



First Baptist Woodstock Weekday Preschool

# Parent Handbook

First Baptist Church Woodstock  
11905 HWY 92  
Woodstock, GA 30188  
770-926-9158  
[www.fbcw.org/WeeSchool](http://www.fbcw.org/WeeSchool)

Updated: 1/16/2025

## Table of Contents

About Our Program .....	6
Welcome .....	6
Purpose Statement .....	6
Program Exemption .....	6
School of Excellence .....	6
WeeSchool Philosophy .....	6
Doctrinal Beliefs.....	7
Religious Practices .....	7
Parent Handbook.....	8
Policy and Procedure Changes.....	8
Hours of Operation and Office Staff.....	8
Hours of Operation.....	8
WeeSchool Office .....	8
Kindergarten.....	8
PreK 4's .....	8
PreK 3's .....	8
2's.....	8
1's.....	8
Office Staff .....	9
Open Door .....	9
Rates and Enrollment .....	9
Rates .....	9
Admissions .....	9
Statement of Enrollment.....	9
Statement of Acceptance.....	10
Conditions of Enrollment and Acceptance .....	10
Class Placement and Student Assessments .....	11
Waiting List.....	11
Immunization Policy .....	11
Teacher/Friend Requests .....	12

Class Sizes .....	12
Dismissal and Withdrawal.....	12
Statement of Dismissal .....	12
Withdrawal by Parent .....	13
Calendar and Events .....	13
School Calendar .....	13
Staff Meetings/Early Dismissal .....	13
Parties and Programs .....	13
Birthdays.....	14
Fundraisers and Community Service .....	14
School Tours .....	14
Curriculum .....	14
Curriculum By Age Group.....	14
Curriculum Policy.....	15
Scope and Sequence .....	16
2-year-old Scope and Sequence.....	16
PreK 3 Scope and Sequence.....	17
PreK 4 Scope and Sequence.....	18
Transitional 5's Scope and Sequence .....	19
Kindergarten Scope and Sequence .....	20
Student Expectations .....	21
Behavior Management .....	21
Student Code of Conduct .....	21
Toys from Home .....	21
Discipline .....	21
Bullying.....	23
School Dress Code.....	23
Student Expectations by Age Group .....	24
1's.....	24
2's.....	24
PreK 3's, PreK 4's, T5's, K.....	24

Restroom/Diapering .....	25
1's and 2's.....	25
PreK 3's, PreK 4's, T5's, K.....	25
Communication .....	26
Brightwheel .....	26
Front Office .....	26
Teachers.....	26
Backpacks and Communication Folders.....	27
Class Directory and Photos.....	27
Teacher Introductions and Visitation.....	27
Parent/Teacher Conferences.....	27
Food Guidelines.....	28
Nut Free.....	28
Children with Food Allergies.....	28
Lunch Boxes .....	28
Lunch .....	28
Approved Food Items.....	29
Specific Food/Drink/Items to Avoid .....	29
Helpful Tips.....	29
Health and Safety .....	30
Illness and When to Stay Home.....	30
Handwashing .....	32
Medication.....	32
Medication Requirements .....	32
Cleaning Procedures .....	33
Emergency Procedures.....	33
Security Situations.....	33
Medical Emergency Situations.....	33
Interior Building Security.....	34
Severe Weather and Fire Emergency Plans .....	34
School Closings .....	35

Emergency Evacuation Procedures.....	35
Privacy/Social Network Statement .....	35
Visitors .....	36
Mandated Reporter .....	36
Floater.....	36
Tuition.....	37
Due Date and Late Fees.....	37
Tuition Payment Procedures .....	37
Arrival and Dismissal.....	38
1's – PreK 4's.....	38
Drop Off .....	38
Pick Up.....	39
Carpool Route.....	39
T5's, K, and their Siblings .....	39
Drop Off .....	39
Pick Up.....	39
Carpool Route.....	39
Parking on Campus .....	40
Late Pick Up and Fees .....	40
Specific Carpool Instructions for All Classes .....	40
Early Check Outs .....	42
Going Home with a Friend.....	42
Car Trouble during Carpool .....	42
Car Seats .....	42

# About Our Program

## Welcome

FBCW WeeSchool welcomes students of any race, color, national and ethnic origin and is honored to take part in the education of each student.

## Purpose Statement

As part of the ministry of First Baptist Church Woodstock, the purpose of the WeeSchool Program is to provide a Christ-centered education for children ages 18 months to 5 years old in a safe, fun, and Christ-centered environment.

## Program Exemption

In compliance with the Georgia Department of Early Care and Learning Bright from The Start license-exemption requirements, FBCW WeeSchool is a license-exempt program and has met all State and local requirements and regulations. Our letter of license-exemption is posted outside the WeeSchool office.

## School of Excellence

FBCW WeeSchool has successfully completed the certification process and is recognized by the Noonday Baptist Association as a Preschool of Excellence.

## WeeSchool Philosophy

1. We believe that each child is a unique individual. We are sensitive to a child's spiritual, social, emotional, and physical needs. We provide developmentally appropriate programming that focuses on the process of learning and helping children enjoy successful experiences.
2. We believe that learning is a sequential process and that children grow and develop at their own rate. Children learn by actively participating. When provided with a variety of materials that are appropriate for their level of development, the child can learn skills necessary by hands on interactions, without pressure.
3. We believe our program's strength is in the dedication of our teaching staff. Our teachers create a caring, loving, and nurturing atmosphere and mold each child's creativity and positive self-image.
4. We believe that children deserve to be children. Our program is designed to develop in children a sense of independence and responsibility.
5. We believe parents are the most significant adults in a child's life. We strive to create a mutual respect between parents and teachers, a partnership for the benefit of the child. We encourage communication between parents and teachers. Our doors are always open to parents.

## Doctrinal Beliefs

**GOD** is the Creator and Ruler of the universe. He has eternally existed in three persons: the Father, the Son, and the Holy Spirit. These three are co-equal and are one God.

**PEOPLE** are made in the image of God and are the supreme object of God's creation. All of us are marred by an attitude of disobedience toward God called sin. Sin separates people from God and causes many problems in life.

**SALVATION** is God's free gift to us, but we must accept it. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty, and we are eternally secure.

**THE BIBLE** is God's Word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it has salvation for its end and is truth without any mixture of error.

**DISCIPLESHIP/EVANGELISM** It is the duty of every born-again follower of Jesus Christ and of every church to endeavor to make disciples of all men everywhere.

**BAPTISM BY IMMERSION** We believe that scriptural baptism is: (1) being completely immersed under the water and (2) after salvation.

**THE LORD'S SUPPER** is a symbolic act of obedience whereby believers remember the death of the Lord Jesus and anticipate His second coming.

We believe in giving the **TITHE** – 10% of our gross income (not net income) – as the biblical standard of giving. The tithe is to be given as an undesignated offering to the "storehouse" ministry of a local church. According to the Scriptures, we are to give cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

**A NEW TESTAMENT CHURCH** of the Lord Jesus Christ is a local body of baptized believers who are associated by their common faith and fellowship with Jesus. A local church is to observe the two ordinances of baptism and the Lord's Supper.

**UNITY** is the responsibility of each believer who endeavors to live in fellowship with each member of the congregation.

## Religious Practices

The following could take place during your child's time at FBCW WeeSchool: prayer with the class, blessings before meals and snacks, chapel with Bible teaching, Bible songs, Bible memorization, pledges to the American flag, Christian flag, and the Bible, teaching on and visits from missionaries supported by FBCW, curriculum work based on Bible stories or principles, recognition of Christ's birth at Christmas and Christ's resurrection at Easter and recognition of Thanksgiving as a time to thank God for His blessings. October 31st is celebrated as Farm Day

& fall rather than Halloween. Valentine's Day and Mother's Day are also recognized. Holidays from other religious beliefs are not recognized in the school. Practices and traditions from other religions not in accordance with FBCW or that are disruptive to the programs, schedules, and expectations of the teachers and other students are not permissible.

## Parent Handbook

Each parent is responsible for reading the WeeSchool Parent Handbook. Your signature on the Parent Handbook link in the enrollment application states that you have read the handbook in its entirety, understand it, have asked the WeeSchool Administration any questions regarding the handbook, and agree to abide by the policies and procedures listed within.

## Policy and Procedure Changes

The WeeSchool reserves the right to add to and/or change its policies and/or procedures from time to time without notice and each parent agrees to be bound by such policies and procedures.

## Hours of Operation and Office Staff

### Hours of Operation

#### WeeSchool Office

The WeeSchool office is open Monday through Thursday from 8:00am to 1:00pm.

#### Kindergarten

Kindergarten students attend WeeSchool Monday through Thursday from 8:30am to 12:50pm.

#### PreK 4's

All PreK4 students attend WeeSchool Monday through Thursday from 8:50am to 12:25pm.

#### PreK 3's

All PreK 3 students attend WeeSchool either Monday through Thursday or Tuesday, Wednesday, and Thursday from 8:50am to 12:25pm.

#### 2's

All 2-year-old students attend WeeSchool Tuesday, Wednesday, and Thursday or Monday and Tuesday, or Wednesday and Thursday from 8:50am to 12:25pm.

