

Christian Wee Learn Center  
A Ministry of First Baptist Church

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## PARENT HANDBOOK

Welcome to Christian Wee Learn Center! As a ministry of First Baptist Church in Martin, Tennessee we are dedicated to providing quality Christian care and developing each child spiritually, mentally, physically, emotionally, and socially. It is our hope that the learning experiences here will be happy wholesome ones. As parents, you are cordially invited to visit us, ask questions, and make suggestions. The best assurance for the success of your child's experiences is the relationship of close cooperation and understanding between parents and staff.

All of us at Christian Wee Learn Center are constantly learning more about children at every level. We are very active participants in workshops and training events and keep our CPR/First Aid skills up to date. With your child in mind, we will continue our educational growth to give your child the best care possible.

The center opens at 6:30 a.m. and closes promptly at 5:30 p.m. Monday through Friday. Our policy requires that all children arrive no later than 9:00 a.m. so they can have the opportunity to experience a variety of activities including art, free play, Bible stories, music, and other experiences geared to their developmental level. All of these experiences are designed to promote a child's awareness of the Christian faith, applications of Christian principles, and Bible teaching in every area of development. If your child is going to be late for a doctor's appointment, you will need to let us know before 7:00 a.m. the morning of and also provide a doctor's note.

Please familiarize yourself with Christian Wee Learn Center policies outlined below.

### **Shot Records:**

To protect all the children in our center we require that your child be vaccinated before starting the center. We will **NOT** accept a religious note exempting your child from obtaining the required shots. You must provide an up to date shot record for your child before you start the center.

### **Sick Children**

If your child displays any of these symptoms please keep him/her at home for the safety and health of all children and staff. If we observe these symptoms at the center, you will be called to pick him/her up.

- Diarrhea (with no known cause)
- Difficulty or rapid breathing
- Severe upper respiratory infection
- Vomiting
- Yellowish skin and/or eyes
- Temperature of 101 degrees Fahrenheit or higher
- Undiagnosed rash
- Sore throat
- Severe cough
- Chicken pox, pertussis, measles, mumps, rubella, impetigo, diphtheria or herpes simplex
- Scabies, tinea corporis or capitis (ringworm)
- Ear ache
- Head lice
- Conjunctivitis (pink eye)

Some, but not all of these conditions require medical attention before returning to child care. Parents must notify Christian Wee Learn staff if children have been exposed to any communicable disease. Children will be sent home if signs of illness are apparent.

If your child has a prescription, you should bring the original container with the pharmacy label to your child's teacher and fill out a Medicine form each day you want the medication to be administered. We do not keep Children's Tylenol here, however, you may bring it and complete a Medicine form and we will administer that to your child. Tylenol will not be given to keep a fever down. If a child arrives after having a dose of Tylenol but fever goes up again in 4 hours, the child will be sent home. Fever indicates that the body is fighting infection and Tylenol only masks this condition. Children should not return to child care until he/she is fever free for at least 24 hours. Expired medicines or prescriptions prescribed for someone other than your child will not be given under any circumstances.

### **Bringing and picking up your child:**

Children must be signed in and out daily using the Brighwheel App. You do this by using your phone to scan the QR image in the kiosk stands located at the drop off and pick-up doors. When you sign your child in, you are turning over legal responsibility to Christian Wee Learn Center. When you sign your child out, you are relieving us of that responsibility. Your child will be allowed to leave only with persons you have listed on the Brightwheel App as an authorized pick-up. Anyone we do not know will be asked to present photo identification.

### **Toileting and Diapering:**

Diapers worn by children should be able to contain urine and stool and minimize fecal contamination of children, teachers, environmental surfaces, and objects in the child care setting. Only disposable diapers with absorbent material (e.g., polymers) may be used unless the child has a medical reason that does not permit their use (such as allergic reactions).

\*Due to time and sanitary purposes, unless a medical condition is present that requires your child to use cloth diapers we will not allow cloth diapers to be used in the center.

**Food:**

Christian Wee Learn Center serves breakfast, lunch, and an afternoon snack. Our meals and snacks follow United States Department of Agriculture (USDA) Meal Guidelines to ensure that every child receives nutritious meals/snacks. Lunch must include fluid milk, two fruits/veggies, one meat, and one bread. If your child has a medical reason they cannot eat the food that we are serving you will need to bring in a substitute item that meets the USDA Meal Guidelines. Without a medical condition and doctor's note no outside food will be allowed to be brought into the center.

**Toys:**

We have lots of toys! Please do not allow your child to bring a toy from home unless it is "Toy Day" in your classroom. If a toy is brought on a day other than Toy Day, it will be kept in your child's cubby until he/she is picked up. Christian Wee Learn is not responsible for lost or broken toys.

**Clothes:**

Washable play clothes are the most suitable because the children are going to come home dirty sometimes. A change of underwear, socks, and outer garments should be kept in your child's classroom in case he/she has an accident and needs to change clothing. All items should be marked with a permanent marker to help us keep up with what belongs to whom! During cooler weather, please send a cap or some type of head covering. We will go outside for at least 10 minutes daily unless there is a heat advisory, it is bitterly cold or raining. This activity is a Department of Human Services (DHS) requirement that we must abide by. If your child has a medical reason to be kept in from outside you will need to provide a doctor's note for your child to stay inside.

**Naptime:**

Cots and cot coverings for all children to nap on are provided by Christian Wee Learn Center. We will wash your child's cot sheets once a week or as needed.

**Miscellaneous:**

If your child is enrolled in one of our infant/toddler rooms, you will need to discuss schedules, formula, baby foods, etc. with the lead teacher. She will also talk to you about bringing diapers, wipes, etc. As our children transition to older groups, you will also talk about pacifiers, sippy cups, and potty training.

