normal and monthly snacks provided by families will continue as normal as well.
6. Temperatures will be checked midday by the classroom teacher or the administration team. If a temperature is greater than 99.9 the family will be notified to pick up their child immediately.
7. The administration and custodial team will sanitize throughout the day including handrails, door knobs, light switches and other highly touched surfaces. A professional cleaning crew will clean the facility twice a week.

# Arrival and Departure Procedures

**\*Arrival and departure procedures will be modified during the COVID-19 pandemic. Please refer to our COVID-19 policy on page 7 for more information. Once the Division of Child Care and the Arkansas Department of Health allow Wee Care to resume normal operations families will be notified.**

Teachers will welcome children to the classroom at **8:15am**. Early arrivers may spend time with their parents in our playroom located in Randall R208.

Parents will enter the building with their child and sign the sign-in sheet in the classroom. It is important to add a phone number where you can be reached on that particular day. Under no circumstances are children to be let out of the car in the parking lot to enter the building alone. We ask that older siblings not drop off or pick up preschoolers. The parent/guardian must sign in and out each day.

Pick up time is at **12:00/ half day** students and **2:00/ full day** students. Parents will pick children up in the classroom. A \$5.00 late fee will be applied to the child's account when pick up is after 12:00/2:00pm. Parents will be contacted by 12:05/2:05 and an additional charge of \$5.00 will be applied for every 5 minutes after 12:05/2:05. (refer to p.6)

We understand that traffic can be tough or schedule conflicts happen. In the event parents are running late to pick up your child please contact the Wee Care office 479-442-2512. A late pick up fee will be assessed in the event of a late pick up and no contact has been made with the office.

## REMINDERS:

Arkansas State Law states that any child who is less than 6 years old or weighs less than 60 pounds shall be restrained in a child passenger safety seat.

# **SECURITY PROCEDURES**

At Wee Care Christian Preschool your child's safety is a top priority!

## **Pick-Up:**

Wee Care understands that family friends or relatives will pick children up at times. We ask parents to notify the Wee Care office in the event anyone other than parents or the regular car-pool person is to pick up your child.

Wee Care staff is trained to check an official ID of anyone picking up a child to verify the identity of the person the parent has given consent. In the event that someone comes to pick up your child and we have not been notified, the director will contact the parent and get approval for the child to leave. Official ID includes government issued ID such as a driver's license or passport.

## **Security Doors:**

Wee Care doors will be locked during the day. Doors will be open only for a short time during arrival and departure times and will be monitored by Wee Care Staff. If parents need access to the classroom hallway or to the Wee Care Office, please ring the doorbell to the right of each door. Parents are always welcome to come in at any time of the day.

We ask that parents not leave the hallway door open or open the door for people they do not know.

## **Pictures and Social Media:**

In addition to our website Wee Care is on Facebook, Instagram and Twitter. We will share information about our upcoming activities, field trips, and weather closings. We may also share pictures taken by our teachers and staff of activities and special events. Because of safety issues, we ask that children's names and pictures not be tagged. Your child's picture will not be put on Facebook or any promotional materials if you did not give permission on your registration form.

# Wee Care Christian School Emergency Plan

The Wee Care Emergency Plan provides responses to all types of emergencies. Depending on the circumstance of the emergency, we will use the following protective actions:

- **Tornado** – For the safety of our children two locations for the preschool hall and two locations for the nursery hall are designated as safe zones during tornado emergencies. Locations are alternated and practiced monthly during the school year.
  - **First location(A), preschool hall:** Children will be moved to the playroom on second floor Randall.
  - **Second location(B), preschool hall:** Children will move to the bottom stairwell of Randall.
  - **First location(A), nursery:** Children will move to the playroom on first floor Randall.
  - **Second location(B), nursery:** Child will move to interior of Chism.

\*Wee Care seeks the advice and approval from the UBC buildings and grounds committee as well as professionals to provide the best and safest location for all students and staff members.

