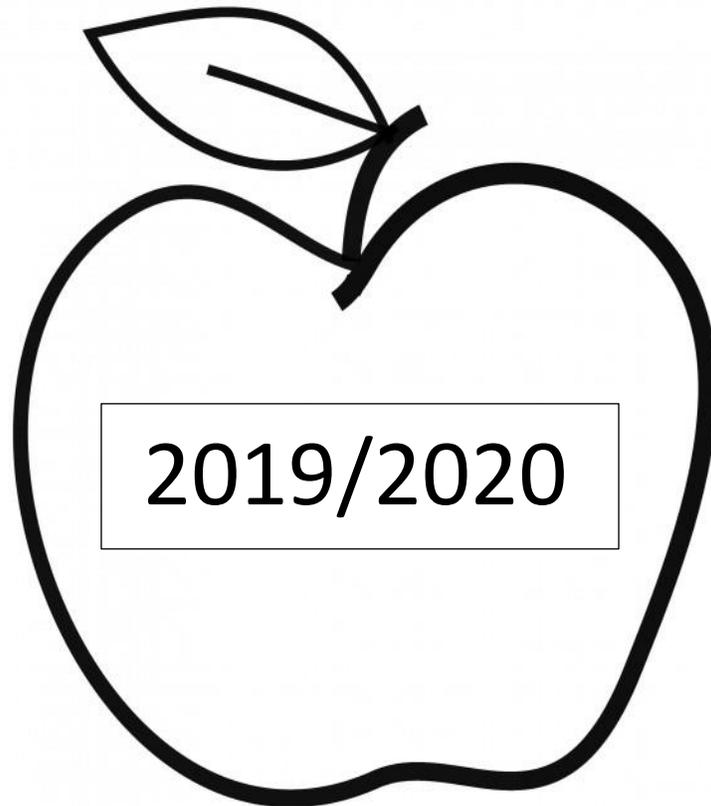


WEE School 
FBC • MURFREESBORO, TN



PARENT HANDBOOK



First Baptist Church
of MURFREESBORO



First Baptist Church

Philosophy Statement

It is our philosophy that the Weekday Early Education Program should help a child develop in many areas. Our program is designed to help preschool children grow in understanding and love for themselves, their families, and others in their world. It is also designed to help them grow in awareness that God loves them and that Jesus is a special friend.

We also want them to grow in their abilities to think, solve problems and develop language skills; and to enjoy creative expression in music, art, and play. We are particularly concerned with socialization skills and with helping a child adjust in a new environment. We attempt to offer many new experiences to your child to help them learn to choose areas of interest and to learn to complete a task with a sense of success.

Purpose

The purpose of the First Baptist Church Weekday Early Education Program (WEE School) is to minister to the needs of young families of First Baptist Church, as well as the community of Murfreesboro. First Baptist Church provides a service for preschoolers that will help them begin life in happy, healthy, Christian, caring surroundings. The First Baptist Church Weekday Education Program is part of the ministry of First Baptist Church of Murfreesboro. We are committed to share God's love to parents and preschoolers in every area we undertake through the power of prayer and the Holy Spirit.

The purpose of the Weekday Education Committee is to coordinate all activities and ministries of various Weekday Education Programs and to serve as a liaison group between the Weekday Education Program and the church. The goal of the church-related Weekday Education Program reflects the overall goals of First Baptist Church and is an extension of its total ministry. To accomplish this, an active Weekday Education Committee is selected and given responsibility for supporting the Weekday Education Program in the decision-making. This coordination will ensure that WEE School and the other church leaders work from the same principles to meet the physical, mental, social, emotional and Christian education needs of preschoolers enrolled in the Weekday Education program.



First Baptist Church

WEEKDAY EARLY EDUCATION PROGRAM

General Policies

- I. Registration Fees
 - a. New Students- A registration fee of \$90.00 is required at the time of the registration for each new student accepted for enrollment to hold the child's place in the school. The fee is NON-REFUNDABLE even if the student does not enroll or withdraws.
 - b. Current Students- A re-registration fee of \$90.00 is required for each current student to hold the child's place for the next year at the time of the registration. Space will automatically be reserved for the current students for two weeks following delivery of the re-registration papers. However, assignment of days (Monday/Wednesday or Tuesday/Thursday) will be on a first come first served basis. This fee is NON-REFUNDABLE, even if the student does not re-enroll or withdraws.
 - c. The registration fee for students enrolling after January 1st of each year will be lowered to \$45.00.
 - d. If a child withdraws and re-enrolls within the same school year- no re-registration fee will be charged.

