



**WEE School**

*Weekday Early Education*  
encourage  engage  educate

## Handbook



Central Baptist Church  
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CENTRAL BAPTIST CHURCH  
601 NORTH CENTRAL AVENUE  
P.O.BOX 66  
EUREKA, MO. 63025  
938-5577 - 938-7160 (FAX)

WEE DIRECTOR-----Pam Dubuque  
WEE ASSISTANT DIRECTOR-----Cheryl Sullivan

### **CBC WEE PROGRAM PURPOSE**

The purpose of the WEE program is to provide development for each child to his/her greater potential; spiritually, mentally, physically, emotionally and socially. This is to be accomplished by providing learning and development experiences consistent with the Christian principles. WEE will give your child introduction to shapes, colors, letters, numbers, and various experiences with scissors, colors, glue, and paints; as well as being subject to fun activities with other preschool children.

### **ENROLLMENT FEES ----- \$130.00 ANNUALLY**

This fee helps to pay for all supplies used during the school year. Your child is not enrolled until the enrollment fee is received. This is a non-refundable fee. Please note that when you enroll your child we expect it to be for the 9 month school year.

### **Classrooms**

Classroom enrollment will be limited to first come-first served enrollment. We have to have a full class before opening another classroom. Minimum class size will be 8. Before a class is opened, you will be put on a waiting list. When there are enough students, you will be notified that the class is available. Please get your paperwork in **quickly** to reserve a spot.

### **TUITION**

The monthly tuition fee is due on the first day of the month. Please make checks payable to CBC Wee School. After the 7th day of the month, a \$10.00 fee will be added to the amount due for each 7 days tuition is unpaid. Tuition fee is set up with a budget for the school, therefore, no refunds will be given due to illness or missed days. Put the tuition in the tuition box located at the welcome desk . Those who pay their year in FULL by August 15th will receive a 5% discount.

## CLOTHING

Please help your child select comfortable play clothes for school. When weather permits we will be playing outdoors, so please do not dress your child in his/her "Sunday best." Clothing that can get dirty would be more appropriate. Crocs and sandals are not appropriate for school wear. Tennis shoes and shoes that tie are preferred so that they are able to run and play without fear of tripping or falling. Tennis shoes are required for playtime in the gym. Girls need to wear shorts under their dresses even when wearing tights.

## DISCIPLINE

The goal of our discipline is to direct students toward acceptable behavior. This helps develop self-control and maintain order necessary to accomplish the academic and social growth we desire. We do not see discipline as punishment but rather as correction.

Children may be corrected, using positive techniques, for displaying behavior such as:

1. Actions that disrupt the class or interfere with the learning process of the child or classmates.
2. Actions that could possibly cause physical or emotional harm to the child or classmates.
3. Actions in direct violation of a well-explained school or classroom rule.
4. Willful disrespect toward a teacher.

When a conflict arises, verbal suggestions for improvement are discussed. If inappropriate behavior continues, re-direction and other positive discipline will be used.

Occasionally a child is out of control and is required to sit quietly until he/she regains composure (maximum 3 minutes). If a child's behavior is consistently inappropriate, the teachers, director and parents will share information and will plan strategies to improve the child's self-esteem and ability to function successfully in a group situation. Corporal punishment is not allowed.

Positive behavior will continually be rewarded by verbal praise, reward

certificates, hugs, written praise on their work.

## FIELD TRIPS

Some field trips are taken by car. Parents will receive notice prior to any trip. We encourage parents to go along with us. If you plan to go, please notify the Director as soon as possible before the trip. Before each trip a permission slip will be sent home to be signed by a parent. No food, beverage or souvenir is to be purchased on field trips, unless specified.

## BIRTHDAYS

If your child would like to share in a birthday celebration by bringing the class special refreshments, WE'D LOVE IT!!! Cupcakes are not the best treat, however. Cupcakes or cake requires so much more cleaning up for the teachers. Snacks may **not** be homemade. Please be aware of any classroom food allergies (ask teacher for acceptable snack choices).

## PROGRAMS

There will be many programs through the year. The students will sing, recite poems and/or have speaking parts or demonstrate what has been taught in the classroom. It is a good learning experience for students to present themselves in front of an audience. Whether they cry or do nothing they still are instructed to go through the program. Please do not attempt to remove your child from the program once we have begun. Your encouragement is necessary in this area.

## SHARING TIME

When we have sharing time we ask that you encourage your child to bring something of educational value or to share something about a trip they have taken, family activity that was interesting, etc. Please express to them that toys are not sharing items. We also ask that children not bring action figures to school (Power Rangers and other action figures of this type). Students will be given the opportunity to tell about what he/she is sharing, explaining how it works, where it came from and other interesting facts.

## **ILLNESSES**

Do not send your child to school if he/she has a temperature, rash, diarrhea, or has been throwing up. He/she cannot return to school until 24 hrs. free of these illnesses. When your child is ill, he/she will not be accepted for care. If your child becomes ill while at school he/she will be isolated from the other children, but will be under the direct supervision of a teacher. You will be notified immediately and you will be expected to pick up your child as soon as possible.

## **MEDICATION POLICY**

All medications must be in the original prescription container. It must be accompanied by a note from the physician giving correct dosage instructions and permission for school to administer the medicine. Prescription must be accompanied by a note from the parent giving permission for the school to administer the medicine.

All medications and notes should be left with a teacher or the director when the student arrives at school.

## **COMMUNICATIONS**

Please be advised that the lines of communication between the teachers and parents are always open and are necessary at all times. We need to know what you think and feel, be it positive or negative. All facts concerning your child are important to us, too!

## **SNOW POLICY**

We will follow the policies of the Rockwood School District unless notified otherwise. Announcements are given on TV stations 2, 4, and 5. Please note that we will not dismiss classes per Rockwood academic schedule, only due to their inclement weather schedule. There will be no make-up dates for snow days.

## **DROPPING OFF CHILDREN**

You are to bring your child inside. DO NOT DROP THEM OFF AT THE

DOOR. No student should arrive at school prior to 10 minutes before class begins, without one day's notice and approval of the director. School doors are open at **8:50** and locked at **9:15**. Anyone needing access to the Preschool should enter through the church office and the WEE office will be notified.

## **PICKING UP CHILDREN**

Each student will be assigned a card for his/her car. Place the card in the front window of your car and your child will be brought out to your car. PLEASE REFRAIN FROM GETTING OUT OF YOUR CAR AND WALKING TO THE DOOR TO PICK UP STUDENTS. STAY IN YOUR CAR AND IN LINE. In the event that your child needs to be picked up early or by a person different than normal, please notify the teacher in writing at the beginning of that day. If you are picking up your child early, you will have to come inside to the church office. No child will be released to someone not known by the WEE staff.

## **SNACKS**

Each child is to bring his/her snack every day. We encourage a healthy snack, not junk food. Students can bring a small water bottle with water only in it. Teachers will let class parents know of any food allergies of which to be aware. Please refrain from sending items with the allergen in them.

## **INFORMATION NEWSLETTER**

A newsletter will be sent home with each student at the beginning of each month and also emailed. The newsletter will have dates and events that will be important to all WEE classes.

## **MEMORY**

Students will learn a different Bible verse and a nursery rhyme each month. Throughout the year they will also be reciting poems and singing songs of various kinds.

## **EMERGENCY CONSENT FORMS**

An Emergency Consent Form is required by the State of Missouri. It is to be kept in each child's file. It is imperative that each line be completed.