#### 1's

All students 18 – 23 months of age attend WeeSchool either Monday and Tuesday, or Wednesday and Thursday from 8:50am to 12:25pm.

NOTE: Carpool takes place every morning and afternoon before school begins and after school ends.



## Office Staff

WeeSchool Director:	Jo Cherie Sproul	JoCherie.Sproul@fbcw.net	678-494-2838 or 770-926-9158
Office Assistant:	Amy Rohrer	Amy.Rohrer@fbcw.net	770-926-9158
Office Resource:	Angi Rampley	Angi.Rampley@fbcw.net	770-926-9158
Bookkeeper:	Destinee Glenn	Destinee.Glenn@fbcw.net	678-494-2662
Wellness Coordinator:	Michele Conyer	Michele.Conyer@fbcw.net	678-494-2660
FBCW Main Church Line:			770-926-4428
WeeSchool Fax Number:			770-591-3104
Website:		<a href="http://www.fbcw.org/WeeSchool">www.fbcw.org/WeeSchool</a>	
Facebook and Instagram:		@FBCWWeeSchool	

## Open Door

The WeeSchool office and WeeSchool Director are available during the school day for any parent who might need to speak with us. Appointments are preferred due to the busyness of the school day; however, we will gladly speak with any parent if you need us.

## Rates and Enrollment

### Rates

2 days: \$300 enrollment fee; \$125 supply fee; \$3,000 annual tuition with 10 payments of \$300 due the 1<sup>st</sup> of every month from August to May.

3 days: \$350 enrollment fee; \$125 supply fee; \$3,500 annual tuition with 10 payments of \$350 due the 1<sup>st</sup> of every month from August to May.

4 days: \$400 enrollment fee; \$125 supply fee; \$4,000 annual tuition with 10 payments of \$400 due the 1<sup>st</sup> of every month from August to May.

T5/Kindergarten: \$450 enrollment fee; \$125 supply fee; \$4,500 annual tuition with 10 payments of \$450 due the 1<sup>st</sup> of every month from August to May.

## Admissions

### Statement of Enrollment

Children will be enrolled in our school first come, first served according to age group and vacancies. Enrollment is open first to those currently enrolled, second to those who attend the January Open House and alumni, and finally to the public. Families currently enrolled must be in good financial standing with the school to be considered for future enrollment. To be considered for admission, an Enrollment Application and all required documents must be completed and signed. Absolutely no monetary incentives, materials or services will be

accepted to have children on the waiting list or to enroll children when spaces are not available. The WeeSchool does not accept any student whose enrollment application or other necessary paperwork is incomplete.

Prior to acceptance into any classroom, the administration may request an interview to evaluate the readiness of a child to transition into our program. Students are placed in a class based on age by September 1<sup>st</sup> with no exceptions. Students are placed based on class availability. If space is not available, students will be placed on a waiting list.

WeeSchool strictly follows the age requirements for each classroom. A student may be allowed to repeat one year of kindergarten if WeeSchool Administration deem it beneficial for the student.

## Statement of Acceptance

The WeeSchool reserves the right to refuse any applicant we discern is not suitable for our program, to decline admission when we are not able to meet the special needs of a child or to make exceptions to the "first come" policy when special situations arise. By way of example, such refusal may be for anticipated disruption in the school due to incompatibility of religious beliefs and practices of children that differ from the beliefs and practices of FBCW, behavioral challenges, or when we believe that we do not have adequate resources to serve a child with special needs appropriately.

Students will not be enrolled without receipt of Immunization Form #3231, or a signed and notarized immunization exemption form provided by the WeeSchool office as well as an Eye/Ear/Dental Form #3300 for children 5 years and older by September 1st.

## Conditions of Enrollment and Acceptance

FBCW WeeSchool is not qualified or trained to meet the needs of students who have learning disabilities or behavioral, social, physical, or emotional challenges. Our classroom teachers strive to give equal attention to each student, and all students who are enrolled are expected to adhere to the classroom behavioral guidelines and expectations. All students are expected to be able to manage the structure of the classroom, which includes but is not limited to, the ability to stay seated during seat work to not be a disruption to other students as well as avoiding aggressive behaviors towards classmates and staff. To protect the learning environment of all students in the class, the classroom teacher and assistant are unable to devote one-on-one assistance to a child who may require continual redirection either emotionally, behaviorally, socially, physically, or academically.

We realize that some learning disabilities or behavioral, social, physical, or emotional challenges may develop over time. Classroom teachers and assistants continually monitor the progress of all students and give regular feedback to both parents and the WeeSchool Director. If we notice any of the above that causes us concern, those concerns will be shared in a parent conference at which time we will discuss whether our program continues to be a good fit for the student.

Where we welcome assistance from Babies Can't Wait, the Cherokee County special needs program, as well as the private sector for students that have been through the assessment process and have received an IEP, we are not qualified or trained to adhere to all the criteria, goals, and expectations within the students' IEP due to the nature of our program.

If it is determined by the WeeSchool Director alone or together with the classroom teacher at any time during the school year that our program is not a good fit, the student may be withdrawn, and a pro-rated tuition amount will be refunded at the discretion of the director. Enrollment and supply fees are not refundable.

## Class Placement and Student Assessments

Following enrollment, student assessments may be conducted for the purpose of classroom placement. When a group of students assess at the same or similar levels, class placement may be decided based on assessment results in lieu of birthday. Students will not be advanced to a class that is not within their age/birthday range. End of year progress reports are considered as well for currently enrolled students.

## Waiting List

When all classroom spots are full, parents can be placed on a waiting list. No monies are accepted or required for the waiting list. When an opening becomes available, the WeeSchool office will call and/or email the first person on the list, wait 24 hours for a response, then will move onto the next name on the list. No response to messages and/or emails left by the WeeSchool office when there is an opening will result in removal from the waiting list. If more than one choice is available for the requested age group, then a child may be placed on more than one wait list. At the discretion of the WeeSchool Director, a child may be placed at the top of the waiting list for ministerial purposes which could affect a person's place on the waiting list.

## Immunization Policy

Cherokee County in conjunction with the State of Georgia requires a current Certificate of Immunization Form #3231 on all children attending school. The WeeSchool office will give advance notice when the #3231 is due to expire. A student may not attend WeeSchool without a current DPH Form #3231 or DPH Form #2208 (Religious Exemption Form) on file in the WeeSchool office.

In addition, children who are 5 years old or older by 9/1 are required to have a Vision/Hearing/Dental DPH Form #3300 before starting WeeSchool.

Children who are not immunized, who are on a delayed immunization schedule, or whose immunization Form #3231 is expired are required to have a notarized Affidavit of Religious Objection to Immunization DPH Form #2208. This form does not expire. Form #2208 that has been altered in any way cannot be accepted.

Per Georgia law, children who are not immunized may be excluded from attending school in the event of a vaccine preventable disease outbreak. WeeSchool administration will notify you should an outbreak occur in the WeeSchool. FBCW and FBCW WeeSchool will not be held liable should a child who is not vaccinated become ill with a vaccine preventable disease. Tuition and fees are not reimbursable for any time missed from school.

## Teacher/Friend Requests

Requests for specific teachers will not be accepted due to staff changes, limited space and availability, assessment results, and student ratios.

A request to be in the same classroom as one other friend may be made but is not guaranteed. For a friend request to be considered, the request must be made in writing by both parties at the time of enrollment and children must be in the same age group. Friends will be placed in the youngest class in their age group when their birthdays are not similar. Friend requests are approved and denied based on birthday of students, date of enrollment, space remaining in an age group or classroom, staffing, student ratios, assessment results, and recommendations of previous teachers for those students who are currently enrolled.

In some circumstances, we find that it is better to place friends in separate classes.

## Class Sizes

1's: 2 adults/up to 6 students

2's: 2 adults/up to 8 students

PreK 3's: 2 adults/up to 12 students

PreK 4: 2 adults/up to 15 students

T5/K: 2 adults/up to 15 students

Note: Class sizes are subject to change without notice.

## Dismissal and Withdrawal

### Statement of Dismissal

The WeeSchool reserves the right to dismiss any student in its discretion when it discerns that continued enrollment in the WeeSchool Program is disruptive to the school, other students, or incompatible with the school's mission. Such reasons may include, but are not limited to: violation of classroom behavioral guidelines and expectations either of a serious or continual nature (such as bullying, pushing, shoving, kicking, biting, hitting, spitting, throwing, or any other physical behavior that is harmful to self or others, verbal misbehavior, continual willful refusal to follow directions, repeatedly running from the teacher and/or classroom, etc.); failure of parents or guardians to adhere to school terms and policies; inappropriate or aggressive behaviors by parents, guardians, or any adult responsible for a WeeSchool student towards school or church personnel, other WeeSchool families or anyone else on the church

campus at any time during the school day including drop off, pick up, and special events; misrepresentations or omissions by parent or guardian on enrollment forms or in other interactions with the WeeSchool personnel; failure to pay tuition and/or fees, including all late fees, completely or timely; continual failure to drop off and/or pick up at the times set forth by the school; and school's inability to meet the needs of a student.

Note: Families who are more than 30 days behind in tuition and/or fee payments are automatically withdrawn from the WeeSchool Program.

