

# Handbook



And Jesus said, “Let the children come to me.”  
(Matthew 19:14)

Wee Disciples Christian Academy

**Preschool and Wee Tots**

2019 – 2020 Parent Handbook

# Wee Disciples Christian Academy

## 2019 - 2020 Handbook

### **Mission Statement**

Wee Disciples provides a Christian atmosphere for young children to grow academically, socially, emotionally, and spiritually. We provide a safe, secure, loving, and fun environment while celebrating life through music, dance, and art. We offer a setting rich in cultural diversity, teaching children to value the uniqueness of others.

### **More About Wee Disciples Christian Academy**

Wee Disciples began as a “Burning Bush” Ministry of Asbury United Methodist Church in 1998. Reverend Jim Chambly assisted the four founders of the program in establishing the first Wee Disciples class. Wee Disciples Christian Academy is non-profit, incorporated, and is governed by its Board of Directors.

### **Statement of Purpose**

Wee Disciples Christian Academy is a Christian educational program designed for children ages two to five. Our curriculum is Christian-based and we focus on Bible stories and Christian values. There is one (1) class offered for 2 year old children (Wee Tots), three (3) classes offered for 3/4 year old children and five (5) classes offered for Pre-K children. We also offer a MWF class for 3/4 year olds. Our licensing capacity is 90 children each day for preschool. Our hours of operation are Monday through Friday 6:30 a.m. to 6:00 p.m. A Before and After School Program is offered, as well as an Extended Day Program for our preschool students. Preschool classes begin in September and end in May.

Our day consists of centers for the children, including an art center, block center, pretend center, manipulative center, quiet center, reading center and a science center, as well as story time, music, dance and recreation. We have a snack time and ask parents to assist in providing healthy snacks.

Wee Disciples Christian Academy does not discriminate against anyone on the basis of age, race, color, religion, creed, national origin, sex, handicap, or any other factors that may be protected by law. Every child is an individual in our eyes.

State licensing mandates staffing ratios and it is imperative that parents adhere to their stated drop-off/pickup schedules unless prior notice AND approval is given. We need to insure the proper care of your children. Wee Disciples Christian Academy has liability insurance coverage for all students and staff. This coverage may be limited based on the accident/injuries. Wee Disciples schedules professional development programs relating to the health and safety of children in our care. Emergency drills and evacuations are performed according to licensing regulations.

**Wee Disciples Office:**  
304-707-6812

**Wee Disciples Website:**  
[www.weedisciples.com](http://www.weedisciples.com)

# Meet The Staff

M – F - 9:00 – 11:45	Lead Teacher.....	Melonie Marcus Jenn Evans Monica Mumaw
M – F - 9:15 – 12:00	Lead Teacher.....	Danielle Adams Sheila Anders Robin Breeden
M/W/F - 9:00 – 11:45	Lead Teacher.....	Brenda Dempsey Rachel Hamill
M/W/F – 9:00 – 11:45	Lead Teacher.....	Sherri Lagana Paula Wilt
M/W/F – 9:15 – 12:00	Lead Teacher.....	Danielle Lineburg Alice Hill
T/Th – 9:00 – 11:45	Lead Teacher .....	Brenda Dempsey Andy Fort Jen Hardy
T/Th - 9:15 – 12:00	Lead Teacher .....	Karen Proctor Sherry Puckett Betty Kaudy
T/Th - 9:15 – 12:00	Lead Teacher.....	Sherri Lagana Paula Wilt Amber Fuller
Wee Tots T/TH 9:15 – 11:30	Lead Teacher.....	Mabel Kaudy Sian Lucas Angie Breeden Anna Wilcox
MWF (3 yr. olds) 9:15 – 12:00	Lead Teacher .....	Mabel Kaudy Jen Hardy Angie Breeden

**NOTE: Staffing subject to change.**

Director of Operations .....	Laura Scherer
Director of Business/Finance.....	Kathy Barker
Assistant Director .....	Danielle Lineburg
Fundraising/Missions Coordinator.....	Donna Falso
Before School Site Supervisor .....	Robin Breeden
Extended Day Site Supervisor.....	Danielle Adams
After Care Site Supervisor.....	Robin Breeden
Wee Disciples Board.....	Kelly DeRonda (Chair), Annde Bailey, Monica Lingenfelter, Brigette Irving, Kathy Dilley, Melody Browning and Carrie Turney.
Wee Disciples Corporate Board of Directors ....	Danielle Lineburg, Kelly DeRonda, Laura Scherer and Kathy Barker.

## Amy Dillow Memorial Scholarship

Our former Co-Director and Co-Founder, Amy Dillow, lost her brave, five-year battle with breast cancer on April 13, 2009. Amy inspired all of us as a friend, co-worker and woman who loved life and our Lord. She shared this love with the children and staff at Wee Disciples and it is that love which will be Amy's legacy. Her presence, her smile, and her laughter will be greatly missed here on earth. However, we are truly blessed to know that she will always be with us as our special Wee Disciples angel. Amy will forever be in our hearts.

Wee Disciples is pleased to be able to financially assist children who qualify for our Amy Dillow Memorial Scholarship. Scholarship applications are available in the office. Each year we hope to replenish our scholarship fund so we are able to continue "just a small portion" of Amy Dillow's dream for Wee Disciples. Your tax deductible donations towards this fund can be made payable to the Amy Dillow Memorial Fund and can be given to the office.

