**Weekday Early Education**

**Parent Handbook**

 **The WEE Care Preschool program at Wake Forest Baptist Church is an outreach program which began in the fall of 1973. It is designed to provide a safe, loving, Christian environment that teaches valuable social skills and encourages individual independence. Through age appropriate activities and supervised play, both in the classroom and on the playground, children learn basic educational fundamentals such as following instructions, fitting into a structured learning environment, and positively interacting with teachers and peers. WEE is committed to providing a stimulating and enjoyable pre-kindergarten environment that will encourage a positive self-image and a love for learning.**

 **Table of Contents Page**

**Section A – Introduction to WEE Care**

 **History 3**

 **Children learn …. 3**

 **Chapel Services 3**

 **Goals 3**

 **Non-discrimination Policy 3**

 **Open door Policy 3**

 **General Information**

 **Organizational Structure 4**

 **WEE Care Committee Members 4**

**Section B – WEE Programs 5**

 **Age Requirements for classes 5**

 **Parents’ Morning Out for Ones and Twos 5**

 **Three’s Preschool 5**

 **Four’s Preschool 5**

**Section C – WEE Enrollment Policies**

 **Waiting List and Procedure 6**

 **Fees: Registration, Tuition, and Scholarships 6-7**

 **Method of Payment 7**

 **Late Pick up 7**

 **Withdrawals 7**

 **Termination 7**

 **Special Needs Children and Their Families 7**

 **Required Enrollment Information**

 **Registration Fee 8**

 **Child’s Application (Including Child & Family**

 **Emergency Info and Pick-up/Release Info) 8**

 **Health Data: Medical Form and Immunization Record 8**

 **Discipline Agreement 8**

 **Discipline Policy 8-9**

 **Consent Forms**

**Page 1**

**Section D – WEE Practices and Policies**

 **Hours of Operation 9**

 **Arrivals and Departures 9-10**

 **Parking 10**

 **Snacks 10-11**

 **Personal Belongings 11**

 **Birthday Celebrations 11**

 **Toilet Training 11**

 **Field Trip Policy 11**

 **Outdoor Play 12**

 **Health Information**

 **Sick Policy 12**

 **Medications/Diapering items 12**

 **Minor Injuries or Emergencies 12-13**

 **Major Injuries/or Emergencies 13**

 **Fire/Evacuation Drills 13**

 **Severe Weather Procedure 13**

 **Inclement Weather 13-14**

 **Grievance Procedure 14**

 **Parent Involvement 14**

 **Open Door Policy/Volunteers 14-15**

 **Visiting Siblings – Playground 15**

 **Communications 15**

 **Custody Agreements 15**

 **Special Programs 15**

**Page 2SECTION A: INTRODUCTION TO WEE CARE**

**CHILDREN LEARN WHAT THEY LIVE**

If children live with **CRITICISM**, they learn to **CONDEMN**.

If children live with **HOSTILITY**, they learn to **FIGHT.**

If children live with **RIDICULE**, they learn to **BE SHY**.

If children live with **SHAME**, they learn to **FEEL GUILTY**.

If children live with **TOLERANCE**, they learn to **BE PATIENT.**

If children live with **ENCOURAGEMENT**, they learn to **HAVE CONFIDENCE**.

If children live with **PRAISE**, they learn to **APPRECIATE.**

If children live with **FAIRNESS**, they learn **JUSTICE.**

If children live with **SECURITY**, they learn to **HAVE FAITH**.

If children live with **APPROVAL**, they learn to **LIKE THEMSELVES**.

If children live with **ACCEPTANCE** and **FRIENDSHIP**, they learn **TO FIND LOVE**.

 (Adapted from Dorothy Law Nolte)

**WEEKDAY EARLY EDUCATION GOALS:**

To recognize and respect the uniqueness and potential of each child.

To create and maintain safe and healthy classrooms that foster children’s social,

 spiritual, emotional, intellectual, and physical development.

To develop relationships of mutual trust with the families that we serve in an effort to

 support these families in the task of nurturing their children.

To provide this church and the Wake Forest Community with a high quality, culturally

 sensitive program.

