



WEE School Parent Handbook and Operational Policies
1200 Ninth Street
Wichita Falls, Texas 76301
(940) 723-2764
www.fbcwf.org/weeschool

Kim Childs
Director

Sarah Cates
Director of Preschool Ministries

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Program Days and Times:
September—May

(Age as of September 1)

1 year old class (18-23 months) — Tuesday/Thursday 9:00-2:00

2- & 3-year-old class — Monday/Wednesday 9:00-2:00

Tuesday/Thursday 9:00-2:00

Monday—Thursday 9:00-2:00

4-year-old class — Monday-Thursday 9:00-2:00

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I. Introduction

Purpose/ Philosophy WEE School is a Christian preschool that ministers to the whole child by guiding them God's way through mental, physical, emotional, social, and spiritual pathways of the preschool years. It is our philosophy that children learn through play. Age-appropriate learning experiences are provided to allow each child to experience success through hands-on activities and learning centers. All teachers are Christians and will incorporate age-appropriate Bible stories and verses. We strive to lay the foundation for the development of a biblical world view in the mind and heart of each child.

Biblical Beliefs

- We believe there is one and only one living and true God. He exists in three persons —Father, Jesus Christ the Son, and the Holy Spirit—but without division of nature, essence, or being. He is the Creator, Savior, Preserver, and Ruler of the universe. (Deut. 6:4; John 1:1; John 1:14)
- We believe the Bible is God's word. Our lessons are centered that the Bible is the foundation for all that we do. (2 Tim. 3:16-17; 2 Peter 1:20-21)
- We believe marriage is for life and between one man and one woman. Through a variety of activities, we encourage family support and growth. We are committed to honoring the priority of family time through our ministries and activities. (Matt. 19:5-6; Eph. 5:22-6:4)

Religious Practices The following will take place during your child's time at WEE School: prayer with the class, blessings before meals, chapel with Bible teaching, Bible songs, scripture memorization, pledges to the American flag, curriculum work based on Bible stories, recognition of Christ's birth at Christmas and Christ's resurrection at Easter, recognition of Thanksgiving as a time to thank God for His blessings. October 31 is celebrated at Happy Harvest time rather than Halloween. Valentine's day will also be celebrated.

Licensing WEE School is a licensed childcare facility in the State of Texas. A copy of the most recent licensing inspection is posted outside of the Director's office. You may review a copy of the licensing minimum standards online at www.HHSC.state.tx.us The local licensing

office is found at 925 Lamar #1800 Wichita Falls, Texas and can be reached at (325)795-5545. If you wish to contact the Child Abuse Hotline, call (800)252-5400.

Gang Free Zone NOTICE: Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.

Firearms and Other Weapons

- Law enforcement officials who are trained and certified to carry a firearm on duty may have firearms or ammunition on the premises of the child-care center.
- For all other persons, firearms, hunting knives, bows and arrows, and other weapons are prohibited on the premises of the child-care center.

II. Enrollment

Statement of Enrollment: Children are enrolled in our program first come first served according to their age group and vacancies. Enrollment opens first to those currently enrolled, then to active FBC members and finally, to the public. Families currently enrolled must be in good financial standing to be considered for future enrollment. Applications must be completed, and all fees paid to be considered registered. Students are placed in a class based on age by September 1. The only exception made to this rule is if a child is repeating our 4-year-old class. This will be approved by the WEE School Administration. **All paperwork MUST be completed before your child is allowed to attend our program.**

1. Application for Admission/ Registration form
2. Child's Health Record (filled out and signed by physician)
3. Immunization Records—all immunizations must be up to date. If your child has not received all required immunizations, we must receive an affidavit from the state.
4. Signed Discipline & Guidance Policy
5. Signed Handbook form

Statement of Acceptance/ Dismissal WEE School reserves the right to refuse any applicant not suitable for our program should we not be

able to meet the special needs of or necessary resources for a child. We also reserve the right to dismiss any student if the child's enrollment is disruptive to the school, other students, or is incompatible with the school's mission. Any child with diagnosed special care needs will have a plan set by physician and staff to ensure best care for that child on a case-by-case basis. This plan will be reevaluated as needed by the teachers, director, and parents.

Withdrawing a Child If you need to withdraw a child from the WEE School program, please notify us in writing. All withdrawals require a 30-day notification. You will not be able to withdraw your child for just the month of May. All registration, tuition, and supply fees are non-refundable.