### Admission/Registration and Fees

Appropriate registration forms are necessary prior to the start of the program. We also require a copy of your child's immunization records from the pediatrician as well as a Child Health Assessment signed by your child's doctor. Wee Disciples Christian Academy has the assessment form. This assessment must be completed and returned within a month after the start of school. The costs of the preschool program are as follows (registration fee is a one-time, non-refundable fee):

	<u>Monthly Tuition</u>	<u>Registration Fee</u>
T / TH Classes.....	\$ 140.00 per month .....	\$ 50.00
M / W / F Classes.....	\$ 210.00 per month .....	\$ 60.00
M - F Classes .....	\$ 310.00 per month .....	\$ 70.00
Wee Tots Class (2 Days).....	\$ 130.00 per month.....	\$ 50.00

**\*\*An Administrative fee will be added if tuition is not paid in a timely manner\*\***

If tuition is paid in full for the entire school year, a discount of \$50.00 will be given. If your child is enrolled in a T/TH and Wee Care class (attending 5 days), the total discount for payment in full will be \$50.00. Any families with more than one (1) child enrolled in any Wee Disciples class will get a 10% discount on the second child and 20% on the third child. Wee Disciples accepts credit/debit cards for tuition.

We request payment by the first (1<sup>st</sup>) of the month. If tuition is not paid by the 5<sup>th</sup>, a \$10.00 late fee will be applied. Tuition may be dropped off or mailed to Wee Disciples Christian Academy, 114 Poor Farm Road, Suite 101, Kearneysville, WV 25430. **If tuition is 30 days past due, we will send a written request that your child not attend until tuition is paid. After 45 days, we will assume you are no longer interested in your child attending Wee Disciples Christian Academy. As always, if you are having financial difficulties, you may contact Kathy Barker in the office before the 30 day period expires to discuss other payment options. There will be a service charge of \$30.00 for all returned checks.**

We encourage children to attend on the scheduled days to establish a routine. We strongly suggest consistency with attendance. If your child is unable to attend on a regular basis, please discuss this with the office. When paying tuition, please indicate the class that your child attends in the memo section of your check. If paying with cash, please include your invoice. Tuition must be paid separately from any other programs offered by Wee Disciples Christian Academy. If it is not, we will return your payment to your child's basket with a note. You will have two (2) business days to submit payment before a late fee will be assessed (if applicable).

A late fee of \$10.00 per child will be charged to parents for each 15-minute interval past the Center closing time of 6:00 PM. Clients who fail to pickup their children timely and violate the Center's closing policy three times can be removed from the program at the Director's discretion. The Director will have final say in these matters.



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***The beautiful  
thing about  
learning is that no  
one can take it  
away from you.”***

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B.B. King

## **Age**

For preschool classes for children three to five years of age, we ask that children be potty-trained. If your child becomes potty-trained and should we have openings during the school year when your child turns three, we will welcome him/her into the program at that time. We also offer Wee Tots for two year olds. These children do not need to be potty trained.

## **Class Location**

Wee Disciples Christian Academy will meet every morning at Rock Spring Church, 114 Poor Farm Road, Kearneysville, WV 25430. The classrooms are located on the 1st floor. Children will not be allowed in the classrooms until the start time of their particular class so the teachers can adequately plan for the day and prepare the room. There will be a sign in and sign out sheet as you drop your child off and pick them up at Wee Disciples Christian Academy. This sheet will be located outside each classroom. If someone other than a parent will be picking up your child, we ask that you make a note on the sign in/out sheet. They must be listed on your emergency form for release. Please make sure that person has the proper identification.

## **Parking**

Parking is available in the front of the building. Please do not park in spots that are designated for handicapped parking.

## **Personal Items**

The staff asks that children not bring toys or personal items to school. Any items brought to class will be placed in their cubby until the end of the day. We will have specific days for show and tell. We do make exceptions when a child has a great attachment or is comforted with something personal from home.

## **Clothes**

Parents are required to bring a change of clothes for their child (season appropriate). Please label all items. According to State and local agencies, we cannot share clothes from other children. If your child should have an accident or spill and we do not have a change of clothes, we will call you. Please leave clothes in a labeled ziploc bag in child's backpack. Please remember bathroom breaks when dressing your child. Bodysuits and difficult clothing are strongly discouraged. Please label all outer garments, including hats and gloves.

## **New Policy Regarding Family Members (Effective 8/2018)**

Students registered in Wee Disciples Christian Academy may not be enrolled in a class with staff who are their parent or grandparent.

## **Messages**

Parents are asked to please send written messages to the staff or call and leave messages in the Wee Disciples Christian Academy's office (304-707-6812). It is difficult for children this age to relay verbal messages. Should you have questions throughout the year, please feel free to email [office@WeeDisciples.com](mailto:office@WeeDisciples.com). This can include questions or messages to the teachers. All parents/guardians are free to express any concerns or complaints without fear of retaliation.

Please be advised when dropping off or picking up children from preschool to not conference with teachers. It becomes difficult to give your children all the attention necessary when the teachers are distracted. We welcome your questions and enjoy parent interaction, but this needs to occur before the children arrive or after dismissal. The office staff is always available to pass along messages to the teachers.

Any parent arriving with a child after the door is closed must sign the child in, **knock on the door, and wait for a teacher to receive the child into the room.** All preschool doors will be closed during dismissal. Children will be released as parents arrive. Teachers will be available to speak to parents/guardians after all children are released. As always, your children's safety is our first priority!

## Newsletters

Each class will receive a monthly newsletter via email, website and a posted hard copy outside each classroom announcing monthly and weekly themes and detailing special events, holidays, reminders, deadlines, and birthdays.

## Parent Involvement

The strength of any quality child care center is the involvement of the parents in the program. Our children are special and unique. So are our parents. Any parents with special talents, hobbies or unique occupations are always encouraged to share their skills with our children through a visit. Please let the office know if you would be interested in sharing your talent or unique occupation with our students. We can schedule a time for you to visit the classes. Children are proud to have their parent as the special person of the day and their classmates are excited and enriched by the experience.

Parents are invited any time to visit their child's class.

## Fundraising/Missions

Wee Disciples Christian Academy, in keeping with our original, mission feels committed to "giving back" to the community that continues to bless us. We will send information throughout the year about our Mission Outreach.

We also plan fundraisers to assist in our operating expenses. Examples of our Mission Outreach and fundraising efforts include: Jefferson County Community Ministries, Jefferson County Animal Welfare and our Art Show.