**The doors of our preschool are always “open to parents” between the hours of 9:00 a.m. and noon during the school year. Even though the doors are physically locked for safety reasons, parents are cordially invited to visit, volunteer, ask questions, and make suggestions. Ring the bell for admission.**

**Non-discrimination Policy: WEE Preschool does not discriminate**

**against students on the basis of race, color, creed, lifestyle, national or**

**ethnic origin.**

**CHAPEL SERVICES:**

**WEE Preschool is Protestant in religious orientation. Chapel services with Christian themes and songs are held regularly, after the first month of school, for children in our 3 and 4 year old classes. It is our aim that each child will have the opportunity to experience an appreciation of God’s Love for every person. We want to help each child develop his/her ability to make decisions and to act according to Christian principles.**

**Page 3**

**GENERAL INFORMATION**

**Organizational Structure**

The Weekday Early Education Program of Wake Forest Baptist Church is

governed by the WEE Care Committee of the church. The director of the program reports to this committee and is responsible for the yearly operations of the program. The assistant director, the lead teachers, and assistants report to the director.

**Ex-Officio Members:**

Dr. Jeff Mathis, Senior Pastor 919-556-5141

Wake Forest Baptist Church

Kennie Schwier, WEE Care Director 919-556-1335

Heather Clarke, WEE Care Assistant Director 919-556-1335

Linda Lang, Financial Secretary 919-554-5141

**Page 4**

**SECTION B: PROGRAM DESCRIPTION**

**PARENT’S MORNING OUT**

Parent’s Morning out is for children ages 1 and 2. The program, guided by qualified staff, provides a time of growing and learning experiences for these children while parents have a few hours to relax and enrich their lives.

a. The **ONE YEAR OLD CLASS** meets on Tuesdays and Wednesdays. Children can be enrolled for either one or both days. The class size is 8 children with a staff/child ratio of 1:4.

b. There are two classes of **TWO YEAR OLDS**. One class meets on Mondays & Wednesdays, the other on Tuesdays & Thursdays. The class size is 8 children with a staff ratio of 1:4.

**THREE YEAR OLD PRESCHOOL**

There are four classes for three-year old children. The 2, three-day classes meet on M-W-F with a maximum class size of 14. The 2, two days classes meet on Tues-Thursday. One of the Tuesday/Thursday day classes is for older 2 ½ - 3 ½ year old students with a maximum class size of 10. Each class has a qualified teacher and an assistant. The three-year old preschool classes begin to provide structure in the classroom. Centers and more group activities provide opportunities for the three year old to explore his/her world through weekly themes and developmentally appropriate activities. A major part of a three-year old child’s development is learning social skills and establishing social relationships.

**FOUR YEAR OLD PRESCHOOL**

There are three classes for four year olds. Two classes meet Monday thru Thursday; a third meets Monday thru Friday. Depending on the physical size of the classroom, the staff/child ratio is 1:6, or 1:8. The smallest classroom has a maximum of 12 students while the largest one has a maximum of 15. All classes have a qualified teacher and an assistant. The four-year old preschool classes provide the child with structure and independence to explore his/her world through play. Weekly themes provide a variety of developmentally appropriate activities that stimulate individual interests and love for learning. Our goal is to prepare the child for a successful Kindergarten experience the following year.

MUSIC/MOVEMENT CLASSES and CHAPEL SERVICES are usually provided weekly for our three and four year old children starting in October.

**Age Requirement: Each child must be the age for the class in which enrolled no later than August 31st of the current year.**

**Note: This cutoff date complies with North Carolina public school regulations.**

**Page 5**

**SECTION C: ENROLLMENT POLICIES**

**Waiting lists and Procedures:**

Registration is held each January. At registration, church members and staff members register their children first, followed by current preschool students whose parents wish to enroll them for the fall. Any spaces left at this time are opened up to the public on an announced date. After enrollment is complete for the coming year, a waiting list is made for each age level. If an opening comes available, the first name on the waiting list is contacted with boy/girl ratios considered. Waiting lists are only good for the current preschool year.

**FEES: Registration, Tuition, and Scholarships:**

**Method of Payment: A non-refundable Registration fee** is required to secure a place in a class. Included in this fee are supply costs and accident insurance coverage.

