

WEEKDAY EARLY EDUCATION (WEE)

Weekday Early Education is a weekday program for children who will be one year old by August 15th through Pre-K (ages 4-5 years old). We promote physical, social, spiritual, cognitive and emotional development in a loving, caring Christian environment where Christian principles and Biblical truths are taught. We encourage children to learn through age-appropriate, hands-on activities that include art, music, kindergarten readiness, dramatic play, literature and the use of iPads (3's and 4's only).

PROGRAM STRUCTURE

Weekday Early Education is a nonprofit but self-supporting program of Collierville First Baptist Church which operates solely on tuition revenues.

TUITION

The registration fee and tuition for the 2019-2020 school year will be as follows:

Registration Fee	\$75.00
Monthly Tuition	\$98.00 one day/week
	\$196.00 two days/week

The monthly tuition will be the same each month (September-May) regardless of the number of school days each month.

Tuition can be paid annually in advance if you choose to do so; however, no discount will be given. Tuition is divided into 9 equal payments with the final payment (May 2020) being paid at registration. The other 8 payments are due on the first day of each month, September through April, and are not considered to be late until after the 15th of the month. The payment due dates do not correlate with the number of days the program is in session during the designated month. If tuition is not paid by the 15th of the month, a \$10.00 late fee will be charged to your account. A monthly billing statement will be sent home with the child on the last school day prior to the month that the tuition is due. Any questions regarding your monthly invoice should be directed to Lisa Hawkins in the preschool office. If payment is not received by the end of the month that it is due, your child will not be allowed to attend our program until the financial obligation is met or payment arrangement is made with the preschool office.

If your child is absent for any reason during the month whether due to sickness or vacation, there will be no refund. In order to hold your child's place in the program in the event of absence, the entire tuition must be paid. A place is reserved for all enrolled children, space and equipment are provided and teachers are employed to instruct; therefore, tuition is due whether the child is present or absent.

Tuition may be paid by cash, check, debit or credit card (Visa, MasterCard, and Discover). Please note: debit and credit card payments can be paid online for **tuition only** at www.cfbcfamily.org/preschool. There will be a transaction fee applied to online payments as well as in office CC payments. Cash payments must be turned in to the preschool office. Checks made payable to WEE may be mailed to the church, turned in at the preschool or main office. Please write your child's first and last name on the memo line.

If you withdraw your child after school starts and prior to May, the prepaid May tuition can be moved to cover the last month that the child is enrolled **if**:

1) notification of withdrawal is given at the beginning of the last month that he/she will be attending

and

2) the tuition for the last month that the child will be attending has not already been paid.

If you withdraw your child prior to the beginning of school, the registration fee and last month's tuition will not be refunded.

OUR SCHEDULE

Classes meet on Tuesday and Thursday from 9:30 a.m. - 3:00 p.m. Children in the one year old class may register to attend one or two days per week. All other classes attend two days per week.

Our yearly calendar is based on that of the Collierville School system. Our school year will begin August 27th. We will have a mandatory parent's meeting on August 20th at 7:00 p.m. We will also have a time for the children to visit their classrooms and meet their teachers on August 22nd from 9:30 a.m. – 10:30 a.m. The remainder of the year will coincide with Collierville Schools.

INCLEMENT WEATHER

We follow the Collierville School schedule. If schools are closed due to a holiday OR inclement weather, then our program will also be closed. If bad weather develops during the school day, please check the news for announcements regarding closures. We will not post an announcement but we will close at the same time as the elementary schools. Makeup days will also follow the Collierville School schedule.

CAUTION: In the event our program is open after we have had freezing precipitation and ice remains visible on the portico (roof), please do not park in the north parking lot (Byhalia RD). Please park in the south side (Powell RD) parking lot if there is

frozen/melting ice on the north side portico (roof). Falling ice is a hazard and can cause serious injury.

CLASS STRUCTURE

Children are divided into classes based on their age as of August 15th each year. With the agreement of the parents and director, a child can be placed with a younger age group when it is deemed to be in the best interest of the child. This decision will be based on the development of the child.

