

Parent Handbook



2008-2009

280 Indian Creek Drive
Trophy Club, Texas 76262
817.430.1161



Dear Parents,

I would like to welcome you and your child to our program. It is my sincere desire that your association with our school be a happy and rewarding experience.

This booklet has been prepared to help acquaint you in advance about our policies, and to promote a mutually beneficial understanding between our school and your family. Please take the time to read it thoroughly. I sincerely hope that by working together we can give your child a solid foundation on which to build in future years.

Our staff appreciated your sharing this part of your child's life with us. Your children are a blessing to us because we are able to contribute to their early education.

If you have any questions or concerns about our school policies or procedures please contact me in though the church office.

Sincerely,

Kelli Ladewig
Director of Preschool Ministry

Mission Statement

“Train a child in the way he should go, and when he is old he will not turn from it.” Proverbs 2:6



Wee School at Lake Cities is a Mother’s Day Out/ Preschool Program that is offered as a ministry of Lake Cities Church of Christ. The preschools goal is to provide a secure and loving environment with a Christian emphasis that encourages social interaction, spiritual awareness, and educational growth. The church views this preschool as another way to reach out to the community, and to make a life changing contribution to the young people and families of our society.

Staff

Our teachers have been specifically chosen for each class based on education, personal integrity, and demonstration of creativity on developing an enriching environment for the children along with other credentials, experience, and educational accomplishments. The staff attends on orientation outlining the preschools guidelines, expectations, and program goals.

All staff, special guests, and volunteers are screened prior to hiring and/ or working with children.

Tuition and Fees

Tuition is due by the first day of the month September - May. Tuition is calculated on a 9 month school year. Checks should be made payable to Wee School. And placed in the lock box located in the hall by the Wee School bulletin board. Your check will serve as your receipt unless you request otherwise.

Late fees of \$5.00 per school day will be applied. There is a 1 day grace period. \$40.00 registration fee is required for all students upon enrollment. This is a nonrefundable fee should you decide to withdrawal your child at any point.

Procedures



Sign In: The parent is responsible for signing in their child each day. If someone other than the parent, or even a parent that is unfamiliar, will be coming to pick up your child, prior notification needs to be arranged. The child's parent may also send a note or call in advance to make the director aware of any pick up changes.

Please do not bring your child before 9:00am. That is when school starts and teachers are ready for the day.

Helpful Hint: Separation can be hard for some little ones. Here are some suggestions to make those difficult times easier.

Drop and Go - the best way for parents to handle the apprehensive child is to:

- Deliver them
- Reassure them you will return
- Tell them goodbye
- Go with a smile
- The faster the exit the sooner the child calms down

Sign Out: The teacher will sign the child out only when the parent or authorized person has been identified.

If you know you are going to be running late due to unforeseen issues, please call the office and let the church secretary or Wee school director know. It would be a good idea to put the church number in your cell phone *817.430.1161*.

Clothing: Any type of comfortable and washable clothing may be worn. Flip flops and sandals are acceptable. Tennis shoes are the safest. Special days will be set aside for Wee School t-shirt day when the students will wear their special t-shirts. For younger kids, please send an extra set of clothing (including socks) in a Ziploc bag with their name clearly marked. This can be kept in their bag. When cold weather arrives it will be helpful to label coats, hats, and mittens with your child's name.

Daily Reports: These will be sent home in your child's take home folder. This will allow you to know what kind of day your child had and what he or she learned. This is where the teacher can write her concerns and comments about your child.

Procedures and Policies



What to Bring: Your child needs to bring a bag or backpack for carrying things to and from school. Lunch needs to be provided (see food allergies section). Extra set of cloths (see clothing section). A blanket and/or mat needs to be included. These may stay at school unless it is something your child needs at home as well.

Immunizations: Texas State Law requires that students are up to date on their immunizations before entering preschool. These records must be submitted before your child attends.

Parent Volunteers: Parent volunteers are a huge help for teachers and are needed to bring treats and drinks for class parties. Whenever a party is scheduled a sign up sheet will be posted in the classroom.

