



Student Handbook

Policies and Procedures

Revised 8-2019

Purpose

Our objectives in teaching children are to enable them to:

- Grow in their knowledge of God and his love for them.
- Work with and enjoy relationships with other children and teachers.
- Explore the world around them through, science, math, and literature.
- Develop small muscles through art, puzzle, block and other manipulatives.
- Exercise large muscles through movement activities, indoor and outdoor.
- Learn and enjoy creative expression through music, art, and play.
- Develop language skills through interaction with other children, teachers, and exposure to Literature and God's Word.
- Develop emotionally, spiritually, academically, and physically.

Curriculum

We follow the Abeka Homeschool Curriculum. Abeka is a faith based curriculum focusing on Bible lessons, Letters, Numbers, handwriting, Phonics and Language Arts. In addition, topical units are taught on a weekly or monthly basis as teachers build foundations and plan seasonal activities. Group and individual activities are planned around centers of art, blocks, puzzles, nature, music, and home living. Bible and literature stories are told daily with conversation, songs, and related role-playing concepts. Teachers are encouraged to provide their students with a variety of learning activities and environments.

For further information on the Abeka curriculum you may visit their website at www.abeka.com

Enrollment, Registration and Fees

Students are accepted on a first-come-first-serve basis. Classes will be filled in the order applications are received. Pre-registration is open in April for current students only, and open registration to the general public will start in May. A registration fee is due upon application and is non-refundable. Children will be registered into the class that corresponds with their age on September 1st of the new school year. Children entering the two's class must be two by September 1st. Children entering the three's class must be three by September 1st and so on. Exceptions to this rule can be made upon director approval. Registration is permitted throughout the school year on a case-by-case-basis, provided space is available.

With the interest of each child as our utmost concern we reserve the right to request the withdrawal of a child whom we feel is not ready for our preschool program. The child may be

accepted back into the program at a later date. If such a move is requested, monetary adjustments will be made.

Tuition is billed monthly and is due by the 15th of each month. Tuition is due even if your child is absent, as you are paying for the space and not the child's attendance. Missed days may be made up with director and teacher approval. Make-up days are NOT guaranteed.

Tuition may be paid by check, cash, or money order, and as of September 2019 invoices may be paid online.

Accounts are delinquent after the 15th of each month. If an account becomes two months delinquent the student will not be allowed to continue attending until the account is paid in full, or arrangements have been made with the director. Once the account is current, or arrangements have been made with director approval, the student may return to school.

In addition to tuition a ONE TIME annual supply fee is due before the first day of school.

Withdrawals and Late Enrollments

In the event of a student's withdrawal from school, the student's family is responsible for the full month's tuition even if the student is withdrawn before the end of the month. We understand that some events are unforeseen, but when possible we appreciate a two week notice that your student will be withdrawing.

Students that enter once the school year has begun will have their tuition and supply fee pro-rated according their start date.

Hours of Operation

Wee School is in session from 9:00 am to 3:00 pm Monday-Friday from September to the end of May. Extended care is available from 7:30 am to 9:00 am **before** school and 3:00 pm to 5:30 pm **after** school. Students attending extended care hours will be charged an additional fee of \$3.50 per hour. Students must be picked up promptly at 5:30 pm. A late fee of \$1.00 per minute will be charged after 5:30 pm pick-up.

Students not attending early care can be dropped off in their classroom as early as 8:50 am. Since teachers need time to prepare their classrooms each day, classroom doors will not be open to students before 8:50 am. If you arrive early, you may wait with your child or sign them in at the extended care classroom.

For security reasons Wee School doors will not be unlocked until 8:45am, and will be locked again at 9:15am (after drop-off). Doors will remain locked during the day and will be re-open for pickup at 3:00, then will be locked again at 3:15 for aftercare. There is a door bell located beside the outside doors and Wee School staff will always be available to let you in. This is for the safety of students and staff.

Students MUST be signed IN and OUT of school by a parent or guardian. Children MUST be left in the presence of a faculty member. Children will only be released to the parents or a person designated by the parents. Names of individuals approved to pick up your child must be on file in our office. If a person unfamiliar to our faculty arrives to pick up your child, they will be required to show photo identification and we will check our records to verify your permission. If our records do not list the person as authorized to pick up your child, and we have not received verbal or written notice from you, we will NOT release your child to the individual.

Please notify us by note or phone call if someone unfamiliar will pick up your child.

School Closing and Bad Weather Announcements

In the event of bad weather, school closing will be posted on our website and facebook page. You will also be notified through email from the director's office and through your teacher's REMIND text. We will attempt to notify you of our decision to close or delay as soon as possible. If the Stephenville ISD closes, we will be closed. If their busses cannot run their routes safely, then traveling 205 to Wee School would be unsafe as well. We will ALWAYS err on the side of keeping our students, families, and teachers safe.