- II. Tuition
 - a. The tuition per month is as follows: Two days- 8:15 a.m. to 2:15 p.m. / \$180.00 for all ages.
 - b. The tuition charge includes the cost of student academic supplies and materials. Additional minor fees, about which you will be notified in advance, may be necessary during the school year for field trips and special music and art projects.
 - c. The enrollment process includes payment of a registration fee and a completed registration form, which obligates the responsible person to make all the student's tuition payments for the school year.
 - d. Alternatives to the published payment plan may be requested through the Director of special needs dictate.
 - e. Tuition is due according to the pay schedule each month (see schedule of operation and calendar). If tuition is two school days delinquent, a \$10.00 late fee will be charged. If tuition is not received by the 5th school day of the month, the child must withdraw from the program. The child's withdraw does not release the responsible person from the obligations of the tuition. When satisfactory arrangements have been made to pay the amount due, the student may be re-admitted if a position remains open in the class.

- f. In the event that any payment is late, we reserve the right to turn said account over for collection and all collection fees become the responsibility of the delinquent account holder.
- g. A fee of \$15.00 will be charged if any check is returned due to insufficient funds.
- h. No refunds, adjustments, or deductions of any kind shall be made from fees, charges, or tuition paid or due because of absence of any student during the school year. Charges are made for a place in the school, not for a period of attendance. The absence of a student does not materially decrease the expense of running school.
- i. Any variation of any term of agreement must be in writing, signed and dated by the school and the parent or guardian.
- j. The school reserves the right, in its sole discretion, to exclude, withdraw, or dismiss any student from classes or from the school for any cause whatsoever, including but not limited to violations of the rules, regulations or late or non-payment fee and tuition.

III. Withdrawal

- a. A child's withdrawal from WEE School requires a thirty- day notice to the director. A child's withdrawal, suspension, or dismissal from the school does not release the person responsible for the tuition payments. Without a thirty- day notice, provided there is a child on the waiting list who can fill the vacated position immediately, payment of tuition may be stopped on the last day attended. If however, the vacated position is unable to be filled immediately, tuition for the thirty-day payment is due in full.

IV. Late Entrance

- a. If a child is accepted for enrollment after the first day of school, the required registration fee will be added to the amount of the first regular tuition payment.
- b. Total tuition for a child entering school after the first day of any month will be prorated. A payment schedule is included in this handbook.

V. General Policies

- a. Program: The WEE School is a ten-month program with two options available for three month olds to pre-kindergarten age children. The program offers a Monday/Wednesday or Tuesday/Thursday option from 8:15 a.m. to 2:15 p.m. The schedule shall be in close accordance with the Murfreesboro City School schedule. If the city schools are closed for snow or inclement weather, WEE School will be closed. (Check First Baptist WEE School Facebook or Instagram page or watch the morning news for the closing of Murfreesboro City Schools). We do not close with the City Schools for parent teacher conferences or scheduled half days.
- b. Enrollment I open to children with no extreme physical or emotional difficulties. The Committee reserves the right to refuse admission or ask for the withdrawal of any child who requires special attention that cannot be provided in the program or of any child who demands such supervision that the whole group is

unfavorably affected. In the admission process, first priority will be given to children currently enrolled and their siblings. Second priority will be given to members of First Baptist Church.

- c. School Hours: Children should not arrive before 8:15 a.m. to allow the teacher's time to prepare for the day's activities. If you arrive early, you are welcome to wait with your child in the Welcome Center or the Children's Library. The day ends at 2:15 p.m. A late fee of \$1.00 per minute will be charged for children not picked up by 2:20 p.m. (not to exceed \$45 a day). The clock in the director's office is the official clock. If late pick up becomes a problem, you may be asked to withdraw from the program.
- d. Miscellaneous- In the delegation of space for use by the WEE School and the church, the cooperative scheduling will be kept in mind at all times. The WEE School may request use of any other areas of the church when needed. This usage must be approved and scheduled by the church staff. The WEE School is a ministry of First Baptist Church and therefore has the use of the building and all church equipment with the understanding that it will be coordinated with the total church program.
- e. If someone other than those listed on your enrollment agreement is to pick up your child from WEE School, the director must be notified to give approval to the teachers.
- f. It is requested that children in the Jr. Pre-K (3-4 year) class be toilet trained. Children **MUST** be toilet trained to enroll in Pre-K (4-5 year).
- g. Infants enrolled must be able to take a bottle or cup from our staff.



First Baptist Church

WEEKDAY EARLY EDUCATION PROGRAM

Discipline Policy

Each individual is a child of God and inherently worthy. First Baptist Church Weekday Early Education Program is a place where we help children develop a disciplined lifestyle through Christian education.

