



2022-23 Weekday Early Education

First Baptist Church Meridianville

175 Monroe Road
Meridianville, AL 35759



MISSION STATEMENT:

Our purpose is to provide a positive learning environment for preschoolers where each child can grow mentally, physically, socially and spiritually.

CURRICULUM:

Our curriculum is based on age appropriate activities, which teach pre-reading skills, math skills, social skills, art, music and Bible education. We also provide time each day for indoor and outdoor play (weather permitting).

STAFF:

Our staff consists of Christian teachers whose goal is to share God's love by providing a loving, friendly and secure environment for learning. We consider it a blessing that you have chosen our WEE Care program for your child.

DIRECTOR: Mrs. Kim Hutto

FACULTY:

Mrs. Ana Landron - Twos
Mrs. Danielle Pendergast - Twos
Mrs. Becca Pickens - Threes
Mrs. Logan Beaman - Threes
Mrs. Melissa Leininger - Fours
Mrs. Lane Julian - Fours
Mrs. Melba Boudreaux - Fours
Mrs. Vicki Gentry - Aide



REGISTRATION:

The following forms and fees are required for official enrollment and are due before or on the first day of school:

1. REGISTRATION/INFORMATION FORM

2. FEES:

NON-REFUNDABLE registration fees for the 2022-2023 school year are \$100 for one child; \$135 for two children; and \$165 total for three or more in a family. This fee can be paid by cash, check or with a credit or debit card using the Church Center app.

TUITION FEES FOR 2022-2023:

- TODDLERS:

One day a week: \$85 per child/month*

- TWOS:

One day a week: \$85 per child/month*

Two days a week: \$125 per child/month*

Three days a week: \$165 per child/month*

- THREES AND FOURS (Pre-K)

Two days a week: \$125 per child/month*

Three days a week: \$165 per child/month*

Four days a week: \$200 per child/month*

*(Third child and up will be half-price)



3. BLUE CARD AND HEALTH RECORD:

The Department of Human Resources requires that a current medical and immunization form be kept on file in the WEE Care office for each child. *If your child's Blue Card expires during the school year, a new one must be provided in order for your child to continue to attend WEE Care.*

THE ONLY ALLOWED EXEMPTIONS FOR NOT HAVING A CURRENT BLUE CARD ON FILE, AS DICTATED BY THE STATE OF ALABAMA, ARE:

- a. A valid State of Alabama Certificate of Medical Exemption (ADPH-F-IMM-50)
- or
- b. A valid Alabama Certificate of Religious Exemption (ADPH-F-IMM52)

A medical or religious exemption must be accompanied by a current (within the previous three months) statement from your child's doctor stating that your child is in good health and free from any disease or illness. This exemption request will be reviewed by the Director for final approval.

DIRECTIONS FOR TUITION PAYMENT:

TUITION IS DUE on the first of each month. Tuition received after the tenth of the month will be subject to a late fee of \$1 per day. There are no reductions for holidays, vacations or illness.



- At the end of each month an envelope marked "Tuition" will be placed in your child's folder.
- Place tuition payment (cash or check) in the envelope and return it in your child's folder or write "online" if you make an online payment.
- Checks should be made payable to First Baptist Church Meridianville (FBCM) with WEE Care and your child's name on the memo line.
- To pay tuition online using a credit or debit card you will need to use the Church Center app. In the app go to Events and look for "WEE Care Tuition" for each month. Click on "Register" and then select your child's name and click "Details". Choose the applicable monthly tuition and then pay using a credit or debit card. The online payment link will automatically close on the tenth of each month.

DELINQUENT PAYMENTS:

Two consecutively missed payments will be considered 'delinquent' and will be referred to the WEE Care Committee of FBCM for collection or dismissal.



ATTENDANCE AND WITHDRAWAL POLICIES:

It is very important that your child attends WEE Care on a consistent basis.

- Any change in the number of days your child attends requires a **two-week notice to the Director.** Any change(s) regarding tuition will begin the following month.
- *If you choose for your child to stay home, but you do not withdraw your child, you are still responsible to pay the monthly tuition.*
- A two week notice **must be given to the Director** if you choose to withdraw your child.

CLASS ENROLLMENT:

As children are enrolled in our program, the Director will place them in the appropriate classes by age and based upon the number of spaces available. The Director will consider each placement with what she determines to be in the best interest of the child and the teacher. Requests for specific teachers will not be accepted.