All staff works under the leadership of the director. Every class has a lead teacher and an assistant teacher. The maximum number of children in each age group is:

- Ones – 8 children
- Twos – 10 children
- Threes – 12 children
- Fours – 13 children

CURRICULUM

Our basic curriculum is WEE Learn which was written and published by the Southern Baptist Convention. In the older classes, various other curriculums such as Handwriting without Tears, Alpha Tales, Weekly Reader and Saxon Math are incorporated in the development of thematic units of study. Our classes are designed to promote readiness skills for kindergarten which include listening, following instructions, literacy, phonemic awareness, beginning handwriting, math, and science. The skills that are taught are age appropriate with the goal being that a child completing the four year old class will be successful in a kindergarten experience. Parental involvement as well as instruction at home are key ingredients in your child's overall success.

Instruction includes both large group and learning center activities. Large group instruction involves theme related discussions, calendar and weather, story time, show n' tell, finger plays, nursery rhymes, Bible stories, etc. Learning center activities include art, computer, handwriting, math, dramatic play and the development of fine motor skills. Whether in large group or learning centers, both active and passive experiences are included. In addition to directed classroom activities, the children engage in free play both indoors and outside. Music instruction involving singing, instruments and movement are planned for each class on a daily basis by a music teacher.

REGISTRATION

Registration for the next school year starts in mid-January. All required forms and fees must be paid in order for a child to be considered enrolled. Enrollment does not

automatically carry over from one year to the next year. Every child must register yearly in order to be enrolled each school year.

In addition to these forms, an immunization form must be obtained from the pediatrician's office and/or Health Department and must be turned in with the registration papers. No child will be permitted to start school without an immunization record on file.

NON-DISCRIMINATORY POLICY

Collierville First Baptist Weekday Early Education admits children of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admission policies, and other school administered programs.

ARRIVAL TIME and CHECK IN

Classes meet from 9:30 a.m. - 3:00 p.m. on Tuesday and Thursday. The doors to the preschool hallway will be unlocked at 9:25 a.m. Classes begin promptly at 9:30 a.m. and it is important for all children to be on time. We ask that you not drop off your child prior to 9:25 a.m. because the teachers are busy preparing for the day's activities. When children are late, they miss important teaching time and/or activities. Teachers are not able to repeat activities and/or instructions. Late arrivals can be disruptive to the class; therefore, we ask that you make every effort to be on time.

Please enter and exit the preschool area through the lobby. You will need to park in the north parking lot. Please note: entering and exiting the building through the outside classroom doors is prohibited in order to ensure the safety and security of the children.

When children arrive, the adults bringing them are asked to check them in at a kiosk in the preschool lobby **prior** to taking the child to class. The last four digits of the main phone number on your weekday account or your last name are required to check-in at the kiosk. Tap the box next to your child's name and then tap print/check-in. If you have a common last name, there may be multiple pages to scroll through to check-in. In order to reduce the pages you may type in last name, then a "comma", then the first three letters of the child's first name. At the kiosk you will receive three stickers. The first sticker is to be placed on your child's back, the second sticker will be handed to your child's teacher at drop off and the third sticker will be required at pick-up. A digital picture of the sticker on a mobile device is also acceptable at pick-up. If you do not have a label at pick-up you will be required to sign the label sheet and may be required to show picture identification. This is for the safety and security of your child.

Arrival time can be an anxious time for some children (and some parents, too). It is best for you to tell the child you will be back, say your goodbyes and leave your child with the

teacher at the classroom door. It is less stressful if you make your goodbyes brief and cheerful and do not go into the room. After dropping the child off, please leave the area near the classroom. It may be upsetting for the child if he/she sees you.

If you have concerns, come to the office, we will be happy to check on your child. You may call the preschool office at 312-3472 during the day if you would like to know how your child is doing.

DEPARTURE TIME

Pick-up time can be a very confusing time at the classroom door. At this time, the teacher's main responsibility is to ensure that each child leaves with the appropriate person and pick-up labels are checked. For this reason, we ask that you refrain from coming into the classroom. The child will be brought to you at the door; this is not a time for discussion with the teacher. If you need to have a lengthy conversation, please ask the teacher to call you. She will call you later when she can give you her undivided attention but at this time she must focus on the children.

