

SAFETY & SECURITY STATEMENT

Children find safety and security in knowing what to expect. The children follow a schedule to feel safe and support transition periods. The staff is loving and engaged with the children, building trust and modeling kindness. We follow DCF regulations for staff/child ratios and premise inspections. We also have procedures for parents and visitors and protocols to ensure children are released to trusted adults.

CURRICULUM STATEMENT

The WEE Center uses the WEE Learn Curriculum Guide. It is a faith-based curriculum with age-appropriate units for the year. We strive to put God first in all teachings and activities daily. The first five years are a time of rapid growth and development. Providing a supportive and happy environment can encourage children to love exploration and problem-solving. The quality of a child's early experiences can impact the child's later success in school and in life.

**FIRST BAPTIST CHURCH OF LAKE PLACID
WEEKDAY EARLY EDUCATION CENTER**

(WEE)

**206 E. Hibiscus St.
Lake Placid, Fl. 33852
863-465-1982**



**Parent Handbook
2023-2024**

**FIRST BAPTIST CHURCH OF LAKE PLACID
WEEKDAY EARLY EDUCATION CENTER
206 E. HIBISCUS STREET
LAKE PLACID, FL 33852
863-465-1982**

KEITH CAMPBELL, PASTOR

VICKI NETTLES, DIRECTOR

TRAIN UP A CHILD IN THE WAY HE SHOULD GO AND WHEN HE IS OLD, HE
WILL NOT DEPART FROM IT. PROVERBS 22:6

CORRECT THY SON, AND HE SHALL GIVE THEE REST; YEA HE SHALL
GIVE DELIGHT UNTO THY SOUL. PROVERBS 29:17

AND, YEA FATHERS, PROVOKE NOT YOUR CHILDREN TO WRATH:
BUT BRING THEM UP IN THE NURTURE AND ADOMONITION OF THE LORD.
EPHESIANS 6:4

**FIRST BAPTIST CHURCH OF LAKE PLACID
WEEKDAY EARLY EDUCATION CENTER**

PURPOSE

First Baptist WEE Center is a ministry of the First Baptist Church. Our primary function is ministry. We are licensed by the State of Florida and meet all the standards of Children and Family Services. It is our purpose to provide a loving, caring environment where each child has a sense of belonging and feels safe and secure. In addition, we concern ourselves with stimulating the children's growth in areas of spiritual, physical, emotional, intellectual, and social needs. WE ARE A TEACHING CENTER.

It is our desire to stimulate children's growth in affective ways as well as intellectually. In each room, as well as in the school, WE SEEK TO REFLECT CHRIST'S LOVE.

OUR PHILOSOPHY OF WORKING WITH PARENTS

WE WANT YOU TO FEEL AS SECURE AND HAPPY AS YOUR CHILD DOES IN OUR PRESCHOOL. TO THAT END, WE AS TEACHERS AND STAFF WILL:

***Help each parent to be informed about what his child is doing, his adjustment, behavior and progress.**

***Discuss a child's activities or problems only with the child's parents and guard confidentiality.**

***Be firm in maintaining policies. Use tact, honesty, and openness in handling all situations.**

***Use discipline with each child as needed. We will not have an uncontrolled, unlimited environment for the children.**

***Listen and observe a parent's words and actions to help us understand the child and his behavior.**

***Be sensitive to families. Recognize and be sensitive to the needs of a single parent, a family going through a crisis, or a family in transition.**

***Be consistent and strive to treat each parent fairly and equitably.**

ARRIVAL/DEPARTURE

Upon arrival and departure to and from the center, the parent must sign the sign in/out sheet in the office daily. Should another person be authorized to pick up your child, the authorized person's name should be on the contact section of the enrollment form. Occasional or temporary arrangements for someone to pick up your child who has not been designated on the enrollment form must be authorized by a **written** permission slip to the office. **It can be e-mailed to fbclpwee@gmail.com but we will not accept a request verbally over the phone.**

Separated parents: If a parent separation occurs after the enrollment of a child, a legal document must be presented to deny the other parent from removing the child from the facility.

PRE-ENROLLMENT VISIT

We require at least one pre-enrollment visit with one or both parents before a child is left at the Center. Parents may visit the Center with or without the child as many times as needed prior to enrollment. However, at least one visit **with** the child is required before the child begins attending daily. This will help with the transition for the child to see firsthand what they can expect and what is expected of them before daily attendance begins.

ABSENTEEISM

Please call the Director whenever your child is absent for any reason. This will allow the teacher to plan accordingly for teaching and utilize the space.

