



FIRST BAPTIST CHURCH OF WALTERBORO

WEE

WEEKDAY EARLY EDUCATION

Student Handbook

2022-2023

124 South Memorial Avenue • PO Box 650

Walterboro, SC 29488

Church Office 843.549.1180



• **Our Program's Purpose**

The purpose of the WEE Program is to extend the ministry of First Baptist Church of Walterboro and to assist each child enrolled to develop spiritually, mentally, physically, emotionally and socially. This is accomplished by providing learning and developmental experiences consistent with the educational principles and philosophy of the First Baptist Church of Walterboro.

• **Curriculum**

The Abeka Curriculum is used for all age level 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**

Curriculum will include the 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**

Curriculum will move beyond instruction and begin teaching 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**

The instruction of letters will be expanded to include phonics and blending of sounds. Number concepts of more/less will be introduced as well as learning to count to 100. Writing begins with letters, and then develops into words. Children will begin to work on mastering writing their name. Instruction in Bible, science, music and crafts are incorporated into the curriculum.

• **Five Year Old Class**

The K5 program is a complete instructional program offering a range of subjects including writing, numbers, phonics and reading. Instruction will also incorporate Bible, science, community helpers and music.

• **Additional Learning Enhancements**

We strive to provide the best preschool experience possible for our students. Additional provided learning opportunities include:

- ❖ A weekly music session taught by Jennifer McMillan, Certified Music Instructor
- ❖ A monthly visit from Shiela M. Keaise, Children's Librarian
- ❖ A monthly Bible lesson taught by Rev. Braxton Edwards, NextGen Pastor
- ❖ Scheduled visits from various Community Helpers
- ❖ Celebration of Dr. Seuss Week

• **Enrollment**

The enrollment and class size is determined by the WEE Committee. Registration will be open to current WEE families and church members the last week of January. The WEE will open to the public the third week of February. Here are the enrollment guidelines:

- 1) Age guidelines follow SC state standards and the county 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. We are sensitive to children with special developmental needs. However, our teachers are not equipped or trained to adequately handle special needs.

- 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 or does not meet the enrollment requirements.
- 5) Children should be learning potty trained concepts 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 extra clothing and disposable pull ups must be provided by parent.
- 6) Children must be **FULLY potty trained** before entering K3 class. Children who are not FULLY potty trained will not be allowed in the K3 class. **Pull ups will not be allowed for students in K3, K4 or K5.**

• 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 the classroom no later than 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, parents are asked to let the teacher know in advance by text or note.

Children picked up after 12:00 pm will be assessed a late fee of \$5.00, and after 12:15 pm a \$10.00 late fee. Late pick-up fees will be billed and payment must be received within 10 days. Late arrivals and pick-ups disrupt the classroom and are difficult for the teacher. Excessive late arrivals or pick-ups may lead to a child's dismissal from the WEE program.

• Security and Safety

The safety of our students is a priority. We make every effort to ensure that your child is kept healthy and safe while in our care. Temperatures will be taken each morning. This year, we will be implementing additional guidelines regarding access to our school. Parents and unauthorized individuals **will not** be granted entry inside the school wing during school hours. If you wish to bring an item for your child after the doors are locked, please bring to the church office. Entry doors will remain locked until dismissal time.

• Personal Supplies

Each child will need the following items:

- ✓ A full size book back
- ✓ A lunch box or bag
- ✓ A full change of clothing in a gallon zip lock bag
- ✓ A light sweater or jacket to keep at school

• Dress Code

Please dress your child in weather appropriate clothing. Pajamas, costumes, shirts with inappropriate writing or graphics and flip flops without a back strap will not be allowed.

• Daily Snacks

Due to dietary restrictions and preferences, parents are asked to provide a daily light snack, including a drink box or beverage. Please do not send carbonated drinks, thermos bottles or glass bottles. Suggested snacks include fruit, chips, crackers, cheese, small sandwich, etc.

• Birthdays

If your child's birthday falls within the school year and you wish for your child to celebrate at school, you may bring cupcakes for the class. Please notify your child's teacher in advance. If party invitations are given out at school, all children must receive an invitation.

• Tuition and Payments

The Registration Fee is due when the registration form is turned into the office. Book Fees are due by August 23 and may be brought to Orientation. **Monthly tuition is due by the first Friday of each month, with nine payments due during the school year totaling to the annual tuition of \$1350.00.** 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 5 days in the month of withdrawal, the child will owe the full month's tuition. **Please make all checks payable to First Baptist Church WEE. Tuition must be paid by the 15th of each month, unless arrangements for late payment are made with WEE Director.** If arrangements for late payment are not made, 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 Director 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. For security purposes, 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 prompted returned to you and your child will not receive tuition credit until payment is made with one of the acceptable methods of payment.

• 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.

• 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 acceptable ways to express their feelings. If the disrespectful behavior continues, other children are harmed or school property damaged, dismissal from school may be considered.

• 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 can be scheduled.

• Dispute Resolution

All teachers want the very best for each student. Parents want what is best for their child. This may sometimes lead to a difference of opinion. Any issue dispute will be brought to the director's attention. If a resolution cannot be reached the director will make arrangements for consultation with the WEE Committee. The best interest of the child as well as other children in the classroom will always be our first priority.

• Illnesses

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. Temperatures will be taken each morning and a child with a fever over 99.1 will not be allowed to attend school and must remain at home for the duration of the fever. Tylenol or other fever reducers 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 that your pediatrician feels is not contagious, please submit the original doctor's 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 Program 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 Church as well as the schools of older siblings. The times of all events are not on the calendar because times are subject to change. Your child's WEE teacher will inform you of these dates and times.

Ten ways to help your child have a great school year!

- 1) Bring your child to class on time and pick them up on time.
- 2) Pray for your child's teacher and classmates.
- 3) Dress your child appropriately for the weather. (Provide sweater or rain jacket.)
- 4) Encourage your child to talk about the friends they make at school.
- 5) Ask questions and show interest in your child's school work and activities.
- 6) Help your child understand concepts of sharing and taking turns.
- 7) Encourage your child to obey all classroom rules.
- 8) Talk positively about your child's classmates and teacher.
- 9) Show excitement about school activities that will encourage your child.
- 10) Model the attitude you wish for your child to have at school.





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Please complete this page, detach and bring to
WEE Orientation on
August 23 or 24, 2022.

I have read and agree to the policies outlined in the Student Handbook:

_____ Print Child's Name

_____ Print Parent's (Guardian's) Name

_____ Sign Parent's (Guardian's) Name

_____ Date