All financial obligations from the previous school year must be paid in full by the end of the current school year in order to guarantee a space in the fall. If this obligation is not met, the registration fee will be applied to the balance due and registration for the coming year will be denied. Any further balance must be paid in full, of course.

**Registration and Tuition Fees:** The Registration fee is required at time of registration. It is **equal to the amount of one month’s tuition.** This is **NOT** your tuition for the first month (September).

**Monthly Tuition:**

One Morning per week $110.00 Four mornings per week $305.00

Two Mornings per week $210.00 Five mornings per week $345.00

Three Mornings per week $265.00

Five Mornings, 3s $420.00

**NOTE:** Tuition for Wake Forest Baptist Church members is $5.00 LESS than the fee listed above. **REGISTRATION FEES ARE NOT REDUCED for church members. Tuition** is calculated on a yearly basis and divided into 9 equal installments beginning with **SEPTEMBER** **First** and ending with **MAY First.** Tuition is due and payable **ON** or **BEFORE** the **FIRST DAY OF EACH MONTH. Only cash and checks are accepted Tuition paid after the 10th day of the month will be assessed a $10.00 late fee. Checks are payable to Wake Forest Baptist Church or “WFBC” and may be placed in the Monkey Tuition Box on site, or mailed to:**

 **Wake Forest Baptist Preschool, 118 East South Ave., Wake Forest, NC 27587**

**Delinquent Tuition: In the rare event that an account becomes delinquent in excess of 20 days (Sept. – April) or 11 days for the month of May, and alternate arrangements have not been made, we reserve the right to terminate the child’s enrollment until the account is paid. See “Termination”, page 7.**

**Page 6**

Limited Scholarshipfunds are available for 3 and 4 year olds and may be awarded on the basis of financial need. **All scholarship applications should be submitted no later than May 30th preceding fall enrollment.** For application or further information, contact the Director.

**Late Pick-up:** Our teachers do NOT get paid for staying additional time beyond the class pick-up time. Children need to be picked up on time so that our parking lot does not become congested and unsafe! For this reason, for every **minute** past 5 minutes that you are late to pick up your child, you will be assessed $1.00. A statement will be sent to you; the extra fee should be added to the next month’s tuition payment. Teachers are instructed to leave the carpool line at the end of the pick-up period and return to the classroom with your child if you are late. We truly do not want your extra money; we need for you to pick up your child on time. Naturally, if there are special circumstances which cause you to be late, feel free to call the Director ahead of time to explain.

**Withdrawals:** A written notification is required **at least two weeks** before you plan to withdraw your child from our program. Tuition is to be paid during this two week period. If withdrawal is **less than three weeks prior** to opening of school in the fall, **tuition must be paid for the first two weeks of school**. Changes in enrollment during this critical time period require extra paper work and preparation on the part of the teacher and the administrative staff.

**Termination:** Enrollment of a child can be terminated by the preschool if the following happens:

1. If a child’s behavior becomes a threat to other children or to the staff,
2. If the registration fee and tuition fees have not been paid on time (unless prior arrangements have been made with the Director), or
3. If the parents do not follow the policies of the Parent Handbook.

Before a child’s enrollment can be terminated, a parent will be informed of the specific problem and time will be given for that problem to be corrected. If the problem is not resolved within two weeks, termination will be discussed with the WEE Care committee. Upon termination, any tuition paid in advance will be pro-rated and refunded back to the date of termination.

**Special Needs Children and their Families:**

We do not have staff specifically trained for working with Special Needs children, however we have had a few children in the past who have worked with occupational therapists, social workers, psychologists, or other resource persons while enrolled in our preschool program. We use the resources of Project Enlightenment to help us work with special needs and situations in our classes. They offer Wake County families screening and/or consultations in cases of behavioral, physical, social, or developmental needs.

**Page 7**

**Required Enrollment Information:**

**Registration Fee:** The registration fee is required at the time of acceptance**.** NO

CHILD will be registered without it. This fee guarantees a place in an appropriate class.

**Registration fees are NON-REFUNDABLE and are NOT the first month’s tuition.**

**Child’s application:** A child’s application must be completed and turned in along with the registration fee. A Child’s application contains important child and family

emergency and medical history. It also contains pick up and release information.