Suspension/Expulsion Policy Unfortunately, there are sometimes reasons we must expel a child from our program either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child(ren) to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from WEE School.

Immediate causes for suspension or expulsion:

- The child is at risk of causing severe injury to other children or him/herself.
- Parent threatens physical or intimidating actions towards staff members.
- Parents exhibit verbal abuse to staff in front of enrolled children.

Parental Actions for child's suspension or expulsion:

- Failure to pay and/or habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff

Child's actions for suspension or expulsion:

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

- Not fully potty trained by date required

Prior to suspension or expulsion, the parent will be called, and correspondence will be sent home indicating what the problem is and every effort will be made by both WEE School and the parent to correct the problem. If, after a time to be decided by administration, depending on the risk to other children's welfare or safety, behavior does not improve, and WEE School finds that they can no longer accommodate the child, the parent will be asked to remove him/her from the care of WEE School.

Biting Policy Our response to biting depends on the age of the child. It is age appropriate for a child under 3 or those with communication difficulties to go through a stage of biting others. It is typical for a child in this age group to feel frustration at his/her inability to communicate with others verbally. The following steps will be taken if a biting incident occurs:

- The biting will be interrupted with a firm "No...we don't bite people"
- The bitten child will be comforted
- We will remove the biter from the situation
- The wound of the bitten child will be assessed and cleaned with soap and water
- The parents of both children will be notified via an incident report
- Confidentiality of both children involved will be kept.

If the biting continues to happen after a reasonable plan has been implemented, it is up to the discretion of the Director to ask that the child not return to school until the biting stage is over.

Discipline & Positive Guidance Our program will use positive methods of discipline and guidance, such as praise and encouragement, reminders of our expectations and re-direction. We will use brief times of supervised separation when all other methods fail. Limited to no more than one minute per age of child. If your child becomes a danger to themselves or another person, you may be called to pick up your child for the day.

per 26 Texas Administrative Code (TAC) minimum standards §744.501(7), §746.501(a)(7), and §747.501(5). Parents will review this

policy upon enrolling their child. Employees, household members, and volunteers will review this policy at orientation. A copy of the policy is provided in the operational policies.

Discipline will be: 1) Individualized and consistent for each child; 2) Appropriate to the child's level of understanding; and 3) Directed toward teaching the child acceptable behavior and self-control.

A caregiver will only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following: 1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior; 2) Reminding a child of behavior expectations daily by using clear, positive statements; 3) Redirecting behavior using positive statements; and 4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited: 1) Corporal punishment or threats of corporal punishment; 2) Punishment associated with food, naps, or toilet training; 3) Pinching, shaking, or biting a child; 4) Hitting a child with a hand or instrument; 5) Putting anything in or on a child's mouth; 6) Humiliating, ridiculing, rejecting, or yelling at a child; 7) Subjecting a child to harsh, abusive, or profane language; 8) Placing a child in a locked or dark room, bathroom, or closet with the door closed or open; and 9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

III. **Financial Policies**

Tuition & Fees The tuition rate is the same each month from September to May. Tuition is due whether your child attends class or not. There are no allowances for sick days or going out of town. Please remember that you are paying for the space reserved for your child. Your monthly tuition is due by the 1st of each month. Early tuition payments, even pre-payment for the semester or the year, are always welcome! There will be a \$25 return-check fee. An online link will be sent out each month for payment. Cash payments must be made in an envelope with your child's name on it. Check payments should be made out to WEE School and have the student's name in the memo.

Late Fees: Any payments received after the 10th of the month could be subject to a late fee of \$25.00. Non-payment of tuition could result in the dismissal of the student.

Supply Fees: Each semester, a supply fee will be due (September 1 & January 1). The amount due will be \$30 for 2-day enrollment and \$60 for 4-day enrollment. This fee is non-refundable.