## Withdrawal by Parent

To withdraw your child from WeeSchool, a 30 day advance written notice is required to be submitted to the WeeSchool front office either in person or through email which secures your withdrawal. Verbal withdrawals are not accepted as an official form of withdrawal. Tuition and fees must be current through the last month attending and are still due for withdrawals that occur without a 30-day advance written notice. Tuition and fees are non-refundable and non-transferable in the event of withdrawal. Any parent desiring to re-enroll in the same school year should follow the regular WeeSchool enrollment process which includes repayment of the enrollment fee. Parents who withdraw without a 30-day advance written notice or who withdraw with a balance due may not be eligible for re-enrollment.

A parent who goes through the official withdrawal process may choose to rescind their withdrawal. This should be done in writing and given to the WeeSchool front office. If the spot is still available, the student may be re-enrolled at the discretion of the WeeSchool Director. However, if the spot has been filled, the student will be placed on the waiting list until a new spot opens. The re-enrollment fees will apply.

## Calendar and Events

### School Calendar

WeeSchool follows a modified version of the Cherokee County School District calendar including all school holidays, breaks, and teacher workdays. Our faculty returns to work August 1<sup>st</sup> and students start school mid-August. WeeSchool ends mid-week the second week of May.

### Staff Meetings/Early Dismissal

WeeSchool will dismiss one hour early on the first Thursday in September, October, November, February, March, and April for faculty meetings and training. The school calendar will reflect the staff meeting dates. Teachers will ask parents to take turns providing a special snack for the entire class on early dismissal days, so it is not necessary for students to bring a lunch box.

### Parties and Programs

Parties are a special time for preschool children and are for students only. Teachers will have sign-up sheets available at Open House in August for parents who wish to help plan classroom parties. We ask that you only sign up for one party to allow everyone the opportunity to

participate. When planning food for the party, please pay special attention to the list of foods to avoid in this handbook as well as any food allergies in the classroom. WeeSchool celebrates fall with Farm Day, Thanksgiving as a "Friendsgiving", Christmas, Valentine's Day, Easter, and Year End in most classrooms. We will also have special events that are family events.

Parents are invited to attend Farm Day (which takes place outside), the Christmas Program, Easter Parties and Egg Hunts (only 1 parent for Easter party), PreK 4 Field Day, Boxcar Day, and Graduation. If a parent is unable to attend, please send someone else in your place so your child is not the only child without a parent present. If you know in advance that you or someone else cannot attend, we recommend keeping your child home that day so as not to upset them when they see other parents in attendance.

## Birthdays

WeeSchool recognizes each child either on or near their birthday. Summer birthdays are usually recognized in April. Advance arrangements with the teacher may be made if you would like to provide a special store-bought pre-packaged birthday treat. Please adhere to the WeeSchool Food Guidelines in this handbook when planning your birthday treat. The classroom is not the place for birthday balloons, gifts, or goodie bags. Anything beyond a small special snack should be planned after school at a time and place to be determined by the parents.

## Fundraisers and Community Service

WeeSchool may use the following fundraisers for the purpose of raising funds/collecting items for our WeeSchool and Preschool:

- Book Fairs and Book Orders

WeeSchool participates in various community service projects such as:

- Food Drive for the FBCW Food Pantry
- FBCW Caring Christmas collection of new socks, hats, gloves, and undies
- Change drive/item collections for Missions Projects

## School Tours

WeeSchool staff offers guided tours of the preschool area on the first Wednesday of each month at 10:00am by reservation only. A virtual tour is also available on our website [www.fbcw.org/weeschool](http://www.fbcw.org/weeschool).

## Curriculum

### Curriculum By Age Group

- 1's: Both classroom and Bible curriculum are developed in-house.
- 2's: Classroom curriculum is developed In-House. Bible curriculum is Trueway Kids.

- PreK 3's: Classroom curriculum is Abeka and Bob Jones. Bible curriculum is Trueway Kids.
- PreK4's: Classroom curriculum is Abeka. Bible curriculum is Trueway Kids.
- T5's/K: Classroom curriculum and Bible curriculum are Abeka.

## Curriculum Policy

All curriculum and workbooks are the property of First Baptist Church Woodstock WeeSchool and will remain with a student as long as they are currently enrolled in the program over the course of a school year. Upon early withdrawal of a student, curriculum will remain the property of the school and will not be sent home. Curriculum worksheets will only be sent home through the current month paid.

# Scope and Sequence

## 2-year-old Scope and Sequence

**Curriculum:** Developed In-house  
**Students turn 2 by September 1<sup>st</sup>**

**The 2-year-old program** uses an in-house developed curriculum which includes the beginning concepts of colors, shapes, numbers, and letters and focuses on learning through play. It is designed to provide social, emotional, spiritual, physical, and intellectual learning experiences through various interactive play activities, art, music, circle time, playtime, story time, and Bible time. We work on large and small muscle development, hand-eye coordination, and a variety of social experiences. The following are our goals for the school year:

### Intellectual

- ❖ Introduces colors
- ❖ Introduces alphabet
- ❖ Introduces counting 1 to 10
- ❖ Introduces matching items
- ❖ Names familiar objects
- ❖ Knows animal sounds
- ❖ Identifies parts of the body
- ❖ Memorizes simple songs

### Personal, Social and Emotional Development

- ❖ Learns to take turns
- ❖ Learns to share
- ❖ Plays beside other children
- ❖ Learns to follow directions
- ❖ Dresses self after bathroom use
- ❖ Puts on coat and shoes
- ❖ Helps clean room at the end of the day
- ❖ Helps clean up after snack
- ❖ Potty training

### Spiritual Development

- ❖ Develops concepts about God
- ❖ Develops concepts about Bible
- ❖ Jesus Loves Me

### Gross Motor Skills

- ❖ Kicks large ball
- ❖ Walks backwards and sideways
- ❖ Runs
- ❖ Hops on both feet
- ❖ Jumps in place on both feet
- ❖ Balances on a line
- ❖ Climbs
- ❖ Tosses ball underhand
- ❖ Learns to paint in an up and down motion
- ❖ Drinks out of a regular cup
- ❖ Carries and hangs their own book bag

### Fine Motor Skills

- ❖ Starts blocks
- ❖ Introduced to scissors (after Christmas)
- ❖ Turns single pages of a book
- ❖ Strings beads
- ❖ Sorts by color and size
- ❖ Uses crayons, marker, and glue appropriately
- ❖ Paints using smaller strokes
- ❖ Initiates circular motion with a crayon



# PreK 3 Scope and Sequence

**Curriculum:** Abeka and Bob Jones

**Students turn 3 by September 1<sup>st</sup>**

**The PreK 3 Program** is designed to provide social, emotional, spiritual, physical, and intellectual learning experiences through play, art, music, PE, Chapel, Bible time, story time, centers, circle time, and structured teaching time. The following are our goals for the school year:

## **Social and Emotional Development**

- ❖ Shares and take turns
- ❖ Plays with other children
- ❖ Helps other children when asked to do so
- ❖ Helps clean up classroom
- ❖ Helps clean up after snack
- ❖ Learns to follow directions from someone other than parents

## **Spiritual Development**

- ❖ Develops concepts about God
- ❖ Develops concepts about Jesus
- ❖ Develops concepts about the Bible

## **Intellectual Development**

- ❖ Recognizes and writes first name
- ❖ Recognizes upper case alphabet
- ❖ Sorts objects
- ❖ Counts by rote 1 to 20
- ❖ Recognizes numbers 1 to 10
- ❖ Matches, sorts, and names colors
- ❖ Tells own stories
- ❖ Matches objects with pictures
- ❖ Puts pictures in sequence
- ❖ Knows basic shapes
- ❖ Answers questions from stories
- ❖ Follows 3 step directions
- ❖ Understands simple positional concepts
- ❖ Uses language to communicate

## **Physical Development/Gross and Fine Motor Skills**

- ❖ Hops – both feet together, on one foot, and gallops
- ❖ Walks down steps on at a time alternating foot
- ❖ Walks forward and backward and changes directions on command
- ❖ Throws a large ball underhanded, rolls, and catches a ball
- ❖ Moves spontaneously to music
- ❖ Uses crayons, markers, glue, and scissors
- ❖ Puts together parts – puzzles, small manipulative toys
- ❖ Spoons and pours from one small container to another
- ❖ Draws pictures
- ❖ Strings beads
- ❖ Dresses self
- ❖ Completely potty trained
- ❖ Washes and dries hands
- ❖ Feeds self

# PreK 4 Scope and Sequence

**Curriculum:** Abeka

**Students turn 4 by September 1<sup>st</sup>**

**The PreK 4 Program** is designed to provide social, emotional, spiritual, physical, and intellectual learning experiences through play, art, music, PE, Chapel, Bible time, scripture memorization, organized centers, organized teaching time, and seat work. The following are our goals for the school year:

## Phonics

- |                                       |                                 |  |
|---------------------------------------|---------------------------------|--|
| ❖ Recognizes A – Z letters and sounds | ❖ Marks short vowels            | ❖ Marks long, silent, and short vowels |
| ❖ Blends a consonant with a vowel     | ❖ Reads sentences on chalkboard | ❖ Reading circles                      |
| ❖ Sounds blends and one-vowel words   | ❖ One-vowel rule                | ❖ Builds speed in reading              |
|                                       | ❖ Two-vowel rule                |  |

## Writing

- |                          |                          |                        |
|--------------------------|--------------------------|------------------------|
| ❖ A – Z letter placement | ❖ Letters, blends, words | ❖ First and last names |
|--------------------------|--------------------------|------------------------|

## Number Recognition

- |                          |                                 |                            |
|--------------------------|---------------------------------|----------------------------|
| ❖ Counts 1 – 100         | ❖ Number family concept         | ❖ Concept of more and less |
| ❖ Shapes/colors          | ❖ Concept of larger and smaller |                            |
| ❖ Number concepts 1 – 20 |                                 |                            |
| ❖ Writes numbers         |                                 |                            |

## Bible Units

- |                                  |                                   |                              |
|----------------------------------|-----------------------------------|------------------------------|
| ❖ A – Z Bible verse memorization | ❖ Walks through the Bible stories | ❖ Luke 2:7 – 14 memorization |
|                                  | ❖ Psalm 23 memorization           |                              |

## Theme Units

- |                |                     |           |
|----------------|---------------------|-----------|
| ❖ All about me | ❖ Community helpers | ❖ Plants  |
| ❖ Weather      | ❖ Nutrition         | ❖ Insects |

Note: Reading groups begin in January for students who are ready to begin learning to read.