**Health Data: Medical Form and Immunization Record:** These forms are attached tothe child’s application**.** They must be completed by the family doctor orpediatrician **before** the child enters school. **No exceptions/exemptions are allowed.**

**Discipline agreement:** A parent must sign on the “Consent page” of the application to indicate agreement with the school’s discipline policy. (See below)

 **DISCIPLINE POLICY**

Children do display, and occasionally will be exposed to, aggressive behavior. This may take the form of biting, hitting, pushing, spitting, or kicking. The staff uses various techniques to limit and correct such behavior, but parents need to understand that when children are in a group setting, the exposure to aggressive behavior is greater than it would be at home. The purpose of discipline is to help children learn acceptable behavior and to develop inner controls. When re-directing or guiding a child’s behavior, the age, intellectual development, emotional make-up, and past experiences will be considered. Consistency is expected to be maintained when setting rules and limits for children. **Corporal punishment is not consistent with this objective and is prohibited!**

Some **alternate forms of discipline** are:

 To model appropriate behavior.

 Tell the child what he/she can and may do.

 Establish eye contact with the child when talking to him/her.

 Give the child choices whenever possible.

 Encourage children to problem solve; work out conflicts when possible.

 Re-direct child to another activity.

 Physically hold a child until he/she can gain control of him/herself.

 Remove the child from the situation.

 Isolate the child from the group for brief periods of time, in a separate

 place that is supervised by a staff member, such as the Director

or Assistant Director.

 Call a parent to come for the child if he/she cannot regain control of

 his/her emotions.

**Page 8**

**LIMITS OF BEHAVIOR**

**You may not hurt others.**

**You may not hurt yourself.**

**You may not hurt equipment.**

If a child is having more difficulty that usual with discipline in the classroom, the behaviors displayed will be discussed with the parents along with the specific techniques being used by the staff to help guide the child to more positive behavior. Since the children are in school only a few hours per day, support from parents with discipline at home and of our discipline at school is expected. Aggressive behaviors that are harmful to another child, to teachers, or to self, will be documented and signed by the parents.

Situations that continue to include harmful behaviors will be evaluated by the director in considering the safety of all children. The WEE Care Committee will be consulted and involved in final decisions involving withdrawal of a child from the preschool if the child’s behavior continues to be harmful to the child, other children, or staff.

**ALL PARENTS MUST SIGN THE “PARENT’S AGREEMENT TO DISCIPLINE POLICY” FOUND ON THE CHILD’S APPLICATION**

**Consent forms:** Four consents must be given on the consent page of the application

1. Authorization for us to provide emergency care in the event that a parent cannot be reached. Medical/Vaccinations turned into the office timely.

 2- Authorization to go on Field Trips.

 3- Agreement to follow the Policies stated in the Parent Handbook.

 4- Agreement with the Discipline Policy/Agreement to support the preschool

 in their discipline while at school and with their child’s discipline at home.

**SECTION D: PRACTICES AND POLICIES:**

**Hours of operation:** The Preschool is open Monday through Friday from **8:45 a.m**. to **12:20 p.m**. If you have questions or concerns that may arise at different times, you may call the preschool and leave a voice mail message at 919-556-1335. If you need to see or talk with a teacher, please make arrangements for a conference time at the convenience of both parties. Teachers and assistants have responsibilities at the beginning and the end

of the school day which would preclude you from conferencing with them at these times. At these times they are responsible for the entire class coming in and going out of the preschool. Ask for private time and the teacher will let you know of a possible time by the end of the day. NOTE: 1s and 2s start at 8:45, all others have a staggered entry starting at 8:55.

**Arrival and Departure:**  Teachers cannot be responsible for children before time for classes to begin. Please **DO NOT** bring your child inside earlier than this time.

Teachers depend on this time to set up centers and morning activities. There is a morning **carpool drop off from 8:55 until 9:20 a.m**. for the children of the 3s & 4s classes.

**Page 9**

The director and staff will be positioned throughout the preschool to insure your child’s safety until they reach the proper classroom. Please **DO NOT** drop your child off before or after these times. In the event that you are late, you must escort your child to class. All children must be supervised when entering and leaving the building. Parents of 1s and 2s do not use the carpool line; they park and bring their child into class.