- **Power Outage, Winter Storm, etc.** - In the event of a power outage throughout the whole Church complex that makes it unsafe for the children, parents will be called to pick up the children. If the Fayetteville Public Schools cancel school during the day because of inclement weather, Wee Care will close and parents will be called to pick up their children.
- **Earthquake** - All doors to classrooms and to the outside will be opened. Children will be instructed to get under the tables in the classroom. Children will not be taken outside until it is safe to do so.
- **Fire, Bomb Threat, Gas Leak, etc.** (Anytime we must immediately evacuate the building) – 2.6-5 year old children with their teachers will evacuate to the northeast parking lot of the Church on Maple Street. Younger children (12 weeks – 2 year olds) and their teachers will evacuate to the northwest parking lot of the Church. If we cannot re-enter the building in a reasonable amount of time, children will be relocated\*.
- **Threatening Intruder** - if someone is threatening to come into our building to do harm, staff will be notified by radio to lock the classroom doors and children will be moved away from the door and windows to the bathroom or interior classroom hall. Teachers will place the door stop under the door (located in the emergency bag) to add additional safety. Police will be immediately called by the Director or Assistant Director. Parents are not to come into the building until it is safe.

\* In case of any catastrophe or disaster that requires **relocation**, children will walk to:

**Washington Elementary School**

425 N. Highland 444-3073

(Two blocks east on Maple Street from UBC - Wee Care)

Children with any special needs will be transported by a staff member in their personal vehicle with written permission of the parent. Parents will be immediately called by the Wee Care staff to pick up their children. It is extremely important that parents keep their current phone numbers up to date. To prevent more confusion, parents are asked not to make different

arrangements during an emergency. All staff of Wee Care will review this emergency plan each year to ensure the information is current and to make sure that everyone is familiar with the plan.

## **Health**

### **Immunizations:**

DHS State Licensing requires that we keep official immunization records with immunizations up to date. Your child must have these immunizations or a current Arkansas Health Department Exemption to attend Wee Care. A list of needed immunizations will be made available upon request to parents.

### **Illness/Communicable Diseases:**

Call Wee Care when your child is out for illness stating the nature of the illness. Keep your child at home when he/she shows any of the following symptoms that include but are not limited to: sore throat, runny nose (that is symptomatic of a virus), severe cough, fever, or diarrhea. **Your child must be fever/symptom free without medicine for 36 hours before returning to school.** No child will be admitted who has a contagious or infectious disease. If your child becomes ill at school, you will be notified to pick up your child.

Please notify the office if your child has contracted any communicable disease (such as lice, hand-foot-mouth or a parasite); parents will be notified when necessary. All appropriate measures will be taken to ensure the health and safety of our children while maintaining confidentiality.

### **Medication:**

Prescription and non-prescription medication (this includes diaper cream) may be given to your child at school only with your written consent. Ask your child's teacher for a Medication Consent Form. Medication will be kept in a locked cabinet.

### **Outside Play:**

A regular part of the schedule is outside play. Please send a coat or jacket on cold mornings. Tennis shoes are suggested for your child to wear to school as flip-flops, etc. do not give enough support for the child on the playground. Children will go outside when the wind chill is above 32 degrees.

### **Sunscreen:**

If your child is in need of sunscreen parents need to apply sunscreen to the child before coming to school.

(1101 #17) "Children shall be protected from overexposure to the sun. Sunscreen lotions and/or sunscreens used for infants/toddlers and preschool children shall be kept out of the children's reach and shall be administered only with written parental permission. Blanket permission may be obtained annually".

### **Emergency Transportation:**

In the event a child is severely injured and needs to be transported to the hospital the parent will be contacted. Transportation may take place by the paramedics, director or assistant director if needed.

## **Nutrition**

### **Nutrition:**

To help ensure a happy, productive morning, it is important that your child have plenty of sleep plus a good breakfast each morning. Children will be served a nutritional mid-morning snack. Parents will have an opportunity to provide snacks for the class one day a month. **WEE CARE IS A PEANUT FREE FACILITY.**

### **Allergies:**

Please remind the teacher of any food or other allergies your child may have. If permission is given by the parent on the registration form, an allergy alert will be posted in the child's classroom, music room, kitchen, and all classrooms. Parents of children with food allergies can bring items to store in the classroom for snack time.

### **Snack:**

At Wee Care parents are given the opportunity to provide snacks for their child's classroom. Each teacher will post a monthly **Snack Sign-up List** on the Parent Board. Parents will sign up to bring a snack for the whole class. Arkansas State Licensing requires all food items be prepared in a state regulated kitchen. For this reason, we are not able to accept items prepared at home to serve to the class as a whole.

