

Wee Care

FAMILY HANDBOOK



Table of Contents

Section I

- Welcome Letter
- Programs Mission and Philosophy Statement
- Administrative Chart
- Brief Overview of Programs Curriculum
- Admission and Withdrawal Policies
- Calendar of Operations
- Fee Policy
- Health Policy
- Discipline Policy
- Emergency Policy
- Family Involvement
- Child Abuse/Neglect Reporting Policy
- Statement of Understanding and Intent to Comply with Policies

Welcome to Wee Care!

We are so excited and feel privileged to be given the opportunity to provide a great service for your family. We are committed to providing quality childcare, developmentally appropriate practices, and child safety in a Christian environment to children ages six weeks through four years old. All families are welcome, regardless of church affiliation.

This handbook is to provide your family as much information as possible about our program, mission, philosophy, daily operations, and policies. Please read this document carefully as it contains important information. By signing the PARENT ACKNOWLEDGEMENT page at the end, you agree that you have read and understand the Wee Care Family Handbook and the policies in it.

We look forward to getting to know your child/children and family! Please contact us with any questions you may have.

MISSION AND PHILOSOPHY

Our mission is to maintain a consistently safe, supportive, and responsive environment. This allows us to provide quality care for your children that guarantees a positive early experience. Positive early experiences are necessary for healthy growth, drive their development, and hold an important role for their future.

We believe that children learn their best through play. Playing allows and encourages children to use their imagination and creativity through exploration and discovery. Through guided and unguided play, the children can reach optimal physical, social/emotional, language, and cognitive development. We provide a variety of developmentally age-appropriate materials and activities in each classroom that support, assist, and nurture the children's needs.

ADMINISTRATIVE CHART

Director: Jordan Meador
Address: 210 N 5th St. Ponca City, OK 74601
Phone: (580) 762-1667

BRIEF OVERVIEW OF PROGRAMS CURRICULUM

Our weekly curriculum will include mini lessons and activities on letter recognition, math readiness, socialization skills, music, story time, and art. Some classroom activities are not teacher directed, yet they are intentionally planned for the children to achieve specific goals. The children learn to understand different concepts by playing, discovering, experimenting, hypothesizing, and doing. This approach makes sure that the children are having fun while learning, making them eager to want to learn more.

ADMISSION AND WITHDRAWAL POLICIES

Parents may secure a childcare application from the program during Wee Care's regular office hours. Our regular hours are Tuesday's and Thursday's 8:30 a.m. through 3:30 p.m.

You and your family are encouraged to visit our program prior to the first day of attendance. This gives our teachers, your child, and yourself an opportunity to meet and become better acquainted. This will make separating on the first day a bit easier.

It is suggested, not required, to give a two-week notice before withdrawing a child from our program. Your account must be paid in full before withdrawing.

CALENDAR OF OPERATIONS

During the school year, our program is open Tuesday's and Thursday's from 8:30 a.m. through 3:30 p.m. following the Ponca City Public School calendar. Any time the public schools are canceled due to inclement weather, Wee Care will also be canceled. Wee Care will remain open during the summer months, with the exception of Independence Day holiday, July 4th.

FEE POLICY

Enrollment Fee

An enrollment fee of \$10 per child and per semester is due before assigning your child's start date. This enrollment fee will be due in September, January, and June and is non-refundable. If your child starts in the middle of a semester, the \$10 fee is still required. This fee will cover snacks, wipes, classroom supplies, and cleaning supplies.

Tuition

The cost per day is \$26. This cost is regardless of classroom placement or age. Tuition needs to be paid on a monthly basis. The balance is due by the last day of the month. Tuition will be based on the number of days your child is enrolled for. Fees are subject to change due to changes in operating costs.

NOTE: Tuition is required if your child attends the program or doesn't attend, as long as the child is enrolled in the program.

Penalty Charges

A service fee of \$25 will be charged for any returned checks.