IV. General Information

Curriculum We use the WEE Learn (Weekday Early Education) curriculum as a base for our lessons. This is a Christian-based curriculum especially designed for preschoolers. Each unit includes Bible stories, Bible verses, and weekly themes. Prayer is also part of our program as we seek to provide a Christian environment. Your child will learn the following concepts throughout their time here:

Spiritual Concepts: God made the world, God made me; Jesus is God's son, Jesus was born as a baby, Jesus grew up, Jesus loves me; The Bible is a special book, the Bible tells about God and Jesus; Church is happy place to go, people at church love me; God wants me to love others, everyone is different, God planned families; There is only one me, God has plans for my life, I am special

Learning Concepts: Basic: Letter, numbers, colors, shapes. Visual and Auditory Skills: Similarities and differences, patterning, sound and silence, rhyming, letter sounds; Language Development: verbal directions, sort like objects, action songs, etc.; Critical thinking: recalling a story, causes of emotion, Gross/Fine Motor Coordination: Walk, run, hop, jump, climb, balance, hand-eye coordination

Daily Routines Each day, activity plans will include the following:

*Learning centers *Group/Circle Time

*Outdoor Play *Nap or Quiet time

*Music and Chapel will be once a week

*Spanish will be once a week for the four-year-old class

One-year old class will follow the same type of schedule but will not begin formal music and chapel classes until October.

Screen Time Children under the age of 2 are prohibited from screen time of any type while in our care. Children over the age of 2 will

receive a limited amount of screen time which may include watching a bible story or other age-appropriate educational video.

Arrival The following procedures are put into place to ensure the safety of your child. All Parents/Guardians must follow these rules to maximize a safe and secure environment. Park in the preschool parking lot upon arrival. **We ask that you do not park in the circle drive at any time.** You must personally walk your child all the way to their classroom and have them signed in each day. Please help your child get settled in by placing belongings into their assigned cubby and acknowledge the teacher so they know your child is there. Parents are not allowed to enter the classroom, however, if you are concerned about how your child is doing after dropping off or during the day, please call or email and we will gladly check on your child at any time! Children should arrive by 9am each day unless detained due to a medical appointment. Arriving on time ensures your child a smoother start to their day.

Pick Up Children will be released to named persons listed in their file and only to adults aged 18 and older. ***According to state standards, children must be “supervised by an adult at all times”. Our responsibility for supervising students begins when you bring them into the classroom and sign them in and ends when you pick them up at the door or from the classroom. If you stay on school or church grounds (including the parking lot) while you visit with friends, you are responsible for supervising your child.

Late Pick Up Please notify the director ASAP if you will be late for any reason. There is a charge of \$10.00 for pick up after 2:10pm and an additional \$10 charge for every 5 minutes following. This will be due upon arrival the following day. Habitual tardiness for pick up could result in dismissal from the program.

Child Custody Issues: We will release a child to their parent or designated authorized person. If there is a custody dispute, the parent must file proper documents with the director before any changes to parental rights can be enforced.

Lunch Guidelines: All children bring their own lunch each day. Please send lunches in an insulated lunch box/bag with ice packs. Label **ALL**

cups and lunch boxes with your child's name. Any utensils needed must also be sent daily with your child. As we are unable to heat food, an unbreakable thermos is recommended for hot/warm foods and liquids.

While we understand that many children are picky eaters, we encourage nutritious and well-balanced lunches. We ask that you do your best to send nutritious items and avoid sending lunches that do not fall within healthy guidelines. This includes grains/breads, protein and/or dairy, and fruits and/or vegetables. Please:

- Cut up large chunks of meat and cheese
- Avoid hard candies
- Cut whole grapes, carrots, celery, or hot dogs into small pieces
- **No peanut butter or any other peanut products allowed** due to allergies in other children (including candies containing peanut butter/ peanuts)
- Oranges and apples need to be peeled, seeded, and cut into small pieces.

If a lunch is forgotten, parents are responsible for bringing their child's lunch to school before mealtime.

Diaper Changes/ Pull-ups Parents will provide all diapers whether disposable or cloth. Employees will change diapers according to the Minimum Standards for Childcare Centers.

Potty Training vs. Potty Trained

Children enrolled in a 3-year-old classroom are not required to be potty trained. However, we ask that by Christmas break, parents are actively working with their child. We understand that these are new skills for our students of any age and teachers will offer assistance when needed. Please be prepared to send a change of clothing in your child's bag. If your child is in underwear and has more than 3 accidents a day, you may be asked to put them back in a pull up until fewer accidents occur.