Children of all ages feel more comfortable when they know what is expected of them. Therefore, boundaries will be established. Parents can be the motivators for helping children to develop positive attitudes and general respect for teachers, aides, and the building in which we fellowship, learn, play, and worship together.

The church building is God's house; therefore, the building and its furnishings should be treated with appropriate care and respect.

Limits: Children are not allowed to:

1. Hurt themselves
2. Hurt anyone else
3. Destroy property

Our suggested course of discipline is:

1. Warning
2. Time out (away from others and no longer in minutes than the child's age)
3. Loss of privileges
4. Parent conferences
5. Without significant improvement, removal from the program

At no time shall the staff of First Baptist Church Weekday Early Education Program use corporal punishment.

To instill Christian values and share our faith with the young lives in our Weekday Early Education Program is a most important ministry. First Baptist Church Weekday Early Education Program activities are planned to be loving, positive experiences for all children as they grow in faith and understanding of God's love.

SCHEDULE OF OPERATION

Monday and Wednesday: 8:15 a.m. to 2:15 p.m.

Or

Tuesday and Thursday: 8:15 a.m. to 2:15 p.m.

WEE School will closely follow the calendar of Murfreesboro City School. We do not close for scheduled parent teacher conference or half days on Murfreesboro City School calendar.

Tuition

Due according to the payment schedule each month.

Monthly tuition is \$180.00 per month/per child for all ages (3 months to Pre-K)

Tuition is paid for a spot in the school, NOT for the number of days attended. Therefore, no refunds, adjustments, or deductions of any kind shall be made because of absence of any student during the school year (i.e. illness, snow days, and scheduled holidays).

Payment Schedule for the 2019/2020 School Year

August 5 & 6	January 6 & 7
September 3 & 4	February 3 & 4
October 1 & 2	March 2 & 3
November 4 & 5	April 1 & 2
December 2 & 3	May 4 & 5

Snow Days

If Murfreesboro City Schools are closed, WEE School will also be closed.

If Murfreesboro City School open late, WEE School will also open late. (Ex: MCS opening 1 hour late, WEE School will open at 9:15 a.m.; 2 hours late, WEE School will open at 10:15 a.m.)

If Murfreesboro City Schools close early, WEE School does not close early unless there is inclement weather closure during WEE School posted hours.

If Murfreesboro City Schools close early for Teacher In-Service work days or off for Parent Teacher conferences, WEE School does NOT close early or take the day off.

First Baptist Church
WEEKDAY EARLY EDUCATION PROGRAM

Arrival and Departure

Your child is the most important person to consider as the day begins. Under **NO** circumstance should any child, regardless of age, enter the church building without an adult escort. We cannot permit a child to be left in a classroom alone. Parents must sign the child in and sign the child out on the classroom roster outside their classroom door. The teacher will first greet the child and his level and then will greet the parent. It is best as a parent to encourage children to enter the room on their own. Please read the following suggestions carefully.

- A. Encourage your child to walk along with you to his/her room. This provides a feeling of independence before arriving in the room.
- B. Reassure your child that you will be back.
- C. Parents are free to visit in their child's classroom at any time. However, parents are discouraged from returning to check on their child on a routine basis. When a child sees their parents, they think that it is time to leave. This causes separation to be very difficult for the child. You will be contacted should your child need you. If you must remain a few minutes, wait in the hall where your child cannot see you.
- D. Pick up your child on time. It is sometimes frightening if you are late and your child is the last child left in the room. See General Policies, Section V, Letter C. **When you come to pick up your child, please be sure that they stay with you as you exit. We do not want any children in danger by running out without their parent or pick up person. In the child's excitement when they see you they may think it is fun to run ahead and out the door-remember the street is close by. We want to keep our children safe.**
- E. Encourage your child to talk to you about the things they do each day.
- F. Refrain from discussing your child in their presence.
- G. Expect your child to have happy experiences in their class. Be enthusiastic about the good times your child experiences.
- H. Only authorized adults (those listed on your enrollment form) may pick your child up.

First Baptist Church
WEEKDAY EARLY EDUCATION PROGRAM
ILLNESS

Children who show signs to illness cannot be accepted at WEE School. We depend on parents to help us maintain this policy. A child should be kept home when any of the following exist:

1. **Fever-** Oral (mouth) temperature of 99.5 F or above; Axillary (armpit) temperature of 99 F or above. **The child must be fever free for 24 hours without medication.**
2. **Vomiting or nausea-** must be without either for 24 hours.
3. **Diarrhea-** Characterized by loose or greenish bowl movements which are not indicative of medication. Parents will also be contacted to pick your child up from WEE School if the child as three or more loose stools within school hours. **The child should have normal bowel movements for 12 hours.**
4. Any symptom of the usual childhood diseases- Scarlet Fever, German Measles, Mumps, Chicken Pox, Whooping Cough, Hand Foot and Mouth.
5. Sore Throat
6. Croup
7. Any unexplained rash
8. Any skin infection- boils, ringworm, impetigo
9. Pink eye and other eye infections
10. Yellow or green nasal discharge

Should your child arrive with any of the symptoms above, you will be asked to take your child home. You will be called and asked to pick up your child should they develop any of the symptoms above.

