



# WEE School Handbook

## 2020-2021 School Year

PO Box 650 • 124 South Memorial Avenue  
Walterboro, SC 29488

Phone: 843-549-1180

Email: [christian@walterborofirst.org](mailto:christian@walterborofirst.org)  
[jean@walterborofirst.org](mailto:jean@walterborofirst.org)

**2020-2021 Student Handbook**  
**First Baptist Weekday Early Education Program**  
**PO Box 650, Walterboro, SC 29488**

## **Program Purpose**

The purpose of the WEE ministry is to extend the ministry of and help accomplish the purpose of First Baptist Church of Walterboro by providing care and development of each enrolled child spiritually, mentally, physically, emotionally and socially. This is to be accomplished by providing learning and development experiences consistent with the education principles and philosophy of the First Baptist Church of Walterboro, SC.

## **Curriculum**

The Abeka Curriculum is used in all classes of First Baptist WEE. Teachers may add additional curriculum after the Abeka lessons have been completed. All materials used by teachers will enhance lessons already taught through the Abeka curriculum.

## **Two-Year-Old Class**

Introduction of letters, numbers (recognition and counting), Bible, vocabulary, manners and health. Instruction is taught both verbally and through inclusion of music and art.

## **Three-Year-Old Class**

Introduction moves beyond instruction and begins to teach concepts of numbers, letter sounds, vocabulary, Bible, manners and health. Again lessons are taught both verbally and through inclusion of music and art.

## **Four-Year-Old Class**

Instruction of letters are expanded to include phonics and blending of sounds. Numbers concepts of more/less while beginning counting to 100. Writing begins with letters then developing into words. Children will begin to work on mastering writing their name. Instruction also in Bible, science music and crafts are incorporated into the curriculum.

## **Enrollment**

Each class will not exceed more than 12 children. However, the enrollment and class size is determined by the WEE Committee. Registration will be open to current WEE families and church members. The WEE will open to the public two weeks after opening to WEE families and church members. Here are the enrollment guidelines:

- 1) Age guidelines follow SC state standards and the school system. The class is determined by the child's age on August 31 of the school year.
- 2) The child must be free of physical, mental and emotional handicaps which could cause repeated disruption in the classroom.

- 3) The parents must be cooperative in furnishing requested information.
- 4) The school reserves the right to dismiss any child that may cause repeated disruptions in the classroom.
- 5) Children should be potty trained before entering K2 class; if not, then parents must be working towards this goal with the WEE teacher. If the child is not fully potty trained, then clothing **MUST** be provided.
- 6) Children should be **FULLY** potty trained before entering K3 class. Children who are not FULLY potty trained will not be allowed in the K3 class.

## Attendance

Attendance is important and a routine will ensure children acclimate to a new school and classroom. School hours are Monday to Friday from 8:50 am to 11:50 am. Children should be in class by 9:00 am and picked up by 12 noon. **For the safety of our children and staff, the doors will be locked at 9:00 am.** After 9:00 am parents must enter and sign in through the church office. The church office entrance is located on the opposite of the church on Carn Street. Ring the doorbell for admittance. If the need arises for children to be picked up prior to 11:50 am, then please let the teacher know in advance by text or note. **Children picked up after 12:05 pm will be accessed a late fee of \$5.00, and after 12:15 pm a \$10 fee will apply.** Late arrival and pick up can disrupt class and cause hardship on the teacher. Excessive late arrivals or pick ups can lead to dismissal from the WEE school.

## Tuition and Payments

The Registration Fee is due when the registration is turned into the office. Book Fees are due by September 1st of each year. **Tuition is due by the first Friday of each month, with nine payments due during the school year.** All registration and book fees are non-refundable. One month's notice is required in the event of a withdrawal during the school year. If a child attends more than 10 days in the month of withdrawal, the child will owe the full month's tuition. **Please make all checks payable to First Baptist WEE. Tuition not paid by the 15th of each month will be subject to a \$10 late fee, unless arrangements for late payment are made in the financial office.** If arrangements for late payment are not made in the office, after tuition becomes 30 days delinquent, the child will no longer be able to attend until the account is cleared. In the event of a family hardship, please speak with the WEE Financial Administrator to set up a payment plan.

All tuition payments need to be inserted into one of the provided Tuition Payment Envelopes and dropped in the locked, secure black payment box located directly on the right wall as you enter the building. This year we have implemented a **NO CASH POLICY**. We are sorry if this will be an inconvenience for any of our parents, but we feel that it is in the best interest of our school not to have any cash on the premises. You may pay by personal check, bank cashier's check, or a money order. Money orders may be purchased at Walmart, most grocery stores and various other locations at a very minimal price. If you pay by cash, your payment will be promptly returned to you and your child will not receive tuition credit until payment is made with one of the acceptable methods of payment.

This year, Mrs. Pam Williams will be serving as our *WEE Financial Administrator*. She will be handling all of your child's preschool financing. Her business card is included in your Parent's Packet. Please email or call her with any tuition or financial issues that may arise during this school year. If you prefer, you may speak with her personally in her office which is located at the Carn Street entrance side of the church building.