## Transitional 5's Scope and Sequence

**Curriculum:** Abeka

**Students turn 5 by September 1<sup>st</sup>**

**The T5 program** is designed to provide social, emotional, spiritual, physical, and intellectual learning experiences through play, art, music, PE, Chapel, Bible time, scripture memorization, organized centers, organized teaching time, and seat work. The following are our goals for the school year:

The Transitional 5's class uses the Abeka curriculum and picks up where students left off in PreK 4. This class will move quickly through review of the K4 concepts then build on those concepts using the K5 curriculum. T5's are combined with kindergarten but change classes for phonics, handwriting, and number recognition to allow them to work at a slower pace and master skills.

### Phonics

- |                                     |                                 |  |
|-------------------------------------|---------------------------------|--|
| ❖ Recognizes A-Z letters and sounds | ❖ vowel words                   | ❖ Two-vowel rule                       |
| ❖ Blends a consonant with a vowel   | ❖ Marks short vowels            | ❖ Marks long, silent, and short vowels |
| ❖ Sounds blends and one-            | ❖ Reads sentences on chalkboard | ❖ Reads circles                        |
|                                     | ❖ One-vowel rule                | ❖ Builds speed in reading              |

### Writing

- |                          |                           |                   |
|--------------------------|---------------------------|-------------------|
| ❖ A—Z letter placement   | ❖ First and last names    | ❖ Journal writing |
| ❖ Letters, blends, words | ❖ Writes simple sentences |                   |

### Number Recognition

- |                          |                                 |                                   |
|--------------------------|---------------------------------|-----------------------------------|
| ❖ Counts 1—100           | ❖ Writes numbers                | ❖ Concept of more and less        |
| ❖ Counts by 5's and 10's | ❖ Number family concept         | ❖ Pattern and sequence            |
| ❖ Shapes/Colors          | ❖ Concept of larger and smaller | ❖ Simple addition and subtraction |
| ❖ Number Concepts 1—20   |                                 |                                   |

### Bible Unit

- |                                   |                            |                                    |
|-----------------------------------|----------------------------|------------------------------------|
| ❖ A—Z Bible verse memorization    | ❖ Psalm 23 memorization    | ❖ The Lord's Prayer - memorization |
| ❖ Walks through the Bible stories | ❖ Luke 2:7—14 memorization |                                    |

### History

- |  |  |
|--|--|
| ❖ Thanksgiving – Pilgrims and the Indian Helpers | Lincoln, American Flag, Pledge of Allegiance |
| ❖ My Country – President's Day, Washington and   | ❖ Children from around the world             |

### Science

- |               |           |
|---------------|-----------|
| ❖ Color wheel | ❖ Plants  |
| ❖ Animals     | ❖ Insects |

### Theme Units

- |                                     |                           |   |
|-------------------------------------|---------------------------|---|
| ❖ September – Apples                | ❖ November – Thanksgiving | ❖ January/February – Winter, snow, ice            |
| ❖ October – Community Helpers, Fall | ❖ December – Christmas    | ❖ March/April – Spring, St. Patrick's Day, Easter |

# Kindergarten Scope and Sequence

**Curriculum:** Abeka

**Students turn 5 by September 1<sup>st</sup>**

**The kindergarten program** is designed to provide social, emotional, spiritual, physical, and intellectual learning experiences through play, art, music, PE, Chapel, Bible time, scripture memorization, organized centers, organized teaching time, and seat work. The following are our goals for the school year:

❖ **Language Arts: Phonics**

Students enjoy the varied activities as they learn and review vowel and consonant sounds, blends, one- and two-vowel words with special sounds, and sentence comprehension.

❖ **Language Arts: Reading**

Twelve small readers that are an excellent introduction to reading. The stories and word pages are correlated with the phonics sounds that are presented in class, beginning with one-vowel words, and then progressing to two-vowel words. Kindergarteners are thrilled with how rapidly they can move from one reader to the next. Students will gain a firm foundation in reading and develop a love for books that will last a lifetime.

❖ **Language Arts: Language**

Provides an interesting way to teach children the concept of opposites and the difference between positions such as over, under, in, and out. Helps to develop skills in picture interpretation and vocabulary development.

❖ **Language Arts: Handwriting**

Students learn to write the letters as they learn what sound the letters say.

❖ **Language Arts: Poetry**

Introduces students to the wonderful world of poetry with familiar, enjoyable poems that evoke laughter, paint a picture with words, and touch children's sensitive hearts.

❖ **Numbers**

Number concepts and formation through 100, addition and subtraction combinations, number sequences, number words, telling time, and working with money.

❖ **Social Studies**

Introduces kindergarteners to community helpers, beginnings of American history, interesting features of countries around the world, and simply geography.

❖ **Science**

Units on the five senses, the weather, seasons, seeds, animals, and the seashore all show the amazing wonders of God's design in the world He has created.

❖ **Developmental Skills**

Aids students in the development of writing readiness, hand-eye coordination, visual perception, listening and thinking skills, and good character.

❖ **Bible**

Students will learn stories about God's creation of the world and about the life of Christ while viewing beautifully illustrated cards. Age-appropriate applications are included in each lesson.

❖ **Arts & Crafts**

Introduces students to basic concepts of art and gives them a variety of opportunities to build upon concepts that have already been taught such as coloring, painting, tracing, drawing, cutting, and gluing with a variety of materials. Month-by-month projects correlate with academics, Bible teaching, and the seasons and holiday.

# Student Expectations

## Behavior Management

All classes will use a Communication Form that will go home in the child's folder each day. PreK 3's, PreK 4, T5's, and K classrooms will offer a form of classroom behavior management which utilizes a visual color system as well as a tangible method of changing colors throughout the day by moving an item such as a clip, stick or pompom, etc. Students will know what color they are on throughout the school day and can earn items back through good behavior.

The WeeSchool program uses the Color Rule system (sung to the tune of The Wheels on The Bus) in each age group to help children easily remember the classroom rules and to create a safe and friendly learning environment.

## Student Code of Conduct

- Listen well (Purple rule)
- Obey our teachers (Orange rule)
- Be kind to others (Yellow rule)
- Use our walking feet (Green rule)
- Keep our hands and bodies to ourselves (Red rule)
- Use our inside voice (Blue rule)

## Toys from Home

We ask that all students leave personal toys at home unless a teacher specifically requests an item be brought to school for a special event. For example, students are asked to bring a stuffed animal for Teddy Bear tea. Personal toys may get lost and can create classroom disruptions where sharing can be a challenge.

## Discipline

It is not uncommon for children to act or react in a way that may be harmful to others or themselves when they are over-excited, over-stimulated, or unable to verbally communicate their feelings. Examples of harmful behaviors may include, but are not limited to behaviors such as bullying, pushing, shoving, kicking, biting, hitting, spitting, throwing, or any other physical behavior that is harmful to self or others. Other behaviors may include verbal misbehavior, continual willful refusal to follow directions, repeatedly running from the teacher and/or classroom, and inability to self-regulate or control emotions resulting in prolonged periods of crying or screaming.

Our goal is to identify what is causing the behavior and then resolve the issue. When efforts to resolve the issue are not successful, this policy will serve to protect those that have been affected by the harmful behavior.

## Step 1 - Redirection

1. If a teacher notices that a child is starting to exhibit behavior that causes concern, the teacher will redirect the child to another activity to remove the child from the situation. The goal is to stop the behavior before it happens.
2. Teacher may or may not send a message through Brightwheel.

## Step 2 – Classroom Time Out

When repeated attempts at Redirection have been unsuccessful, the teacher will move to classroom time out.

1. Teacher will talk with the child about how their behavior was harmful or hurtful.
2. Teacher will place the child in time-out. We use one minute per year of age. Even toddlers can understand this method and can be placed in a “time-out” crib. Corporal punishment is not allowed. Time-Out may be repeated throughout the day.
3. Teacher will complete the communication form in the child's folder.
4. Depending on the behavior, teacher may also communicate through Brightwheel or phone call.