State licensing requires that we provide snacks from the Basic Food Groups and that juice be 100% fruit juice. We ask that snacks containing a lot of sugar and carbonated drinks not be provided except on special occasions such as birthday parties. **Please check with the teacher for other food allergies.**

### **Nursery:**

**\*We are unable to accept items already opened or prepared at home. \***

Cheerios	Graham Crackers	Goldfish	Chex Rice Cereal	Milk
Cheese (cut into bite size pieces)		Fruit (cut into bite size pieces)		100% Juice
Cereal Bar	Banana Bread (no nuts)		Steamed Vegetable (soft)	

\*Think of shape and consistency when choosing a snack for the classroom

### **Foods to avoid:**

Popcorn	Whole grapes	Pretzels	Hotdogs	Raw Vegetables
Raisins	Marshmallows	Craisins	Nuts	Celery

Nothing hard and gooey

Nothing bigger than a half inch

### **Preschool:**

**\*We are unable to accept items already opened or prepared at home.\***

applesauce	pudding
snack crackers	fruit
cheese crackers	muffins
cereal bars	graham crackers
animal crackers	yogurt
Rice Krispie Treats	vanilla wafers
pumpkin bread	pretzels
banana bread	fruit cups
cheese	100% fruit juice

## **Lunch**

Half time and full-time students will have lunch with their class. Lunch will be served at 11:30am. The Department of Human Services requires children to have healthy nutritional choices for lunch. Below you will find the guidelines to help us make sure your child has a nutritional healthy lunch while at school.

**Sack lunches must have** the following DHS food requirements:

- 1 Fruit and 1 Vegetable (**or 2 fruit or 2 vegetables**). Juices must be 100% Juice. (1/2 c. juice, 1/2 c. fruit or vegetable)
- 1 Bread/Cereal (1/2 slice bread, 1/4 c. cereal)
- 1 Meat (1 1/2 ounces meat or cheese)
- 1 Milk (provided by Wee Care)

*If lunch is not provided or an item is missing, you will be charged \$1.00/item to supplement the lunch.*

### **Important reminders:**

- Wee Care is a peanut free facility; certain classrooms may have tree nut restrictions as well
- Items that are considered choking hazards will not be served.
- If your child is a half day student, it is not required the child's lunch meet the state requirements

### **Rest Time**

Rest time is important to each individual child's growth and development. Supervised rest for children 18 months to 5 years will be at least one hour, but shall

not exceed two hours each day. Rest time is from 12:00-2:00 for 18 months-3 years old and 12:15-1:15 for the 4/5 year old classes. During rest time children will lay on a cot in the classroom and quiet music will be played. Parents are encouraged to bring a small blanket, pillow, stuffed animal or anything that will help your child rest easy. Bedding needs to be taken home daily or per each teacher's request and washed weekly.

Children ages 12 weeks - 18 months have different sleeping schedules. The classroom teachers will support the child and families to make the child's experience at Wee Care the best it can be and to allow the child to nap on his or her own schedule. Children shall be placed flat on their backs to sleep in accordance with American Academy of Pediatrics guidelines. We understand there are medical reasons a child cannot sleep on his or her back. In a situation like this Wee Care will require a signed statement from the child's physician stating the reason, sleep position indicated and the time frame that is required. Pillows, bumper pads and stuffed animals will not be placed in cribs.

## **Holidays, Snow Days and Closings**

### **Holiday Closings:**

Wee Care observes the same holiday and snow schedule as the Fayetteville Public Schools. A full calendar will be provided to parents at the beginning of the school year. Holiday closings will be evaluated each year to best serve the needs of the school community.

### **Inclement Weather Policy:**

When the Fayetteville Public schools cancel classes during the school day due to inclement weather, parents will be notified via text, email and social media that Wee Care will close as soon as possible. Wee Care has 5 built in snow days to our school calendar. In the event school is closed for more than 5 days in total the administration team will meet to discuss make up days. However, school will not remain in session past the Thursday before Memorial Day under any circumstances.

There are times when the UBC campus is not safe for parents or staff due to ice/snow, even if the public schools are open. Parents will be notified via phone, text, email and social media in the event our campus needs to close because of safety concerns.

# Special Events

**\*Due to COVID-19 calendar events may be modified or canceled as needed. Please refer to the school calendar and the parent newsletter during special event months for updated information.**

## **Birthdays:**

Your child's birthday may be observed at school or if your child's birthday is in the summer, you may want to choose a day during the school year to celebrate with classmates. Please consult the classroom teacher before bringing party refreshments.