LATE PICK-UP

School ends promptly at 3:00 p.m. Please be sure to pick up your child no later than 3:00 p.m. Children who have not been picked up by 3:00 p.m. will be taken to the preschool office. In the event that you are late, a charge of \$10.00 for the first fifteen minutes (3:00 – 3:15) and a \$5.00 charge for each additional five minutes will be incurred. This late pick-up fee will be added to your next month's tuition.

CUSTODY CONCERNS

In the event that only one parent or other person has legal custody of the child, be sure to notify the director. If there is a concern that someone other than the person who has custody might attempt to pick the child up, it will be necessary to bring a copy of the court order to be kept on file in the office. Please be sure to keep the director updated on any changes or concerns regarding custody issues.

PARKING

Please be cautious in the parking area. The use of cellphones is strongly discouraged while driving in the parking lot in order that you may give your full attention to your surroundings. We ask that you park only in designated parking spaces. Please do not park under the portico or along the sidewalk adjacent to the building.

Please be aware that it is considered to be negligence if a child is left unattended in a parked car. If you need assistance with drop off or pickup, please call the preschool office.

HEALTH/ILLNESS

Children who attend Weekday Early Education classes must be healthy and free of illness. Please do not send a child to school that shows any signs of illness. This is not only for the protection of your child, but also for the protection of the other children and teachers.

Please do not bring your child to school when any of the following symptoms exist:

- Fever – within twenty-four hours prior to the beginning of a class
- Vomiting and/or diarrhea (for any reason) within twenty-four hours
- Any symptoms of chicken pox, mumps, whooping cough, tuberculosis, measles, scarlet fever, and/or other childhood disease that are contagious
- Common cold – runny nose with thick or discolored discharge and/or cough. Those children who have chronic runny noses resulting from allergies must have a note from the doctor which will be placed in their student file.
- Sore throat
- Croup
- Thrush
- Any unexplained rash
- Skin infections – boils, ringworm, scabies, impetigo, hand, foot and mouth disease, draining wound, etc.
- Pink eye or other eye infection
- Head lice – must be nit free

If in the director's opinion, a child appears to be ill, we reserve the right to require a doctor's statement before admitting the child to class.

When a child is absent more than one day, please notify the office. If you know in advance that the child will be out, please inform the teacher.

Medication will not be administered to any child by any member of the Weekday Early Education staff. If your child is free of illness but requires medication, you may come to the school and administer medication as needed. NEVER leave medication in your child's backpack (this includes epi-pens). Backpacks are left in the hallway and therefore accessible to others.

All allergies should be disclosed on the student registration form. If a child requires an epi-pen, then the parent must bring the epi-pen each school day and hand to the teacher. The epi-pen will be stored out of the reach of preschoolers. Epi-pens should NEVER be left in a child's backpack. Due to our rooms being multi-use throughout the week, teachers are not permitted to keep epi-pens stored in the classroom. This is a

violation of policy. Collierville First Baptist Church/WEE shall not be held responsible for epi-pens that are not picked up at the end of the school day. It is the responsibility of the adult picking up the child to get the epi-pen. They will be kept near the door on a hook in a bag with the child's name on it.

If your child has a food allergy and cannot eat the provided snacks, then we ask that you provide an allergy free snack for them.

If a child becomes ill or injured during school hours, the parents will be notified immediately. In the event that the parents cannot be reached, we will call the emergency contacts listed on the Emergency Medical Release form. For this reason, it is imperative that three emergency contacts are listed on the form AND are kept up to date. Please notify Lisa Hawkins in the preschool office of any updates.

SECURITY

Collierville First Baptist Weekday Early Education has additional security features with keyless entry on doors leading into the preschool area and video cameras in the hallways and classrooms. The video camera system is designed to further insure the safety of the children. Parents of students may purchase a key card that will give them access to the preschool during school hours. Cards/key tags will be deactivated at the end of the school year and will need to be turned in to the office. Parents of students who return the following year will receive the same reactivated card(s)/key tag(s) that they had the previous year.

COMMUNICATION

The Weekday Early Education office is open Monday through Friday from 8:00 a.m. until 4:30 p.m. You may call the office directly at 312-3472. If we are away from the phone, please leave a message and your call will be returned as soon as possible. The church fax number is 854-6975.