## Step 3 – Administrative Intervention/Parent Conference

When attempts to resolve the behavior in the classroom have been unsuccessful, the teacher will:

1. Remove the child from the situation and take to the WeeSchool office. Child will have time out in the office, one minute per year of age, then returned to the classroom.
2. Should behavior continue after the child is returned to the classroom, they will be returned to the WeeSchool office and sent home from school for the remainder of the day. A late pick-up fee will be charged for any child left in the office longer than 30 minutes after a parent has been called.
3. A parent conference will be requested by either WeeSchool Administration or the teacher to seek suggestions for curbing harmful behavior. WeeSchool Administration may be part of the conference.
4. WeeSchool Administration will observe the child in the classroom setting prior to the parent conference.

5. Teacher will implement suggestions made during the parent conference.

## Step 4 – Suspension/Withdrawal

When all the above steps have been followed, and behavior continues:

1. Child may be suspended for a period up to 30 days. Tuition will still be due.
2. Child may be withdrawn from the WeeSchool program. A pro-rated amount may be refunded on the current month's tuition when WeeSchool administration withdraws a child.

A Behavior Report will be completed and sent home when efforts to correct harmful behavior have been unsuccessful or another child or staff member has been harmed as a result of the behavior. Behavior Reports are to be signed and returned to school the following school day.

## Bullying

FBCW WeeSchool takes bullying seriously and will address bullying behavior on a case-by-case basis. Eyesonbullying.org defines bullying as:

- Deliberate – the intent is to hurt someone
- Repeated – the same victim is targeted again and again
- Power imbalanced – chooses victims seen as vulnerable

Young children are learning how to behave in social settings. The WeeSchool staff addresses behaviors that could be seen as bullying and turns them into teachable moments on how a child should behave. Normal discipline methods of redirection, time out, phone call home and parent conference are followed. In addition, behaviors that are deliberate and on-going that do not improve may result in a child being placed on probation or being withdrawn from the WeeSchool program.

## School Dress Code

Children should wear washable, comfortable clothes and shoes according to the seasons, keeping in mind that all classes go to the playground regularly.

Clothing items such as jackets and sweaters should be labeled with the child's name on the inside. Items left in the classroom will be placed in the Lost and Found area in the Preschool lobby behind the fish tank. Lost and Found items are cleaned out monthly and are donated to the FBCW Clothes Closet.

Shoes with wheels or noise makers, while fun and cute, are not allowed. In these cases, parents will be asked to bring a change of shoes for their child.

All children in a PreK 3, PreK 4, T5, and Kindergarten class will have PE once a week. Tennis shoes are required for PE days.

All children in a PreK 3, PreK 4, T5, and Kindergarten class are to wear the appropriate undergarments under their clothes. In addition, we request that shorts or leggings be worn underneath girls' dresses.

## Student Expectations by Age Group

### 1's

- Must be able to walk independently.
- Do not need to be potty trained.
- Will have diapers that parents provide changed inside the classroom at the changing station.
- Must be able to hold and drink from their own sippy cup.
- Must be able to feed themselves.
- May have time out in a crib if redirection is unsuccessful.
- Will be introduced to the classroom color rules used for behavior.

### 2's

- Must be able to walk independently.
- Do not need to be potty trained.
- Must be able to feed themselves.
- Must be able to hold and drink from their own sippy cup.
- Will have diapers/pull ups that parents provide changed inside the classroom at the changing station.
- Will receive teacher assistance inside the bathroom.
- Will learn the classroom color rules used for behavior.
- Will sit in time out when redirection is unsuccessful.
- Will follow the 4 discipline steps listed in this section.

### PreK 3's, PreK 4's, T5's, K

- Must be able to walk independently.
- Must be able to feed themselves.
- Must be able to hold and drink from their own water bottle.
- Must be fully potty trained which includes the following:
  - In undies by August 1st. Diapers and pullups not accepted or changed.
  - Able to wipe self without assistance.
  - Able to undress and dress self without assistance.
  - Will not receive teacher assistance inside the restroom.
  - Will require parental assistance when accidents occur, and child is unable to change themselves.
- Will learn to follow the classroom color rules for behavior.
- Will follow the 4 discipline steps listed in this section.



- Will be expected to obey and respect teachers.
- Will be expected to respect other students.
- Will have a daily behavior system in the classroom which will encourage and reward good behavior.

## Restroom/Diapering

### 1's and 2's

Children enrolled in a 1's or 2's classroom are not required to be potty trained and will have diapers changed throughout the school day as needed. Children should only come to WeeSchool in a disposable diaper, not a cloth diaper. WeeSchool provides gloves, wipes, and wax paper for staff to use when changing diapers. Parents are responsible for providing disposable diapers and wipes if a different brand is required from those we provide.

Prescription and non-prescription diaper creams may only be applied after a medical form has been completed by a parent.

Should a child's stool leak out of their diaper or pull up, and we feel that a more thorough cleaning is necessary (a bath), the child will be taken to the medical room, and a parent will be called to come pick their child up.

Due to the young age of our 1's and the nature of our day, our 1's classes are not able to assist with potty training.

Should a child have 2 or more loose bowel movements while at school, they will be taken to the medical room and a parent called to come pick them up early.

If your 2-year-old begins potty training during the school year, please let your teacher know and she will work with your child as much as time allows during the school day. Children who are potty training should continue to wear pull ups at school to prevent accidents and for sanitary reasons until they master the skill of going to the potty on their own.

All 1's and 2's are asked to provide a daily change of clothes in case of a diaper or potty accident.

### PreK 3's, PreK 4's, T5's, K

Children who are 3 years old and up by September 1<sup>st</sup> are expected to be potty trained and fully transitioned from pull-up to undies by August 1<sup>st</sup>. If a child should require more time to become fully potty trained before starting school, tuition must still be paid to hold their spot while potty training continues at home. Refunds will not be issued for any child who is not potty trained on their first day of school.

Children (3 and older) will need to be self-sufficient in the bathroom, which includes: wiping, cleaning, dressing & undressing, etc. Teachers may assist with snaps/buttons/zippers and will talk through the steps of cleaning and dressing. Wipes are available for those who need them. 3-year-old and up teachers do not enter the bathroom with students.

In the event of a potty accident, children (3 and older) will be required to change their clothing unassisted. If a child needs help with changing, a parent will be called to come to the school to help.

## Communication

### Brightwheel

WeeSchool stores all student and family data in Brightwheel which includes a parent app. An invitation to the parent app is sent once the enrollment process is complete. Each family is responsible for signing onto the Brightwheel app and maintaining accurate information such as address, phone numbers, approved pick-ups, allergies, and medical information, etc.

Each teacher's main source of communication will occur through the Brightwheel app. Class calendars, newsletters, class schedules, special event information, etc. will be sent out through the Brightwheel app as well.

### Front Office

When communicating with the WeeSchool front office staff, we highly recommend that all communication from parents be through email or phone. Messages for the front office on Brightwheel can be easily missed. There are hundreds of messages sent through Brightwheel on a daily basis and the front office sees them all.

If it is necessary to contact the WeeSchool front office by phone, please leave a message if we do not answer and we will return your call as soon as we are able. The WeeSchool front office is a busy place, and we assist many families either by phone or walk up so we are not always available to answer immediately.

### Teachers

Communication with teachers should take place on Brightwheel. Teachers will check messages as they are able to during the school day. Messages received after the WeeSchool day has ended may not be answered until the following school day.

Information that is shared with teachers or other WeeSchool staff may also be shared with the WeeSchool Director.

Teachers will post one to two pictures from the classroom on Brightwheel each day.

## Backpacks and Communication Folders

The WeeSchool will provide a backpack for each child to carry to and from school each day. A communication folder will be kept in each backpack and is a means of communication between teachers and parents. Parents are responsible for checking the backpack and communication folder each day and keeping them cleaned out.

If a backpack is lost or damaged, the WeeSchool office will be glad to replace it for a fee of \$15.00.

## Class Directory and Photos

Each classroom creates a directory for their own classroom which consists of the child's name, parent names, phone number and email address. These lists are used for communication purposes and party planning. For the privacy of each child and parent on the directory, the lists are not to be distributed or shared with anyone outside of the classroom for any reason.

Some classroom teachers may take photographs and/or videos of their students that they will share only with parents in their class. Photos and videos taken during special events may be used for school/church purposes which may include display on school website, display on WeeSchool and preschool FB pages, display on classroom bulletin boards, or any comparable situation that may apply. Some classroom videos may be used specifically for teacher training and posted on the preschool website.

Permission is granted or denied on the enrollment application. Parents have the option to make changes to their permission to grant or deny the school's ability to use pictures and/or videos in writing to the WeeSchool office.

## Teacher Introductions and Visitation

As teachers return to work in August for Pre-planning, they will contact parents via phone or Brightwheel to introduce themselves.

WeeSchool families may be contacted during the school year for the purpose of being invited to Sunday school and Worship as well as special church-wide events such as Sounds of the Season at Christmas, Easter, women's events, men's events, concerts, etc.

