



Parent's Handbook 2024-2025

Monday & Wednesday or Tuesday & Thursday
August-May
9:00 am – 3:00 pm

Our mission is to provide quality care in a safe and secure environment that promotes each child's physical, mental, emotional, and spiritual growth.

- The WEE Program uses a Bible-based curriculum that supports the values and beliefs of First Baptist Church Hendersonville.
- The WEE/Preschool program of First Baptist Church will always consider a person's biological sex to be their assigned gender for the purpose of ministry placement.

Age

The Weekday Early Education (WEE) program provides classes for children at least six weeks old through Pre-Kindergarten five-year-olds.

Schedule

School hours are 9:00 am – 3:00 pm.

Children enrolled will attend either Monday/Wednesday or Tuesday/Thursday classes.

Classrooms open no earlier than **9:00**, with pick-up promptly at 3:00 p.m. **Students remaining after 3:05 will be brought to the front desk, and late pick-up fees will be applied accordingly. The WEE program follows the Sumner County School calendar.** WEE will also be closed if schools are closed for holidays, breaks, or canceled due to inclement weather.

Tuition and Fees

Registration/Materials Fee: \$ 75.00 per child due at enrollment

Monthly Tuition:

One child	\$225.00	per month X 10 months
Two children	\$440.00	per month X 10 months
Three children	\$655.00	per month X 10 months

Full tuition is due the first week of each month. Invoices will be sent via email on the first day of each month. You may pay online debit/credit card or in person with cash or check. Checks should be made to the FBCH WEE Program. **There are no refunds for absences/illnesses/vacations.**

Inclement weather days will be credited to your account at a rate of \$20.00 per day.

Late Payment Fee: \$15.00 (automatically applied after the 10th of the month beginning in September)
Late Pick-up Fee: \$5.00 per child per occurrence (after 3:05 pm)

Activity Fees & Supplies

In place of collecting money throughout the year for parties, snacks, and other activities, an activity fee will be invoiced **in September for the first semester and in January for the second semester** to help cover these additional expenses. The amounts for each age group and what it covers are listed below. We hope collecting the money in this manner will be easier for you!

2024-25 Activity Fees

- **Babies and 1-year-old classes** – \$5 per semester for classroom snacks (Cheerios, Goldfish, Gerber Puffs/Teethers, Animal Crackers), Christmas & Year End parties for 1's
- **2-year-olds classes** – \$7 per semester for Christmas & Year End parties, Brown Bear & Hungry Caterpillar book supplies, Year End Program
- **3-year-olds classes** – \$10 per semester for Christmas, Valentine's, Popsicle & Year End Parties, Take Home Folder & Memory book supplies, Year End Program
- **4's and Pre-K 5's classes** – \$20 per semester for Thanksgiving, Christmas, Valentine's parties, Zoo visit, Take Home Folder & Classroom magazines, Graduation

2024-25 Supplies

- **Babies and 1-year-old classes** – one large box of **Baby wipes** & one box of **Tissues**
- **2-year-olds classes** – one container of **Baby wipes (No large boxes, please)** & one container of **Clorox wipes**
- **3-year-olds classes** – one container of **Baby wipes (No large boxes, please)** & one bottle of **Hand Sanitizer**
- **4's and Pre-K 5's classes** – one container of **Baby wipes (No large boxes, please)** & one box of **Tissues**

Withdrawals

If you must withdraw from the program during the school year, please give the office **two weeks' written notice** so we can fill the empty spot. If you do not give us notice, you will be required to pay for the two weeks your child is not attending. We appreciate your cooperation in this matter as we must still meet operating expenses.

If you must withdraw your child for health matters or other reasons, continuing their monthly tuition may ensure their place. The monthly fee will remain the same even though the child may miss a session.

Security

Keeping your child safe is a priority at First Baptist Church. Your understanding and adherence are both expected and appreciated.