TRIAL PERIOD OF ENROLLMENT

The first two weeks your child attends the Center will be considered a trial enrollment period. This time will be used to determine whether the Center and the classroom are a good fit for you and your child. If we find during this time that we are unable to meet your child's needs, you will be notified immediately so you can make alternative childcare arrangements. If you determine during this period that you or your child is not happy with the Center, notify us immediately so we can open the space for another child.

BREAKFAST/LUNCHESES/SNACKS

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must be a note from a physician in your child's file if your child is on a restricted or allergic diet and you must provide the child's food.

EXTRA CLOTHES/NAPTIME SUPPLIES

PARENTS, PLEASE make sure your child has extra clothes in their cubbies. (This includes Elementary-age children) We will try our best to notify you if your child's cubby becomes bare. However, it is the parent's responsibility to check your child's cubby daily and make sure your child has what they need. If your child needs to be changed and we have no clothes, we will provide clothes for your child, and they will be yours to keep. You will be invoiced a fee of \$5.00 for the clothes. Children need to have a small blanket or towel to cover up with. This is a DCF requirement. We supply a small pillow and sheet for naptime. Please make sure your child has their name written on all belongings.

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2. Parents, please check your child's room daily. Notes to you are put in the cubbies, folders, or on clips depending on the teacher's preference.
3. Check the parent note board outside your child's room for any upcoming events.
4. Towels and blankets go home on Friday to be washed for the following week.
5. Do not bring in toys from home. This is a distraction in the classrooms and becomes an argument amongst the children.
6. Please have your child wear closed toe and closed heel shoes. Tennis shoes or sneakers are preferred. There is playground equipment that the children cannot play on if they do not have the appropriate shoes. **No flip-flops, high-heels, or wedgies allowed!!**
7. No gum or candy is to be brought to school except on special occasions.
8. We engage in messy, fun activities. Your child's teacher will take all precautions to keep clothes from becoming stained, but unfortunately children don't always stay clean. **Please take this into consideration when dressing your child each day.**
9. Due to the climbing equipment on the large playground, the 3 and 4-year-old girls are required to wear cotton shorts under their dresses.

ILLNESS

For the safety and comfort of each child, we cannot care for sick children. Parents, **PLEASE DO NOT** bring your child to school if he/she has any of the following symptoms. (Children and Family Services rules.)

1. Severe coughing, causing the child to become red or blue in the face or cause a whooping sound.
2. Difficult or rapid breathing
3. Stiff neck
4. Diarrhea (more than one abnormally loose stool within a 24-hour period).
5. Temperature of 100 degrees Fahrenheit or higher.
6. Conjunctivitis (pink eye)

7. Exposed, open skin lesions.
8. Unusually dark urine and/or gray or white stool.
9. Yellowish skin or eyes
10. Green nasal discharge (This implies infection) or any other symptoms of illness.
11. A child who has head lice shall not be permitted to return to school until treatment has occurred. Treatment shall include the removal of all lice eggs and lice cases.

POLICIES OF THE FIRST BAPTIST CHURCH EARLY EDUCATION CENTER

Last childcare center attended _____ phone. _____

1. The Center shall receive the child(ren) and furnish satisfactory childcare.
2. The Center's operating hours are 7:00 am. to 5:30 pm Monday through Friday. The infant room closes at 5:00 pm. Please observe the following.
 - a. Bring your child at the specified hours.
 - b. **Notify one of our staff when your child arrives and leaves** and sign them in and out. It is a DCF regulation that all children be signed in and out daily! Failure to do so will result in a \$10.00 fee charged to your account each time your child is not signed in or out.
 - c. When bringing or picking up your child, please escort him or her into or from the classroom or playground. This will eliminate potential problems or accidents. **DO NOT LEAVE YOUR CHILD UNATTENDED!** If your child arrives after 8:30, please have your child enter the classroom quietly with a quiet goodbye to avoid disrupting the morning circle time activities. It can be difficult to keep the attention of the class when latecomers arrive. We also want to greet each child and parent appropriately and cannot do so while conducting morning activities and routines.
 - d. **When you are late picking up your child the fee is \$1.00 per minute.** You will have this charge added to your bill. Please call if you have an emergency and cannot pick up your child on time.
 - e. **WITHDRAWS:** Please give TWO WEEKS' notice in writing. If you withdraw your child before two weeks, you will be charged for two weeks to allow us time to replace your child.
3. **IMMUNIZATIONS/PHYSICALS:** Date of enrollment, and every two years after are required for physicals, written proof signed by a physician, must be on file stating the child is in good health. Immunization records **MUST** be up-to-date and kept current. **IF YOU FAIL TO COMPLY WITH IMMUNIZATION/PHYSICAL REQUIREMENTS YOUR CHILD WILL NOT BE ALLOWED TO ATTEND SCHOOL.**
4. The WEE Center carries accident insurance on each child enrolled. Should your child be injured while under the Center's care, the Center will attempt to notify the parents/guardians immediately. Written permission authorizing the Center to secure emergency medical treatment shall be obtained upon enrollment. If we cannot contact the parent, we will contact 911 and the child will be transported to the nearest hospital.
5. **ILLNESS**
 - a. Should the child become ill while at the center, it is the parent\guardian's responsibility to come pick up the child when notified. As we do not have the facilities or staff to care for sick children your child **MUST BE**