Your child's teacher will keep you informed of classroom activities in several ways. All teachers send home a monthly calendar to share with you the thematic units they will be studying and to alert you to any special activities. Teachers of the one and two year old classes will send home a daily activity report. In the older preschool classes, the teachers will post information about the daily class activities. For all ages, be sure to check your child's backpack for special notes daily.

Parent/teacher conferences are held in October and April. The teachers will make time available and parents may choose whether or not to schedule a conference. The only exception to this is that parents of four year olds are required to schedule a conference in the spring. While these are our regular conference times, teachers are available to discuss your child's progress at other times through notes, phone calls, or in a meeting. This can be arranged by speaking directly to the teacher or through the office. For the

safety and welfare of your child, please do not discuss your child with the teacher in the child's presence. Lengthy discussions are discouraged at the time of dropping off and picking up your child. This takes the teacher away from her classroom responsibilities. We also ask that you do not call or text the teacher on her cell phone during school hours. Teachers are discouraged from cell phone usage. During class time they should be giving their full attention to the class. If you need to get a message to the teacher, please call the preschool office directly at 901-312-3472 and the message will be given to the teacher.

Parents should contact the office if:

- You have any questions or concerns.
- You have a change in phone number, address, emergency information, or email address.
- Your child contracts a contagious childhood disease following a day at school.
- Your child has any medical changes.
- Your child will be absent more than 1 day.
- You will be removing your child from the program.
- You or your family has a specific prayer request.

We view our Preschool program as a ministry of our church. We are available to help counsel your family in any situation if you need help. Please call our Preschool Director at 901-312-3463 or e-mail her at kdunaway@cfbcfamily.org if we can be of assistance to your family.

***Philippians 4:6-7** do not be anxious about anything, but in everything by prayer and supplication with thanksgiving let your requests be made known to God. And the peace of God, which surpasses all understanding, will guard your hearts and your minds in Christ Jesus.*

ABUSE AND/OR NEGLECT

Any teacher who suspects child abuse, neglect, etc. will be required by state law to report this to the Department of Human Services. This is our responsibility as child care providers. Any injuries received at home should be brought to the attention of the child's teacher.

DISMISSAL POLICY

First Baptist Church Weekday Early Education reserves the right to remove any child from the program who is destructive, harmful to others, or refuses to cooperate. This decision will be reached by the director after conferences with the parents and teachers. It is our desire that every child will have a successful preschool experience. It is not our objective to remove any child without trying first to solve the problem.

LUNCH/SNACK

All children will need to bring a lunch in a sack or lunch box which is labeled with his/her name. A midmorning snack will be provided. We do not microwave, heat or refrigerate meals.

CLOTHING

Children should be dressed comfortably and appropriately for preschool activities in clothing that you are not fearful will be damaged. While we take precautions such as using smocks, children sometimes will get into materials such as paint, which might cause damage to their clothing. Please make sure the clothing worn does not interfere with the child's ability to be independent and to take care of personal needs (such as belts, straps, etc.). Please be sure to have an extra change of season appropriate clothing in your child's backpack in case of accidents.

LABELING

All items brought to school must be labeled with the child's name. This includes items such as lunchboxes, sweaters, coats, blankets, rest mats, towels, extra clothing, bottles, pacifiers, diaper bags, etc.

Needs of One's-Two's:

Diaper bag (labeled) must include:
baby wipes
at least six disposable diapers
change of clothes
security items; such as a pacifier
blanket
drink and food for entire day

*Diaper bags for children who are being potty trained must also include:
at least four training pants or pull-ups
an additional change of clothes (two sets total)

REST MATS

All children must bring a 1" four-fold vinyl Kindermat. For hygienic purposes other types of mats are not acceptable. Storage space is limited therefore each classroom teacher will determine what type of bedding may be brought.

BIRTHDAYS

Your child's birthday is important to him/her and to us. Please let his/her teacher know if you have special plans for the class on that day. If you choose to bring a snack, we recommend decorated cookies rather than cupcakes.

PHONE NUMBER

In order to call the preschool office directly without going through the church office, you may call 312-3472.