Late pickup fees will be charged if a child is picked up after operating hours. Late pickup fees need to be paid to the teacher staying with your child in cash. If not paid to the teacher within one week, it will be added to your account.

⇒ After 3:35 p.m. - \$5.00

⇒ After 3:40 p.m. - \$10.00 + \$2 per each minute after 3:40 p.m.

FOOD SERVICE POLICY

Wee Care provides a healthy mid-morning snack for the children with water. You will need to bring a lunch for your child each day in a labeled lunchbox. We have refrigerators available in each classroom to keep lunches cold as well as a microwave to heat anything up. Please be sure to label each item in your child's lunchbox with their name.

HEALTH POLICY

Illness

We feel that you are the best judge of your child's health and we trust you will not bring a sick child to our program. However, if your child becomes ill, develops an unknown rash, or acts out-of-character the child's teacher will consult the director and you may be called to come take your child home. When called, you (or an alternate person) are expected to come pick your child up immediately. This is for the protection of your child and his/her classmates. Your cooperation in this is greatly appreciated.

The following criteria will be considered in determining if your child must go home:

- Fever of 100.5° or higher
- Unknown rash
- Diarrhea or vomiting (more than two loose, watery stools)
- Colored discharge from nose or eyes
- Persistent cough for an extended period of time

Your child may return to Wee Care after:

- Written verification from a doctor
- Fever-free for 24 hours *without the aid of Tylenol, or other fever reducing medications.*
- In the case of a contagious illness, your child should take an antibiotic for 24 hours before returning.
- In the case of head lice, following treatment with appropriate shampoo so that **all** nits are gone.

Medications

In order for the staff to administer medication to your child you will need to pick up a medical consent form from the director and return it once it is filled out, signed, and dated. All medication must be in the original container.

DISCIPLINE POLICY

Our program's foundation of discipline is the use of positive guidance. Children are developing emotionally and socially with limited experience and language skills and need our guidance. Positive guidance encourages children to make responsible choices, accept responsibility for their actions, build self-control, and develop social consciousness. We will guide their social and emotional development through mentoring, example, and direct teaching all in a positive manner. Our teachers will:

- Create an environment that promotes independence and engagement
- Tell the child specifically what to do, rather than what not to do
- Point out positive behavior
- Set realistic expectations
- Encourage children to use words to solve problems
- Divert a behavioral issue by offering choices
- Use the "when/then" strategy
- Use of natural and logical consequences when appropriate to guide learning
- Search for reasons behind behavior

At no time will a child be subjected to physical punishment or shaming, frightening or humiliating methods be used, or any type of verbal abuse, threats, derogatory remarks, or deprivation of food.

EMERGENCY POLICY

Wee Care and First Christian staff conduct fire and tornado drills monthly. In the event of an emergency we will evacuate or shelter-in-place as necessary. Each classroom has an evacuation map and shelter-in-place map posted. Students will remain sheltered until the all-clear signal is sounded.

FAMILY INVOLVEMENT

Communication between the child's teacher and family is very important. It allows a trusting relationship to be built and creates a more positive experiences for your child. Our doors are always open to parents who would like to be involved in their child's care. Parents are encouraged to come and spend time in the classroom, visit for lunch, or join us on the playground. Parents are always welcome with no notice required.

Teachers will send home daily reports with additional informational sheets attached occasionally. These can be found in your child's cubby upon pick up.

CHILD ABUSE/NEGLECT REPORTING POLICY

We are mandated to report child abuse/neglect. If we have reason to believe that a child is being abused or neglected, we will report the matter promptly to the Oklahoma Child Abuse Hotline (1.800.522.3511).

PARENT ACKNOWLEDGEMENT

Please carefully read, sign, and return this form to the center's director prior to your child's first day.

I have read and understand the Wee Care Handbook and agree to abide by the policies and procedures as stated.

Child's Name(s): _____

X _____

(Signature of Parent/Guardian)

Date