PICKED UP WITHIN 30 MINUTES AFTER BEING CALLED. Failure to do so will result in a \$10.00 fee charged to your account.

- b. **Your child will not be allowed to return to the Center for 24 hours after being picked up or until the child's illness is no longer contagious.**
 - c. We will not administer medication of any kind. This includes applying sunscreen. If your child needs medicine, you are welcome to come to the center and give it to your child. **No medications are allowed in your child's lunch box or in the classroom!** If medication needs to be left at the Center for any reason it is to be left in the office with the Director.
6. The Center has planned field trips for which your signature constitutes consent unless otherwise stated. Notice will be posted prior to each field trip. Field trip forms are posted on the field trip board located in the main hall. It is the parent's responsibility to sign permission slips. Field trips must be paid for three days in advance.
 7. Consent is given by your signature for the use of photographs of a child. However, the identity and address of the child will not be disclosed without the expressed consent of the parent\guardian.
 8. FEES: The fees are as follows

REGISTRATION FEES (NON-REFUNDABLE)

Infants	\$150.00
Preschool & toddlers	\$150.00
Elem. After School Care	\$150.00
Summer (Drop-ins)	\$50.00

Fees are due on registration dates set by the director.

TUITION RATES

Infants	\$180.00
Toddler Class	\$155.00
2 yr. old	\$145.00
3 yr. old-5 yr. old (non-vpk)	\$135.00
VPK Program, after care	\$110.00
VPK only (8:30-11:30)	\$ 00.00

A 10% discount will apply for siblings for full time children; this does not apply to families who qualify for other programs or attend part-time.

AFTER SCHOOL CARE

School age child (includes transportation) 75.00.

SUMMER CAMP AND SCHOOL BREAKS ARE \$115.00

School age children are charged \$20.00 per day to weekly rate for care when regular school is not in session.

Non-enrolled children will be charged a drop-in fee of \$40.00 per day if space is available.

****BE IT UNDERSTOOD! THREE DAYS OR MORE CONSTITUTES ONE WEEK****

A private VPK provider or public school may not require payment of a fee or charge for services provided for a child enrolled in VPK during a period reported for funding purposes; or require a child to enroll for or require the payment of any fee or charge

for, supplemental services as a condition of admitting a child for enrollment in the VPK program.

We offer part-time services only if we are not filled with full-time positions. The days will be at the discretion of the director as one family may have to share the same week with another parent to complete a full week.

The WEE Center is a self-supporting, nonprofit organization of the First Baptist Church of Lake Placid. The church receives no profit from the WEE Center and provides no money for its routine operation expenses. Therefore, each family must pay their fair share for their child(rens) expenses.

NOTE:

9. HOLIDAYS: Ten non-refundable holidays are observed: New Year's Day, Martin Luther King Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving (2days) and Christmas (2days). **When the Center is closed for a holiday, the fee is still the same.** There will not be a charge the week after Christmas as we will be closed all week.
10. SUMMER STORMS: In the event of **severe storms** such as a **tropical storm** or **hurricane** watch or warning, the WEE Center will be closed if the Emergency Weather Personnel of Highlands County advises us to close. **We will follow public school closings.** Listen to the Radio. All phone numbers must be current. If a parent cannot be reached, a staff member will take the child to the nearest Red Cross Shelter. A note will be left on the door as to which shelter the child is in. **FEES WILL REMAIN THE SAME.** We will notify parents of reopening by a note on the door and WWOJ radio station.
11. EXTREME CIRCUMSTANCES: In the event of a **dangerous situation** in the community, we will be under a lockdown procedure. No one will be allowed to enter or leave the building until we have notification from the police department that the danger has cleared. In case of a **fire**, our evacuation plan will end at the Church Office. You will be called to pick up your child if needed.
12. DCF REGULATION OF ATTENDANCE: If your child is absent, it is important to call the center.
13. PICKING UP CHILDREN: You must be 16 years old to sign out/pick up a child.
14. FINAL WORD: The center admits all children regardless of race, color, nationality, or religious background. We welcome parents or guardians on fieldtrips, during class time, or to help with various projects.

