

**First Baptist Church
Wee Wisdom Day Care**



Parent Handbook

9071 Hwy 18
Vernon, Al 35592
205-695-6318

Revised December, 2022

Letter from the Director

Dear Parents,

Welcome to First Baptist Church Wee Wisdom Daycare. We are looking forward to your child being a part of our daycare. Wee Wisdom Daycare is a ministry of First Baptist Church. This ministry aims to give each child loving care and a nurturing environment so they may grow in body, mind, and spirit, as the scriptures tell us Jesus grew. We will not try to fill the parents' role, only you can do that, but we stand ready to support you in any way. While your child is with us, they will be in a safe, loving environment. As Christians, we will strive to let the children always see Christ in us.

Parental input is welcome. We desire to work together to provide the best possible care for your child. All suggestions will be considered and adopted when the committee deems them in the child's best interest. The Wee Wisdom Daycare Committee sets daycare policy. This committee oversees all significant changes and decisions. We are delighted you chose FBC Wee Wisdom as your child's daycare and are looking forward to working with you to develop healthy, happy children.

Welcome to FBC Wee Wisdom!

First Baptist Church Wee Wisdom Daycare

Our Philosophy

FBC Wee Wisdom is a ministry dedicated to loving and nurturing preschool children. We believe the best way to do this is:

1. Help children develop a positive self-concept.
2. Assist children in their social and emotional development
3. Stimulate the natural interest of children in the world around them.
4. Help children develop self-discipline.
5. Develop children's respect for property, others, country, and God.
6. Help the children learn team concepts and the joy of sharing.
7. Assist the children in becoming aware of God, his beautiful creations, and his love for us.

Enrollment

Children of FBC members are given first preference in placement followed by children with a sibling already enrolled. Placement then is offered to others on a first-come, first-serve basis. After a maximum enrollment is met in each room, a waiting list will be established and maintained until all children are placed. Registration is open to any preschooler, six weeks through 5 years of age, provided our daycare can meet the child's needs.

- A one-time \$50.00 enrollment fee per child for daycare is payable upon enrollment and is not refundable.
- If at any time after the initial settling-in period, the child or parents do not seem happy or if the child is unable to participate in group experiences, the school reserves the right to request the child be withdrawn.
- When removing a child from Wee Wisdom daycare, a two-week notice must be given. If notice is not given, you will be responsible for payment for those two weeks, and prepaid funds will not be returned.

Hours of Operation

- 6:30 a.m. - 5:30 p.m.

Tuition

- Nursery Babies \$140.00 per week
- One Year – Four-Year-Old \$120.00 per week
- After School Kids \$55.00 per week
- Enrollment Fee \$50.00 per year

Tuition is due on **MONDAY of each week**, and a **10% late fee** will be assessed the following Friday if not paid on time. Your child's name should be on the check if that is how you pay the tuition. (If particular circumstances exist, please contact the director.) If your account becomes **two payments** behind, your child or children will be **suspended** until your bill is paid in full. Your child may also be in danger of losing their spot in daycare.

Holidays

Wee Wisdom will be closed on the following Holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving and Friday After Thanksgiving
- The week of Christmas (*Please note that you will not be required to pay tuition this week*).

Arrivals and Departures

Children should be delivered to and picked up at the Welcome Center. One of our staff will greet your child when they arrive at the door.

For safety, please shut off your engine and put your car in park or engage the emergency brakes while delivering your child. **There is a 10 MPH speed limit on the FBC property.**

Releasing A Child

A child will be released to a person or persons to whom the daycare has written consent. In an emergency, consent may be taken over the phone. Persons other than parents will be asked for photo identification. The person picking up the child must sign the child out with their full signature at the departure time. There will be no exceptions to this policy.

When a parent requests that Wee Wisdom not release a child to the other parent, proper legal custodial documents, such as those listed in the divorce decree, must be provided.

Early Pick Up

Should a parent need to pick a child up early, Wee Wisdom asks that the parent notify the daycare by text or phone before coming to pick the child up. Daycare staff will bring your child to the door for pick up.

