



Wee Care

Information and Enrollment Forms
for
First Christian Church
(Disciples of Christ)
762-1667

Mother's Day Out Program
2009

Purpose and Goals of Wee Care Childcare and Preschool

Wee Care Childcare and Preschool at First Christian Church has been established to provide loving care, nurturing, teaching and entertainment in a Christian environment to children ages six weeks through pre-kindergarten. Children throughout the community are welcome, regardless of church affiliation.

The goals of Wee Care Childcare and Preschool are:

- To treat each child as a unique person with respect and love
- To allow children to have many experiences in communicating, listening, feeling, comparing and expressing themselves through creative play
- To use reason instead of physical or verbal punishment in discipline
- To teach children to work together in solving problems by using communication skills
- To teach children how to handle anger in acceptable ways

Policy Statement

Notifications

On the bulletin board in the foyer of the nursery, items will be posted to keep parents, staff, and others notified of events and policies.

Notifications will include:

- The name of the director and phone numbers and/or the name of the person responsible for the program during the director's absence.
- Emergency procedures
- Evacuation plan
- A record of monthly fire drills

- Notice of the requirements to report suspected child abuse and neglect
- Notice prohibiting smoking anywhere on church policy
- Notice of days Wee Care will not be in session
- Notice of upcoming events
- Immunization requirements

Reporting Suspected Child Abuse and Neglect

In accordance with 10 O.S. Sec. 7102, anyone having reason to believe that a child has been abused or neglected shall report the matter promptly to the Dept. of Human Services. Wee Care and its teachers are mandated by law to report suspected abuse and/or neglect.

Hiring of Teachers

Wee Care Childcare and Preschool requires each person working for our program to complete a personal information sheet, as well as submit to an OSBI background check.

Fire and Tornado Drills

An evacuation plan and monthly fire drill report is located on the bulletin board in nursery foyer. Wee Care and First Christian Church staff will conduct quarterly fire drills. Wee Care and First Christian Church staff will conduct 2 tornado drills from January through the end of March. In the event of a tornado, all children, Wee Care staff, and the church staff will move to the Fellowship Hall.

Sessions

Wee Care Childcare and Preschool will meet each Tuesday and Thursday from 8:30 a.m. till 3:30 p.m. Any time the public schools are canceled due to inclement weather, Wee Care will also be cancelled.

Summer

Wee Care Childcare will meet each Tuesday and Thursday from 8:30 a.m. to 3:30 p.m. during the summer months.

E_{nrollment}

Registration

A one time registration fee of \$30 will be collected with the enrollment form. All registration fees and tuition amounts are set each year by the Wee Care Committee. Registration fees are subject to change in future enrollments due to changes in operating costs.

Tuition

Tuition will be paid on a monthly basis. A full month's tuition is required even if your child is not in attendance. Monthly tuition will be figured by the number of days Wee Care is in session for that month.

Classroom: under 2 yr. = \$20 per day

Classroom: 2 yr.-3 yrs. = \$19 per day

Classroom: 3 yr.-4 yr. = \$18 per day

The 3 to 4 year class encourages the child to be enrolled 2 days per week as it will include daily preschool lessons.

If your child has not reached certain requirements to advance to the next classroom, then he/she will remain in the same class until said requirements are met.

Late Fee

It is very important for you to pick up your child no later than 3:30 p.m. There are some teachers who have children to pick up by certain times at other schools. If you are late, you will be charged \$3.00 for every 5 minutes that you are late after 3:40 p.m. This money will go to the teacher staying with your child on that day. Late fees shall be paid by the end of the week in which they were incurred.

Enrollment and Information Sheets

All parents will be required to fill out an information sheet for each child attending Wee Care before the child may attend. Emergency care, both illness and accident, will be handled according to the parents' instructions as stated on the child's information sheet. Also required at the time of enrollment are updated copies of the child's immunization records.

Drop-Ins

Wee Care does accept children who are not enrolled in the program on a “drop-in” basis if there is room in the class on the particular day and only if a reservation has been made by the parent in advance. The fee for a drop-in is \$25.00 per child.

Withdrawing Your Child from Wee Care

If you must withdrawal your child from the Wee Care program during the year, please notify us of your intention to do so.

Scholarships

Scholarships may be available each year, as funding will allow.

Class Placement

Wee Care offers classes for infants up to 2 year, 2 to 3 year, and 3 to 4 year. Placement in classes depend on a child’s development along with their age. To enter the 3 to 4 year class, the child must be potty-trained. If they are 3 years in age but not yet potty trained, then they will remain in the 2 to 3 year class until said requirement is met. Children may be moved, as class size allows, to the next class if the child’s needs will be better met. All moves will be discussed and determined by the parents, teachers, and Director.

Class Size

Class sizes will be limited as follows:

Infants up to 2 year	1 teacher per 5 babies
2 to 3 year	1 teacher per 7 children
3 to 4 year	1 teacher per 9 children

What to Bring and What Not to Bring

You will need to bring a lunch for your child each day. Due to limited refrigerated space, please cold pack your child’s lunch. If he/she uses a sippy cup, include it with his\her name on it. Please include an extra change of clothes for your child each time he\she attends Wee Care, including socks and underwear. Spills and accidents happen, and we want to be prepared. If your child uses diapers or pull-ups, please include enough for 5 hours. plus 2 extra diapers\pull-ups. Please do not allow your child to bring toys, money, etc. from home. The teachers will take these items and put them in the child’s cubby until the end of the

day. It is permissible for your child to bring a blanket, and/or stuffed animal for nap time. Please clearly label all items with your child's name.

Dropping off and Picking up Your Child

The Director and teachers arrive by 8:00 a.m. and have from 8:00 a.m.-8:30 a.m. to use for preparation time. Children will not be allowed in the Wee Care area before 8:30 a.m. for any reason. This is a time for our teachers and the Director to get ready for the day and also to get their children to their classes before Wee Care begins for the day. Early admittance in this area before 8:30 a.m. causes confusion and chaos.

A child will not be allowed to leave with anyone who is not listed on the initial enrollment form. If someone other than those listed on the enrollment form will be picking up your child, you must contact the Director before Wee Care is dismissed on that day. If we have not heard from the parents and there is someone not on the list to pick up the child, then we will attempt to contact the parents along with the emergency contact. If there is still no response, we will hold the child in our care until approval is given. A late fee will begin to be assessed after 3:40 p.m.

If there is someone other than the usual pickup person, who is on the list, we will require proper identification before the child is released.

Illness

A child with fever, rashes diarrhea, head lice, colored discharge from the nose or eyes, or any contagious disease should be kept at home. If your child has had fever, diarrhea, vomited, and/or has had a colored discharge from the nose or eyes within 24 hours prior to Wee Care, please keep your child at home. If you bring your child with any of these conditions, you will be called to take him/her home. If your child has allergy-related symptoms, a doctor's statement is needed for your child's file. If your child has had head lice, you must have a written release from your doctor or the Health Dept. before your child will be allowed to return.

Wee Care reserves the right to require a doctor's statement before readmitting any sick child.

If your child needs any kind of medication administered while attending Wee Care, only the Director will be permitted to administer the medication to your child. You must provide very specific, hand-written instructions to the Director on the day your child requires his/her medication. to give medical attention to my child as prescribed by a doctor.