## Parent/Teacher Conferences

Parent/Teacher conferences are conducted annually for PreK 3 students and older for the purpose of sharing the progress of each student. They will also be held when concerns over a student arise. Most conferences will be held in person unless a phone conference is preferred. At the request of the parent or teacher, administration may also be present at parent/teacher conferences. It is required that at least one parent

attend each scheduled parent/teacher conference. These annual conferences will take place during the school day.

Parents may also request a conference with the teacher or administration at any time during the school year. These special requested conferences normally take place before the morning carpool to keep teachers from missing time in the classroom.

## Food Guidelines

### Nut Free

All nuts and nut products, including but not limited to peanut butter, soy, nut, seed, home-ground butters, and cookie spreads, as well as food that looks like, smells like, or has the general consistency or appearance of peanut butter, will be returned home unopened. Special diet concessions will not be accommodated regarding any foods with the general consistency or appearance of peanut butter due to the variety and severity of nut allergies in our school.

If it is determined that a life-threatening allergy outside of peanuts/nuts exists in the classroom, additional food accommodations may be required for that class. The teacher will notify parents of any additional foods to avoid.

### Children with Food Allergies

Parents are responsible for informing the WeeSchool office and classroom teacher of any food allergies. Teachers will then pass that information along to the rest of the class for use when planning birthdays, special snacks, and parties. Only the allergy is stated when giving out this information and not the student's name. Students with allergies are always welcome to bring their own special snacks for parties and birthday celebrations.

### Lunch Boxes

Parents are to provide a lunch box labeled clearly with the student's name on the outside of the lunch box. All containers and food items inside the lunch box should be easy for a child to open. WeeSchool teachers are not able to refrigerate or warm food items.

### Lunch

All students will bring lunch from home to eat during their scheduled lunch time. Lunch takes place in the classroom in a group setting and with that understanding, all food sent in is expected to fall within the WeeSchool Food Guidelines as listed in this handbook as well as to be diced appropriately in advance to prevent choking. (Example: grapes diced at home). The WeeSchool does not have additional lunches on hand for those who forget their lunch box. All students should be able to feed

themselves, hold their own cups, and open each item and/or container in their lunch box without assistance.

## Approved Food Items

- Applesauce, pudding, or Jello cups
- Yogurt
- Mini bagels
- Fresh fruit – Bananas, apple slices, blueberries, grapes are to be diced (halved then quartered) at home
- Small sandwiches or roll ups – cheese, ham, turkey
- Pretzels/chips
- Cheese cubes or string cheese
- Raw vegetables – bite size
- Tomatoes – diced (halved then quartered at home)
- Graham crackers, Goldfish, Cheez-Its
- Clear juices or water
- Hot dogs (must be diced – halved then quartered into very small bites at home)

## Specific Food/Drink/Items to Avoid

- Peanut butter, nuts, or any nut products, soy butters, nut butters, seed butters, home ground butters, cookie spreads, or if it looks like, smells like, or has the consistency or general appearance of peanut butter, or if WeeSchool staff questions what it is, it will be returned home unopened.
- Popcorn, hard candy, suckers, chocolate, honey
- Large Marshmallows
- Red drinks or foods containing red dye
- Milk, almond milk, and any other substitute milk products. Questionable liquids will be replaced with water.
- No metal pull-top containers
- No glass containers and no knives

## Helpful Tips

- Children eat in a group setting and may not eat as much as they do when they're at home due to the social aspect of a group lunch.
- Keep food simple and use containers that are easy to open and non-breakable.

- Transfer foods from difficult to open packaging and containers to something that is easier to open.
- Prepare foods that do not have to be heated or cooled. (Teachers do not have access to microwaves or refrigerators.)
- Consider adding foods that come in interesting shapes and colors such as broccoli “trees” or cauliflower “clouds”. Sandwiches can also be cut into shapes using cookie cutters.
- DICED means cut in ½ then cut in ½ again to avoid choking. Foods that should be diced but are not will be sent back home.

## Health and Safety

### Illness and When to Stay Home

For the protection of your child, the other children in the program and the WeeSchool staff, **we request that parents not bring a child to school that either appears to be ill or has been ill in the past 24 to 48 hours (depending on illness and per our discretion).** We ask that a visual health check be conducted using the symptoms listed below before coming to school. WeeSchool staff will conduct visual checks as well before receiving a child. If there are concerns regarding a child’s health during morning carpool, the WeeSchool administration may be called upon to evaluate whether a child should be in school. Children must be fever free without medication and symptom free for the required amount of time before returning to school. Children who appear to be ill at school will be sent home.

- **Fever of 100 degrees (or per our discretion)** – fever free without medication for a full 24 hours or per our discretion
- **Vomiting or Diarrhea** – symptom-free and normal stool for a full 24 hours or per our discretion before returning to school
- **Continuous clear, green, congested, or cloudy runny nose** – 24 to 48 hours or per our discretion based on severity
- **Continuous sneezing** – 24 hours or per our discretion should symptoms persist
- **Runny and/or pink eyes** – 24 to 48 hours or per our discretion after starting medication and symptoms have resolved
- **Sore throat** - 24 hours to 48 hours or per our discretion after starting medication and symptoms have resolved
- **Coughing/croup/chest congestion** – 24 to 48 hours or per our discretion based on severity and symptoms have resolved

- **Symptoms of Hand/Foot/Mouth: bumps/blisters around and/or inside mouth, on face, hands, and/or feet** – fever free without medication for 24 to 48 hours or per our discretion and mouth sores and all blisters have completely scabbed over or healed
- **Symptoms of childhood diseases (chicken pox, scarlet fever, mumps, measles, whooping cough)** – 5 to 10 days and symptoms have resolved
- **Skin infections such as ringworm, impetigo, staph, or any unexplained rash** – 24 to 48 hours or per our discretion after starting medication
- **Symptoms of Covid-19 (fever, sore throat, cough, difficulty breathing, shortness of breath, chills, muscle pain, congestion, nausea, or lost sense of taste or smell)** – 5 days or per our discretion and symptoms have resolved
- **Lice and Pinworms** – 24 hours after treatment or per our discretion.

Should a child become sick or injured during the school day, the WeeSchool administration will contact parents using information provided in Brightwheel. It is the responsibility of the parent/guardian to keep personal contact information as well as that of emergency contacts up to date in Brightwheel.

In some circumstances, illness may start suddenly during the school day. In other circumstances, symptoms that were mild may worsen as the school day progresses. When children are in class and active, runny noses, congestion, or coughing may worsen which then becomes unsanitary for the other students and teachers in the classroom. When WeeSchool administration feels that a child's symptoms are such that they would be better off being at home than at school, a parent will be contacted and are expected to respond to the child's needs by coming to the school immediately. We recommend that an emergency contact be on standby on the school days that you are more than 30 minutes away or have an appointment that you are unable to leave (doctor appointment, hair appointment, etc.). A late pick-up fee of \$2 per minute will be assessed for students who remain in the medical room beyond 30 minutes from our first phone call to parents which includes leaving a message when a phone is not answered. Refusal to pick up an unwell child early from WeeSchool may result in dismissal from the WeeSchool program.

Children who incur minor injuries will be taken to the WeeSchool office for assessment and first aid. In the event of a serious injury, WeeSchool administration will call 911 and a parent immediately.

Any head or facial injuries will require a phone call to a parent/guardian. With other types of injuries, parents will be contacted as needed.

Accidental injuries will be reported to parents using a red Accident Report Form. Parents are asked to sign the form and return it to the WeeSchool office either before leaving with their child or the next school day if the report goes home in the school bag.

Accidents that occur at the very end of the school day or while at carpool may cause a delay in the accident report going home. In these instances, WeeSchool staff will give verbal explanation of the accident/incident at the time of pick up and the accident/incident form will go home the next school day.

## Handwashing

Students wash their hands throughout the school day with soap and water. Teachers teach students to wash before and after eating, after using the restroom, after wiping or blowing their nose, after craft projects, and any time the need arises.

Hand sanitizer is available in every classroom.

## Medication

We require that medication be given at home. If medication is necessary during school hours, a medical form should be completed. Apart from Epi Pens and inhalers, we will only assist with oral medications. WeeSchool personnel will not administer insulin injections but will provide a sugar snack.

The medical form grants permission to FBCW WeeSchool personnel to supervise a child in taking the prescribed oral medication. By signing the medical form, it is understood and agreed that you release and discharge FBCW and its employees and volunteers from all liability in case of an accident, injury, damage, or any other mishap in connection with administering and supervising of taking said medication. This includes any side effects, illness, or other injury which might occur to a child. You hereby release the aforementioned from all liability because of injury or damage which might occur.

## Medication Requirements

- All medications must be in the original container with clear instructions.
- Benadryl must be in the original package and must include the dosage measurement cup.
- Parent/Guardian must provide specific written instructions (including drugs and related equipment) to the WeeSchool personnel. Written instructions must include dosage, time of administration, name of child, and name of prescribed medication.
- Epi Pens and emergency inhalers will be placed in a medical bag provided by the WeeSchool and kept in the classroom for quick access. Other medications will be kept in a secure location in the medical room. Other FBCW preschool ministries may not have access to medications kept on hand for the WeeSchool.
- It will be the responsibility of the parent/guardian to inform WeeSchool of any changes in pertinent data. New medications, prescribed or over the counter, will not be given unless a new form is completed.