Late Pick Up

Should a parent need to pick a child up late, Wee Wisdom asks that the parent notify the daycare by text or phone. A \$10 late fee will be assessed for any portion of each 15 minutes past closing. For example, if you pick your child up at 5:35-5:45, there will be a \$10 charge. From 5:46-6:00, the charge will be \$20.

Illness

We accept only healthy children to minimize the spread of viral and bacterial infections. The following guidelines will be observed to maintain this policy.

1. If symptoms of illness are observed, the parent or persons indicated on the enrollment form to contact in case of emergency will be notified. Once notified, the child must be picked up within one hour.
2. This daycare will make every effort to protect the children's health and safety. Parents should keep their children home if any of the following occur.
 - Fever of 100.4
 - Vomiting
 - Upset stomach
 - Head injury
 - Severe cold
 - Conjunctivitis (pink eye)
 - Severe headache
 - Rash or spots
 - Diarrhea
 - Other symptoms of illness

Before returning to the center, children must be **symptom-free for 24 hours** without fever-reducing medication (Tylenol, etc.).

If your child is exposed to a communicable disease, please notify Wee Wisdom immediately. Likewise, parents will be notified when a child at the daycare has been exposed. If needed, the county health department will be contacted for advice if a child becomes sick while at the daycare. The parent/guardian will be asked to pick up the child within the hour. We ask that the child be kept home until they have been symptom-free for 24 hrs. When a child has been on antibiotics, they are not permitted to return until they have been on the medication for 24 hours. **These guidelines can only be adjusted for current CDC standards or doctor notes.**

In a widespread pandemic, Wee Wisdom reserves the right to amend any or all guidelines to meet or exceed Center for Disease Control (CDC) health guidelines or Alabama Health Department guidelines. The daycare will make every effort to disclose amended guidelines, policies, and/or procedures promptly.

Prescription and non-prescription drugs will be administered to a child only with the parent's written permission. A parent must fill out a release form. This form is only suitable for seven days. Medications can only be given if the following information has been filled out, the dose of medication showing the child's name, the name of the medication, date, time, and amount to be given. Please give all morning medication doses at home.

Minor injuries are reported to the parent through written or verbal notification. A child injury report will also be filled out. Any serious injuries will be reported to the parent or contact immediately.

Immunizations

Immunization records must be submitted for each child before their first day at daycare.

Immunization records must be kept current. The daycare director ensures documents are kept current and on file.

Discipline

First Baptist Wee Wisdom strives to create a loving, caring environment that will help in preventing harmful behavior. All children will receive the same loving care and attention. At the same time, all will receive the same discipline as required. Any discipline is administered in love and with the goal that each child takes responsibility for their actions and respects the rights of others. We do not use corporal punishment.

We reserve the right to use disciplinary action when a child:

- Is defiant to those in authority
- Continues to disrupt the class
- Endangers themselves or other students

The following are the disciplinary action steps:

- Verbal request/instruction by a person in authority
- Time out or time taken away at playtime
- The child is sent to the director's office
- Parent conferences by phone or in-person
- Parent is asked to come to daycare and pick the child up

Evaluations

From time to time, a parent/director or teacher conference may be needed. Parents may schedule a meeting anytime by calling the office.

Clothing

Dress your child in clothing for play and outdoor activities. Select clothing that is sturdy, washable, and free of complicated fasteners. Dresses and skirts are discouraged; however, please have the child wear shorts underneath if worn. Children have difficulty running and jumping with sandals, flip-flops, or cowboy boots, which are also discouraged due to safety concerns. Please put names on all your child's belongings at daycare. Disposable diapers are required at Wee Wisdom. Each child should also have a change of clothing in case of an accident.

Toys and Personal Items

Personal toys and any VHS or DVD (must be rated "G" for general audiences) may be brought to the classroom at the discretion of each teacher. The daycare does not assume responsibility for repair or replacement if personal toys are lost or damaged. The daycare does not allow personal electronic items, including iPad, iPods, and cell phones, due to the inability to monitor device content.

Bad Weather

Wee Wisdom will also close when the county or state closes Lamar County schools due to hazardous weather. Please remember when the weather becomes bad, we are in the process of moving your child to a safe place and cannot answer the phone.

