

Parent Handbook



Weekday Early Education
Rock Springs Baptist Church

WEE Policies:

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 provided and send in his/her back pack monthly. This year we will be sending invoices by email to those that want to pay with a credit card. 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 generally Mid August – May. We follow Pickens County Schools for closings and holidays within the time frame of our school year.
- School hours are 9:00 am-1:00 pm. Drop off is 8:45 to 9:00 (sharp) Pick up is 12:45 to 1:00 (sharp). Habitually late is not acceptable. Be prepared to wait with your child if you arrive after 9am until 9:15. We will accept late arrivals at 9:15. Please note that 9:01-9:05 is still late. Prepare for an 8:45 arrival 😊
- Center phone number is 864-420-0712

DROP OFF AND PICK-UP PROCEDURES

Drop Off:

Drop off begins promptly at 8:45. Drop off is closed promptly at 9:00.

1 - Children Infant/One/Two years of age are walked to and dropped off at the classroom door.

2 - Children in K3-K5 classes are dropped off in a car loop beginning from day 1. You may walk your child to the outside door a day or two. But you will not be walking them to their classroom. They sit collectively until drop off period ends and then walk to class with their teacher.

3 - If you have a younger sibling to be dropped off with a K3-K5 student, you will drop off all of your children in your assigned car line A or B. We will unload in the car loop and get all students to class. We need you to do this to make sure our arrival procedures work as intended.

- All walk-up foot traffic for drop off 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 Infant/One/Two year old child to classroom door or you will enter your respective car line for K3-K5 (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.
- Car Line A traffic will ENTER AT IMPACT CENTER. All Car Line A traffic will EXIT RIGHT from car line.
- Car Line B traffic will ENTER AT IMPACT CENTER. Follow map for Car Line B 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.
- DO NOT park in the handicap parking at all unless you are authorized to do so.

Pick up:

Pick up begins at 12:45. Pick up ends at 1:00pm. Late fees of \$1 per minute are assessed after 1:00pm All two and under children are to be picked up at the classroom door. We will not have two-year-old and younger children in a car line for pick up. Pick up younger child first then get in car line to pick up older child. DO NOT pick up your K3-K5 student first. We need you to do this to make sure our dismissal procedures work as intended.

- EVERYONE will enter at the Impact Center/Rock Springs Road location. Park in the Impact Center lot and walk up to pick up your Infant/One/Two year old child from classroom door. Then proceed to car loop to pick up K3-K5 child if needed.
- No walk up traffic to pick up your child who is a car loop rider. We focus solely on safety for car loop and do not want distractions from walk up traffic.

Please pass on this information to all who may drop off and pick up – grandma, aunt, babysitter.

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 the class Remind Group. We do not refund days missed due to snow closings. We follow Pickens County School District for closings and delays within the time frame of our school year.

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).

POTTY TRAINING POLICY:

Potty training Policy for children enrolled in 3K, 4K, & Kindergarten

K3 – Actively being potty trained when we start the year with a goal of October 1 being completely potty trained. If they will not meet the October 1 goal, they may not be fully ready for the K3 classroom and we will discuss options once we get to that point.

K4 – must be completely potty trained before beginning K4.

K5 – must be completely potty trained before beginning K5.

Why do children have to be toilet trained before they begin preschool?

- There are strict standards for changing and disposing of wet or soiled diapers/pull ups and our 3K, 4K, & Kindergarten classrooms are not equipped for this.

- When an adult is busy changing a child's soiled clothing, it is taking away from educational time for all students and it removes direct adult supervision and interaction with the rest of the class.

We do understand that even toilet trained children will occasionally have accidents. By definition, “accidents” are considered unusual incidents and should happen infrequently. In these instances, the teachers will help children to change their clothes, encouraging independence as much as possible.

A toilet trained child is a child who can do the following:

- Communicate to the teachers that he/she needs to go to the restroom before they need to go
- Alert him/herself to stop what he/she is doing, to go and use the bathroom

- Pull down his/her clothes and get them back up without assistance
- Wipe him/herself after using the toilet (with minimal assistance for 3 year olds)
- Get on/off the toilet by him/herself
- Wash and dry hands

We will ask your child many times throughout the day if they need to use the bathroom. There are several scheduled bathroom breaks for each class. A teacher will assist children as needed, but children should be able to complete toileting activities independently. This is an issue which protects all concerned. It is not uncommon for a child who is fully toilet trained to have a setback when he/she is in a new environment. Preschool staff are aware of this and will assist the children when necessary. Please have your child dressed in clothing that he/she can easily manage independently. Please send a complete change of clothes appropriate for the season.

We understand that each child arrives at this milestone differently, therefore we allow 6-7 weeks from the first day of school for your child to demonstrate accomplishment of this goal.

After October 1, the following policies will be in place for children who have accidents:

- If one or two accidents occur in one week, the parents will be notified with the understanding that the issue needs to be addressed and corrected.
- If three or more accidents occur in one week, the parent will be notified with the understanding that if the issue is not corrected by the end of the second week the child will have to stay home at least one week or longer until he/she is completely toilet trained.
- If multiple accidents occur in one day, the parent will be notified on that day; and if not corrected by day three, the child will have to stay home at least one week or longer until he/she is completely toilet trained.

Please note that this policy is not in place to shame or punish a child or inconvenience primary caregivers. Rather, cleaning accidents in the preschool setting is time consuming, and this time that teachers spend attending to and cleaning accidents is time that they are not spending interacting with children and facilitating the curriculum in a safe manner. This policy is intended to ensure the safety and happiness of children and staff at our Weekday Early Education Program. Also note, that if your child has a severe potty accident at school we may call you for your assistance. Thank you for your cooperation and understanding.

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. However, in extreme cases after a child has had three biting incidents, we will ask a parent to withdraw a child for a period of one week 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.