If you are sending invitations to your child's classmates for a party outside of the classroom, we are glad to send invitations home but all children in the class must be invited.

## **Field Trips:**

Wee Care pre-k classes will go on one field trip during the school year. Parents are needed to help us by driving and transporting the children. **All children are required to have a car passenger safety seat for our field trips.** (see page 11)

## **Parent Teacher Conferences:**

Parent teacher conferences are held twice a year and are required for communication purposes between the parent and the teachers. As the primary caregiver you are the expert on your child's form of communication, special interest and expectations. To best serve your child, support you as the primary caregiver and equip our teachers conference times are scheduled. ALL families should participate in parent teacher conferences. Conference times are strategically scheduled to fit within our calendar year equaling out the number of days attended for all tuition schedules.

# Discipline Policy

Our goal at Wee Care Christian Preschool is to lay a strong spiritual and educational foundation in all of the children that enter our program. Social and emotional development is part of that foundation. Teachers are equipped to respond to discipline in an age appropriate way using scripture and conflict resolution skills. This ensures children will learn appropriate social and emotional behavior for his or her age group. There are times when undesirable behavior occurs even after age appropriate skills have been modeled. This behavior can hurt the classroom environment. Teachers and parents will need to actively work together to accomplish the goal of establishing positive social and emotional behavior so the experience in the classroom is positive for all children.

- Discipline shall never shame, humiliate, frighten, physically or mentally harm children or label them negatively.
- Discipline shall never be associated with food, rest, toilet training or illness.
- Classroom rules shall be posted in each classroom in a positive age appropriate way.

**When a child continually disobeys or continually disrupts the class in an inappropriate or unsafe way, the following steps of discipline will be taken:**

- The teacher will talk privately with the child to make sure that he/she understands the expectation for age appropriate classroom behavior. The teacher will communicate to the parent the behavior that was exhibited and action taken within the classroom.
- If disobedience persists, the child is separated from the other children and will have time away from the group. This will give the child an opportunity to gather his or her emotions and give the teacher an opportunity to help the child solve the problem. (This time away shall not exceed one minute per year of the child's age). Time away can be a quiet area within the classroom or time with the Director of Wee Care. The teacher will communicate to the parent the behavior that was exhibited and the action taken.
- If the problem continues with severity, the teacher will have a conference with the parents to enlist their assistance in guiding the child and finding solutions for home and school. The parents are told at this time that, if the behavior continues, the Director will notify them to come and pick up the child for the remainder of the day.

After all efforts to correct unsafe behavior have been exhausted and the child is unable to participate in classroom experiences, Wee Care Christian Preschool reserves the right to dismiss the child for the remainder of the year. Tuition will be refunded pro-rata.

# **Shaken Baby Syndrome (Carter's Law)**

When a child less than one year old is shaken, it can damage the child's brain, causing blindness, brain damage, paralysis, or even death. This is because babies have large heads and very weak neck muscles. When a baby is shaken the brain moves inside the skull; this motion can cause the brain to tear, swell and bleed.

Older children can also be injured. No child of any age should ever be shaken. It is a form of child abuse. In America every year, treatment is sought for estimated 1,200-1,400 children who are shaken. Of these victims, 25-30% will die as a result of their injuries.

Some symptoms of Shaken Baby Syndrome are: irritability, vomiting, sluggishness, difficulty breathing, not smiling or making sounds, seizures, not sucking or swallowing, eyes are not focusing or tracking movement, or pupils are unequal in size.

Help prevent Shaken Baby Syndrome by telling others about the dangers of shaking children. Talk to babysitters, family members and anyone else who will be caring for your child.

Never lose control and shake your crying baby. If your baby is crying, check to see if the baby is hungry or wet; gently rock or walk with the baby or take the baby for a ride in the stroller or car. Other ideas include placing the baby in a safe place like a crib and leaving the room for a few minutes. Perhaps call a friend, neighbor, or relative to help; sing or talk to the baby; gently rub the baby's back; offer the baby a noisy toy; think about how much you love your baby and how much he or she depends on you.

**Information taken from the National Center on Shaken Baby Syndrome website at [www.dontshake.com](http://www.dontshake.com)**

**Information on this page is not intended to replace advice by a healthcare professional. If you are concerned about your child's health, please consult a physician.**

# **Stay Connected**

There are many ways to stay connected to all the great things happening at Wee Care.