Required Forms

Parents who enroll their children in Wee School must complete the required forms. Required forms include:

- Pre-Registration Form
- Admissions Application
- Permission to Photograph
- Current Immunizations Records- (or proper paperwork through the State of Texas for Exemptions)
- Current Health Statement
- Signed Acknowledgement of Student Handbook / Policies

All records must be received and complete by the first day of school. Immunizations must be up to date prior to enrollment.

All parent volunteers must submit a photo copy of their valid driver's license. They must agree to and pass a background check according to Title 40, Texas Administrative Code, Chapter 745, Licensing, Subchapter F, Background Checks.

Health and Medical Information

Faculty will perform daily health checks on students as they arrive to class. The health check procedure is posted in each classroom. Children who show signs of acute cold, constant cough, earache, red or watery eyes, headache, skin eruptions, sore throat, fever of *100 degrees (ear or armpit)*, vomiting or diarrhea cannot be accepted. A parent will be notified to pick up a child if any of the above symptoms of illness occur during the school day. The child will be isolated from other children until the parent or designated person arrives.

Children must be fever free without fever reducing medications and have had no episodes of diarrhea or vomiting for 24 hours before returning to school.

We ask parents to notify the director when their child has been exposed to a contagious disease.

If your child needs special attention with regards to a chronic condition, please speak with the director to make arrangements for special care needs.

Immunizations are required of all children attending child care in the state of Texas. We understand that there may sometimes be a medical reason of conscience not to give an immunization on the scheduled time. However, unless we have a notarized affidavit form from the Texas Department of State Health Services, we are not allowed to make any exceptions. We are required by the Texas Department of Family and Protective Services to comply with this requirement.

IMPORTANT: You must show proof of the appropriate immunizations and exemptions (if applicable) **BEFORE** your child can attend our school.

Medication Administration

At the director's discretion, upon parental request, we may administer medications to your children. Parents must complete the **Authorization for Dispensing Medication form**. The medication must be in the original container, labeled with the child's full name and the date brought to the school. We will administer the medication according to the label directions or a physician's orders. If at any time the director or teacher does not feel comfortable administering the medication or we are unable to properly store the medication, we reserve the right to refuse administration of any medication.

MEDICAL EMERGENCY PROCEDURES:

In the event of a medical emergency we will first call 911, then the parents or guardians.

Hearing and Vision Screening Requirements

Hearing and Vision screening will be provided for Kindergarten students and children who are 4 years of age by September 1st. Testing will be completed within 120 days of admission.

Children under 4 years of age may be screened upon teacher recommendation and parental request.

Food and Nutrition

Please ensure your child eats a good breakfast prior to arriving at school. Children arriving for morning care are welcome to bring their breakfast with them provided they arrive before 8:30 am. Please make sure that the breakfast that is packed is one that he/she can manage themselves.

Each day your child should bring a nutritious lunch with a non-staining beverage. We recommend that sugary sweets be limited to one. We are unable to warm lunch items. In the event you forget to send a lunch with your child, we will attempt to contact you. If we are unsuccessful in our attempt to contact you, we will provide your child with a nutritious lunch, at an additional fee.

PLEASE NOTE: Gum is strictly prohibited! Please have your child discard his/her gum in a trash can prior to entering the classroom.

Discipline Policy

Discipline at Wee School is a conscious, non-judgemental, positive way of teaching our children how to manage their own emotions and behavior. We want our children to develop the ability to express their wants, needs, and emotions appropriately by giving them a variety of tools. We will **redirect** and **teach** them to solve problems by making good choices. We establish reasonable rules and teach the children the process of following those rules.

Parents are encouraged to call the school for a conference with the teacher if there are questions about the discipline. Any changes in the family dynamics that may affect the child should be communicated to the child's teacher and will be handled professionally and confidentially.

Student Dress Code and Personal Belongings

Students should dress modestly and in comfortable clothing. At the director's discretion, any student dressed inappropriately will be sent home.

- Shoes Must have a closed heel, or strap so that they will remain on during play and exercise.
- LABEL ALL GARMENTS (this helps us get items returned to the proper owner)
- Parents should provide an extra set of clothing
- A lost and found will be kept in the director's office until the last day of school. After that date unclaimed items will be donated.

- We are required to provide Pre-School with a supervised rest/nap time. We recommend parents provide their own nap mats. If you are unable to locate a mat, we will provide one to you at our cost.
- Students are provided nap bins for items such as a pillow, blanket, or stuffed animal. Items too large to fit in the nap bins will be sent home. We encourage you to take all items home at least once a month for cleaning. Children attending our five day program may require their items be cleaned more often.
- Toys should not be brought to school with student's or left in their backpacks during the day, unless the teacher has asked for them to bring one for "Show and Tell".