## **EXPULSION POLICY**

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Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:

### **IMMEDIATE CAUSES FOR EXPULSION**

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- The child is at risk of causing serious injury to other children or him/herself.
- Parent threatens physical or intimidating actions towards staff members.
- Parents exhibits verbal abuse to staff in front of enrolled children.

### **PARENTAL ACTIONS FOR CHILD'S EXPULSION**

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- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff

### **CHILD'S ACTIONS FOR EXPULSION**

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- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

Prior to expulsion, a parent will be called and correspondence will be sent home indicating what the problem is, and every effort will be made by both the center and the parent to correct the problem. If, after one or two weeks, depending on the risk to other children's welfare or safety, behavior does not improve, and the center finds that they can no longer accommodate the child, the parent will be asked to remove him/her. The parent will be given a minimum of one week's notice to find another center to provide care for this child.

## Fee Schedule as of Jan. 2024

5 days per week.....	\$142
Before/After School (school year).....	\$52

### Fee Payments:

Fees are due each Friday for the following week. Please note that all fees are subject to change. You may pay through the Brighwheel App or check and cash, payments are accepted. Please bring the exact change when paying by cash. Cash and check payments may be given to one of our staff at Check-in/Check-Out. If you choose to use cash, please make sure that you have your payment in an envelope with your child's name on it. **Child care fees are non-refundable.** Fees not paid by the close of business on Monday are considered delinquent and will be subject to a \$10.00 late charge. If fees are not paid by the following Friday, the child will not be able to attend Christian Wee Learn Center on Monday and will not be able to return unless suitable financial arrangements are made. Please contact the Director for account counseling should you have extenuating circumstances. **A two (2) week notice is required before withdrawing your child or you will be responsible for two (2) weeks tuition.**

### Late Charges:

Christian Wee Care Center opens at 6:30 a.m. and closes promptly at 5:30 p.m. Late charges apply as follows:

- At 5:31 p.m. a \$5.00
- At 5:40 p.m. a \$10.00
- At 5:50 p.m. a \$15.00
- At 6:00 p.m. a \$20.00

\*Late charges must be paid to the staff that is waiting with your child when you pick up

### Sick/Vacation/Holidays:

No credit will be given for sick days, vacation days, or holidays. A flat fee will be paid every week, based upon the number of days a week for which your child is enrolled, whether or not the child attends.

### Family Assistance Certificate Holders:

Christian Wee Learn Center serves parents who receive assistance from the state. Although you are receiving assistance, please remember that you, the parent, are financially responsible for all fees. Sometimes the state does not pay the full weekly rate in which case you are expected to pay the balance. In addition, the state only pays for days children attend child care. You are responsible for those days also.

### Family Discounts:

Apply to children enrolled on a full time basis only.

1 <sup>st</sup> child	No discount
2 <sup>nd</sup> child	\$5.00 per week discount
3 <sup>rd</sup> child	\$5.00 per week discount

### Extended Absences:

If upon completion of your child's enrollment with Christian Wee Learn Center he/she is absent from our care for a period of two weeks with no contact from you, the parent, we reserve the right to terminate your child's enrollment and offer the placement to another family. Upon enrollment you become financially responsible for your child's placement with us so you will be responsible for any fees accrued until his/her enrollment is discontinued.

### Holidays:

Christian Wee Learn Center is closed on the following holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after
- Christmas Holiday will be determined and announced in August each year

When a holiday falls on a Saturday, we will close on Friday. When a holiday falls on a Sunday, we will close on Monday. If our schedule deviates from this in any way, we will notify parents several weeks in advance.

**Snow Days:**

If we have to close due to snow or inclement weather you will be notified with an alert text and on the Brightwheel app. We will also post on our Facebook Page.

**Drop-In's:**

Depending on staffing a limited number of school-age children through age 12 may be accepted on a drop-in basis when public schools are closed and Christian Wee Care Center is open. We will let you know in advance if we will be able to accept children on these days.

**Grievances:**

Any problems should be discussed with your child's teacher and/or the center Director. If a mutual agreement is not reached, a decision will be made at the discretion of the Director. All children are accepted on a two week trial period and if for any reason a child has not adjusted or the parent refuses to follow policy, withdrawal may be necessary.

**Child Abuse and Neglect:**

We are mandated by law to report suspected child abuse and/or neglect to the proper authorities (Department of Children's Services) in accordance with Tennessee's Child Abuse and Neglect Reporting Act.

**Anti-Discrimination Policy:**

As a DHS licensed child care agency, Christian Wee Learn Center will not discriminate on the basis of race, creed, color, national origin.

# **We clean our toys daily using our ZONO Sanitizing System**

## **ZONO Sanitizing System:**

The ZONO is a “green” sanitizing system. This technology is already used in the medical device and food processing industries. Ozone is generated with ultraviolet light using the air in the room in the sealed ZONO cabinet. Humidity is then added to the sealed ZONO cabinet, and the sanitizing process is completed. The ZONO cabinet is a safe, dependable environment for sanitizing.

## **What does the ZONO sanitizing system do?**

The ZONO controls microbial contamination by sterilizing bacteria, viruses and fungi. It is an important part of a comprehensive sanitizing routine. The eco-friendly technology reduces the time, energy, and chemicals required to sanitize.

## **What is cleaned by ZONO?**

We use the Zono to sanitize just about everything your child uses at our school such as crayons, books, small toys, soft play items, infant walkers, mattresses, mats, bouncy seats, and activity tables.