Children who turn 4 before September 1 must be completely potty trained and able to do the following on their own with little or no assistance from the teacher. They:

- Must know when he/she needs to go to the bathroom without being prompted
- Must be able to wipe themselves independently

- Do not come to school in a diaper or pull up
- Can pull their clothes up
- Can change their own clothing should an accident occur

If we do not have adequate clothing/aren't able to thoroughly clean a child who has had an accident, a parent may be notified to come change/ pick them up.

Dress Code We recommend that each child come dressed each day for active play in clothing and footwear that will allow a child to participate freely and safely in such physical activities. Tennis shoes are our preferred footwear. Flip flops/crocs are not allowed for safety reasons. Boots and rain boots are extremely hard for children to safely run and play in. We ask that children bring jackets to school as soon as temperatures drop. We will go outside any time the temperatures are above 40 degrees. All jackets should be labeled with your child's name. Any girls wearing skirts/ dresses should have shorts on underneath.

Celebrations Birthdays are a special day in your child's life. If you would like to bring a special birthday treat for your child, please discuss it with their teachers. Please do not send balloons or decorations for the classroom. Those types of celebrations should be reserved for time outside of school. If your child has a summer birthday, we will celebrate those in May. If you would like us to send home birthday party invitations, we will only do so if the entire class is invited.

Personal Belongings Your child should not bring toys or other items from home. This policy prevents hurt feelings and lost or broken belongings. If your child is in a classroom that has Show-and-Tell, the teacher will set guidelines on allowable items that may be brought and how they will be handled in the classroom. You are, however, allowed to bring your child's security items, such as a pacifier or small nap time item.

Nap / Rest Time All children will have a one-hour nap time/ rest time. We ask that your child bring a plastic nap mat to be left at school. Any cloth bedding/ blankets must be taken home daily. Please do not send a blanket that will not fit into their bag. Our storage space is limited. Pillows are not allowed.

Security: All preschool doors that open to the building's exterior will remain locked except from 8:45-9:15 for drop off and 1:45-2:15pm for pick up. If you are late bringing your child or need to pick them up early, you will need to be buzzed in through the main preschool entrance by using the black call box.

Photographs, Digital Images, Video & Audio Recordings By enrolling in our school, you give WEE School permission for your child to be photographed, videotaped, audio taped and have digital images taken for any purpose, including social media. If you disagree with this, it must be noted on the Registration Application. Any parent who opts out of the photography allowances may forfeit their child's participation in our Christmas Program and End of year Program. Childcare licensing staff have the right to view camera footage at any time for any reason.

Field Trips Children in our program will participate in a few field trips. Parents will be required to transport their own children on field trips outside of the school. Due to licensing guidelines, teachers are prohibited from transporting students. Parents will be notified of field trips well in advance. There could be a minimal fee (between \$3-\$5) for some of the field trips throughout the year.

Transportation We do not provide transportation to children while in our care.

Water Activities Parents will be given adequate notification of any water play activities. These activities may include sprinkler play or water table play. We do not have wading pools or large bodies of water.

Animals No animals will be kept on property of WEE School. Any animals brought on property will have notification to parents beforehand (example: bringing in animals during farm week).

Nursing Room For your convenience, a nursing room is available for mothers needing a place to comfortably nurse their babies. It is in Room 105. Parents have the right to breastfeed or provide breast milk

for their child while in our care.

Physical Activity/ Outdoor Play Our program promotes active play throughout each day. Outdoor play and nature build confidence, promote creativity and imagination, teach responsibility, encourage physical activity, and reduce stress and fatigue. We incorporate things like running, climbing, dancing, and jumping in 2 separate outside play times, each of 15-20 minutes, and active play in the classroom. A plan to ensure physical activity occurs on days when extreme weather conditions prohibit or limit outdoor play. We have playrooms set up for children as well as a playhall and gymnasium. Students will play outside if temperatures are above 40 degrees.

V. Parent Communication/ Participation

Open Door Policy WEE School has an open-door policy. Parents/guardians may visit the facility at any time during the day without securing prior approval. We do, however, ask that parents/guardians do not enter their child's room, as unexpected and/or prolonged visits may disrupt the classroom's learning environment. We welcome parents' requests to review and discuss our policies and procedures. Please contact the Director to schedule a time to meet. A copy of parent's rights can be found on our website at www.fbcwf.org

Parental Notification All parental notifications will be handled in writing (monthly newsletter, notes, Remind, etc....). Any changes in our enrollment procedures or policy changes will also be handled in writing as soon as they occur.