FINANCIAL RESPONSIBILITY AGREEMENT

BILLING POLICY

1. Full weekly tuition is charged to the student's account unless he/she is absent for one of the following reasons:
 - a. Illness: is charged at ½ of tuition rate providing illness is reported to the office by 9:00 am Monday and the child is absent for 3 days or more.
 - b. Vacation weeks: there is no charge providing vacation is reported to the office by 9:00 am on Monday of the week before vacation begins and the child is absent all week.

NOTE: A MAXIMUM OF 2 VACATION WEEKS AND 1 ILLNESS WEEK WILL BE ALLOWED PER YEAR FOR FULL-TIME STUDENTS. The year begins August 10 and ends August 10. The week of Christmas will not count as a vacation or half week, nor will there be a charge, as we will be closed.

PAYMENT POLICY

1. All tuition will be paid on Monday in advance for that week.
DEADLINE: If an account is not paid for by 8:30am Wednesday, a late fee of \$10.00 will be added to your bill.
(You may pay monthly if your account is paid in advance for the month.)
2. If it is needed, you will meet with the Director to arrange an adequate payment plan.
3. If no payment is made within a week after the payment plan is arranged a notice of termination will go out. Your child(ren) will be withdrawn, and you will be required to pay all outstanding balances before you can re-enroll if a spot is available. You will be required to pay one week in advance at the time of re-enrollment.
4. There will be a \$35.00 charge for all returned checks. If a parent has 2 or more returned checks, they will be required to pay with certified funds or cash. Parents will be notified if this requirement becomes necessary.
5. There will be a \$5.00 fee if we need to provide clothing for your child.
6. Parents who leave the Center and show no intention of paying their open balance may be sent to a collection agency to collect unpaid tuition.

The First Baptist Weekday Early Education Center of First Baptist Church of Lake Placid Inc. reserves the right, at its discretion and with Pastoral approval, to terminate the care of said child(ren) at any time, provided written notice is given to the parent\guardian 5 days in advance.

If you remove your child(ren) for the summer months, you will be charged \$350.00 per child to hold your spot for the following school year. This fee will need to be paid before leaving for the summer.

I AGREE TO PAY ACCORDING TO THE ABOVE FINANCIAL AGREEMENT.

I HAVE RECEIVED, READ, AND HAD THE OPPORTUNITY TO ASK QUESTIONS ABOUT THIS AGREEMENT.

Parent signature _____ Date _____

**FIRST BAPTIST CHURCH OF LAKE PLACID
WEEKDAY EARLY EDUCATION CENTER**

DISCIPLINE-CHILDREN AND FAMILY SERVICES

1. Child shall not be subjected to discipline that is severe, humiliating, or frightening.
2. Discipline shall not be associated with food, rest, or toileting.
3. Spanking or any other form of physical punishment is prohibited.

DISCIPLINE PROCEDURES:

1. We remove the child from the area of circumstance that is causing the issue and talk to them about the circumstance, age appropriately.
2. We use the "quiet time" method. A child is redirected to an area by themselves until the child is ready to rejoin the group. We use an age-appropriate time frame for quiet time.
3. If the behavior continues, the child will be sent to the office to sit away from the other children. The director will talk to the child, age appropriately.
4. In the event we cannot correct the issue, the parents will be contacted for a conference. We will discuss referrals for services and resources.
5. If after the conference, a noticeable change in behavior has not occurred the child will then serve a "time-out" at home.
6. If after the conference and a "time-out day at home" a noticeable change in behavior has not occurred, you will receive a written notice stating that in 5 days the care of your child will be terminated.
7. Field trips are a privilege. If a child has a behavior problem on a field trip resulting in endangerment of himself or others, field trip privileges may be denied. If a child shows disrespect to the teacher or chaperons, field trips may be denied thereafter. Field trip privileges may also be taken away for misbehavior in the classroom or playground. Parents will receive written notice.
8. Inappropriate conduct by a parent is also grounds for dismissal of your child.