INSURANCE:

Our insurance policy only covers the children enrolled in our program. Therefore, visiting family or friends cannot attend with your child.



SUPPLIES:

We provide school supplies for each child to use at WEE Care. However, we ask that each family provide the following supplies to be used in the classrooms:

- 1 Large container of Baby Wipes
- 1 can of Lysol spray
- 1 (2-3 roll) package of paper towels
- 2 containers of Disinfectant Wipes

WEE Care T-Shirts:

At the beginning of the year we will order WEE Care t-shirts for each child to wear for field trips and programs. The cost is \$10. The t-shirts can be ordered through the Print Two Impress WEE Care online store which we will send parents the link to.



CLOTHING GUIDELINES:

The children will be participating in a variety of creative activities every day, so it is important for them to wear comfortable play clothes. Rubber soled shoes that fasten securely on your child's feet are required for stability on the play equipment. Therefore, for your child's safety, flip flops, slides, or Crocs without a heel strap are not allowed.

For children in diapers or Pull-ups, please send plenty for your child each day.

Older boys and girls should wear clothes they can manage when using the bathroom. During cold weather, please send a coat with a hood or a cap. We will go outside if the temperature is above 50 degrees and not raining. All outerwear clothing needs to be marked with your child's name.

All children should have a plastic Zip-Lock bag with a complete change of clothes in their book bag.

BATHROOM POLICIES:

It is our policy that bathroom doors are open any time a teacher is in the bathroom with a child.

When you feel that your **toddler** is ready to begin 'potty training,' we will work with you to insure a consistency at home and at school.

All children in the Three-Year-Old class must be out of diapers. (Pull-Ups are allowed). However, your child must be in the process of being 'potty trained'.

All children in the Four-Year-Old classes must be *fully* 'potty trained'.



LUNCH GUIDELINES:

When preparing your child's lunch please consider the importance of providing nutritious selections. These selections should include foods that your child likes and will be able to feed him/herself. Please include a napkin or paper towel in your child's lunch box each day. All containers need to be labeled with your child's name. No previously opened jars of baby/toddler food are allowed. All opened jars/containers will be sent home or discarded at the end of the day.

Basic child safety guidelines suggest cutting the following finger foods into bite-sized pieces to avoid choking:

- Raw vegetables
- Large marshmallows
- All fruit (including grapes)
- Hot dogs (must be cut length wise then chopped in small pieces; not cut in to circular pieces).

The following items are not allowed:

- Carbonated beverages
- Nuts of any kind
- Foods in glass or metal container
- Hard candy
- Foods that need to be heated
- Large plastic bags
- Metal or hard plastic lunch boxes; only the soft-sided lunch boxes are allowed



DISCIPLINE POLICIES:

Children in our WEE Care Program are not allowed to mistreat themselves, others or property with their mouth, hands or feet. We praise appropriate behavior at all times. If inappropriate behavior continues, a 'time-out' procedure is implemented which is 1 minute per year of age (i.e., a 3 year old would incur a 3 minute 'time out'). If necessary, the child will be removed from the room and sent to the Director's office. It may become necessary to ask for your assistance in correcting a persistent problem.

AGGRESSIVE BEHAVIOR:

Aggressive behaviors such as biting, hitting, kicking, etc. *will not* be tolerated. Once a child has been referred to the Director by their teacher, the Director will implement the following policies:

FIRST OFFENSE: Parent consultation with the Director.

SECOND OFFENSE: Two weeks suspension from WEE Care.

THIRD OFFENSE: Dismissal from WEE Care.

Toddlers are in the beginning stages of social development; therefore any inappropriate behavior will be handled on an individual basis.



HEALTH POLICIES:

SICKNESS:

We cannot allow your child to attend WEE Care with any of the following symptoms within the previous 24 hours because they could be contagious to the other children:

- Fever
- Diarrhea
- Headache
- Unexplained rash or bumps
- Runny nose (yellow or green)
- Skin infections
- Sore throat
- Persistent cough
- Vomiting

If your child shows any of these symptoms while at school, we will call you to come get your child immediately. Your child will be isolated under the care of the Director until you arrive at school.

