

Parent Handbook



Weekday Early Education
Rock Springs Baptist Church

WEE Policies:

FEES:

Single Child – 3 Days/week	\$185 per month
Single Child – 5 Days/week	\$265 per month
2 children – 3 Days/week	\$340 per month
2 children – 5 Days/week	\$480 per month
1-5 Days/1-3 Days/week	\$410 per month

Payments are due by the 10th of each month. Please make checks payable to Rock Springs Baptist Church. You may pay by cash, check, or credit card. Please put cash or check in an envelope with your child's name and give to your child's teacher or send in his/her back pack. This year we will be sending invoices by email to those that want to pay with a credit card. A reminder will be sent via your child's class Remind App at the beginning of each month. If tuition is delinquent for a period of one month, your child will not be allowed to return to the classroom. Parents enrolling their child, during the school year, before the 15th of the month will pay for the full month. Enrollment after the 15th will pay ½ monthly fee. Fees are not refunded for temporary absences or illness.

WITHDRAWAL:

RSBC WEE reserves the right to withdraw a child from enrollment for the following reasons: the school's inability to meet the needs of the child; a child's excessive behavior problems including but not limited to uncontrollable tantrums, hitting the teacher, failure to conform to class rules, inability to thrive in a group setting, and tantrums that result in child self-harming; failure of parents to pay tuition; failure of parents to abide by policies and procedures, including the health policy.

SCHOOL INFORMATION:

- Our school term is September – May. Please see teacher for scheduled closings for holidays.
- School hours are 9:00 am-1:00 pm.
- Center phone number is 864-420-0712

DROP OFF AND PICK-UP PROCEDURES

Drop Off:

Drop off begins promptly at 8:55. Drop off is closed at 9:10. Parents with a single child age two and under are walked by their parents and dropped off at the classroom door. Children in K3 and higher classes are dropped off in a car loop. If you have a younger sibling to be dropped off with a K3 /K4 student, we will unload in your oldest child's car loop and get all students to class.

- All walk-up foot traffic for drop off and pick up will park in the Impact Center parking lot and cross at the designated cross walk to make your way to your child's classroom door. Please do not park anywhere else but the Impact Center parking lot. We will have cones out to signify where to cross the car line traffic.
- EVERYONE will enter at the Impact Center/Rock Springs Road location. You will either park in the parking lot there and walk your two and under age child to classroom door or you will enter your respective car line for three and older age child (plus younger siblings if applicable) for drop off. Please do not use any other entrance as those are intended to be used for exiting our campus after car line drop off. Please refer to map.
- K3 traffic will ENTER AT IMPACT CENTER. All K3 traffic is asked to EXIT RIGHT from car line and not to go back across the pedestrian crossing area.
- K4 traffic will ENTER AT IMPACT CENTER. Follow map for K4 traffic flow and exit the campus at the top exit at Rock Springs Road nearest the traffic light. You may also circle back to go behind Impact Center and exit.
- Please do not enter at the "middle" entrance to our campus unless you need the available handicap parking.
- Do not park in the handicap parking at all unless you are authorized to do so.
- Habitually arriving late is not allowed.

Pick up:

Pick up begins at 12:45. Pick up ends at 1:00pm. Late fees of \$1 per minute are assessed after 1:05pm EVERYONE with a child age two and under are to be picked up at the classroom door. We WILL NOT have younger (age 2 and under) children in car line with older children for pick up. Pick up younger child first then get in car line to pick up older child.

- EVERYONE will enter at the Impact Center/Rock Springs Road location. Park and walk up to pick up your Two and under age child from classroom door. If needed, then proceed to car loop to pick up older child.

- Do not walk up to pick up your child who is a car loop rider.
- **After one warning, a late fee of \$1.00 per minute is assessed after 1:05 pm.**
Thank you for your promptness!

Please understand all policies are in place for the safety of the children. Our attention is for the children and their safety while in our care. Thank you in advance for patience and understanding.

Please communicate our procedures to any grandparents or other care givers who may be picking up your child.

Early Dismissal:

- If you need to pick up your child early before regular dismissal time, we ask that you do so before 12:30. After 12:30, you will be directed to the car line as we are preparing for dismissal which starts at 12:45.

INCLEMENT WEATHER:

Closings and delays will be communicated via Remind app and text messages by each class teacher. Be sure you are in our Center Wide Remind Group and the class Remind Group.

DRESS CODE:

- All clothing should be neat and comfortable. It should lend itself to the active lifestyle of a child in the classroom and on the playground.
- Clothing should allow your child to take care of his/her own toileting needs for K3/K4 students. For our 2 and younger children, please keep in mind the difficulty in outfits when diaper changing. Our teachers are diligent in this area and change lots of diapers each day. Thank you!
- If your child wears a hat to school, please remind him to remove it while indoors.
- Please wear appropriate shoes for the playground. Please NO flip flops. Sandals must have a back strap for safety while running outside.

HEALTH REQUIREMENTS:

If your child should develop a contagious illness, please contact the school and/or the teacher to let us know. In consideration of the general health and well-being of the other students, we ask that you keep your child home when he/she is sick.

Illness Policy

- Children cannot attend school if:
 - They have a bad cough or sore throat
 - They have a temperature over 100.4 (must be fever free for 24 hours without medication before returning to school).
 - They have an upset stomach
 - They have a contagious illness
- Children need a doctor's note if they have a rash to make sure it is not contagious.
- If your child is absent for more than two days, please notify the teacher and let her know if your child is sick. We get concerned if our little ones are out.
- If your child becomes ill during the day, the parent will be notified immediately with the expectation that the parent will pick up the child.
- We do not administer medications of any kind.