 School closes by 12:20 p.m. Because of limited parking and safety concerns, pick up times are staggered. The 1s and 2s must be picked up before 11:55. The pickup time for the 3s is 11:55-12:05pm, the 4 day 4s is 12:05-12:15pm and the 5 day 4s is 12:15-12-20pm.

 If you have more than one child in the school, pick up the youngest first, then pick up the older one from the carpool line or go to the classroom for pick up. By following this procedure, we can all work together to insure quicker dismissal and, hopefully, have a safer parking area. Please try to get your children as quickly as possible so that others can use that parking space.

 Teachers do not get paid for staying additional time at school beyond the pickup times. **Our policy for late pickup is as follows:** For **every minute past five minutes** that you are late, you will be charged **a $1.00 late fee.** Teachers cannot accept money on that day. You will be billed later. We would rather you pick up your child on time than be charged the extra fee!

**Parking:**

1. **ALWAYS MAKE A RIGHT TURN INTO OR OUT OF THE PARKING LOT. NEVER, UNDER ANY CIRCUMSTANCES, MAKE A LEFT TURN.**
2. Use the carpool line at the appropriate time given to you by the teacher. All classes that use carpool will be issued a color coded carpool tag. Please do not pull up to the front until you see a staff member hold up your color card. This indicates that you may proceed to the line to drop off your child. If you are early we kindly ask that you park until it is time for your child’s carpool.
3. During pick up for 1s & 2s, arriving a few minutes early would be much better than arriving late.
4. The Handicap parking spaces may be used for brief pick up and drop off. You **MUST** leave the first pull in handicap space open at all times. **UNDER NO CIRCUMSTANCES SHOULD YOU PARK BEHIND SOMEONE! DO NOT BLOCK ANYONE!**
5. Please do not wait outside the classroom or playground areas beyond the appropriate dismissal time. The carpool line cannot operate safely and efficiently if cars are still parked in the parking spaces past the appointed time. **Carpool time is not an appropriate time to converse with your child’s teacher.**

**Snacks:**

A light snack is served and it is provided by families on a rotating schedule. Each class distributes a monthly calendar with the date that your child is expected to supply snack for the class. Cool water is provided by the preschool. Light, nutritional snacks are expected. A snack list is provided at the beginning of school. We ask that you avoid snacks with high sugar content.

**Page 10**

Because we have some children with severe allergies, **WEE Care does not allow any snacks that contain nuts or are manufactured in a facility with nuts.** Red colored drinks are NOT allowed in preschool. Red food coloring leaves permanent stains on our carpet. Do not allow your child to bring chewing gum or candy to school. Save cupcakes and sweets for special occasions like birthdays, or by teacher request.

**Children’s Personal Belongings:**

Occasionally a child may need to bring a special blanket or toy from home to help with adjustment. Please talk with the teacher about this. For sanitary reasons, these should be left in the child’s cubby. Each item should be labeled with your child’s name.

Each day a child should bring a complete change of clothes from home. Keep these in their tote bag and change them according to seasons. Busy children can easily have accidents that make it necessary to change clothes while at preschool. Children should NOT bring toys from home, especially guns or toys associated with violence. Speak to the teacher about things to “share” in “Show and Tell” time: favorite books, nature items, etc. It is great to have items that enhance the unit being studied. Parents with special talents are welcome to share them with the class. **Tote bags for daily use are given to each** **child at the beginning of the school year.**

**Birthday Celebrations:**

Birthdays are special for children. Simple refreshments may be shared with the class with teacher’s permission. Some teachers plan your child’s snack day specifically on their birthday. If this is not the case, then ask the teacher ahead of time if you may bring refreshments from home for that occasion.

**Toilet Training:**

Children in our four-year old classes must be potty-trained. We would prefer that your child be trained by age three; however, this is not a requirement. Most children in the class are trained before they enter the 3s class. For more information on sending diaper changing items, see the section on health and safety policies.

**Field Trips/Transportation Policy:**

A blanket consent form was signed on the child’s application for **Class field trips** for 4 year olds. Due to the current car seat laws, parents will be responsible for their own child’s transportation. Parents will be duly notified through newsletters or special bulletins when field trips are being planned. Siblings are **not** usually invited to go on class field trips.