## **On the Web:**

[www.ubcfayetteville.org/weecare](http://www.ubcfayetteville.org/weecare)

## **Facebook:**

Wee Care Christian Preschool

## **Twitter:**

@wcubc

## **Instagram:**

Wcubc

## **Remind 101:**

Send a text to: 81010

With the message: @weecarep

Remind 101 is a texting service we use to send out important reminders from the office.

Parents are welcome to comment, share and like social media posts. We do ask for the safety of our children that parents not tag or name children when posting pictures to social media. Wee Care will never post pictures of a child to social media without the consent of the parent. Children's names will not be used on social media or advertisement pictures.

## **Withdrawal from the Program**

We understand that circumstances change during the year and families need to drop for various reasons. For this reason, there is a withdrawal procedure for all families.

1. A two weeks' notice must be given in writing (email or handwritten).
2. The financial policy on p.6 will give more detail regarding prorated tuition and tuition reimbursement.
3. The teacher will gather all items including change of clothes, portfolio, pictures and nap items for the child to take home on their last day of school.
4. The parking permit sticker will be turned into the office on the last day the child attends class.
5. The account balance must be paid in full before withdrawal from the program.

Occasionally the director will conduct an exit interview or send a short survey. This interview will help us better understand your needs as a family and ways the program can support future families of Wee Care.

**\*If the school closes due to COVID-19 please consult the COVID-19 policy on page 7 of the parent handbook.**

## Parents Can Help

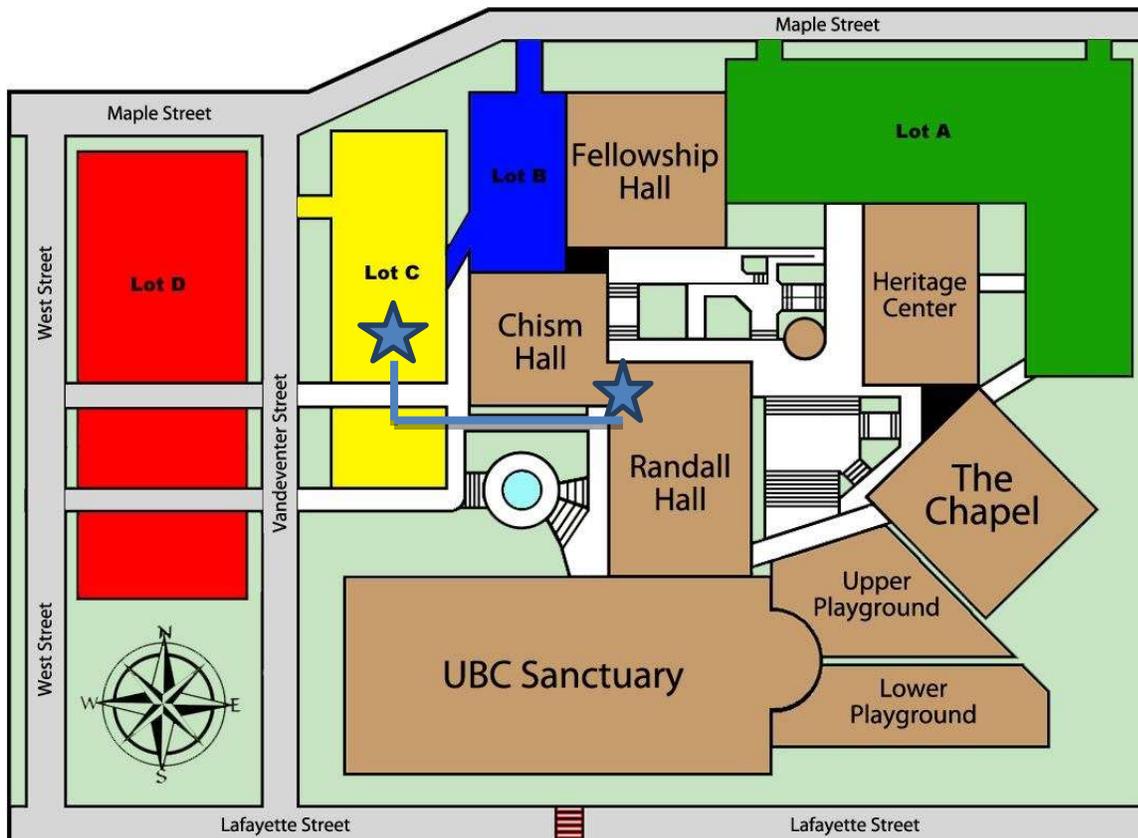
- Feel free to visit the classroom at any time. Teachers will be available to talk with the parents during arrival and departure. We invite the parents to request a conference with the teacher or director if you have questions that require further discussion. \*parent visits are limited during the COVID-19 pandemic
- Bring your child to school by 8:45 a.m. so that he/she will get the full benefit of the activities that the teacher has carefully planned.
- Read the monthly Parent Letter from the teacher which will give information about special events, classroom activities, and things your child needs to bring to school. Check your child's backpack each day for daily sheets from the teacher. The *Parent Bulletin Board* in the hallway, our *WC Facebook page*, and our *Website calendar (www.ubcfayetteville.org)* will also have information for you.
- Mark all of your child's belongings with his/her name.
- Send your child in adequate, comfortable clothing appropriate to the activities and weather of the day.
- Attend Parent/Teacher conferences held twice a year. Feel free to confer with the teacher about your child at any time. It is best to make an appointment with her so that she may give you her full attention.
- Keep your child's toys at home except on Show & Tell days. The teacher will notify you if your child needs to bring anything special to school.
- Volunteer to drive for field trips or help with special activities in the classroom. There are many times that the teacher could use an extra pair of hands.
- Notify the Director immediately of any change of address or telephone number.
- A parent suggestion box is available for parents to leave valuable feedback at any time, let us know how WC can serve your family best! Just leave a suggestion in the tuition box at each hall entrance.