## Field Trips

Wee Disciples Christian Academy will inform parents/guardians of planned field trips with signed permission for children to attend.

## Conflict Resolution

The Director will attempt to resolve all parent concerns to the parent's satisfaction. Please submit any concerns within seven (7) days to the Directors. If the concern is unresolved within seven (7) days after being brought to the Director's attention, the parent has the right to formally bring the complaint before the Board. The complainant should submit the concern in writing to the Wee Disciples Christian Academy's Board of Directors within three (3) days after the previous two (2) week period and should include a detailed description of the complaint. Please mail all letters to 114 Poor Farm Road, Kearneysville, WV 25430. The Board will respond in writing within 30 days. Any decision made by the Board is final. A copy of the WV Child Care Licensing Regulations is available in our office or online. Wee Disciples does not tolerate harassment of any kind and such harassment should be brought to the Directors attention as soon as possible.



## Immunizations

Your child's health is a matter of major importance to all of us. Upon enrollment, you must submit a Child Health Assessment form signed by a physician. We also require that your child have standard immunizations (see Immunization Schedule). As your child gets immunizations and annual physicals, please keep us informed through updated paperwork for the child's file. This is the parent's responsibility. If your child is not current with all of his/her immunizations, Wee Disciples Christian Academy requires a signed statement from your doctor specifying the reason(s).



## Illness Policy

Temporary exclusion from Wee Disciples is required with the following symptoms, unless a health care professional determines the child's condition does not require exclusion and notifies Wee Disciples in writing.

- Fever of 100 degrees or more. A child must be fever free 24 hours without use of fever reducing medication.
- Diarrhea (more than one abnormally loose stool in one day) or bloody stool.
- Vomiting (one occurrence).
- Severe cough.
- Strep throat (Excluded until 24 hours after treatment has begun and child is able to participate)
- Redness of eyes
- Mouth sores.
- Yellow color of skin or eyes.
- Scabies – Excluded until treatment has begun
- Unidentified skin rashes, spots, or lesions, severe itching of body or scalp.
- Stiff neck with headache with one or more symptoms listed above with difficult breathing or wheezing.
- Complaints of severe pain or extreme irritability causing the child not to function adequately.
- Head lice – A child with live lice can return after treatment. An additional treatment may be needed 7 to 10 days later.
- Conjunctivitis (Pink Eye) – A child with bacterial conjunctivitis may return 24 hours after treatment has begun.
- Chicken Pox – A child can return when lesions have dried and formed scabs, usually six days after onset of rash.
- Hand, Foot & Mouth Disease – A child can return once fever free and blisters are healing (not open).

We will contact you to pick up your child if any symptoms of illness appear during the day. A sick child should be picked up within an hour of being contacted. We will isolate your child as much as possible while we wait for you to arrive.

In the case of a (suspected) contagious disease, rash or continuing symptoms, a doctor's note may be required for your child to return to school.

If a child is diagnosed with a communicable disease, such as chicken pox, pertussis (whooping cough), meningitis, Methicillin-resistant Staphylococcus aureus (MRSA) or rheumatic fever, Wee Disciples Christian Academy is required by state law to report the information to the local health department. Once diagnosed, a child may not return to Wee Disciples until they are cleared by their physician. All parents will be informed immediately of the presence of the disease and an Occurrence Report will be completed.

If you suspect your child is getting sick, it might be beneficial to keep the child home or take him/her to the doctor. This will protect a sick child from getting worse and protect healthy children and staff at Wee Disciples Christian Academy. It is our duty to maintain a healthy Center.

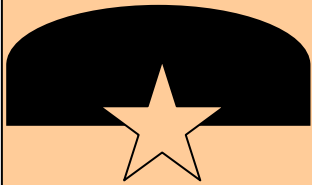
## Medication Administration

Wee Disciples requires a signed consent form to administer any medication. Medication must be in the original container with the label attached to the front with the prescription number, name of the medication, date the prescription was filled, the physician's name, the child's first and last name, specific legible directions for administration and storage, and the expiration date. Medication is stored in a locked cabinet or in the office, which is locked each day. Any medication containing benzocaine or topical containing diphenhydramine hydrochloride requires a health care provider's written instructions for use. Please do not send lip balm to school with your child without written authorization. The balm must stay with the teacher who will supervise usage.

In case of accidental injury, we will make an immediate attempt to contact a parent/guardian. If we can't reach you we will call the child's physician, if necessary. We will also call an ambulance or paramedics, if warranted. Until the arrival of a parent/guardian, physician, or paramedic, a staff member will be in charge and make all decisions about the care of your child. You will be expected to assume responsibility for any resultant expense. The Center will maintain a signed emergency consent form agreeing to this provision. It is to your child's benefit that you keep the Center up-to-date on phone numbers, emergency numbers, and other pertinent information. This should be done on a daily basis if you will not be at your regular home or work number.

## Snack Procedure

Snack sign up sheets will be outside each classroom. Parents will be asked to bring snacks periodically throughout the year for their child's classroom. Because of Health Department regulations, we cannot use snacks that have been opened. To ensure the safety of your child, we ask that you please supply his/her snack each day if they have a food allergy. Please follow individual class guidelines for supplying cups, napkins, and water. In accordance with DHHR regulations, the snacks served must be from 2 of the 4 food components. If a child staying for Extended Day does not have a healthy lunch, Wee Disciples will provide a lunch, at a cost, which meets nutritional guidelines. Please see the list below for an explanation of the food components. All children who are at Wee Disciples Christian Academy during breakfast and/or lunch will have an opportunity to brush their teeth.



We look forward to having you and your child in our program this year. We know this will be a wonderful experience for us all!