CONTAGIOUS ILLNESSES:

Please notify us if your child has any of the following: Chicken Pox, pink eye, strep, staph, ecoli, Covid 19, flu, etc. If your child is diagnosed with any of the above please do not send your child to school until they are symptom free and completely well.

HEAD LICE is also considered a contagious disease and we would need to be notified. If head lice is found on your child, the following procedures need to be followed:

- The child must be treated with RID or other acceptable medication for lice removal.



- Upon returning to WEE Care, and prior to going to the classroom, the child must come to the Director's office to be checked. If any nits are found the child will be sent home to continue treatment.

EMERGENCY MEDICATIONS:

We cannot give any medications to children except for those who have life threatening situations, such as EPI pens or prescriptions for allergic reactions. An "Authorization for Administering Medication/Medical Procedures" Form will need to be completed and signed by the parent giving instructions for these medications.

The emergency medications will be kept in a Ziploc bag in the child's backpack along with the instructions.

SAFETY PROCEDURES AND POLICIES:

- Fire drills will be held at varying times.
- Bad weather drills will be held during the appropriate season.
- An Intruder Drill will be held during the first part of the school year.
- To ensure the safety of all of our WEE Care children, the following items are not allowed:
 - Glass objects
 - Gum
 - Guns
 - Money
 - Marbles



- Knives
- Toys

MORNING DROP OFF PROCEDURES:

- All children must be brought in to the school and checked in by an adult.
- The doors will remain locked until 9:25am to allow our teachers to have a staff meeting and prayer time.
- Doors will be open from 9:25am - 9:45am for parents to bring their children in. Enter the building through the Worship Center doors and come to the check in station to check in. Each parent will need to install the Church Center app on their phone and this will be used for check in and check out each day. If you need a barcode scanner tag for another family member who will be bringing or picking up your child frequently please let us know. Once you have checked in please drop your child off at the door of their classroom and then exit the building through the preschool doors. Please do not enter the classrooms.
- After 9:45am the doors will be locked until 1:25 pm.
- If you need to enter the building between 9:45 - 1:25 pm, please ring the doorbell at the Preschool door.

END OF THE DAY DISMISSAL PROCEDURES:

- All children must be checked out and picked up by 1:30 p.m. We will begin check-out at 1:20. Use the same procedure as the morning procedure in the afternoon for check-out.



- If someone other than the parent is picking a child up, the person's name must be on the 'authorized to pick up' list for your child.
- If an *emergency* occurs that will affect pick-up, call the WEE Care Director at 256-348-3531 and let her know the situation. If the situation requires that someone other than those listed on the 'authorized to pick up' list, we must have that information from the parent. Proper identification will be required before a child can be released.

LATE PICK-UP FEES:

Any child picked up after 1:35 pm will be charged \$5.00 for every 5 minutes after 1:35pm.

COMMUNICATION:

Each WEE Care teacher will have the parents phone numbers and will send out group texts to relay general information and reminders from WEE Care. Please only send texts to your child's teacher with general questions or replies. Do not text or call teachers about behavior issues, payments, problems or in-depth conversations. If needed call Kim at 256-348-3531 or email kimhutto@att.net with concerns or questions. If needed we will set up a parent teacher meeting.

INCLEMENT WEATHER POLICIES:

- Any time the Madison County Schools are closed for bad weather, we will be closed.
- If Madison County Schools are closed early during the day, we will close one hour prior to their dismissal.



- Parents will be notified of an early closing.
- Any time Madison County Schools have delayed starting times of:
 - *One hour - WEE Care will start at the regular time.
 - *Two hours - WEE Care will start at 10:30.
 - *Three hours or more - WEE Care will be closed.
 - We encourage you to be 'weather aware' when we have indications of inclement weather. Information can be obtained through our local media such as WHNT-Channel 19.

CLASS PARTIES AND BIRTHDAYS:

If you would like to celebrate your child's birthday at WEE Care, you must contact your child's teacher **in advance**. The teacher will talk with you about the acceptable items for the birthday celebration.

Invitations to private parties can only be passed out if everyone in the class receives an invitation.

FIELD TRIPS:

We usually have one field trip per year to Tate Farms. In order to participate in our field trips, **each child** must be accompanied and driven by an authorized adult. Field trip permission slips must be signed and returned before a child is allowed to go on a field trip. We will send home the forms and other field trip information in October.