Parent/Teacher Conferences WEE School teachers will conduct a formal meeting with parents in the spring. If you would like to meet prior to this, please let us know. We ask that you not use drop off or pick up times as conference times. Our teacher's priority during the school day is their classroom and the children. Doorway conferences affect the quality of care we can give.

Volunteers From time to time, we ask for volunteers to help with special events (such as Read Across America Week or walking with students to the Fire Station). We will notify parents as these opportunities become available.

Special Activities/ Family Involvement Throughout the year we will celebrate special holidays. Parents are invited to sign up to bring a special treat for the class on these days. ***We are a Bible-based program, so our focus on holidays will reflect that. We do not use Santa Claus or the Easter Bunny in the classrooms, nor do we allow any scary costumes at our Fall Celebration. **All snacks brought for celebrations must be store bought AND peanut free.** Below is a list of some of our celebrations:

- Happy Harvest- Family Event
- Thanksgiving Feast- Family Event
- Christmas Parties- Students only
- Christmas Program- Friends and Family Event
- Valentine's Parties- Students only
- End of Year Program/ Graduation- Friends and Family Event

Child Abuse WEE School staff members attend annual training covering prevention and how to respond to abuse and neglect of children. We also partner with local organizations for strategies and additional training. We are mandated reporters if we suspect neglect or abuse of any child. Warning signs that a child may be a victim of abuse or neglect include:

Physical Abuse: bruising, welts or burns that cannot be sufficiently explained; withdrawn, fearful or extreme behavior; injuries on children where children don't usually get injured

Sexual Abuse: difficulty walking or sitting; pain or itching in the genital area; torn, stained or bloody underclothing; frequent complaints of stomachaches or headaches; feeling threatened by physical contact; inappropriate sex play or premature understanding of sex; frequent urinary or yeast infections.

Emotional Injury: speech disorders; inability to play as most children do; anti-social behavior or behavioral extremes; delays in emotional and intellectual growth

Neglect: lack of medical or dental care; chronically dirty or unbathed; lack of adequate attendance, supervision, proper nutrition, or adequate shelter; self-destructive feelings or behavior

Reporting Suspected Child Abuse

For information from the Texas Department of Family and Protective Services on reporting abuse, neglect or exploitation, visit:

http://www.dfps.state.tx.us/Contact_Us/report_abuse.asp
Abuse Hotline and Website

- Call the Texas Abuse Hotline toll-free at 1-800-252-5400 24 hours a day, 7 days a week, nationwide
- Make your report through their secure web site and you will receive a response within 24 hours: www.txabusehotline.org

Family resources

Warning signs, prevention tips and indications of risk can be found at <https://www.texprotects.org/> IF you would like to receive any additional information/ help please see the Director.

VI. Health Care Policies & Emergency Procedures

Illness We require that a child not be sent to school with any signs of illness. This is not only for the protection of your child, but also for the other children and teachers in the classroom. Specific conditions which require exclusion from the classroom but are not limited to:

- Fever of 100.0 or higher (must be fever free with no medication for 24 hours).
- Vomiting or Diarrhea (must be free of vomiting or diarrhea for 24 hours).
- Green or cloudy runny nose
- Sore throat, croup, or persistent cough.
- Unexplained skin rash, skin infection, or any infectious diseases.
- Pink or infected eyes until after treatment has been started for 24 hours.
- Skin infections such as boils, ringworm, impetigo, staph or any unexplained rash until 24 hours after treatment has been started.
- Hand Foot and Mouth- sores must be dried and crusted and no fever present for 24 hours.
- Strep throat, until 24 hours after first antibiotic treatment **and** cessation of fever.
- Head Lice
- If a child tests positive for Covid-19, they must follow current health department protocol before being allowed to return to school.
- If a child is diagnosed as having a contagious condition, parents should notify the Director as soon as possible so we can alert other families. Confidentiality will be upheld.

A child who becomes ill while at WEE School will be removed from the classroom to limit exposure of other children to communicable disease. The child will be sent to the office to wait for his/her parent to arrive and will be unable to return for at least 24 hours per the above guidelines. WEE School reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed health care professional stating that the child is not contagious.

