



# Parent Handbook

FBC Lufkin

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WEE Care Director – Kelsey Gonzales  
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## **HOURS OF OPERATION**

Tuesday and Thursday

9:00 a.m. – 2:30 p.m.

August – May (school calendar), no summer programming.

Although teachers will arrive by 8:30 a.m., no child will be accepted in their room before 8:55am. Teachers need this time to prepare for the day.

We ask that you please be prompt in picking up your children. The teachers need to have time to clean up their rooms and be able to pick up their older children at their respective schools. When you are late, it makes them late for their own children. At 2:30, the teachers will bring any remaining children to the Preschool Reception Area to wait for their parents.

## **WEE Care Policies**

### **PARENT COMMUNICATION**

We want each of our families that we serve to feel safe and comfortable sending your child each day. Please feel free to call or email for any questions regarding your child during the day. We are happy to discuss any matters pertaining to your child and your child only. We know that open communication is the key to a wonderful relationship between our program and your family.

### **CHECK IN & OUT SYSTEM**

Parents will check in your child and check out your child at the Preschool desk using the digital check in system. Specific directions will be given to parents and you will sign your child **IN AND OUT** each day. Your child will only be released to the person(s) listed on the Emergency Contacts and Authorized Pick Ups Form under Release of Child. A form of photo ID will also be required for the occasions that parents are not picking up. Please notify the WEE Care Director if someone different will be picking up your child.

### **TUITION**

Two days a Week (Tues & Thurs)

\$160.00 per month for 1<sup>st</sup> child // \$120.00 per month each additional child

Tuition is due the first WEE Care day of the month. Please bring your payment to the preschool desk if paying by cash or check. You may also pay online. Visit our church website [fbclukfin.org](http://fbclukfin.org) > ministries > Wee Care > then click on 'pay current tuition here.' You will receive a receipt for each payment.

Tuition is calculated for the entire school year and then divided by nine equal payments. Therefore, tuition payments will be the same each month regardless of how many days they attend each month.

## **FEES**

A \$35.00 registration fee and the first month's tuition will be due upon enrollment.

If a child needs to leave our program during the current school year, 30 day notice must be given to the WEE Care Director. Otherwise, payment for the following month will be required.

## **LABELING**

Please clearly label all of your child's belongings with first and last name on:

Rest mats	Blankets
Pillow	Diaper Bags
Clothing	Lunch Kit
School Bags	Bottles
Cups	

## **TOYS**

Please do not send or allow your child to bring toys from home unless the teacher specifically asks him/her to do so. These activities are planned by the teacher to support the theme for that day. If you have something that goes with that theme, ask your teacher in advance and she may be glad to have you bring it. If your child has a special blanket, animal, etc., do feel free to bring only that special item for rest time. Otherwise, whatever they bring will be kept in their cubbie or backpack.

## **CELEBRATIONS**

Birthdays are so special for our children. When your child's birthday occurs, feel free to bring something to celebrate. Treats or cupcakes are allowed but please double check with the allergy needs in your child's class before you bring something to share. You can drop off their special treat at the preschool desk during morning check-in.

## **PROMPT ARRIVAL**

Prompt arrival is encouraged so that we may be better able to keep each child on a good schedule. If your child arrives after the morning activity has been completed for that day, the teacher may not have time to finish the activity with your child. Please try to be on time so they can stay with the class schedule. For security reasons our exterior door will be **locked at 9:15 a.m.**

## **REST MATS**

During rest time at WEE Care, we want our children to be comfortable. Please bring a mat and a small blanket. These need to be clearly labeled and left at WEE Care. These things will be locked up, but we cannot be responsible for lost items. Please do not bring any sentimental items. We will periodically send their rest mats and pillows / blankets home for cleaning.