- The doors to the Preschool building open at 8:55 a.m.- 9:30 a.m. for drop-off and 2:30 p.m.- 3:15 p.m. for pick-up. Uniformed police officers will be on-site during drop-off and pick-up times when the doors are unlocked. At all other times, admittance will be via intercom. You will be asked to show your security card any time you need to enter the building other than drop-off or pick-up.
- The WEE classroom doors are locked each day from the hallway during school. During the day, the WEE program is on total lockdown from the rest of the church building.
- All our employees have been thoroughly vetted through screening, background checks, and training. Only properly vetted personnel will have access to classrooms. **For security reasons, parents are requested to remain outside the classroom door.** Children should always be dropped off at the classroom door and given to the classroom teachers. Please do not drop a child off in a Related Arts class or at the playground!
- **No child will be released without presenting a security card. Please notify the teacher and director if a person other than a parent or regular caregiver is to pick up a child and if a temporary security card is needed.** The WEE Office issues temporary security cards for visitors and regular attendees who have forgotten their security cards. **You will be requested to show identification at this time.** We will only release preschoolers to a person over the age of 18. Temporary cards are good for one day only and will be collected and discarded by the classroom teachers.
- Your child's registration form should provide numbers where parents may be reached in an emergency. Also listed on this form should be the names and phone numbers of any other persons who, in the event of illness or emergency, have permission, with a security card, to pick up your child. **No child will be released to anyone not listed on this form without the consent of a parent. If you have any changes to phone numbers, addresses, email addresses, or emergency contacts throughout the year, stop by the WEE office.**
- Each family is issued a set of 3 Security Cards. If you do not have a security card, please stop by the WEE office. An additional set of 3 cards may be purchased for \$5 per set. There is no charge for replacing damaged cards.
- Parents/guardians should park their car and walk their preschoolers into the building, including on days with inclement weather. Due to safety strategies, parking in fire lanes and under the portico is prohibited. Please watch carefully for others when walking and driving in the parking lot!

Health and Illness

Parents should **NOT** bring their child to WEE when any of the following exist:

- Fever, vomiting, and/or diarrhea
(Child must be **symptom-free for 24 hours** before returning to school.)
- Symptoms of childhood diseases (scarlet fever, measles, etc.)
- Common cold symptoms – from onset until clear
- Thick and/or colored mucous discharge from the nose
- Sore throat
- Croup
- Unexplained rash or skin infection (boils, ringworm, etc.)
- Conjunctivitis (Pink eye) or other eye infections

If symptoms develop anytime at WEE, the child will be isolated, and parents will be notified. Teachers/staff cannot give or apply any medications/sunscreen/lotions to any child. Exceptions are diaper rash ointment prescribed to the child and in the original box or necessary treatment for allergic reactions as written by parents.

Protocol for Allergic Reactions

- 1. Administer necessary treatment as written by parents.**
- 2. Call 911.**
- 3. Call parents.**

Weather Policy

The WEE Program will be canceled if Sumner County Schools are canceled due to inclement weather or illness. Any such days will be treated as inclement weather days. *Inclement weather days will be credited to your account at a rate of \$20.00 per day.*

If Sumner County Schools open **1 hour late**, WEE **will open 1 hour late @ 10:00 am.**

If Sumner County Schools open **2 hours late**, WEE **will open 2 hours late @ 11:00 am.**

Communication

Communication with families is important to us at WEE. We want everyone to know what is happening in our program. We communicate upcoming events, closings, and other pertinent information via our monthly newsletter and **text messaging system**.

Newsletters are emailed monthly to families to inform them of what will occur during the upcoming month, including announcements, calendar events, Bible lessons, etc. The **text message system** is used to communicate reminders quickly to families. *Parents are automatically added to the newsletter distribution and text message lists when their child is enrolled in the WEE program.*

Clothing

Play clothes and tennis shoes or sandals with straps are appropriate attire for school. **Please do not send your child in backless shoes, as it can become a safety hazard on the playground.** Please send your child to school dressed appropriately. The clothing should be comfortable and easy for them to manage. Children in **all** age groups should have a **seasonal clothing change and underwear** in their backpacks. Send sweaters and jackets as needed for outside play. We will play outside when the weather permits.

General Classroom Procedures

- For safety and security reasons, keep your child with you before dropping off and after picking up.
- Do not allow children to enter unoccupied classrooms or resource rooms. These classrooms are cleaned and prepared for use by other ministry areas.
- Playgrounds are only to be used by WEE classes during WEE hours.
- Please label **all** items brought to WEE!
- For sanitary reasons, cloth diapers are not permitted.
- Personal toys should not be brought into the classroom. Items (blankets, stuffed animals, etc.) needed for

rest time are allowed.

- Birthday refreshments for a child's class are welcome. Please let the teacher know in advance. "Goody Bags" for all children are also okay. If sending invitations for a private party, all children in class must receive one.