Office Staff



## Meal Patterns for the Child between 1 Year and 12 Years of Age

<b><u>Breakfast</u></b>	<u>Ages 1 and 2</u>	<u>3 through 5 years</u>	<u>6 through 12 years</u>
Milk, fluid .....	½ cup .....	¾ cup .....	1 cup
Juice or fruit or vegetable .....	¼ cup .....	½ cup .....	½ cup
Bread and/or cereal, enriched or whole grain,			
Bread or .....	½ slice .....	½ slice .....	1 slice
Cereal: Cold or .....	¼ cup <sup>1</sup> .....	1/3 cup <sup>2</sup> .....	¾ cup <sup>3</sup>
Hot Cooked .....	¼ cup .....	¼ cup .....	½ cup

### **Midmorning Or Midafternoon Snack (Supplement)**

(Select 2 of these 4 components)

Milk, fluid .....	½ cup .....	½ cup .....	1 cup
Meat and meat alternate or .....	½ oz .....	½ oz .....	1 oz
Yogurt, plain or sweetened .....	2 oz. or .....	2 oz. or .....	4 oz. or
And flavored .....	¼ cup .....	¼ cup .....	½ cup
Eggs (large) .....	½ egg .....	½ egg .....	½ egg
Juice or fruit or vegetable .....	½ cup .....	½ cup .....	¾ cup
Bread and/or cereal, enriched or whole grain,			
Bread or .....	½ slice .....	½ slice .....	1 slice
Cereal: Cold or .....	¼ cup .....	1/3 cup .....	¾ cup
Hot Cooked .....	¼ cup .....	¼ cup .....	½ cup

Wee Disciples will be following the approved menu listed below. Wee Disciples will supply the food needed for breakfast and after school snacks. Parents will be asked to bring food for the preschool classes. Please avoid sending grapes, soft, sticky foods such as gum drops, or small hard foods such as Skittles and nuts. Wee Disciples Christian Academy has printed copies of *Food Safety in Child Care Centers* for all parents to review when purchasing snacks. Please note that if a child has a severe food allergy, it may be necessary for that particular class to have a separate menu to follow.

### **Before School Breakfast Menu**

Monday.....Cheerios, applesauce, and low fat milk  
 Tuesday.....Buttered whole wheat toast, ½ banana and low fat milk  
 Wednesday.....Whole wheat waffle with butter, applesauce, and low fat milk  
 Thursday.....Life cereal, fruit cup in light syrup, and low fat milk  
 Friday.....Whole wheat mini bagel w/peanut butter, ½ banana, low fat milk

### **After School Snack**

Monday.....Carrots with low fat ranch dip and milk  
 Tuesday.....Bananas, vanilla wafers, and low fat milk  
 Wednesday.....Apple slices and peanut butter  
 Thursday.....Pretzels and applesauce  
 Friday.....Yogurt and whole wheat crackers

\*Water will be offered with snacks.

## **Mid Morning Preschool Snack – Week 1**

Monday .....Graham crackers and low fat milk  
Tuesday.....Goldfish and low fat milk  
Wednesday.....Yogurt sticks and whole wheat crackers  
Thursday .....Animal crackers and low fat milk  
Friday.....Loaf of wheat bread, jar of peanut butter, jar of jelly, low fat milk

## **Mid Morning Preschool Snack – Week 2**

Monday .....Baby carrots with ranch dressing and cheez-its  
Tuesday.....Graham crackers and low fat milk  
Wednesday.....Mozzarella sticks (part skim) and applesauce  
Thursday .....Pretzels and cheese cubes  
Friday.....Pre-packaged apple slices and Cinnamon Chex

## **Mid Morning Preschool Snack – Week 3**

Monday .....Honey Nut Cheerios, box of raisins and low fat milk  
Tuesday.....Baby carrots with ranch dressing and pretzels  
Wednesday.....Bag of Halos/Cuties (fresh mandarin oranges) and low fat milk  
Thursday .....Vanilla waters and bananas  
Friday.....Pretzels and cheese cubes

## **Mid Morning Preschool Snack – Week 4**

Monday .....Whole wheat mini bagel with low fat cream cheese spread  
Tuesday.....Mini rice cakes and low fat milk  
Wednesday.....Goldfish and low fat milk  
Thursday .....Yogurt sticks and whole wheat crackers  
Friday.....Vanilla wafers and bananas  
\*Water will be offered with snacks.

## **Birthdays/Holiday Parties**

For parents wishing to celebrate a child's birthday at school, please bring only store bought treats such as cookies, cupcakes, or ice cream. Food brought to Wee Disciples to celebrate birthdays will be in addition to the snack provided. We apologize to those who enjoy making homemade treats for the children, but we must adhere to State and local agencies. Balloons are also prohibited for all preschool children. When distributing birthday invitations at school, please be sensitive and be sure to invite the entire class.

We have a homeroom parent and volunteer sign-up sheet for any parents wanting to help with holiday parties throughout the school year. Class parties should be limited to 1 hour and 15 minutes.

## **Sunscreen**

For children attending preschool classes only, parents are responsible for applying sunscreen prior to school arrival during the months you feel your child may get sunburned. For children staying for extended day and/or after school services, you will be asked to sign a permission form for Wee Disciples to apply Equate Brand Broad Spectrum SPF 50 kids sunscreen when your child plays outdoors. If you want a different sunscreen applied, please label with your child's name and leave in the office.

## **Departure**

We ask that you pick your children up promptly. The staff needs to prepare for the following day and depart no more than 15 minutes after class. If you are going to be late, please call our office. If late pick up becomes habitual, a letter will be sent to the parents. If tardiness continues, a \$5.00 fee for each 15 minutes after class time will apply. Again, children need to be signed out before they can be released to a parent or guardian.

## Behavior Management and Discipline

The staff of Wee Disciples Christian Academy is responsible for providing positive guidance that is appropriate to each child's age, understanding and circumstances. Staff members shall supervise with kindness, understanding and firmness. Each child will be encouraged to develop self-control and assume responsibility for his/her own actions. If a behavior problem arises, the staff will redirect the child to alternative behavior or other activities. Appropriate "timeouts" are only necessary for a child to calm down or gain control of his behavior (not over one (1) minute per year of child's age). Time outs are not used for children under the age of three (3). Corporal punishment is prohibited at Wee Disciples Christian Academy.