# UBC Parking Procedures

The **Yellow** Lot C parking lot is designated for Wee Care families Monday through Thursday 8:15 am until 2:00 pm. All families must register each year online for a new parking sticker at [ubcfayetteville.org/parking](http://ubcfayetteville.org/parking). Once registered, parents will receive the current year's parking sticker. The Yellow tag allows parents to park in the YELLOW Lot C ONLY, however the Blue lot will act as an overflow lot if needed. Tags are to be placed in the back glass on the driver side of the vehicle.

All families must use the Blue and Yellow lots during operating hours. Vehicles may be towed that do not have appropriate tags for their appropriate area. Wee Care families have not been approved to use the Red Lot D and the Green Lot A. Handicapped parking is available in the Yellow Lot C if needed.

Wee Care is one of many ministries of University Baptist Church. There are times when funerals and other events take place on campus that require intentional communication between all parties. Please stay up to date with text, social media and email in the event the parking situation needs to change. Parents will be notified if and when parking will be difficult during the school day.



# Wee Care School Calendar 2021-2022

## **August 2021**

25/26: Open House  
30: First day of school (M/W children)  
31: First day of school (T/Th children)

## **September 2021**

6: Labor Day- No school  
15/16: Fire/Tornado (F/T) Practice  
\*22/23: Fire Truck Visit

## **October 2021**

20/21: F/T Practice  
27/28: Individual Picture Days

## **November 2021**

10/11: F/T Practice  
16: Parent/Teacher Conferences 8-12:00  
17/18: Thanksgiving Class Celebrations  
22-25: WC closed for Thanksgiving

## **December 2021**

8/9: F/T Practice  
\*15/16: Christmas music performance and (older classes); 10:30am  
\*16: Infant-2's Class Christmas Parties  
17-Jan 9: WC closed for Christmas holiday

## **January 2022**

10/11: First days back  
17: WC closed for MLK  
19/20: F/T practice

## **February 2022**

\*2/3: Dentist Visits WC  
10/14: Valentine's Day Class Parties  
16/17: F/T practice  
21: WC closed for President's Day  
22: Fall Registration 2021 opens for UBC families  
28: Fall Registration 2021 opens for WC families

## **March 2022**

7: Fall Registration 2021 Community  
\*9/10: Book Character Parade (older classes); 10:30am  
10: Nursery Story time with special guest  
16/17: F/T practice  
21-24: WC closed for Spring Break

## **April 2022**

13/14: Easter Class Celebrations  
21: Parent/Teacher Conferences schoolwide (no school)  
27/28: F/T practice

## **May 2022**

\*17/18: End of Year Music Performance (older classes) and Family Park Day (all classes); 10:30am  
17/18: Last Day of School (if no more than 5 snow days used) Close at 11:15am

\*Subject to Change