

# **WEE School Parents' Day Out**

**Christ United Methodist Church  
Weekday Early Education**

**Parent's Handbook  
2009-2010**

Welcome to the WEE School Parents' Day Out Program at Christ United Methodist Church. Our program exists for you and your child. We will strive to provide the loving care and guidance that your child needs as he or she grows and develops.

As parents, you play a vital role in our ministry to your child. This handbook is designed to help you understand our program, its mission, and the guidelines under which we operate. You are always welcome to visit, ask questions and make suggestions. Cooperation between parents and staff will contribute to a successful experience for your child. Our church values children and believes in families. We sponsor this weekday early education program as a ministry of the church to provide a learning environment that will help preschoolers grow as Jesus grew. "And Jesus increased in wisdom and stature, and in favor with God and man" (Luke 2:52).

This handbook has been prepared so that you may know the policies and better understand the program as we work together to help your child through a successful year at WEE School.

## **WEE School Philosophy**

Wee School exists for three reasons.

First, WEE School is dedicated to helping preschoolers grow in all areas of their lives; physically, mentally, emotionally, socially and spiritually (Luke 2:52).

Secondly, WEE School is committed to guiding preschoolers in their growth through active, hands-on learning opportunities.

Finally, WEE School exists to give parents of preschoolers a helping hand by providing a safe, secure and fun environment in which preschoolers can grow and develop.

### **Contact Information:**

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## **WEE School Sample Curriculum Guide**

Each month, WEE School will have a theme around which all learning will center.

### **August** - I Go to School

“Jesus grew and became strong.” Luke 2:40

Letters: A, B

Number: 1

Shape: rectangles

Color: black

Special Events: Welcome-to-School Party, Chapel

### **September** - God made people

“God Made Me.” Psalm 139:4

Letter: C, D

Number: 2

Shape: square

Color: purple

Special Day: Donuts with Dad, Chapel

### **October** - God made Plants and Animals

“God gives food to us.” Psalm 136:25

Letters: E, F, G

Number: 3

Shape: circle

Color: orange

Special Events: Farm Day, Fire Drill & Chapel

### **November** - We Thank God for everything

“Say thank you to God.” Psalm 136:1

Letters: H, I, J

Number: 4

Shape: triangle

Color: brown

Special Events: Thanksgiving Feast, Hygiene Day, Chapel

**December** - Celebrating Jesus birth

“Mary gave birth to Jesus.” Luke 2:7

Letters: K, L

Numbers: 9

Shape: star

Color: red

Special Events: Lighting the Christmas Tree  
Christmas Program, Christmas Class Party

**January** - Winter is here!

“God made the winter.” Psalm 74:17

Letters: M, N, O

Number: 6

Shape: diamond

Color: white

Special Day: PJ and Pancake Day, Chapel, Fire Drill

**February** - Our Community

“Help one another.” Gal 5:13

Letters: Q, R, S

Number: 7

Shape: heart

Color: pink

Special Day: Valentine’s Party & Community Helper Day

**March** - Weather & Transportation

“This is the day that the Lord has made.” Psalm 118: 24

Letter: T, U, V

Number: 8

Shape: cross

Color: green

Special Day: Wheels day, Dr. Seuss’ Birthday

**April** - Easter and Spring

“Jesus is alive.” Matthew 28:6

Letter: W, X, Y, Z

Number: 9

Shape: oval

Color: yellow

Special Day: Picnic and Windy Day, Chapel, Fire Drill

### **May - Animals**

“God made the animals.” Genesis 1:24

Letter: review all letters

Number: 10

Shape: review all shapes

Color: blue

Special Day: Teacher’s Appreciation Day

Splash Day, Muffins with Mom

Graduation

### **ABC’s of WEE School**

**Age of Child** – WEE School enrolls children ages 18 months to 5 years (as of September 1st.)

**Arrival and Departure** – Persons bringing or picking up a child will need to confirm that a staff member is aware of the child’s arrival or departure. Arrival time is no earlier than 9:25am and pick up is not later than 2:35pm.

**Authorized Pick-up** – Your child will only be released to persons listed on the *Enrollment Form* under Release of Child and the Red Student Information Form.

**Children must be signed in and out every day.**

**Clothes**– Diapers & wipes are provided by parents. Children should wear comfortable clothing and shoes that allow them to move freely and that can be manipulated independently when they go to the bathroom. Daily activities include active and messy play, and children should feel comfortable enough to enjoy themselves without worrying about their clothes. Parents are expected to bring an extra set of clothes labeled with the child’s

name for emergency purposes. *Due to limited space and dual use of each room, the change of clothes may not be left at WEE School.*

□ **Curriculum**– The curriculum at WEE School is spiritually based. Spiritual concepts are woven throughout the day’s instruction including Bible stories, songs and scriptures. While at WEE School, your child will participate in a variety of learning center activities which include art, books, blocks, puzzles, nature, music, dramatic play, phonetics, mathematics, and science lessons are also important pieces of the curriculum as well.

□ **Discipline**– The staff of WEE School is committed to providing a positive learning environment and uses discipline procedures set by program policy to achieve this goal. This policy involves redirection, then time-out and then parents will be notified. If your child exhibits aggressive behavior you will also be notified. Your child may be removed from the WEE School program, for the balance of the semester, after three (3) aggressive behavior notifications. Your child is welcome to return to WEE School at the beginning of the next semester if there is space available.