When a child displays difficult behavior, it will be addressed using the following policy.

The Director is notified by the teacher of any difficult behavior that cannot be redirected. A courtesy call may be made to the parents to make them aware of the situation at the time it is occurring. The parents will receive a behavior notice detailing the incident. A copy of the notice will be kept in the child's file. If/when a second serious incident occurs, the Director and Lead Teacher will conference with the parent(s) about the behavior and offer ideas and resources to assist the child. If necessary, Wee Disciples Christian Academy will develop and implement a plan to manage a child's behavior and monitor his/her progress. We will do everything we can to help any child in our care. Parents are encouraged to work with us to improve the behavior of the child.

The Center maintains strict confidentiality in all behavior incidents; we ask the parents to please do the same.

## Extended Day

Wee Disciples Christian Academy offers an "Extended Day" Program for registered children ages three to five. We will care for your child every day after class until 3:00 p.m. or just occasionally when you need it to run errands, volunteer, or go shopping. After school activities will include play time, movies, games, reading, lunch, and rest time. Only Wee Disciples Christian Academy staff will work the program, so your child will be surrounded by familiar faces and friends. Extra forms are available outside the Wee Disciples Christian Academy office. Price for the Extended Day will be \$20.00 per day. **Please refer to the Extended Day brochure for discount information should you utilize this program on a regular basis.**

### Important Information about Extended Day:

- You must pre-register and **pre-pay** by the day your child attends Extended Day. You can register daily or weekly. Please keep checks separate from tuition payments. You may turn your form in to any office personnel.
- During Extended Day, our Student Conduct policy will apply. (see pg. 12 in handbook)
- **You must arrive promptly to pick up your child by 3:00 p.m. or your child will be sent to the After School Care program. You will then be responsible to pay for the After School Care program.**
- If school is closed or dismissed early due to inclement weather, there will be no Extended Day.
- Cots will be provided for rest time. If your child would like a small pillow, blanket or favorite sleep toy during rest time, please send these items inside a cloth grocery bag with handles with your child's name on it so we can store it for the week. Please place this in the cubby outside the extended day room. This would be a great help to the staff when they gather each child's belongings. These items will be sent home to launder on Fridays.

## Lunch for Extended Day

If you would like lunch to be provided for your child, instead of sending a healthy, packed lunch, Pizza City will provide a healthy lunch for a daily fee. If a child opts to bring a packed lunch from home, the food cannot be shared with other students and must be labeled with the child's first and last name as well as the date. Any small sticker will suffice for the date. We can supply stickers if needed. Lunchboxes are to be dated every day that a child packs his/her lunch. **When packing lunches, pack food that does not need to be reheated.** Please see our brochure on Extended Day services for complete details.

## Before and After School Care Programs

Wee Disciples will be providing Before and After School Care for children that attend Wee Disciples Preschool, Kindergarten, First Grade and Second Grade. If school is closed or dismissed early due to inclement weather, there will be no Before and After School Care. You must register and prepay for each week. **\*Pre-registration is mandatory for Before School Care to ensure proper staffing is available.**

Program	Site Supervisor	Time	Daily Cost	Weekly Cost
Before School Care	Robin Breeden	6:30 a.m. - 9:00 a.m.	\$10.00	\$ 50.00
		7:45 a.m. - 9:00 a.m.	\$ 5.00	\$ 25.00
After School Care	Robin Breeden	3:00 p.m. - 4:30 p.m.	\$ 5.00	\$ 25.00
		3:00 p.m. - 6:00 p.m.	\$10.00	\$ 50.00

**Before School** – A healthy breakfast will be provided. Breakfast is served at 8:00 a.m. If your child has dietary restrictions, please speak to the Before Care supervisor. Unless prior arrangements have been discussed, please refrain from bringing food from your home to be served or prepared for your child.

**After School** – Healthy snacks, homework help, and activities.

## Student Conduct/Suspension/Expulsion

Wee Disciples Christian Academy places a strong emphasis on good student conduct and citizenship. We expect our students to meet the standards of common courtesy, respect for themselves and others, self-discipline, and accountability.

The discipline policy is designed to prevent discipline problems. It is our belief that students learn best in a safe, orderly environment of mutual respect in which all students are given responsibility for their own behavior. In order to achieve this goal, the teacher will discuss school rules and consequences with the students at the beginning of each school year, apply rules consistently throughout the school year, and review and reteach behavior as needed.

It is our policy to always work with any student with behavior difficulties and implement a plan to encourage improvement. Serious violations of school rules include fighting, profanity, destruction of property, disrespect and threats to staff and/or classmates, or bringing knives or similar instruments to school.

If behavior assistance fails after meeting with parents and three (3) written warnings have been issued or a student exhibits dangerous behavior, parents or guardians will be notified and the student will face suspension or possible expulsion. All behavior and actions will be documented on a school Discipline Report Form and the Board will rule on the matter within two (2) weeks.

## Child Abuse

Wee Disciples Christian Academy reports suspected child abuse and neglect to Child Protective Services or other law enforcement as deemed appropriate to the situation. All employees of Wee Disciples Christian Academy are mandated reporters.

## Grievance Procedure for Families

Parents/families of Wee Disciples Christian Academy are welcome at any time to express concerns or complaints. If you have a concern or complaint regarding your child's class, please approach the Lead Teacher and request a conference. After speaking to the Lead Teacher, if you continue to have concerns, contact our office (304-707-6812) to set up a conference time.

If a parent/family member has a concern about a school policy, please come to the office or contact us by phone.