I have received, read, and had the opportunity to ask questions about this policy.

Parent\Guardian Signature _____ Date _____

ASSESSMENTS AND SCREENINGS:

I give my permission for my child to receive developmental screening and assessment through this childcare provider for detecting any difficulties with speech, motor development and/or other issues that might need to be addressed so that they might fully benefit from their learning experience.

I give my permission for the WEE Center to have a copy of all results pertaining to these assessments and/or screenings.

Parent/Guardian Signature _____ Date _____

**Calendar of Events
2023/2024**

August 03	Open House
August 10	School Starts
September 4	Labor Day (Closed)
October 27	Fall Festival Parties
November 23, 24	Thanksgiving (Closed)
December 22-January 5	Christmas (Closed)
January 15	Martin Luther King (Closed)
February 14	Valentines Parties
March 28	Easter Parties
March 29	Good Friday (Closed)
May 17	VPK Graduation
May 29	Memorial Day (Closed)
May 30	Summer Camp Begins
July 04	Independence Day (Closed)

***No VPK in session on the following days, if your child attends you will be charged an extra fee for Thanksgiving and Spring Break weeks.**

November 20-24	Thanksgiving
March 11-15	Spring Break



CHILD CARE APPLICATION FOR ENROLLMENT

Student Information: Date of Birth: _____ Sex: _____ Date of Enrollment: _____

Full Name: _____
Last First Middle Nickname

Child's Physical Address: _____

Primary Hours of Care: From: _____ To: _____

Days of the Week in Care: M T W Th F Sa Su

Family Information: Child's Lives With: _____

Mother's Name: _____ Father's Name: _____

Address: _____ Address: _____

Home Phone: _____ Home Phone: _____

Employer: _____ Employer: _____

Address: _____ Address: _____

Work Phone: _____ Cell: _____ Work Phone: _____ Cell: _____

Custody: Mother Father Both Other (specify): _____

Medical Information: I hereby grant permission for the staff of this facility to contact the following medical personnel to obtain emergency medical care if warranted.

Doctor: _____ Address: _____
Phone Number: _____

Doctor: _____ Address: _____
Phone Number: _____

Dentist: _____ Address: _____
Phone Number: _____

Hospital Preference: _____

Please list allergies, special medical or dietary needs, or other areas of concern:



Emergency Care Plan Instructions (if applicable):

Emergency Contacts: Child will be released only to the custodial parent or legal guardian and the persons listed below. The following people will also be contacted and are authorized to remove the child from the facility in case of illness, accident or emergency, if for some reason, the custodial parent or legal guardian cannot be reached:

Name	Address	Work Phone	Home Phone

Helpful Information About Child:

- Sections 7.1 and 7.2 of the Child Care Facility Handbook require a current physical examination (Form 3040) and immunization record (Form 680 or 681) within 30 days of enrollment.
- Section 7.3 of the Child Care Facility Handbook requires that parents receive a copy of the Child Care Facility Brochure entitled "Know Your Child Care Facility" (CF/PI 175-24) [also available on-line at <https://eds.myflfamilies.com/DCFFFormsInternet/Search/OpenDCFForm.aspx?FormId=860>], or
- Section 8.3 of the Family Day Care Home/ Large Family Child Care Home Handbook requires that parent(s) receive a copy of the family day care home brochure entitled "Selecting A Family Day Care Home Provider" (CF/PI 175-28) [also available on-line at <https://eds.myflfamilies.com/DCFFFormsInternet/Search/OpenDCFForm.aspx?FormId=841>].
- Section 2.8 of the Child Care Facility Handbook requires that parents are notified in writing of the disciplinary and expulsion policies used by the child care facility, or
- Section 2.3 of the Family Day Care Home/ Large Family Child Care Home Handbook requires that parents are notified in writing of the disciplinary and expulsion policies used by the family day care provider.

Your signature below indicates that you have received the above items and that the information on this enrollment form is complete and accurate. I hereby grant permission for the staff of this facility to have access to my child's records.

Signature of Parent/Guardian

Date

**FIRST AID AND EMERGENCY MEDICAL CARE
CONSENT FORM**

Child's Name: _____ Date of Birth: _____

I authorize staff in the child care program who are trained in the basics of first aid to give my child first aid when appropriate.

I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child. However, if I cannot be reached, I hereby authorize the program to transport my child to the nearest medical care facility and/or to _____, and to secure necessary medical treatment for my child.