Potty-Training Procedures and Policies

Our teachers are more than happy to work with you and your child to become successful in their potty training. Communication between teachers and parents is crucial in assisting your child in their potty-training efforts. Please talk with your child's teachers so they are aware of potty-training efforts at home and helpful hints they may be able to use at school. **Potty training for many children at school differs from potty training for one child at home. By adhering to the following guidelines, you can help us work with your child and have a smooth day at school:**

One-year-old classes:

1. Child continue to wear **Velcro closing pull-ups** or diapers at school.
2. There be an **accident-free period at school** before transitioning to underwear. This will be at the teacher's discretion & child's progress.
3. Always keep a couple of extra-season-appropriate clothing changes (including underwear and socks) in your child's backpack.

Two-year-old classes:

1. We request that children wear Pull-Ups with tabs to school and there be a **two-week** accident-free period before transitioning to underwear.
2. Your child needs to be able to communicate to their teachers the need to use the potty.
3. Boys should be able to hold themselves down to ensure cleanliness and develop their independence.
4. Once they transition to underwear, please send 2 to 3 seasonally appropriate changes of clothes in case of accidents.

Children in 3-year-old classes and above should be potty trained and self-sufficient in the restroom.

What is self-sufficiency in the restroom?

1. Children should be able to tell a teacher they need to go to the restroom.
2. Children can use the restroom when a teacher takes them. (Teachers will help with wiping as needed.)
3. The child can pull down undergarments without assistance and needs minimal help to pull clothes back up.
4. The child is wearing underwear.
5. **If** Pull Ups are needed, they are worn **only** at naptime (3-year-old classes only). (Teachers are happy to assist a child in putting on a Pull-Up. **Velcro closing Pull-Ups ONLY!**)

If your child is not potty trained and self-sufficient in the restroom by the start date of school, we will be glad to hold said child's place for **30 days**. This should give you sufficient time to have your child potty trained and self-sufficient in the restroom.

Classroom Placement

WEE will use the following guidelines to determine a child's classroom placement:

1. August 15 is used as the cut-off point to align with the Sumner County School District. For example, a child who turns 2 on August 15 would be placed in a 2-year-old class for the school year, but a child who turns 2 on August 16 would be placed in an older 1-year-old class for the school year.
2. **Twins** will be placed in different classrooms when they enter the 3-year-old age group.
3. **Due to the number of students in the program, we cannot take classroom placement requests.**

Disruptive Behavior

We want all preschoolers to know that church is a place they are loved and cared about. We facilitate this within the context of our “vision of the whole.” Our goal is for all the children (the whole) to feel safe and secure while at First Baptist Church. Therefore, the policies and practices we subscribe to are designed to facilitate this.

As a weekday program, we are not set up to provide **one-on-one** care for a child. When one child requires *ongoing* individual time, attention, and care, it leaves the other children with a less-than-desirable experience beyond the teacher/child ratio we maintain for excellence. Subsequently, this can also lead to classroom management issues.

If your child's disruptive behavior is beyond the normal range of age-related conduct, we will implement the following strategy:

- **1st contact:** Your child's teacher will contact you to discuss the issue and seek input and insight for guiding your child. This contact will be made outside the classroom and **not** during drop off/pick up.
- **2nd contact:** A meeting will be scheduled with you, your child's teacher(s), and the WEE Director (and/or Preschool Pastor) in attendance. Through this team-based approach, the child's current needs will be addressed by collaboratively developing an action plan to include:
 - Strategies to implement in the classroom.
 - Strategies to implement at home to support classroom success.
 - A method to identify how well the plan is working.
 - Indicators that will determine if dismissal from the WEE program is necessary.
 - A scheduled time to meet again to review progress (the 3rd contact).
- **3rd contact:** If the action plan effectively supports your child's success, the strategies will continue to be implemented. If not, your child will be dismissed from the WEE program for the duration of the school year.

Tammy Klapwyk
WEE Program Director
wee@fbchtn.org
tklapwyk@fbchtn.org
615-447-1375

Stephanie Mannon
WEE Program Assistant
wee@fbchtn.org
smannon@fbchtn.org
615-447-1330

Phil Hoyt
Preschool Pastor
phoyt@fbchtn.org
615-447-1316

<http://fbchville.com/weekdayearlyeducation>