- All medications are to be taken directly to the WeeSchool office. Children may not have medication in their possession or their school bags.
- The WeeSchool office staff will keep a record on each medication administered. This record will include the child's name, date, medication administered, time and signature of personnel who supervised.

## Cleaning Procedures

Teachers clean their classrooms daily including all surfaces and toys.

A housekeeping team vacuums, mops, and cleans bathrooms every afternoon/evening. In addition to daily cleaning, housekeeping will deep clean using special cleaning products during times of contagious illness.

## Emergency Procedures

### Security Situations

A security situation denotes that there are specific instructions that need to be followed for the drop-off and/or pick-up of a WeeSchool student due to very unusual or extreme circumstances (i.e., custody matters, etc.). In these circumstances, a written note from the parent or guardian must be on file in the WeeSchool office as well as copies of any legal documentation showing proof of custody, restraining order, etc. The WeeSchool office will also make copies of legal documentation for the FBCW Security Department to keep on file in the event the WeeSchool office needs to contact them for their support in a security issue. It is the responsibility of each WeeSchool family to keep the WeeSchool office up to date on and informed of any security situation.

### Medical Emergency Situations

A medical condition denotes that there is an allergy, chronic condition, or temporary condition that WeeSchool staff needs to be aware of. In this event, the parent or guardian is responsible to:

- Fill out the appropriate medical form and return it to the WeeSchool office.
- Put the security or medical situation in writing for the teacher and the WeeSchool office and discuss with both.
- Provide copies of official documents to the WeeSchool office for security situations.
- Keep your Brightwheel information as well as the WeeSchool office updated with current telephone numbers, emergency contacts and addresses.

In case of a medical emergency or serious injury or accident, WeeSchool Administration will contact parents first unless a parent specifies otherwise. If we are unable to reach

the parent(s) and must go to the name(s) on the emergency contact list, it is understood that those persons listed are to assume responsibility for the child and it is the parents' responsibility to make them aware of this. If the WeeSchool is not able to reach a parent or an emergency contact, 911 will be called and we will follow the recommendations of the emergency personnel.

If 911 is called and transportation to the hospital is necessary, they will transport to the nearest hospital, or the hospital recommended by the emergency personnel.

By filling out and signing the Emergency Information section of the enrollment application, parents/guardians agree to authorize the hospital to provide emergency medical and/or surgical treatment. You also agree to release FBCW, FBCW WeeSchool Administration and its employees, the emergency/rescue personnel, the physician and the hospital and staff from any and all liability in connection with the transportation and/or treatment of the child.

## Interior Building Security

Closed circuit security cameras are located throughout the building, parking lots, playgrounds, and classrooms. The classroom security cameras are not regularly monitored but video footage may be viewed when needed. For the privacy, safety, and security of our students, video footage may only be reviewed by FBCW Security, FBCW Senior Staff and Pastors, and WeeSchool administration.

Interior secured doors remain closed when WeeSchool is in session.

The preschool lobby doors are closed and become "exit only" during the WeeSchool day. Doors close after carpool ends in the morning and re-open when carpool begins in the afternoon.

FBCW Security personnel may supervise the drive through, parking lots and church campus.

## Severe Weather and Fire Emergency Plans

Severe weather and fire emergency plans are posted in each room and a red emergency backpack containing various emergency supplies is located under the classroom sink. In the event of an emergency, please note that WeeSchool staff is instructed to keep all children together. Any parent that arrives at the school during the emergency should assist the teacher until the emergency is over. Anyone who chooses to remove a child from WeeSchool during an emergency situation understands that they are doing so at their own risk and agrees to release FBCW, FBCW WeeSchool, and FBCW WeeSchool personnel from any and all liability.

If the tornado sirens go off during drop off/pick up, carpool will be shut down while staff and children follow the severe weather plan. If the carpool is shut down, anyone waiting on a child to be removed from or placed in their car may leave their vehicle

where it is and join us in seeking safety until the warning has passed. Children will not be removed from or placed in vehicles and staff will be following emergency procedures during this time. Parents who leave their cars where they are will not be asked to move them until the warning has ended. Once it is safe to do so, and if necessary, WeeSchool staff will resume carpool.

Severe weather and fire drills will be conducted regularly.

## School Closings

In the event of a virus or illness that spreads rapidly throughout a classroom, we may find it necessary to close that classroom temporarily to allow the illness to run its course. We do not mix classes when this occurs to prevent the spread. Depending on the virus or illness, siblings in other classrooms may be requested to stay home to prevent the spread to other classrooms.

FBCW WeeSchool will follow the Cherokee County School closings as announced on radio or TV due to weather conditions; however, if Cherokee County has a delayed school opening, WeeSchool will remain closed, as we are only a half-day program. If Cherokee County schedules make up days, the WeeSchool calendar will remain the same and we will not add days to our calendar.

No refunds are allowed for sick days, severe weather days, holidays, emergency closings, unforeseen closings, planned closings or anytime the school is closed.

## Emergency Evacuation Procedures

In the event of an emergency evacuation of a school in the Cherokee County School District, FBCW will act as an emergency center that will house those students until their parents pick them up. If this should occur during the WeeSchool day, please be advised that the church campus will be on lock down and Neese Road will be closed to all traffic except school buses. ALL parents, including WeeSchool parents, will be directed to enter the church campus via the main entrance on HWY 92 and park in the parking areas in front of the main worship center. In this situation, ALL WeeSchool parents will be required to enter the main worship building through the main doors to pick up their children. WeeSchool staff will be at the information desk to the left of the main desk. A carpool number or picture ID must be shown to the WeeSchool staff at the desk and emergency contacts verified before a child can be released. WeeSchool parents will be restricted from entering the preschool department or preschool drive through area due to the lock down.

## Privacy/Social Network Statement

To protect the privacy of our students, FBCW WeeSchool Administration requests that teachers, parents, and family members only post your own child on any type of social network when/if posting pictures taken at WeeSchool. In addition, it is suggested that

FBCW WeeSchool employees refrain from befriending and accepting friend requests from parent/family members of FBCW WeeSchool students through various social networks during the school year.

## Visitors

For school security, please follow these steps when entering the building:

- Arrive after 9:15am or before 12:00pm. No one will be allowed inside the atrium or preschool lobby during carpool times.
- Call the WeeSchool office after you have entered the large atrium. Our office number is on the sliding door.
- Wait in the atrium while the WeeSchool office staff comes to assist you.
- Have carpool tag or personal ID ready to show the WeeSchool office staff if checking out.
- Anyone dropping off or picking up a child must be 16 years of age or older.
- If a child was upset when dropped off, a parent/guardian may call to request that the WeeSchool office staff check on the child at any time during the school day.
- A screening procedure is carried out on all WeeSchool staff before working in the WeeSchool Program.

## Mandated Reporter

As teachers and caregivers of children, the WeeSchool staff and administration are mandated by the State of Georgia to report any suspected abuse or neglect to the Division of Family and Children Services of the Department of Human Services. WeeSchool staff is required to complete mandatory Ministry Safe abuse training every 2 years.

## Floater

WeeSchool employs several floaters who regularly work two to four days every week. When a teacher or assistant is absent, a floater will step into the classroom for the day. When WeeSchool has multiple staff absent, we may combine 2 classrooms together. Parents will receive a Brightwheel message should this occur.

# Tuition

## Due Date and Late Fees

The WeeSchool program is a non-profit organization supported by the enrollment and tuition of its students.

- Tuition is due on the 1<sup>st</sup> of each month, beginning August 1<sup>st</sup> and ending May 1<sup>st</sup>. Tuition is still due August 1<sup>st</sup> even though school has not yet begun. Tuition is still due on the 1<sup>st</sup> of each month regardless of whether the school is open or closed, which includes holidays, school breaks, or any unforeseen school closures.
- Past due accounts will have a late fee added on the 8<sup>th</sup> of each month. Late fees are assessed per child enrolled. Loss, misplacement, or not receiving a tuition envelope will not change the tuition due date nor will it constitute the late fee being waived. Late fees can be avoided by communicating payment delays and difficulties with our bookkeeper before the payment due date.

Late fee charges are as follows:

- 1<sup>st</sup> time: \$15
- 2<sup>nd</sup> time: \$20
- 3<sup>rd</sup> time: \$30
- 4<sup>th</sup> time: Automatic withdrawal from the WeeSchool program
- The amount due is constant regardless of the number of days in the month, holidays taken, fall, winter, and spring breaks, unplanned closings due to inclement weather, water or power outages, emergency closures, and closures to prevent the spread of illness.
- Discounted rates are not offered for family vacations, extended trips, or illness.
- A \$10 monthly discount is given for each additional sibling.
- Discounts are not given for paying tuition in full.
- All late pick-up and late tuition fees added to the tuition statement are to be paid when tuition is due.
- Students are automatically withdrawn from the WeeSchool if tuition falls 25 days behind, payments are consistently late, or the agreed upon terms for payment are not met including payment of all late tuition and late pick up fees.