Child's Physician Name: _____
Address: _____
Phone Number: _____

Child's Allergies: _____
Chronic Health Conditions: _____

Emergency Contacts (In order to be contacted)

1. Name: _____	Address: _____
Relationship to Child: _____	Phone #: _____
Do you give permission for child to be released to this person? Yes No	
2. Name: _____	Address: _____
Relationship to Child: _____	Phone #: _____
Do you give permission for child to be released to this person? Yes No	
3. Name: _____	Address: _____
Relationship to Child: _____	Phone #: _____
Do you give permission for child to be released to this person? Yes No	

Health Insurance Coverage: _____	Policy #: _____
Parent(s) Name: _____	Phone(w) Phone (h)
Parent(s) Name: _____	Phone(w) Phone (h)

Parent/Guardian Signature

Date

Parent E-Mail /

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2. Difficult or rapid breathing
3. Stiff neck
4. Diarrhea (more than one abnormally loose stool within a 24-hour period).
5. Temperature of 100 degrees Fahrenheit or higher.
6. Conjunctivitis (pink eye)

7. Exposed, open skin lesions.
8. Unusually dark urine and/or gray or white stool.
9. Yellowish skin or eyes
10. Green nasal discharge (This implies infection) or any other symptoms of illness.
11. A child who has head lice shall not be permitted to return to school until treatment has occurred. Treatment shall include the removal of all lice eggs and lice cases.

POLICIES OF THE FIRST BAPTIST CHURCH EARLY EDUCATION CENTER

Last childcare center attended _____ phone. _____

1. The Center shall receive the child(ren) and furnish satisfactory childcare.
2. The Center's operating hours are 7:00 am. to 5:30 pm Monday through Friday. The infant room closes at 5:00 pm. Please observe the following.
 - a. Bring your child at the specified hours.
 - b. **Notify one of our staff when your child arrives and leaves** and sign them in and out. It is a DCF regulation that all children be signed in and out daily! Failure to do so will result in a \$10.00 fee charged to your account each time your child is not signed in or out.
 - c. When bringing or picking up your child, please escort him or her into or from the classroom or playground. This will eliminate potential problems or accidents. **DO NOT LEAVE YOUR CHILD UNATTENDED!** If your child arrives after 8:30, please have your child enter the classroom quietly with a quiet goodbye to avoid disrupting the morning circle time activities. It can be difficult to keep the attention of the class when latecomers arrive. We also want to greet each child and parent appropriately and cannot do so while conducting morning activities and routines.
 - d. **When you are late picking up your child the fee is \$1.00 per minute.** You will have this charge added to your bill. Please call if you have an emergency and cannot pick up your child on time.
 - e. **WITHDRAWS:** Please give TWO WEEKS' notice in writing. If you withdraw your child before two weeks, you will be charged for two weeks to allow us time to replace your child.
3. **IMMUNIZATIONS/PHYSICALS:** Date of enrollment, and every two years after are required for physicals, written proof signed by a physician, must be on file stating the child is in good health. Immunization records **MUST** be up-to-date and kept current. **IF YOU FAIL TO COMPLY WITH IMMUNIZATION/PHYSICAL REQUIREMENTS YOUR CHILD WILL NOT BE ALLOWED TO ATTEND SCHOOL.**
4. The WEE Center carries accident insurance on each child enrolled. Should your child be injured while under the Center's care, the Center will attempt to notify the parents\guardians immediately. Written permission authorizing the Center to secure emergency medical treatment shall be obtained upon enrollment. If we cannot contact the parent, we will contact 911 and the child will be transported to the nearest hospital.
5. **ILLNESS**
 - a. Should the child become ill while at the center, it is the parent\guardian's responsibility to come pick up the child when notified. As we do not have the facilities or staff to care for sick children your child **MUST BE**

PICKED UP WITHIN 30 MINUTES AFTER BEING CALLED. Failure to do so will result in a \$10.00 fee charged to your account.

- b. **Your child will not be allowed to return to the Center for 24 hours after being picked up or until the child's illness is no longer contagious.**
 - c. We will not administer medication of any kind. This includes applying sunscreen. If your child needs medicine, you are welcome to come to the center and give it to your child. **No medications are allowed in your child's lunch box or in the classroom!** If medication needs to be left at the Center for any reason it is to be left in the office with the Director.
6. The Center has planned field trips for which your signature constitutes consent unless otherwise stated. Notice will be posted prior to each field trip. Field trip forms are posted on the field trip board located in the main hall. It is the parent's responsibility to sign permission slips. Field trips must be paid for three days in advance.
 7. Consent is given by your signature for the use of photographs of a child. However, the identity and address of the child will not be disclosed without the expressed consent of the parent\guardian.
 8. FEES: The fees are as follows

REGISTRATION FEES (NON-REFUNDABLE)

Infants	\$150.00
Preschool & toddlers	\$150.00
Elem. After School Care	\$150.00
Summer (Drop-ins)	\$50.00

Fees are due on registration dates set by the director.