There are occasions when **family/class trips** are planned. These are normally for our 3 and 4 year-old classes. Families bring their child (children) to the designated location and plan to stay for the entire event. Our teachers cannot be responsible for supervising children on these trips. If someone from your family cannot transport the child (children), arrangements may be made with another family to take them and be responsible for them.

**Page 11**

**Outdoor Play:**

Please dress your child for comfort at play and appropriately for the weather. All classes go outside every day unless there is precipitation. Children need fresh air and

exercise, especially in winter, to stay healthy. Please send hats, coats, gloves, or mittens. On warmer days, send a light jacket, sweater, or sweatshirt that can be layered if the weather turns cold during the morning. All items should be well labeled. **Closed-toe shoes are recommended.**

**HEALTH AND SAFETY POLICIES:**

Every effort is made to promote the physical well being of all persons involved in our program. A health form is required with each application. This is a very important part of the application. All health forms must be completed by the deadline published on the application.

**Sick Child Policy:**

Please bring ONLY well children to school. If a child exhibits such symptoms as fever, pink eyes, earache, headache, flu, virus, yellowish nasal discharge, vomiting, or diarrhea **within the last 24 hours, please keep him/her at home.** This is for your child’s welfare as well as that of other children in the school. Children should be free of temperature at **least 24 hours before returning to school.**

If a child becomes sick at school, a parent will be called to take the child home. If a parent cannot be reached, the emergency contact person will be called. If neither can be reached and the teacher and director feel that it is necessary, the child will be removed from the classroom, and cared for in the office area until dismissal time.

 For your child’s welfare as well as for the others in the class and the staff, please notify the director or teacher if your child develops a communicable disease such as measles, pink eye, scarlet fever, meningitis, infectious hepatitis, or head lice. Precautions must be taken promptly. If an unexplained rash occurs, contact your doctor immediately.

**Medications and/or Diapering items:**

**Our staff will NOT be responsible for dispensing medicines of ANY kind (prescription or over the counter)** unless in the case of an emergency with written instructions and consent from parents**.** Since your child is only in our school for 3 hours a day, any medications should be administered before or after school.

If your child is a toddler and needs diapering items such as diapers, wipes, and ointments, these must be provided from home. Each item must be labeled with your child’s name and kept in his/her diaper bag. For sanitation reasons, diapering items will NOT be shared among children in the class.

**Minor Injuries:**

In case a child becomes hurt at school, the teacher and/or director will decide if the injury needs medical attention. For slight scrapes, bumps, or bruises, first aid will be given by the staff present at the time. If the teacher and/or director deem that the injury requires

**Page 12**

medical attention, a parent will be called. If a parent cannot be reached, the emergency contact person listed on the application will be called. The child will be removed from the

classroom and be comforted until a parent or emergency person comes for the child. An injury/accident report will be filled out by the teacher and signed by the parent at the preschool.

**Major Injuries:**

In the event of an emergency at school, the teacher and/or director will FIRST call 911 for medical assistance and transportation to the emergency room of the hospital indicated on the child’s application. The parent will then be immediately notified after the 911 call is placed. If the parent and/or the emergency person cannot be located and the child needs to be transported to the emergency room, the child will be transported by ambulance to that emergency room. As with any injury, the child will be comforted and monitored continuously until a parent and/or medical assistance arrives. The director and/or teacher will accompany the child to the hospital, taking with them a copy of the child’s medical record. Another staff member remaining at the school will continue to try to reach a parent or emergency contact person until one of them is reached. As with minor injuries, an accident/Incident report will be completed by the teacher and signed by the parent at the preschool.

**Major Emergencies:**

Fire/Evacuation, severe weather drills and lockdown drills are practiced at school. During these drills your children are taught where their safe place is located, how to get there quickly, and how to behave appropriately while in the designated location.

**Fire/Evacuation Procedures:**

Each classroom has an emergency evacuation plan for that room. Teachers and assistants know the evacuation route from their classroom to the outside of the building. Each class has two evacuation routes from the building. Children are evacuated immediately after the sound of the fire alarm. Classes will remain outside of the building with their teachers until the “Safe to return to class” signal is given.

