

Jubilee Shores

Weeschool Parent Handbook



**A non-profit ministry of
Jubilee Shores
United Methodist Church**

WELCOME

Welcome to Jubilee Shores UMC Weeschool! We are thrilled to have you join our family. Jubilee Shores Weeschool is a non-profit ministry of Jubilee Shores United Methodist Church. Our aim is to provide a high-quality preschool education, in a Christian environment, at an affordable price to our community. We work closely with every department of Jubilee Shores United Methodist Church to create a nurturing environment for our students.

At Jubilee Shores United Methodist Church, we believe that every child is important, and there is no insignificant position in the Weeschool program. This packet has been created to help you understand our goals and policies.

We are honored to have the opportunity to encourage, educate, and inspire your child's love for Christ. Our goal is to exceed your expectations and meet the needs of our community. If there is anything we can do to make your child's preschool experience even more special, please let us know.

“Train up a child in the way he should go, and when he is old, he shall not depart from it.” Proverbs 22:6

Sincerely,

Kristin Ramsey

Weeschool Director

251-928-9133 ext. 1

weeschooloffice@gmail.com

Dear Parents and Guardians,

We warmly welcome you and your little ones to our center! Our aim is to provide a comfortable and enjoyable experience for both you and your child. To ensure that we can meet your child's daily needs, we have put together a list of items you will need to bring for your child every day. If you have any questions or concerns, please don't hesitate to speak to one of our teachers or the center's Director, Kristin Ramsey.

Here's a list of items you need to bring:

- A full size backpack that can hold all of your child's items.
- Packed lunch: Please avoid liquid foods such as soups or very saucy items. Finger foods are always easier for the classroom.
- Two non-spill, refillable cups (or bottles for toddlers and ones) already prepared and ready for the child.
- Bowls, spoons, or eating utensils sent in their lunchbox.
- Any items of comfort such as pacifiers, special animals, or blankets.
- An extra set of clothes.
- Daily diaper supply.

*Please ensure that your child's name is on everything you bring to school.

We hope this list is helpful, and we look forward to providing a fun and safe environment for your child.

ADMISSION:

A registration form is necessary for each child's file and is required to be completed by a primary parent/guardian prior to the first day of school. New forms will be filled out each year.

Age Requirements:

Our program is designed to serve children between the ages of ten months and five years old, and we follow the same enrollment deadline as the Baldwin County Schools, which is September 1st. We understand that every child is unique and develops at their own pace, which is why we do not require potty training for children in the 1, 2, and 3-year-old age groups. Pre-K4 students are required to be fully potty trained. Our goal is to create a nurturing and safe environment that promotes growth and development for all children in our care.

Hours and Days:

Jubilee Shore Weeschool is open Monday through Friday 7:30 am– 5:00 pm. We follow the Baldwin County Public School's Holiday calendar. If Baldwin County Public schools are closed for inclement weather, we will be also. It is the responsibility of the parents to CHECK YOUR LOCAL NEWS FOR PUBLIC SCHOOL CLOSINGS PRIOR TO dropping off your child. In the event that Baldwin County Public Schools close early due to inclement weather, the Weeschool will also close early (you need to get to the Weeschool as soon as possible to pick your child up.) We do not refund days for emergency situations that may result in closing but we will do a make up day that is scheduled by the public school system.

Monthly Tuition:

- Tuition is due on the first of each month. If payment has not been received in full by the 10th of the month, a \$25.00 late fee will apply to any unpaid balance.
- No credit will be given for absences/vacations, so long as your child's spot is being held, payment is required.
- A Weeschool Withdrawal Form must be received one month prior to withdrawal from our program or tuition for the following month must be paid in full.
- There will be a fee added for all returned checks or online payments.

Registration Fees:

A non-refundable registration fee is due upon registration. These non-refundable fees are used to purchase supplies and equipment for the program and they reserve your child's enrollment for the entire school year.

A fee agreement must be signed before attending the Weeschool.