TUITION RATES

Infants	\$180.00
Toddler Class	\$155.00
2 yr. old	\$145.00
3 yr. old-5 yr. old (non-vpk)	\$135.00
VPK Program, after care	\$110.00
VPK only (8:30-11:30)	\$ 00.00

A 10% discount will apply for siblings for full time children; this does not apply to families who qualify for other programs or attend part-time.

AFTER SCHOOL CARE

School age child (includes transportation) 75.00.

SUMMER CAMP AND SCHOOL BREAKS ARE \$115.00

School age children are charged \$20.00 per day to weekly rate for care when regular school is not in session.

Non-enrolled children will be charged a drop-in fee of \$40.00 per day if space is available.

****BE IT UNDERSTOOD! THREE DAYS OR MORE CONSTITUTES ONE WEEK****

A private VPK provider or public school may not require payment of a fee or charge for services provided for a child enrolled in VPK during a period reported for funding purposes; or require a child to enroll for or require the payment of any fee or charge

for, supplemental services as a condition of admitting a child for enrollment in the VPK program.

We offer part-time services only if we are not filled with full-time positions. The days will be at the discretion of the director as one family may have to share the same week with another parent to complete a full week.

The WEE Center is a self-supporting, nonprofit organization of the First Baptist Church of Lake Placid. The church receives no profit from the WEE Center and provides no money for its routine operation expenses. Therefore, each family must pay their fair share for their child(rens) expenses.

NOTE:

9. HOLIDAYS: Ten non-refundable holidays are observed: New Year's Day, Martin Luther King Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving (2days) and Christmas (2days). **When the Center is closed for a holiday, the fee is still the same.** There will not be a charge the week after Christmas as we will be closed all week.
10. SUMMER STORMS: In the event of **severe storms** such as a **tropical storm** or **hurricane** watch or warning, the WEE Center will be closed if the Emergency Weather Personnel of Highlands County advises us to close. **We will follow public school closings.** Listen to the Radio. All phone numbers must be current. If a parent cannot be reached, a staff member will take the child to the nearest Red Cross Shelter. A note will be left on the door as to which shelter the child is in. **FEES WILL REMAIN THE SAME.** We will notify parents of reopening by a note on the door and WWOJ radio station.
11. EXTREME CIRCUMSTANCES: In the event of a **dangerous situation** in the community, we will be under a lockdown procedure. No one will be allowed to enter or leave the building until we have notification from the police department that the danger has cleared. In case of a **fire**, our evacuation plan will end at the Church Office. You will be called to pick up your child if needed.
12. DCF REGULATION OF ATTENDANCE: If your child is absent, it is important to call the center.
13. PICKING UP CHILDREN: You must be 16 years old to sign out/pick up a child.
14. FINAL WORD: The center admits all children regardless of race, color, nationality, or religious background. We welcome parents or guardians on fieldtrips, during class time, or to help with various projects.

FINANCIAL RESPONSIBILITY AGREEMENT

BILLING POLICY

1. Full weekly tuition is charged to the student's account unless he\she is absent for one of the following reasons:
 - a. Illness: is charged at ½ of tuition rate providing illness is reported to the office by 9:00 am Monday and the child is absent for 3 days or more.
 - b. Vacation weeks: there is no charge providing vacation is reported to the office by 9:00 am on Monday of the week before vacation begins and the child is absent all week.

NOTE: A MAXIMUM OF 2 VACATION WEEKS AND 1 ILLNESS WEEK WILL BE ALLOWED PER YEAR FOR FULL-TIME STUDENTS. The year begins August 10 and ends August 10. The week of Christmas will not count as a vacation or half week, nor will there be a charge, as we will be closed.