**Severe Weather Procedures:**

In the event of a tornado or severe storm, teachers have been instructed on a specific location in the building for their class to go for safety. The children will be taken out into interior halls of the school where they will be less likely to be hurt from flying glass or debris. The children will be placed in a crouched position with knees on the floor, head to the wall, and hands covering their head.

**Inclement weather:**

WEE Care follows announcements made on the radio, internet and TV for Wake County Public Schools. IF Wake County **closes** due to inclement weather,

WEE Care will be **closed.** If Wake County **delays 1 hour** due to inclementweather,

**Page 13**

WEE Care will **delay 1 hour.** If Wake County **delays 2 hours,** WEE Care will operate from 11:00 am to 1 pm. **If Wake County Schools close for MORE THAN two hours, the Director will make the decision to open or close.**

**MAKE UP DAYS POLICY: A MAXIMUM OF 5 DAYS ADDED.**

Please be prompt in picking up your child. Some of our staff members have children who may need to be picked up at other schools as well.

**GRIEVANCE PROCEDURE:**

 If a parent has a grievance over a classroom issue, that issue should:

1. First, be discussed directly with the teacher for resolution.
2. If resolution is not achieved at that level, the issue should then be brought to the attention of the Director or Assistant Director. Resolution will be sought in light of published policies in the parent handbook.
3. If resolution of the grievance is still not accomplished, the parent then has the opportunity to contact the Chair of the WEE Care Committee to request an open hearing before the committee at its next scheduled meeting. Resolution will be sought in a timely manner. The decision of the committee will then be considered final.

If a parent or a teacher has a grievance with the director, that issue should:

1. be discussed with the director for resolution in light of published

policies.

1. If resolution is not accomplished, the parent has the option to follow the procedure as outlined in item # 3 above. Decision of the committee will be considered final.

**PARENT INVOLVEMENT:**

Occasionally teachers will ask for parent volunteers in the classroom (usually for special events). If volunteers are needed, the teacher will let you know. WEE Care also has occasional opportunities for parents to substitute when teachers or assistants are absent. Please sign up with the Director in the office if you would be willing to help out as a substitute.

**All volunteers are asked to check in at the preschool office upon arrival.**

**PARENT TO TEACHER COMMUNICATION:**

If you need to talk to your child’s teacher, please ask the teacher for a convenient time. She will set up a time to talk to you and let you know that day. If parents wait to talk to the teacher at dismissal times, the teacher cannot properly supervise the children waiting for their parents. Please do not discuss your child’s day with his/her teacher during carpool. Before children arrive, after children have left, or during movement/music class are the better times for teachers and provide the most private time for you. Please refrain

**Page 14**

from calling the teachers during school hours. Messages may be left on the voice mail or with the director. Your call will be returned as soon as possible. **Our number is 919-556-1335.**

**\*Rainy Day Reminder: Every effort is made to load your children on time regardless of the weather, however, if we feel that the safety of children or staff may be compromised, you will need to park and enter the building to get your child. If a “NO CARPOOL” situation is decided, we will have a sign outside to inform you.**

**Visiting Siblings:**

Please do not bring siblings to the playground when classes are there. This is a safety and insurance issue for us. We will ask you to take the child elsewhere until classes have ended for the day. Of course, you may stay outside of the fenced in area while you wait for classes to end.

**School to Home Communications:**

Teachers will communicate classroom activities to parents in a variety of ways…email, paper calendars, texts. Your teacher will let you know how they prefer to communicate. As a parent you are welcome to request time to talk to your child’s teacher or the director at other times during the year.

Custody Agreements: The safety and well-being of our students and staff is always a priority. To ensure protection of all our students, teachers and staff, we request copy of family custody agreements to keep in our records.

**Special Programs Information:**

Each year WEE hosts a Christmas program and a spring End of the Year Celebration.

Our Christmas programs are held in the Sanctuary. Seats will be reserved for the children in the front rows. Parents and other guests may occupy remaining seats.

An End of the Year Celebration/Art Show will be held at the Stephenson Campus.

**THANK YOU FOR SHARING YOUR CHILDREN WITH US!**

**Page 15**