Visitors

Parent's may visit the center during school hours and may observe teachers and/or children during class time. However, interaction with students should be scheduled and approved by your child's teacher. Teachers and volunteers are required by law to meet certain requirements including, but not limited to, a criminal history back ground check.

Parent Teacher Conferences

Parent teacher conferences may be scheduled throughout the year as needed. Special problems or occurrences affecting the child or classroom will be brought to the parent's attention. Teachers are very busy at drop off and pick-up so they may not have time to speak with you at that time, however, if you need to speak with your child's teacher and if time permits, she will be glad to do so once all the students have been dismissed. If this is not possible, she will be glad to make an appointment with you.

Transportation and Field Trip Policy and Water Activity

We will comply with all state transportation laws, rules and regulations. All children **MUST BE** in an approved restraint system, applicable for the child's age and weight requirements. **The safety seats must be provided by the parents.**

A copy of the route plan, list of students being transported, and an itinerary will be filed in the director's office prior to leaving the campus.

Water activity will be allowed (only in small kid wading pools) with parent permission and will adhere to DFPS guidelines.

Birthdays

Your child may want to celebrate their birthday with friends at school. Preparation should be kept simple and arrangements made with the teacher. Favors are not required and are left to the parent's discretion. Parties will be held at the daily snack time.

Invitations to Personal Parties may be distributed in weekly folders provided all children in the class are invited. If all children are not included in a party, please mail them to the child's home.

Animals

At various times of the year, there may be an animal present in your child's classroom as part of the weekly lesson plan. Prior to an animal visiting the school, you will receive notification. The following animals will NOT be allowed: chickens, ducks, or reptiles of any sort.

Animals provide practice in responsibility for taking care of pets, as well as giving us the opportunity to learn about their habits and unique things they do.

Policy Reviews or Changes

Parents wishing to review and discuss with director any questions or concerns about our policies may do so by appointment. Parents will be notified of policy changes via email.

The minimum standards for child care licensing and or the most recent inspection report may be viewed upon request.

Conflict Resolution

Occasionally, misunderstandings occur. In keeping with Matthew 18:15-17 the following procedure is followed at Rocky Point Wee School. All questions, problems or complaints should be brought promptly to the teacher/ parent involved. Please do not take this to another teacher, as our teachers have been instructed to redirect concerns to the teacher/parent involved as well as the director. If the situation cannot be resolved, the School Director will become involved.

How you can Help

- Check your child's folder/student planner each day
- Contact your child's teacher or director whenever a question arises
- Read all newsletters, emails, texts and notes
- Pay tuition on time
- Drop off and Pick up your child on time
- Read message board outside classroom
- Do not leave unattended children in your vehicle, even for a few moments
- Sign your children IN and OUT each day
- Volunteer

- Send your child to school in clothes and shoes they can manage and that are suitable for play
- Send extra clothing
- Label clothing and personal items

Emergency Preparedness Plan and Relocation Center

Wee School's emergency Preparedness plan meets all state requirements. A copy of these requirements as well as our plan may be viewed upon request.

If for any reason our students require evacuation from our campus, they will be relocated to :

Associated Services (formerly the Community Life Center)

1217 US HWY 67

Stephenville, Tx 76401

Gang Free Zone

Under Texas Penal Code, any area with 1000 feet of a child care center is a gang free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

Child Abuse and Neglect

Reporting Abuse and Neglect- Texas law requires caregivers to report suspected child abuse or neglect to The Texas Department of Family and Protective Services (DFPS) or law enforcement. The Texas Family Code (sections 34.07) States, Failure to Report. (A) A person commits an offense if the person has cause to believe that a child's physical or mental health or welfare has been or may be further adversely affected by abuse or neglect and knowingly fails to report it, in accordance with Section 34.02 of the code, (B) An offense under this section is a "Class B" Misdemeanor.

If you are a victim of abuse or neglect and /or you suspect abuse or neglect you may contact DFPS toll-free, 24 –hour Family Violence Hotline: 1-800-252-5400. Web address
<http://www.dfps.tx.us/>

Wee School staff will obtain at least 1 hour of annual training on prevention, recognition and reporting of child abuse. The Director or Teacher will notify the Department of Protective Services, and/or the local law enforcement officials, when it appears that a child is being neglected or abused. We will strive to increase faculty and parent awareness of issues regarding child abuse and neglect, warning signs and prevention methods via newsletters, emails, handouts, etc.

Wee School Contact Information

OFFICE: 254-965-3582

MAILING ADDRESS:

PO Box 62, Stephenville, Tx 76401

PHYSICAL ADDRESS:

3595 County Road 178, Stephenville, Tx 76401

WEBSITE:

www.rpweeschool.org

FACEBOOK:

Rocky Point Wee School