WEE School will not administer any medication other than epi-pen or Benadryl in a life-threatening emergency due to known allergies. If your child is taking any medication that will need to be administered during school hours that they are at WEE School, the parent or guardian will need to arrange to come to the WEE School to administer the medication.

First Baptist Church
WEEKDAY EARLY EDUCATION PROGRAM

Lunches

When packing your child's lunch, include foods that the pre-school child can handle- finger foods such as small sandwiches, sectioned fruit, etc.

For the child who will not eat sandwiches, try including cubed meats, vegetables, cheese, etc.

Please send a healthy drink such as milk or water,

Please do NOT send food items that need to be heated.

The following are foods that most children seem to like:

- Cheese (sliced or cubed), luncheon meats, peanut butter (unless the room is peanut free).
- Fruits such as apple, banana, peach, apricot, pear, grapes (cut in half), raisins or other dried fruit
- Dessert items such as cookies and muffins- **NO CHOCOLATE OF ANY KIND PLEASE!**

It is our policy to send home any portion of the packed lunch that is not eaten. This gives you constant feedback on your child's appetite level and food preferences.

Snacks

In accordance with the First Baptist Church Preschool Ministry Handbook, we will provide healthy, safe snacks such as the following:

Whole Wheat Saltines w/ Cheese	Pretzels	Grapes
Graham Crackers	Veggie Sticks	Oranges
Cheerios	Cheese-Its	Bananas
Animal Crackers	Vanilla Wafers	Whole Grain Goldfish

All snacks are served with water. **PLEASE MAKE SURE WE ARE AWARE OF ALLERGIES**

First Baptist Church
WEEKDAY EARLY EDUCATION PROGRAM
Necessary Daily Items

Your child will require the following items each day:

- A lunch (finger foods) with milk or water
- A **complete** change of clothes (including socks)- All ages
- A plastic bag in which to place wet or dirty clothes
- A light blanket and crib sheet for nap time
- Children in diapers will also require the following:
 - Diapers (disposable)
 - Wipes
 - Ointments (must be non-medicated)

Optional items:

- Stuffed animal (etc.) for comfort at nap time
- Pacifier

Coats:

Please bring a jacket or coat with your child when weather dictates. We go outside if the temperature is above 40 F degrees.

Shoes:

It is **highly** recommended that children should wear tennis shoes for playing outside in the gravel and in the gym. Tennis shoes are safer and more comfortable for running and playing.

It is imperative that all of the above items (clothes, lunch boxes, bottles, pacifiers, blankets, jackets, stuffed animals, crib sheets etc.) be labeled with the child's name.

****Please do not bring any toys to school except for those for naptime use only. The extra toys distract from the day and causes problems with other children. If a child comes with a toy, teachers will put the toy away until the end of the day. Therefore, if they are left at home it will make a happier day for the child.**

First Baptist Church
WEEKDAY EARLY EDUCATION PROGRAM

Other items

Sign-in/Sign-out

Whoever brings your child must record the time they arrive on the sign-in sheet outside the classroom door. The person picking up your child must also record the time and sign their name. **Late fees will be assessed according to the school's clock.**

Appropriate Dress

Please dress your child in comfortable play clothes that will allow them to enjoy such activities as outdoor play, art, and sitting on the floor.

1. For spring and fall, when the weather is so changeable, it is most helpful to bring a light jacket or sweater.
2. Shoes- soft soled or canvas style shoes are required for our gym floor. Since weather is not predictable, it is best if they wear them every day. Flip flop or slide on shoes cause falls.
3. Please check bags once or twice a year to make sure seasonal clothes are included and they still fit.
4. Unless the weather is extreme or inclement, all children go outside for at least a short while. If you feel your child is not well enough to go outside, they should stay home. Please dress your child appropriately and we will be sure they are covered while outside.

Toys/Money

Age appropriate toys are in each room. If any toys or money are brought to school. It will be put in a bag, labeled and returned at the end of the day.

Identify Belongings

Please label all items that belong to your child. (Diaper bags, clothes, jackets, blankets, etc.)