□ **Zero Tolerance for Biting**- WEE School has a “zero tolerance” policy for biting. If your child bites another child they will be dismissed from the WEE School program for the balance of the semester. Your child is welcome to return to WEE School at the beginning of the next semester if there is space available.

□ **Dismissal of a Child**– WEE School reserves the right to dismiss any child if, after entering, he/she is unable to participate in group experiences or if fees have not been paid. If your child is dismissed from the Wee School program for a behavioral issue, you will receive a pro-rated refund of tuition paid.

□ **Emergency Procedures**- As a safety precaution, WEE School conducts fire and tornado drills. In the event of severe weather, always check with the local television and radio stations. We will

follow the Ft. Worth School District and Crowley School District for school closings. If Ft. Worth or Crowley has a delayed opening, we will be closed for the day. In the case of power outage, frozen pipes, etc. that cannot be restored within 2 hours, parents will be called to pick up their child/children. Staff members take CPR Training as part of their teaching responsibilities.

**Enrollment Requirements-** Creepers should be weaned and comfortable drinking out of a bottle or cup. To be enrolled in a 3's class, children must be potty trained. We understand that accidents will still happen, but 3's need to be able to use the rest room by themselves.

**Food-**

1. Parents must provide a lunch and a drink for all children. Children over two need food containers that they can open easily themselves. DUE TO LIMITED SPACE AND TIME, WE DO NOT HEAT OR REFRIGERATE ANY FOOD.
2. Lunches should include a protein, a fruit or vegetable, and a drink.
3. If you wish your child to celebrate his/her birthday at WEE School, please notify the teacher one week in advance. Cupcakes can be brought for children 2 years and older. Please bring cookies for Crawlers and Toddlers.

**Fees-**

1. Registration Fee- \$40 per child each year. This fee is non-refundable and due when enrollment forms are submitted.
2. Supply Fee- \$40 due with September and January's tuitions.
3. Monthly Tuition- \$120/ month. Full tuition is expected for the month of December.
4. Late Pick-Up Fee- Please pick your child up at 2:30 p.m. After 2:35 p.m., a \$5.00 charge will be assessed per 5 extra minutes.

**Payment-**

1. Payment is due on the first school day of the month.

2. A \$10.00 late fee will be added if payment is not received or acceptable arrangements are not made by the 10th of the month.
3. Payments should be placed in the box outside the director's office. Make checks payable to ABC WEE School and make sure your child's name is on the check.

**Registration**– The registration fee is payable at the time of registration and is non-refundable. There is a supply fee which is due in September and January and is also non-refundable. Enrollment in WEE School is based on the child's age (as of September 1st) and the developmental progress of the child as evaluated by teacher, parents, and director. The September 1st date is the same as the date used by Ft. Worth and Crowley Independent School Districts, and has been chosen for educational purposes. Crawlers and Toddlers are enrolled based on their age in months. The completed registration form should be returned along with the registration fee. The director, or those designated by the director, will review, approve, or deny all applications for enrollment. Signed medical forms, immunization records and release forms must be returned prior to the first day of school. We are not a trained facility to take special needs children.

**School Schedule/Calendar**– WEE School is a two-day a week Parent's Day Out Program that meets on Monday & Wednesday from 9:30 a.m. to 2:30 p.m. WEE School follows the holiday schedule for Ft. Worth I.S.D and Crowley I.S.D. A school calendar will be available prior to the first day of school or can be downloaded from the Ft. Worth I.S.D. or Crowley I.S.D website. WEE School is not affiliated with Ft. Worth I.S.D. or Crowley I.S.D.

**Health/Safety-**

1. In the event of exposure to a contagious disease within the group, you will be given written notice.
2. Medication– The WEE School staff cannot administer any medications.

3. WEE School exercises reasonable care and judgment in all matters related to safety. In all emergencies the program has permission to take such reasonable measures as are, in the judgment of the teacher, or director, necessary for the welfare and safety of the child until a parent/guardian can be reached.
4. Children who have a contagious illness or exhibit signs of illness (fever, diarrhea, vomiting, or a suspicious looking rash) may not attend.
5. If your child becomes ill during the day, he/she will be isolated from the group and you will be called to pick up him/her immediately.

**Outdoor Play**– The children at WEE School go outside every day, weather permitting. Dress your child appropriately to enjoy God’s amazing creation. If not able to go outside, children will play in the fellowship hall.

**Progress Reports**– Written developmental progress reports are provided once a year for Pre-K classes. Parent conferences are scheduled by teachers as needed.

**Records**– Attendance, health and identification records are kept for each child. All information and forms are required in writing prior to enrollment.

**Rest Time**- All children at WEE School, with the exception of pre-K, have a rest time scheduled into their day. All children need to have a mat and/or blanket for rest time. Mats, blankets, pillows, etc. cannot be left at WEE School.

**Teacher/ Child Ratios:**

Age WEE School Texas Law

18-23 mos.	1:4
2 years	1:6      2:10
3 years	1:7      2:12
4 years	1:8      2:14

□ **Toys**– No toys may be brought from home, unless requested by a teacher in writing for special days or to aid a Creeper or Toddler in the initial transition process.

□ **Withdrawal**- In order to remove your child from WEE School a withdrawal form is required and is to be submitted to the WEE School Director two weeks in advance of the child's departure.

*“Train up a child in the way he should go, and when he is old he will not turn from it.” Proverbs 22:6*