Discipline: Good behavior will be positively reinforced. If a behavior problem should occur, discipline will be handled in a positive manner. We refer to this as red light, yellow light, green light. At the first offense, a verbal warning should be given (“Billy, you have a yellow light, please leave Sue alone”). At the second offense, carry through! (“Oh, Billy, I’m sorry that you chose to hit Sue again you now have a red light. Now I have to put you in time out.”) Once time out is over, the child gets a green light. Discipline will be handled in the classroom. The teachers, by far, have the most interaction with the students and the class will run much smoother if they have control and encourage each child to model good behavior. If a child continues to misbehave, the directors will assist before discussing the problem with the parent. If the problem cannot be solved, then, a parent will be called to work out a solution.

Class Ratio: There are two teachers assigned to each class for safety purposes. One of the teachers should be with the students at all times. A child should never be left alone.

Procedures and Policies



Injuries: A first aid kit is located in each classroom. Anytime a child is injured, an accident report should be filed and the parents will be notified.

Weather: In case of severe weather, Wee School will follow Northwest ISD cancellations. If there is a 11:00am or later arrival for Northwest ISD the Wee School session will be cancelled. Bad weather days will not be made up and tuition will not be refunded.

Illness: Parents are asked to not bring their child to school if he/ she is feverish, vomiting, has an excessively runny nose, is coughing up discharge, has diarrhea, conjunctivitis, or has a questionable or unidentifiable rash. If the child is being treated with antibiotics, he/ she can return to class after 24 hours on medication. If a child becomes ill or needs medical attention, the parent will be called at home, work or cell phone immediately. In the event of an extreme emergency, the child will be taken to the closest emergency service.

Medication: Medicines should be administered at home whenever possible. When medically necessary for a child to take a prescription medication during school hours, a *Request for Giving Medicine at School* form will be required. This form will be provided by the director.

Food Allergies: Wee School is a PEANUT FREE school. It is becoming more common for children to have this food allergy and we are sensitive to this situation. For both the parents and staffs peace of mind anything containing peanuts will not be allowed in lunches or snacks.

Snacks: Snack time is an important time to learn socialization skills, prayer and hygiene. A peanut free snack will be provided. Parents may provide special snacks for the class if desired. Please let your child's teacher know in advance if you would like to bring in snack for the class. Arrangements will be made for children with food allergies.

Daily Schedule



Chapel: Listen to praise music while we sing, laugh, act silly and praise God. Bible stories will be represented in puppet shows, skits, and story tellers.

Circle Time: Prayers, Pledge of Allegiance, Show and Tell, Songs, Rhythmic Reading, Calendar, and story time.

Project time: Children become involved in an activity chosen by the teachers and centered on a particular learning experience related to the theme of the week.

Learning Centers: Children go to centers daily. Center activities include dramatic play, dress up, blocks, library, puzzles, sensory tables and more.

Large Motor Time: Physical play using muscles. We do games, rhythmic activities, parachute play, marching and coordination skills.

Quiet Time: Sleep, rest or be still while working on puzzles, books, coloring, or any other activity that require stillness and no talking. This time is designed to teach children to be still and quiet when asked.

Enrichment Time: Outdoor gardening, science, social studies, and cooking.

Bible Time: Bible stories, songs, praying together, and reading about Jesus.

Dismissal Time: Pack up backpacks, coats, prayers and good-byes.

Curriculum



Wee School works to develop five basic curriculum goals:

Spiritual
Social
Emotional
Physical
Intellectual

Spiritual: To help children become aware of God and how he made each of them very special.

Social: To help children feel comfortable in school, trust their new environment, make friends, and feel they are part of a group. To help children learn to interact appropriately with children and adults. To help children behave appropriately in the classroom setting.

Emotional: To help children experience pride and self-confidence, develop independence and self-control and skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations, and feelings.

Physical: To help children increase their large and small muscle skills and feel confident about what their body can do.

Intellectual: To provide a curriculum that is developmentally appropriate for pre-school students.

The Wee School works daily with alphabet, numbers, colors, shapes, and nursery rhymes. Each week there is a special theme, bible story and bible verse developed. Within these areas we incorporate Art, PE, Music, Spanish, and Sign Language.