## Withdrawal from Wee Disciples Christian Academy

If for any reason it becomes necessary to withdraw your child from Wee Disciples Christian Academy, please abide by the following policy to avoid continued tuition charges. To withdraw from Wee Disciples, it is necessary to contact the office and inform a director of your intentions. Please be aware our classes fill and we turn away students that wish to attend. If you do not inform the office of your child's withdrawal, you will continue to be responsible for tuition fees. **No records will be released until all balances are paid in full.**

## Safety

### 1. Emergency Disaster Procedures.

In the event of an emergency evacuation of these premises, the Wee Disciples Christian Academy meeting place will be the Jefferson County Fairgrounds. Parents/guardians will be notified of the evacuation as soon as possible. Our first priority is to ensure the safety and well being of all children and staff. Before and After School programs have practice drills during the hours of operation.

### 2. Safety Drills

Wee Disciples Christian Academy practices fire drill procedures twice (2) per month. Children and staff evacuate the building and meet on the grass area near the playground. A fire drill form with date, time, and number of individuals evacuated and total time involved in the procedure is posted at all times in the office. Before and After School programs have practice drills during the hours of operation. In addition, lockdown drills will take place to ensure the safety of children and staff in the event of a serious threat.

## Important Safety Rules

- Children are not permitted to sit in a vehicle unsupervised by an adult **AT ANY TIME**. Please do not disregard this rule. If necessary, the proper authorities will be notified.
- Do not leave your engine running while you are bringing in or picking up your child/children. The only exception to this rule is if another adult is in the vehicle.

Children are not permitted to run or play in any parking area or any place that is outside the Wee Disciples Christian Academy playground fence unless supervised by a parent/caregiver.

## **Closings/Holidays – Please be aware of the changes for weather closings.**

Wee Disciples Christian Academy will follow Jefferson County Public Schools for weather-related closings.

### **Before and After Care**

There will be no Before and After School Care when schools are closed for holidays or weather conditions.

### **Two-Hour Delays**

**If there is a two (2) hour delay for Jefferson County Schools, Wee Disciples' preschool and Kindergarten - Second Grades will operate on schedule. There will be no delays for our school day. However, there will be no Before School Care when Jefferson County Schools have a weather related two-hour delay. If Jefferson County Public Schools have a non-weather related scheduled two-hour delay Before School Care will be offered, as usual.**

Please be aware that Jefferson County Schools announce two-hour delays by 6:00 a.m., and if weather conditions do not improve, school is canceled no later than 8:00 a.m. Please keep this in mind and check for possible closings after a two-hour delay is announced. You may sign up to receive school closing notifications from Jefferson County by visiting [boe.jeff.k12.wv.us](http://boe.jeff.k12.wv.us). You may also tune into Channel 18 for school closings.

On days when Jefferson County is operating on a delay because of weather conditions, the Wee Disciples staff will be arriving before class begins, but will not be expected to be early on these days. Please keep this in mind and do not arrive early. Use safe judgment regarding road conditions and feel free to arrive late if need be.

### **Early Dismissal**

If school is dismissed early, Extended Day will dismiss early, depending on the time. There will be no after care offered.

### **Refund Policy**

**There will be no refunds for snow days.** In the event of an unusually harsh winter with many school closings, Wee Disciples is not required to make up snow days. Please see the following page for our Calendar of Holidays.

## 2019 – 2020 Preschool Calendar

September 2 (Monday)	Holiday – Labor Day
September 3 (Tuesday)	First Day of School (M – F, T/TH and Wee Tots Class)
September 4 (Wednesday)	First Day of School (Pre-K and MWF 3-4 yr. old class)
November 11 (Monday)	Veteran’s Day – No School
November 25-29 (Monday –Friday)	Thanksgiving Break – No School
December 20-January 3	Christmas Break – No School
January 6 (Monday)	Return to School
January 20 (Monday)	Martin Luther King, Jr. Day -No School
February 14 (Friday)	Winter Break - No School
February 17 (Monday)	Winter Break - No School
April 6-13 (Monday-Monday)	Spring Break – No School
May 21 (Thursday)	Last Day of School (T/TH Classes and Wee Tots Class)
May 22 (Friday)	Last Day of School (M – F, Pre-K, and MWF 3-4 yr. old class) Closing at 12:30, no extended day or aftercare.

**PER DHHR LICENSING REGULATIONS**

**STAFF/CHILD RATIO**

<b>Age of Children</b>	<b>Maximum Number of Children to be cared for by 1 Qualified Staff Member</b>	<b>Maximum Number of Children in a Group</b>
6 weeks – 1 year (6 weeks – 12 months)	4	8
1 year – 2 years (13 months – 24 months)	4	12
2 years (25 – 35 months)	8	16
3 years (36 – 47 months)	10	20
4 years (48 – 59 months)	12	24
5 years – school age (60) months – school age	12	24
School age	16	32

**WEE DISCIPLES STAFF/CHILD RATIO**

<b>Age of Children</b>	<b>Maximum Number of Children to be cared for by 1 Qualified Staff Member</b>	<b>Maximum Number of Children in a Group</b>
6 weeks – 1 year (6 weeks – 12 months)		
1 year – 2 years (13 months – 24 months)		
2 years (25 – 35 months)	1 Staff – 5 or less 2 Staff – 6 – 11 3 Staff – 12 +	
3 years (36 – 47 months)	1 Staff - 6 or less 2 Staff - 7 – 12 3 Staff - 13 +	
4 years (48 – 59 months)	1 Staff - 8 or less 2 Staff - 9 – 15 3 Staff - 16	
5 years – school age (60) months – school age		
School age		



## **FOOD SAFETY INSTRUCTIONS**

**SNACK AND MEALTIME** – Prevent contamination of food before, during and after snack mealtime.

### **Before Snack and Mealtime:**

- Wash your hands (and children's hands) with soap and water immediately before serving food or eating.
- Use utensils, not your hands, to serve food.
- Clean and sanitize counters and tabletops before serving food.  
Hands can carry harmful microorganisms that contaminate food and cause illness. They are too small to see, so even hands that look clean need to be washed with soap and water for at least 20 seconds then rinse thoroughly.
- Keep food at safe temperatures before serving – 41° F or cooler and 140° F or hotter.
- Do not put food on the table before children are ready to eat.  
After cooking, keep hot food hot (140° F or hotter) by continuing to heat at a low temperature. Do not turn the burner off and let food sit until needed. Leave cold food covered and in the refrigerator until just before serving.