## Tuition Payment Procedures

Tuition may be made in the 4 following ways:

- **Check** – Please make checks payable to: **FBCW WeeSchool**. If tuition is paid by a third party, please note the student's name in the memo line. If payment is being mailed, it should be addressed to:

FBCW WeeSchool

11905 Hwy 92

Woodstock, GA 30188

- **Cash** – Cash is ONLY accepted in person at the WeeSchool office during normal office hours of 8:45am – 12:45pm. A written receipt is given for all cash payments.
- **Credit/Debit Card** – Tuition may also be paid online. There is a convenience fee applied at the time of payment. To pay online, you will have to log in to the parent app through Brightwheel. It will notify us that you paid online.
- You will receive an email from Brightwheel with your ledger attached each month prior to payment being due.
- A (red) tuition envelope with your child's name and class assignment will be sent home in the school bag. Only tuition payments should be placed in the red tuition envelope. If the red envelope is misplaced, let the bookkeeper know that a new envelope is needed.
- Tuition checks will be processed by the FBCW Finance Department using remote deposit technology, which converts checks into an electronic transaction and is then sent directly to your bank the day it is received in our office.
- There will be a \$20 fee on all returned checks. If we have checks returned more than two times all future payments will need to be made in cash.

## Arrival and Dismissal

### 1's – PreK 4's

#### Drop Off

- begins at 8:30am and ends at 8:50am. If you have more than one child in your car, always get in the lane that has been assigned to the youngest child. If ever in doubt, our wonderful carpool ladies are always happy to help you. If you do not have a carpool tag, you will be directed to the WeeSchool office where a Driver's License will be required.
- **To prevent classroom disruptions, late drop-offs are not accepted after 9:30am. We will look forward to seeing you on the next school day.**

## Pick Up

- begins at 12:25pm and ends at 12:45pm. The MMO – PreK4's carpool line will close at 12:45pm and late fees will begin at 12:46pm regardless of the number of cars remaining in the carpool line. If someone does not have their carpool tag, they will be directed to the WeeSchool office where a Driver's License be required.
- All children remaining at 12:46pm will be taken to the WeeSchool office to await pickup. A driver's license or carpool tag will be required at the time of pickup.

## Carpool Route

- All cars using the carpool line for MMO-PreK4's are required to enter the carpool line at KidzStock Playground. Cars will merge at the playground from the road that runs in front of the main worship center. This main road may be accessed by either HWY 92 or Gunnin Road near Wendy's on Trickum Road.

## T5's, K, and their Siblings

### Drop Off

- begins at 8:20am and ends at 8:25am. All students are removed from the car at one time. If someone does not have their carpool tag or if they've missed their scheduled drop off time, they will be directed to the WeeSchool office where a Driver's License will be required.
- Your carpool tag is required to be visible when under the drive through and will also be your pass to enter the building.
- **To prevent classroom disruptions, late drop-offs are not accepted after 9:00am. We will look forward to seeing you on the next school day.**

### Pick Up

All kindergarten students and their siblings are placed in cars at 12:50pm. Late fees will begin at 12:55pm regardless of the number of cars remaining in the carpool line. If someone does not have their carpool tag, they will be directed to the WeeSchool office where a Driver's License will be required.

## Carpool Route

This carpool will move in the opposite direction through the preschool drive through. The line will form from the preschool drive-thru and flow back down the drive that runs between the front of the B building and the small preschool parking lot. Please refrain from blocking the entrance and exit to the small preschool parking lot. The kindergarten carpool runs very quickly so please plan travel times accordingly.

## Parking on Campus

Please Park in one of the several parking lots around the FBCW campus. Security may discuss any parking violations with the person driving the vehicle parked in a reserved parking space. Reserved parking spaces include but are not limited to handicap spots, reserved spaces for pastors, curbs, the other side of the drive under, the road or anywhere else that impedes the flow of traffic or emergency response vehicles or causes a safety concern.

## Late Pick Up and Fees

All PreK 4 and younger students are dismissed at 12:25pm and late fees begin accruing at 12:46pm. All T5/kindergarten students are dismissed at 12:50pm and late fees begin accruing at 12:55pm. The late pickup fee is added to your next tuition statement.

We highly recommend arriving well before the end of your specific pick-up timeframe. Repeated late pick-ups as well as refusal to pay the late pick-up fee may result in withdrawal from the WeeSchool program.

Late fees are as follows:

- 1<sup>st</sup> time – a 10-minute grace period is given with \$1 per minute thereafter.
- 2<sup>nd</sup> time - \$2 per minute per child
- 3<sup>rd</sup> time - \$3 per minute per child
- 4<sup>th</sup> time – may be withdrawn from the WeeSchool program

NOTE: 911 and FBCW Security will be called for all late pick-ups remaining after 1:30PM when the WeeSchool office closes.

## Specific Carpool Instructions for All Classes

- Please hang carpool tags from the rearview mirror when entering the campus. Carpool tags should be removed after you have been assisted.
- Follow the directions of the WeeSchool staff directing traffic. Never pull forward under the drive thru unless WeeSchool staff has directed you to do so.
- Please remain **WITH** your vehicle. We will come to you! If we cannot safely remove an upset child from the car, we will ask you to move to one of the reserved WeeSchool parking spots where we can take more time with your child. If this happens, please do not give up! Children will become familiar with us and the carpool routine. Most times an upset child is already calming down once the person dropping off is out of sight.



- Cell phone use is not permitted once under the drive through. For safety reasons, we need your undivided attention on WeeSchool children and staff who are walking between cars.
- Place the vehicle in PARK once you have come to a complete stop in the drive-through.
- A whistle will blow once all cars have stopped alerting staff that it is safe to walk between cars. A whistle will blow for a second time which means that all lanes are clear of students and staff, and it is safe for staff directing carpool to move vehicles. We move vehicles forward one lane at a time to exit the drive through.
- We love everyone's furry friends but for the safety of students, staff, and furry friends, we will not open a vehicle with a furry friend inside. The driver of the vehicle will be responsible for opening the door, assisting their child, and closing the door while WeeSchool staff waits beside the vehicle to receive the child.
- Please drive slowly while on campus and refrain from blocking entrances into the many smaller parking lots on campus.
- Please treat others participating in carpool and WeeSchool staff with kindness and respect. Rudeness, foul language, rude gestures, aggressive driving, ignoring instructions, continual refusal to follow the specified carpool routes, and any other behavior deemed inappropriate or aggressive towards others will not be tolerated. Failure to do so may result in a conversation with FBCW Security, suspension, or withdrawal.
- There are two completely different carpools in the morning and afternoon that have different routes – one for T5/kindergarten and their siblings and the other for PreK 4 and under and their siblings.
- Every child will receive 2 hanging carpool tags with their specific carpool number. Your specific lane assignment will be on the back of the carpool tag. Additional carpool tags may be ordered through the WeeSchool office at a cost of \$5 for each additional tag ordered. We require that each person in possession of a WeeSchool issued carpool tag be familiar with the guidelines and instructions and to follow them accordingly.
- WeeSchool students will only be released to those who have a carpool tag. Without a carpool tag, the person picking up must be listed in Brightwheel on the approved pick-up list, or emergency contacts list. A valid picture ID will be required before a child can be released. A parent will be contacted for verification if the person picking up does not have a carpool tag or valid picture ID and is not listed as an emergency contact or approved pick up in Brightwheel.

## Early Check Outs

If a child needs to be checked out of school early, please arrive before 12:00pm. Please remain in the atrium, call the WeeSchool office to tell us you are here and who you are here for, complete the Check Out sheet, and be prepared to show a carpool tag or valid picture ID which will be mandatory before a child can be released. Early check outs that occur after 12:00pm may be asked to wait to receive their child until after their class has reached its designated afternoon carpool location.

A parent may also give the WeeSchool teacher advance notice of an early check out and the student will be ready for pick up in the WeeSchool office at the requested time which can be any time before 12:00pm. Students still in the office waiting on a parent after 12:00pm will be taken back to their teacher while the office assists with afternoon carpool.

## Going Home with a Friend

If a child is going home with a friend, the parent picking up the child must either have the child's carpool tag or be listed as an approved pickup on their Brightwheel profile & show their license or ID at the office.

## Car Trouble during Carpool

If you have car trouble anywhere in the carpool line, please notify WeeSchool staff and we will contact FBCW Security personnel to assist you.

## Car Seats

According to Georgia law:

ALL children under the age of 8 whose height is less than 57 inches must ride in the backseat of a car. A child is safer in the back and farthest away from the force of an airbag. Remember that airbags are designed to save adults, and since they deploy with great force, they can be fatal to children.

Children under 8 must be in a car seat or booster seat suitable for their age and height.

If there is not a back seat in the vehicle (e.g., a truck) or if other restrained children are in the back seat, Georgia law permits a child under the age of 8 to sit in front if restrained in the proper car seat or booster and the child weighs at least 40 pounds.

Georgia's Primary Safety Belt Law allows law enforcement officers to issue a citation if they OBSERVE a seat belt offense. They do not need to stop the driver for another traffic violation first, as in some other states.

Violating these laws can result in a fine of up to \$50 and one point against your license *per improperly restrained child*. A second incident may double the fines and points.

For more information regarding the car seat requirements in the State of Georgia please visit <https://consumer.georgia.gov/child-car-seats>.

WeeSchool staff cannot buckle children into their car seats for insurance purposes.