OUTDOOR PLAY

Weather permitting, we give children an outdoor recess time each day.

BIRTHDAYS

Birthdays are special days. We will recognize each child's birthday and provide special honor for the child. You may provide simple age-appropriate refreshments such as cupcakes, ice cream cups, cookies, muffins, fruit, or popsicles that will be handed out at snack time. Please inform us the week before if you want to bring something so that we can make arrangements. Children will not exchange gifts.

FIELD TRIPS

Field trips are a part of the K3 and K4 classes. Specific information will be sent prior to each trip. Permission forms will be required for each outing. For insurance purposes, a parent or guardian is required to attend field trip with student.

CLASS PLACEMENT

Parents are discouraged from requesting a specific teacher for a child. We hope parents will trust our judgment as we make class assignments. We cannot move a child from one teacher to another at a parent's request. If you feel there is a problem, this concern needs to be discussed with the teacher first. The director is available to hear the issues after the teacher has been informed.

PERSONAL BELONGINGS:

Do not bring toys from home. Bringing toys from home often creates difficult situations in the classroom. Children have difficulty sharing their toy and putting it away. If you let them bring it from home, please keep it with you. Let them know they may have their special toy after school. Security items (blanket, etc.) will be allowed. Your child's teacher will let you know when you make bring things from home for Show & Tell.

Label all your children's belongings for accurate identification.

Parents are asked to bring: 1) 4 disposable diapers, 2) a change of clothing, and 3) a bib for babies and toddlers. Please, NO PULLUPS. They are inefficient in a group setting. If you send your child in a pullup, a diaper will be put back on the child when he or she is changed.

All children are required to bring a change of clothes.

Have your child dressed for the day when he arrives. Dress children in comfortable, washable play clothes so they can freely take part in daily activities.

Shoes are required for all children. Please, NO flip-flops. They need to wear comfortable secure shoes.

Make sure your child has had breakfast BEFORE arriving at school. Do not send it with him/her.

Each child is to bring a lunch, with a drink. Mark everything with your child's name. Please pack the lunch ready to eat and make sure it is something they can eat themselves (except for infants, of course).

BITING POLICY:

Children sometimes bite other children. Although not all toddlers bite, biting is considered a normal stage in a child's development. Children may bite for a variety of reasons, rarely with the intent to hurt another child. The most common reason toddlers bite is because it is a way for them to express frustration when they don't yet have the language skills to do so.

When a child is bitten, that child is immediately comforted and the bite is washed with antibacterial soap and a band-aid applied if skin is broken. The biter is told very firmly that it is not ok to bite. The biter is told that biting hurts and then placed in time-out where he/she is not given positive or negative attention.

Parents will be notified of the bite. We recognize how upset parents may be when they learn their child has been bitten; however, we also recognize that biting is a normal component of child development. Despite our many concerted efforts to prevent biting incidents, they may occur. We do not want to exclude any child from our program

because of biting. In extreme cases (to be determined by the director), we may need to ask a parent to withdraw a child for a period of time to help the child overcome this stage of development.

Please feel free to ask the director any questions you may have about toddlers and biting.

DEALING WITH SEPARATION ANXIETY:

The first thing you need to know is that it is a normal part of a child's development to be afraid when parents leave. You must help your child overcome this stage of development so he/she can successfully move on to the next stage.

Sometimes separation anxiety is brought on by the parent. This is done by saying goodbye too many times before you actually leave, reassuring the child over and over that he/she will be ok, hanging around in the classroom, and going back to check on them.

You will make our job a lot easier if you leave quickly. We want your child to be happy, and we will do everything we can to help your child learn the skills he needs to cope. Let your child learn these skills. It's the loving thing to do. So, we strongly encourage you to:

1. Tell your child you are leaving
2. Leave quickly
3. Have a confident attitude that your child will cope well.
4. Return as promised.

BEHAVIOR MANAGEMENT POLICY:

All children are to be respected as individuals and unique persons of worth. Therefore, the following policies govern our actions related to behavior management and discipline for children while in our care:

1. We model appropriate behavior. We speak in calm voices. We use our hands to help and not hurt. We supervise children at all times. We use time out or other appropriate disciplinary measures rather than physical punishment to modify children's behavior.
2. We build up self-esteem. We use words to encourage and build up our children. We are careful to respect the child and his or her feelings regardless of the situation.
3. We praise, reward, and encourage our children.
4. We encourage good behavior. We strive to recognize and confirm good behavior. We provide the children with natural, logical and consistent consequences. We also ignore minor misbehavior when appropriate.
5. We acknowledge the individuality of each child. We communicate clearly at the appropriate level of understanding for the child.
6. We notify parents when there is a consistent behavior problem.

7. We document and share a report of any accident or injury with the parent. Your children are valuable treasures and their safety is of utmost concern.

SAFETY AND SECURITY:

The Weekday Early Education Program provides a safe and secure environment where children can learn and play. The physical safety of our students is one of our primary concerns. All of our employees are subject to a safety screening that includes reference checks, interviews, and a State Law Enforcement Division background check. Each teacher receives CPR training every 2 years.

Entry doors to our facility will be locked from 9:20 am until 12:40 pm. If you arrive late or pick-up early, you will need to call the Weekday phone at 864-420-0712.