### **During Snack and Mealtime:**

- Do not let children share the same utensil or dish when eating.
- Do not let children serve themselves from large boxes of cookies, cereal or crackers.  
Children's saliva can contain harmful bacteria that can be transferred to other children. If children serve themselves, harmful microorganisms on their hands can contaminate food in the box.
- Provide a clean and sanitized utensil for each serving bowl and serving dish.  
Harmful microorganisms that might be on utensils, tabletops or counters contaminate food. Clean and sanitize utensils, tables and counters after every use to prevent contamination.
- Do not let children eat food that has fallen on the floor.
- Do not let children use utensils that have fallen on the floor until they have been cleaned and sanitized.  
Dirt and insects on the floor can contaminate food and utensils.

### **After Snack and Mealtime:**

Throw out uneaten food that has been served but not eaten. Never put milk or other beverages that have been poured into glasses or cups back into the original container – throw it out! When food has been on the table, fingers, utensils or sneezes might have contaminated it! The only foods that can be saved and served later are:

- Unpeeled Fruits – unpeeled fruits that are saved should be properly washed before reserving.
- Unopened nonperishable packaged food.  
Food prepared but not served can be stored in the refrigerator and used within three to four days. Food containing meat, fish, poultry, eggs and dairy products must be rapidly cooled to prevent bacterial growth. Freeze food immediately after cooking for longer storage.

### **Rapid Cooling Can Prevent Bacterial Growth:**

- Refrigerate leftovers quickly to minimize bacterial growth.
- Put cooked food into small containers or shallow pans.
- Loosely cover pans with a lid, plastic wrap or aluminum foil.
- Refrigerate immediately.
- Label the side of the pan with the date the food was cooked.  
Throw out leftovers that are more than three to four days old – they might be unsafe to eat. It is better to waste this food than risk food borne illness. Sanitize these surfaces before and after snacks and meals:
- Kitchen counters.
- Tables used for eating.
- Bibs.
- Placemats.
- Highchair trays.



## Guidelines for Assuring Minimum Immunization Requirements for Pre-Kindergarten Program Enterers

All children entering Pre-Kindergarten programs should be age appropriately immunized.<sup>1</sup> The following guidelines for parents and school personnel indicate the **minimum** number of doses for each vaccine needed for Pre-Kindergarten entry.<sup>2,3</sup>

<b>Hepatitis A</b>	<b>2 doses</b> (1 <sup>st</sup> dose after 1 <sup>st</sup> birthday) (2 <sup>nd</sup> dose at least 6 months after 1st dose)	<b>Hepatitis B</b>	<b>3 doses</b> (Final dose at age 24 weeks or older)
<b>DTaP</b>	<b>4 doses</b> (Booster dose should not be given prior to 4 <sup>th</sup> birthday)	<b>Varicella</b>	<b>1 dose</b> (After 1 <sup>st</sup> birthday)
<b>IPV</b>	<b>3 doses</b>	<b>MMR</b>	<b>1 dose</b> (After 1 <sup>st</sup> birthday)
<b>Hib</b>	<p style="text-align: center;"><b>4 doses</b> (3 doses if Pedvax<sup>®</sup> or Comvax<sup>®</sup> are used for full series)            Children starting the series at greater than 6 months of age <b>generally</b> need:            3 doses if the first dose was given between 7-11 months of age            2 doses if the first dose was given between 12-14 months of age            1 dose if that dose was given between 15 and 59 months of age</p> <p style="text-align: center;"><b>RULE: Any one dose of Hib vaccine after 15 months of age is the final dose needed</b></p>		
<b>PCV</b>	<p style="text-align: center;"><b>4 doses</b>            Children starting the series at greater than 6 months of age <b>generally</b> need:            3 doses if the first dose was given between 7-11 months of age            2 doses if the first dose was given at 12-23 months of age            1 dose if that dose was given between 24-59 months of age</p> <p style="text-align: center;"><b>RULE: any one dose of PCV between 24-59 months of age is the final dose needed <u>for pre-K entry</u></b> (Some at-risk children are recommended for an additional dose at age 5-18.)</p>		

***Students may be provisionally enrolled in Pre-Kindergarten with at least one dose of each required vaccine and allowed up to eight months to obtain up-to-date status.***

For questions about the Pre-Kindergarten Entry Immunization Guidelines above contact the Division of Immunization Services at 1-800-642-3634.

<sup>1</sup> Applicable immunization schedules can be found at <http://www.cdc.gov> by searching under "Immunization Schedules".

<sup>2</sup> The term "Pre-Kindergarten" or "Pre-K" applies to designated programs for children ages 3 and 4 years old. The above vaccines are requirements for all WV public Pre-K programs in accordance with WVDE Policy 2525 (126CSR28), Universal Access to a Quality Early Education System. This includes any "WV Collaborative" Pre-K program supported through local education agencies (LEAs). Medical exemptions to the above should be granted in accordance with current standards of immunization practice endorsed by the AAP, AAFP, and ACIP.

<sup>3</sup> These guidelines are also applicable to children age 18 months and older entering most childcare or preschool settings.