Medication Our program does not dispense medications to your child except for an Epi-Pen that has been prescribed to your child in case of emergency. We will however apply topical ointment such as Neosporin and anti-itch cream to students as needed.

Tuberculosis/ Employee Vaccinations Tuberculin testing is not currently required in this county. While we encourage our staff members to get annual flu shots, we do not require them to do so. The same is true of vaccines. Our staff members are given the adult CDC recommendations and information about safeguarding themselves against communicable diseases.

Vision & Hearing Screenings Licensing requires that all four and five-year-old children enrolled in a licensed program have hearing and vision screenings. If you have a four-year-old in our program, you are asked to have these completed by your child's healthcare provider. Any student missing these tests by the deadline may not return to school until documentation is provided.

Health check: The health and well-being of each child is of the utmost importance to us; therefore, teachers may conduct a daily health check of each child before the parent leaves. The exclusion of an ill child from care is determined by (but not limited to): Whether the child is able to fully take part in activities planned for the day in his/her classroom and whether the child needs more care than the staff can provide without compromising the care of the other children at the facility.

Sunscreen/Insect Repellant Parents are responsible for applying sunscreen or bug repellant to their child prior to school. If a parent

requests it to be reapplied by staff members, we must receive a note as well as the item labeled with their child's name. Items will not be shared between students.

SIDS/ Safe sleep policy Sudden Infant Death Syndrome (SIDS) is the unexpected, sudden death of a child under age 1 for which a cause of death cannot be identified. It is not known what causes SIDS; however, several sleeping practices have been linked to an increased risk for SIDS. Therefore, WEE School has a strict policy for infant sleep placement. **All infants less than one year will be placed on their back to sleep. Infants shall not be allowed to sleep in a car seat or swing for a period of longer than 15 minutes.** Once a child has been placed in his or her crib for nap, if the infant rolls from back to front - and is also able to roll from front to back - it is acceptable to leave the infant sleeping on his or her stomach. NO heavy blankets, stuffed toys or pillows should ever be placed in a crib. A request for alternative sleeping positions must be accompanied by a signed and dated physician's note stating the reason for the request.

Pacifiers Due to licensing restrictions, pacifiers with attached animals are not allowed.

Food Allergies Parents are responsible for informing WEE School of any food allergies. An allergy alert & care plan will need to be completed by parents and signed by a physician. A copy of this will be posted in the child's classroom. Any child needing an Epi-Pen will be responsible for bringing it to/ from school each day.

Emergency Closures Any weather or emergency condition that closes WFISD will automatically close our program. If FBC WEE School is without electricity or running water, we are required by licensing to close. Watch local TV, Facebook, and Remind for closings/delayed start time.

Accidents/ Medical Emergencies All staff members are CPR/ First Aid certified. We will notify parents of any bumps or bites that we are aware of that occur during your child's school day at pick-up. We will treat minor scrapes by washing them with soap and applying antibiotic cream. Your signature of receipt of the handbook provides us with

permission to provide antibiotic ointment or itch cream as needed to your child. If we feel it requires a phone call, you will be notified by the Director. We will call 911 and then the parents for any injuries or illnesses requiring emergency treatment. To follow licensing regulations, you will be asked to sign an incident report for us to keep on file.

Emergency Procedures WEE School will follow the emergency procedures written in our Emergency Procedure Policy, including conducting fire drills, lockdowns and severe weather drills. You may request to view these procedures at any time. Our Evacuation Plan is also posted inside of each classroom. In case of extreme emergency where we must move farther away from the building, children will be relocated to The Hill @ FBC 1300 8th Street. If evacuation of the surrounding area is needed, children will be moved to a safe location TBD. In case of a fire, lockdown or potential threat in the school, the Director will implement evacuation or lockdown procedures and parents/guardians will be notified via the Remind app with full instructions as soon as it is possible. Check out procedures will be the same.

WEE School Contact Information:

Director:
Kim Childs
kim@fbcwf.org
940-723-2764

Director of Preschool Ministries
Sarah Cates
sarah@fbcwf.org
940-723-2764

Website:
www.fbcwf.org/weeschool

Facebook:

<https://www.facebook.com/weeschoolwf>

Private, parents only page:

<https://www.facebook.com/groups/fbcwfweeschool>

Remind101 class code:

@wschoolfbc (text code to 81010)

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