Snacks

Children are given daily snacks while at daycare. Breakfast is served only when provided by parents and only between 6:30 a.m. and 8:30 a.m. No breakfast will be served after 8:30 a.m. Otherwise, please feed your child before they arrive.

Special parties and activities:

1. Valentine's Party - These are held in the individual classrooms, and children bring valentines for everyone in the class. Teachers are responsible for providing class lists to parents if names are to be put on the Valentine envelopes. Parents are usually asked to bring refreshments, and teachers are responsible for assigning what will be brought.
2. Easter Egg Hunt and Party - An egg hunt will be held for each class in and around the facility and the church. The parents again usually provide refreshments.
3. Fall Festival - Everyone dresses up in a non-scary costume, employees included.
4. Christmas Party - These are held in individual classrooms, and parents are to provide their child with a wrapped present with a cost limit of \$10.00. Parents are usually asked to bring refreshments, and teachers are responsible for assigning what will be brought.

5. Birthday Party- If you wish your child to celebrate their birthday at the daycare, we request that it be done as simply as possible. We recommend cupcakes, cookies, juice, and special paper goods if you wish.

Special parties take the place of snack time, so please make arrangements with your child's teacher before the day you want to provide the party. Please do not send invitations to birthday parties to the classroom unless all children are invited.

Due to confusion and increased distractions with parents/family being in attendance, parents/family will not be allowed to attend parties/activities listed above (#1-5).

The following activities will be open to family as noted:

1. Grandparents Day- available to all grandparents. This occurs during the afternoon snack time.
2. Breakfast with Mom- open to all moms.
3. Breakfast with Dad- open to all dads.
4. Graduation- open to family and friends.

RECEIPT OF PARENT HANDBOOK

(Please Initial and return within five days)

- _____ I have received and signed for receipt of the Wee Wisdom Daycare Handbook.
- _____ I have read the Wee Wisdom Daycare Handbook.
- _____ I understand and agree to abide by all the policies, procedures, and guidelines outlined in the Wee Wisdom Daycare Parent Handbook.
- _____ I understand and agree to comply with the hours and days of operation.
- _____ I have reviewed the holidays and days closed for Wee Wisdom Daycare.
- _____ I understand and agree to abide by the registration policies.
- _____ I understand and agree with the registration and late pick-up fees.
- _____ I have submitted a current certificate of Immunization Form(s) and agree to keep immunizations up to date and on file with the daycare office.
- _____ I understand that all registration forms, medical information, emergency contact information, and Immunization Form(s) must be turned in before my child officially enrolls in Wee Wisdom Daycare.
- _____ I understand First Baptist Church Wee Wisdom Daycare does NOT offer liability insurance for my child.
- _____ I understand and agree to abide by Wee Wisdom Daycare billing and payment policies outlined in the Wee Wisdom Daycare handbook.
- _____ I understand that tuition is due on Monday of each week, and a 10% late fee is assessed and due on Friday if not paid on time. You may pay for a month at a time. Contact the Director if you would like to pay monthly.
- _____ I understand and agree that non-payment of tuition and fees or an accumulated balance may result in my child's removal from Wee Wisdom Daycare.
- _____ I understand that a 2-week notice must be given before removing a child from Wee Wisdom Daycare, and if a notice is not given, I am responsible for that 2-week payment.
- _____ I understand that if my child leaves daycare with a balance, he or she will not be eligible for readmission until that balance is paid in full.
- _____ I understand and agree with the discipline philosophy.
- _____ I understand and agree to abide by the health and illness policies outlined in the Wee Wisdom Daycare handbook, including the medication policy.
- _____ I have read and understand Wee Wisdom Daycare Philosophy and will be involved in my child's learning.
- _____ I understand the clothing and shoe guidelines for safety.
- _____ I understand that Wee Wisdom Daycare will close for inclement weather when Lamar County schools close due to inclement weather.
- _____ I understand and agree to abide by policies regarding special parties and activities.

Parent/Guardian Signature _____
Date

Director Signature _____
Date