**(APPENDIX A)  
EMERGENCY AND DISASTER PLAN**

**Name of Facility:** Wee Disciples Christian Academy

**Telephone:** 304-707-6812

**Location:** Kearneysville, WV     **Administrator:** Laura Scherer

**Home Telephone:** 304-283-1189

**Owner of Building:** Rock Spring Church

**Telephone:** 304-724-1942

**1. Assignments During an Emergency:**

<b>NAME OF STAFF</b>	<b>TITLE</b>	<b>ASSIGNMENT</b>
Laura Scherer	Director of Operations	Person Count/Implementation of Emergency Plan
Kathy Barker	Director of Business/Finance	Telephone Emergency #'s/Notify Response Agency
Kathy Barker	Director of Business/Finance	Maintain Records of Drills and Emergency Evacuation
Sheila Anders/Sherry Puckett	Lead Teacher/Teacher	First Aid
Karen Flinchum	1 <sup>st</sup> and 2 <sup>nd</sup> Grade Teacher	Transportation
		(Other)

**2. Emergency Names and Number (post by telephone):**

(Please list ALL emergency telephone numbers.)

<b>Persons to Reach by Dialing 911</b> Fire, Police, Medical	<b>Hospital</b> Jefferson Medical Center 304-728-1600
<b>Fire</b> Citizens Fire Company 304-725-2814 Independent Fire Company 304-725-2514	<b>Police</b> Charles Town 304-725-2714 Or 304-725-8944
<b>Poison Control</b> 1-800-222-1222	<b>Red Cross</b> 304-725-5015
<b>Physician(s)</b> Jefferson Urgent Care 304-728-2324	<b>Dentist(s)</b> Dr. Mayhew 304-535-2409
<b>Shelter</b> Jefferson County Emergency Services 304-728-3290	<b>Other</b> WV State Police 304-725-9779 *Cellular *77

**3. Exit Locations (post floor plan showing exit path at each room exit) (attach copy)**

**4. Relocation Site for Disaster or Emergencies:**

<b>NAME</b>	<b>ADDRESS</b>	<b>TELEPHONE NUMBER</b>
Jefferson County Fairgrounds	Leetown Pike, Kearneysville, 25430	Todd Wilt – 304-724-1411

**5. Utility Shut-Off Locations (see floor plan)**

Electricity: \_\_\_\_\_ Water: \_\_\_\_\_ Gas: \_\_\_\_\_ Other: \_\_\_\_\_

**(ATTACH SPECIFIC DISASTER AND EMERGENCY PLANS)**

**First Aid kits are located in each class, the office and the vehicle transporting children. Attendance sheets and Emergency forms are in each class and are carried during a medical/non medical emergency. Emergency forms are also kept in the office. Building Owner: Rock Spring Church 304-724-1942.**

<b>Relocation Site #1 for Disaster or Emergencies</b>				
Location to which the program will evacuate nearby – Include simple map of route as well as direction.				
<b>Name of Facility</b>	Jefferson County Fairgrounds			
<b>Facility Address Directions to Facility</b>	Leetown Pike, Kearneysville, WV 25430, P. O. Box 653, Ranson, WV 25438			
	Street Address			
	From Ranson to Leetown Pike. Turn right onto 2 <sup>nd</sup> entrance to Jefferson County Fairgrounds. 304-724-1942			
	City	State	Zip Code	Telephone Number

<b>Relocation Site #2 for Disaster or Emergencies</b>				
Location to which the program will evacuate nearby – Include simple map of route as well as direction. Site #2 needs to be a further distance away than Site #1				
<b>Name of Facility</b>	T. A. Lowery Elementary School			
<b>Facility Address Directions to Facility</b>	Route 9 – 103 Shenandoah Junction Road			
	Street Address			
	Shenandoah Junction, WV 25442 304-728-7250			
	City	State	Zip Code	Telephone Number

In the event the facility must be evacuated because of an emergency in the immediate area, the children and staff will be transported by bus to: T. A. Lowery Elementary School

<b>If necessary, children will be transported to this health care facility: Jefferson Medical Center</b>				
<b>Facility Address</b>	300 South Preston Street			
	Street Address			
	Ranson, WV 25438, 304-728-1600			
	City	State	Zip Code	Telephone Number
	<b>Directions to Facility</b>	From Rock Spring, turn left from Poor Farm Road onto Leetown Pike. At stop sign, turn right and follow road until Dairy Queen (on your left). Turn left at Dairy Queen and Hospital will be on your right.		

# Wee Disciples Christian Academy Parent Handbook

## ACKNOWLEDGEMENT OF RECEIPT

**I have met with the Director or designated staff member and discussed the Center's statement of purpose including the Center's policies on behavior management, reporting of abuse and neglect, health and medication, confidentiality and information disclosure, discharge policies and grievance procedure. I understand Wee Disciples Christian Academy's policy prohibiting corporal punishment on or off the premises. I have been trained in Food Safety. I have received a copy of the Center's policies. I am aware of my right to file a grievance without retaliation against my child or myself. I have been informed of my right to make a complaint to the State related to the Center's compliance with the provisions WV Code 49-2B-1 et. seq. and the requirements of the WV Child Care Center Licensing Regulations.**

\_\_\_\_\_  
Print Name of Parent/Legal Guardian

\_\_\_\_\_  
Signature of Parent/Legal Guardian

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

\_\_\_\_\_  
Orientation/Enrollment Date

\_\_\_\_\_ I have read and understand Wee Disciples Christian Academy's policy on sunscreen, and will make sure sunscreen has been applied on my child before arriving to school during months I feel my child may get sunburned.

\_\_\_\_\_  
Print Name of Parent/Legal Guardian

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

## WDCA Parental Consent Form for iPad and Internet Use

I agree to let my child \_\_\_\_\_ use the iPad/internet for educational purposes only.

\_\_\_\_\_ My child is in Kindergarten, First or Second grade and I understand the iPads will be used in small groups or independently under the direction of a teacher.

\_\_\_\_\_ My child is in the Wee Tots or Preschool program and I understand the iPads will be used only under the direct supervision of a teacher.

Parent name (printed) \_\_\_\_\_ Date \_\_\_\_\_

Parent signature \_\_\_\_\_

Child's class \_\_\_\_\_