## **FOOD**

Your child will need to bring a lunch. Please make sure that the lunch is labeled clearly and that you provide something to drink for your child. Please send finger foods that the child can feed themselves. Please do not send lunches that need to be heated or prepared ahead of time. We do not have a microwave inside the classroom and the teachers cannot leave the class to prepare any food. Please be considerate of this rule. Make sure that every thing is labeled – sippy cups, pacifiers, school bags, diaper bags, etc. Some of our kids have food allergies. In this case, we may ask a certain class to refrain from bringing a certain item (example: Peanut Butter). Please be respectful of this as we want to keep all of our children safe!

## **CLOTHING**

Please dress your child in comfortable play clothes. They will be participating in many creative and sometimes messy activities. Each child must bring an extra set of marked clothes including socks in case of an accident.

## **POTTY TRAINING**

We require children who are enrolled (or are enrolling) in our 3 or 4 year old class to be potty trained. We assume that those who are potty trained can get their clothes on and off with minimal help, wipe, and wash their hands afterwards. We also assume that they can verbalize if and when they need to go. (We take multiple class potty breaks, but if they need to go in the mean time we want them to be able to tell us) Those who are currently potty training at home, we will do our best to follow the same patterns that you are showing your child at home as long as it doesn't interfere with being able to take care of the other children in the class. We also ask that you let us know if you change from sending your child in pull-ups to underwear or about any progress happening at home. We want to be consistent for them, but clear communication is needed to make this happen. Because of sanitary reasons, after one accident, we may put your child in a pull up.

## **ILLNESSES AND MEDICATION**

For the protection of all children, WEE Care teachers are instructed to refuse admission to any child who is obviously ill or whose body temperature is above normal. We also ask that you do not bring your child if he/she shows any signs of illness or has run **fever in the past 24 hours**.

If your child becomes ill while at WEE Care, you will be notified to pick up your child immediately.

**WEE Care teachers are not allowed to give routine medications. We will only give life-saving medicine with consent from the parents, in the event of an emergency and parents and/or 911 will be called immediately.**

If your child contracts a childhood disease following a session in WEE Care, please inform the Director so the other parents may be informed and action may be taken.

These recommendations were taken from the Report of the Committee on Control of Infections Diseases of the American Academy of Pediatrics:

“A child should not be taken from home when any of the following exists:”

- 1. Fever (should be free of fever for 24 hours)**

2. **Vomiting and/or diarrhea (free of symptoms for 24 hours)**
3. Any symptom of usual childhood diseases – German Measles, Mumps, chicken Pox, and Whooping Cough
4. Common Cold – from onset to one week.
5. Sore throat
6. Croup
7. Any unexplained rash
8. Any skin infection – boils, ringworm, impetigo
9. Pink eye and other eye infections

An additional handout with added information regarding protocol for Covid – 19 can be found on our website.

## **DISCIPLINE**

Since we want a safe and positive environment for your child as they attend WEE Care, there will be some rules set for the safety of your child.

While every effort is made to make sure your child is safe and unharmed, kids are going to be kids and pushing, hitting and biting are occasionally going to happen. Discipline will be handled within the classroom. If however, serious offences happen, they will be dealt with immediately and appropriately. If your child is the one bit or hit, an accident report will be filled out and you will be notified at the end of the day unless it is an emergency.

When we observe a child who is exhibiting a behavior that is inappropriate for the classroom, we will first attempt to correct the behavior by redirecting the child. Many times, this alone is enough to correct a behavior that is unacceptable. When this does not work, we will remove the child from the situation and have them sit out of the current activity for a short period of time. We will always discuss with the child what behavior was unacceptable and try to help them avoid this from happening in the future.

Because we love your child, we want to see him/her learn proper behavior. However, we cannot allow any child to intimidate or harm the other children in the program. Every child needs to feel safe and secure in class.

## **CHRIST - CENTERED ENVIRONMENT**

We want to take every opportunity to instill biblical principles and a love of Christ as we minister to each child. Please know that we use many teaching moments to help lay a Christian foundation as we interact with peers, play, and use our creative gifts. We want each of the children and families that we encounter to know God's unconditional love for them!