Any questions or concerns can be addressed to the Financial Administrator at [pam@walterborofirst.org](mailto:pam@walterborofirst.org), or by calling the church office at 843-549-1180.

## **Early Care**

Early Care is provided as a convenience for our parents who need this service. Early Care begins at 7:30 am and extends until school begins each morning. Children who are brought to Early Care will be required to be signed in each morning. **Parents will receive a bill the first of each month for the number of days their child attended Early Care the previous month. The cost this year is \$3.00 per day. Early Care payments must be paid by the 10th of each month. If payment is not received by the 10th of the month, parents will not be allowed to use this service until payment is made.** Checks need to be made payable to First Baptist Church WEE. Please use the payment envelope that will be included with your child's Early Care bill. You may drop all payments off in the black payment box or bring directly to the Financial Administrator's office.

## **Behavior Guidelines**

Parents and children are expected to show respect to other parents, children and school property. From time to time young children may have trouble expressing their emotions. Teachers will work with the child and parents to teach the child to use words progressing and continues to harm others or school property; dismissal from the school will be considered. We welcome parents to enjoy the playground after school hours. For the safety of all children the posted playground rules must be obeyed.

## **Parent and Teacher Communication**

Parents are encouraged to be involved with their child's education and consult the WEE teacher or WEE Director if any issue arises. A private conference will be held whenever it is considered necessary by either the parent or the WEE teacher. If needed another teacher can supervise the student while meeting with the teacher. Each teacher will provide the best means to communicate with parents. Please be courteous and remember each teacher also has their own family and will not be available at all times. The WEE email can always be used and will be forwarded to the appropriate teacher. The WEE school email: [weeschool@walterborofirst.org](mailto:weeschool@walterborofirst.org)

## **Dispute Resolution**

All teachers of the WEE program want the very best for WEE students. Parents also want what is best for their child. This may sometimes lead to a difference of opinion. Any issue dispute will be brought to the directors' attention. If a resolution cannot be

reached the director will make arrangements for consultation of the WEE Committee. The best interest of the child and other children in the classroom will always be first priority.

## **Sick Days**

Good health is essential for success at school. If your child has a sore throat, cough, upset stomach, rash or any communicable illness they **will not** be allowed at school. A child with a fever over 99.1 must remain at home for the duration of the fever. Tylenol or Ibuprophen may not be given to the child to lower the fever if a child is at school. **All children must be free of fever, diarrhea and vomiting for 24 hours without the aid of medication before being allowed back at school.** The WEE understands many parents work and a child's illness may occur at an inconvenient time; however, children with an illness that may be considered contagious cannot attend school. If your child has an illness and your pediatrician feels is not contagious please submit the original doctor note to your child's teacher. Notes that are emailed, faxed or photo copied are not accepted.

## **Head Lice Policy**

If eggs and/lice are found, the following 3-Step process can eliminate them:

- 1) Use a lice killing treatment such as shampoo or mousse. The product will kill the lice and their eggs. Follow the label instructions carefully.
- 2) Comb out any remaining egg removal with a fine tooth comb after each application. Dip the comb in hot water after every stroke.
- 3) Spray household furniture with a lice control spray. Remember, lice control spray is a pesticide and should be used very carefully.

Isolate all clothing and wash in hot water of at least 130 degrees. Put in the dryer for minimum of 20 minutes, then line dry. For non-washable items, dry clean or place in tightly sealed bag for 14 days to kill the lice. Should you have any questions about lice or how to eliminate them once discovered, speak with your health care provider.

**First Baptist WEE School has a "no nit" policy. Please do not send your child back to school unless treated and completely clear of head lice and nits.**

## **School Calendar**

The school calendar is set by the WEE Committee. The school year runs from September to May. Consideration will be given around holidays to allow parents to enjoy class parties or programs at First Baptist and at schools of older children. The times of the events are not on the calendar because times are subject to change. Your child's WEE teacher will inform you about the correct times for each event.

## **Ten Ways to Help Your Child Get the Most Out of the WEE School**

- 1) Bring your child on time to class and pick them up on time.
- 2) Pray for your child's teacher and classmates.
- 3) Dress your child appropriately for the weather. (Sweater or rain jacket in book bag)
- 4) Encourage your child to talk about friends they make at school.

- 5) Ask questions and show interest in your child's school work and activities.
- 6) Help your child understand sharing and taking turns.
- 7) Guide your child to obey the rules set by your child's WEE teacher.
- 8) Talk positively about your child's classmates and teacher.
- 9) Show excitement about school and school activities to encourage your child.
- 10) Model yourself with the attitude that you want your child to have at school.

Please sign and detach this final page and bring it to your child's Wee Teacher during "Meet the Teacher" day or the first day of school.

I have read and agree with the words and policies of this Student Handbook:

\_\_\_\_\_ Print Child's Name

\_\_\_\_\_ Print Parent's (Guardian's) Name

\_\_\_\_\_ Sign Parent's (Guardian's) Name

\_\_\_\_\_ Date