PAYMENT POLICY

1. All tuition will be paid on Monday in advance for that week.
DEADLINE: If an account is not paid for by 8:30am Wednesday, a late fee of \$10.00 will be added to your bill.
(You may pay monthly if your account is paid in advance for the month.)
2. If it is needed, you will meet with the Director to arrange an adequate payment plan.
3. If no payment is made within a week after the payment plan is arranged a notice of termination will go out. Your child(ren) will be withdrawn, and you will be required to pay all outstanding balances before you can re-enroll if a spot is available. You will be required to pay one week in advance at the time of re-enrollment.
4. There will be a \$35.00 charge for all returned checks. If a parent has 2 or more returned checks, they will be required to pay with certified funds or cash. Parents will be notified if this requirement becomes necessary.
5. There will be a \$5.00 fee if we need to provide clothing for your child.
6. Parents who leave the Center and show no intention of paying their open balance may be sent to a collection agency to collect unpaid tuition.

The First Baptist Weekday Early Education Center of First Baptist Church of Lake Placid Inc. reserves the right, at its discretion and with Pastoral approval, to terminate the care of said child(ren) at any time, provided written notice is given to the parent\guardian 5 days in advance.

If you remove your child(ren) for the summer months, you will be charged \$350.00 per child to hold your spot for the following school year. This fee will need to be paid before leaving for the summer.

I AGREE TO PAY ACCORDING TO THE ABOVE FINANCIAL AGREEMENT.

I HAVE RECEIVED, READ, AND HAD THE OPPORTUNITY TO ASK QUESTIONS ABOUT THIS AGREEMENT.

Parent signature _____ Date _____

**FIRST BAPTIST CHURCH OF LAKE PLACID
WEEKDAY EARLY EDUCATION CENTER**

DISCIPLINE-CHILDREN AND FAMILY SERVICES

1. Child shall not be subjected to discipline that is severe, humiliating, or frightening.
2. Discipline shall not be associated with food, rest, or toileting.
3. Spanking or any other form of physical punishment is prohibited.

DISCIPLINE PROCEDURES:

1. We remove the child from the area of circumstance that is causing the issue and talk to them about the circumstance, age appropriately.
2. We use the "quiet time" method. A child is redirected to an area by themselves until the child is ready to rejoin the group. We use an age-appropriate time frame for quiet time.
3. If the behavior continues, the child will be sent to the office to sit away from the other children. The director will talk to the child, age appropriately.
4. In the event we cannot correct the issue, the parents will be contacted for a conference. We will discuss referrals for services and resources.
5. If after the conference, a noticeable change in behavior has not occurred the child will then serve a "time-out" at home.
6. If after the conference and a "time-out day at home" a noticeable change in behavior has not occurred, you will receive a written notice stating that in 5 days the care of your child will be terminated.
7. Field trips are a privilege. If a child has a behavior problem on a field trip resulting in endangerment of himself or others, field trip privileges may be denied. If a child shows disrespect to the teacher or chaperons, field trips may be denied thereafter. Field trip privileges may also be taken away for misbehavior in the classroom or playground. Parents will receive written notice.
8. Inappropriate conduct by a parent is also grounds for dismissal of your child.

I have received, read, and had the opportunity to ask questions about this policy.

Parent\Guardian Signature _____ Date _____

ASSESSMENTS AND SCREENINGS:

I give my permission for my child to receive developmental screening and assessment through this childcare provider for detecting any difficulties with speech, motor development and/or other issues that might need to be addressed so that they might fully benefit from their learning experience.

I give my permission for the WEE Center to have a copy of all results pertaining to these assessments and/or screenings.

Parent/Guardian Signature _____ Date _____

**PARENTAL CONSENT AND RELEASE FOR PUBLISHING
OR SHOWING MINOR CHILD'S STILL OR MOVING IMAGE**

I, the parent/guardian of _____, understand that from time to time, pictures are taken during the activities at the WEE Center, or under its direction, then presented in various school related functions. These include, but are not limited to: pictures, video productions, newsletters, brochures, handbooks, programs and Internet web pages. This form is to notify you those meetings events and activities are considered public and they might be video taped and photographed and used in the above listed manner.

Further, on occasion a child's image may be singled out and used as an identifiable image. This may include participation in music, play, or other school activities. In order for us to use an image of your child where they are not part of a larger group, we ask that you sign the waiver below to grant permission for us to use your child's image.

I hereby remise, release and forever discharge the WEE Center from any liability for any injury or action against the above named minor resulting from the use of such pictures, video or other image in any medium utilized. This release includes that the WEE Center will not be responsible for other user's reproduction, display, distribution or modification of the minor's images in any manner, nor will the WEE Center be responsible for defamation, misrepresentation, criminal acts by any unauthorized use of the WEE Center images by third parties.

Signature of Parent or Guardian

Date