

**Christian Wee Learn Center
A Ministry of First Baptist Church**

**123 University Street
Martin, TN 38237
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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.

We have an open door policy. Please feel free to come and visit our center or your child's classroom at any time!

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 9:30 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.

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:

A reliable person, age 18 and older, should be responsible for dropping off and picking up all children. The person bringing the child must enter the building with the child and sign him/her in. The arrival time and the person's first and last names (readable) must be used on the sign in/out sheet. It is also important for the person bringing children to stay in the classroom until the child is with his/her teacher. Pick-up should occur in the same manner.

Children must be signed in and out daily using the Brighwheel App. You can do this from your phone or the Kiosk in the Commons area or the tablet in your child's room. 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 enrollment form as authorized for pick-up. Anyone we do not know will be asked to present photo identification. Please remember that new and/or substitute teachers are required to ask for identification from everyone.

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).

If cloth diapers are used, there should be an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. No rinsing or dumping of the contents of cloth diapers should be performed at the child care facility. Soiled cloth diapers will be completely wrapped in a non-permeable material, stored in a location inaccessible to children, and given directly to the parent upon the child's departure daily. (Taken from Caring for Our Children, National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care Programs and the American Academy of Pediatrics)

***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 a 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 head covering. We will go outside for at least 10 minutes daily unless 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. Please be advised we do not always have additional staff to care for those children who request to stay indoors so your child may have to sit in the office during their scheduled outside time.

Naptime:

All children must have something to lie on – it can be a crib sheet, blanket, or towel. All children must have something to cover up with, usually their favorite blanket. Please bring 2 blankets on Mondays and take them home to launder on Fridays.

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.

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.

EXPULSION POLICY

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

- **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

- **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 PARENTAL ACTIONS FOR CHILD'S EXPULSION

- **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.**
- **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. 2020

5 days per week.....	\$130
4 days per week.....	\$115
3 days per week.....	\$90
2 days per week.....	\$60
Before/After School (school year).....	\$45
Drop-In.....	\$28
Summer Drop-in for School Age.....	\$28
Summer Full Time for School Age.....	\$120

Fee Payments:

A two week payment is required when your child begins Christian Wee Learn Center. Fees are due each Friday for the following week. Please note that all fees are subject to change. Check, cash, debit, and credit card payments are accepted. Please bring exact change when paying by cash. Cash and check payments may be left in the after hour payment box just inside the center door at any time. If you choose to use cash, please make sure that your name and child's name is on the envelope. 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 when you pick up your child**

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.

Enrollment Status:

If at any time you need to change your attendance status (from full time to part time or vice versa) you must notify the Director in writing of this change. Failure to do so may result in additional charges to your account.

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.

1st child No discount

2nd child \$5.00 per week discount

3rd 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 Eve**
- **Christmas Day and the day after**

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 by postings inside the center.

Snow Days:

As a general rule, Christian Wee Learn Center closes when the University of TN at Martin (UTM) closes for inclement weather. In the event that we are closing due to inclement weather, we will notify WCMT radio (1410 AM, 101.7 FM) and the local television stations in Paducah (channel 6) and Jackson (channel 7).

Drop-In's:

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. Parents should make arrangements for drop-in ahead of time.

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 in consultation with the FBC Associate Minister of Education and/or the FBC Early Education Committee. 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.

PARENT AGREEMENT

Please initial stating that you understand the following:

- I understand the Health/Safety policies of Christian Wee Learn Center. I understand that if my child displays any of the symptoms noted in the Health & Safety policy or a temperature of 101 degrees or above, I will be called to pick my child up or keep my child home until they are free of fever and symptoms for at least 24 hours. _____
- I understand there is a flat weekly fee. There are no sick days, vacation days, or holiday exceptions. _____
- I understand that I must give a two (2) week notice before withdrawing my child or I will pay two (2) weeks tuition. _____
- I understand that weekly child care fees are non-refundable and non-transferrable. _____
- I understand that failure to pay all expenses and fees as required will result in termination of child care, but that such termination will not relieve me from the financial responsibility to make all payments for such services. _____
- I understand that my child is accepted on a two week trial basis. _____
- I agree to comply with the policies of Christian Wee Learn Center regarding payment of fees, attendance, health forms, safety rules, etc. _____
- I understand that Christian Wee Learn opens at 6:30 a.m. and closes promptly at 5:30 p.m. and will abide by that policy. _____
- I agree to have my child at Christian Wee Learn Center daily by 9:30 a.m. unless my child has a doctor's excuse and/or the Director's approval. _____

Please initial acknowledging that you have been given the following:

- A copy of the Tennessee Department of Human Services Summary of Licensing Requirements for Child Care Centers _____
- A Parent Handbook _____
- A tour of Christian Wee Learn Center _____

Mother's signature/date

Father's signature/date

Child Care Services will begin on _____.

Rates per child

\$_____per week