Late Pick Up Policy:

Please be prompt when picking up your child. We cannot make exceptions for picking up after 5PM– if there is a situation that would prevent you from picking up by 5PM, please notify someone on your pickup list. **Late pick-ups will be charged \$1.00 per minute after 5PM.**

Drop Off and Pick Up

Anyone who will have drop-off or pick-up privileges MUST be added to the Kangarootime app as a Guardian. This can be done by clicking the Guardians tab within the app. Guardians will receive a link via email to download the app and set up their own profile.

Drop Off and Pick Up

Guardians *must* use the Kangarootime app daily to check your child in and out of school. The check-in/check-out feature will automatically be prompted when using the Door Locks module to enter the main building. If you do not utilize the Door Locks feature to enter the building (or if you drop your child off directly to the Pre-K4 building), you will still need to use the check-in/check-out feature within your app. This can be done by clicking the bottom, third from the right tab that looks like a directional signal.

Children should not be dropped off before their scheduled arrival time– no earlier than 7:30 am for early care students, and no earlier than 9:00 am for 9:00 am-1:00 pm students (should your child be dropped off early, they will be logged into early care and charged \$10.00 per early morning drop-off).

Children must be escorted to their classroom/early care room door each morning where a teacher will be waiting to greet you. Children must be checked in via the Kangarootime app before entering the classroom. To ensure smooth drop off transitions and routines, please do not enter your child's classroom.

Each missed check-in/check-out will be a **\$1.00** charge that will appear on the following month's invoice. If you forget your phone at home, we will be happy to allow you to use the computer in the lobby to check your child in or out.

It is required that all changes of phone numbers, places of employment, residence changes or changes in pick up information be updated within your child's Kangarootime profile immediately.

If your child has any apparent illnesses, communicable diseases, or unusual conditions or behavior which may adversely affect the child or the group they must return home immediately. Sick children will be detained in the office sick area until a parent, guardian, or authorized adult arrives to pick them up. It's crucial to keep contact information up to date to ensure proper communication in case of illness or injury. Parents and guardians are responsible for maintaining updated Child Information Records in Kangarootime for each enrolled student. Failure to provide current contact and health information may lead to disenrollment.

Emergency Medical Consent Form:

This form gives us your consent to call an ambulance or your child's doctor if he/she needs emergency care. Please list your child's doctor and the hospital you would prefer. Also, please list your phone numbers and additional emergency number contacts. Your child will be taken to Thomas Hospital in Fairhope if an emergency does occur and you have not specified what hospital you would like them taken to.

Child's Medical Report and Certificate of Immunization:

We require a copy of your child's up-to-date immunization card on file each year. Immunization cards need to be presented on or BEFORE the first day the child attends the center. You may obtain an immunization certificate from your child's pediatrician or your local Health Department. It is the overall responsibility of the primary guardian to ensure that your child's immunization certificate is up-to-date. Kangarootime will email the primary guardian reminders of upcoming expiration dates.

Medication and Illness

- No medication will be administered at school under any circumstances with the exception of life saving medication including but not limited to Epipen, Auvi-D, or rescue inhaler. Emergency medications will be stored under lock and key in the office and an emergency medication release form must be signed.**
- A child that is ill or has a temperature of 100.4 degrees or greater should be kept at home. All children shall have direct contact with a team member upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior. The child will be sent home if he/she is running a temperature, if he/she is vomiting or has diarrhea, or if it is suspected that he/she has a contagious disease. In the event you are called to come pick up an ill child, you must pick up your child within the half (1/2) hour. If a child needs to be sent home and their parents are unreachable or have not responded within the 30 minute time allotment, we will call a guardian or emergency contact listed in the child's profile.**

**Children cannot return to school
within 24 hours of
fever, diarrhea, or vomiting.**

Children Requiring Special Accommodations:

Reasonable accommodations based on the special needs of a child, shall be made in providing care to a child with a disability. Accommodations can be a specific treatment prescribed by a professional or a parent, or a modification of equipment, or removal of physical barriers. The accommodation shall be recorded in the child's file. Any questions about the accommodations of the child should be referred to Kristin Ramsey, the Director.

Backpack:

Your child is required to have a full size backpack to contain their lunch box, cups, folder, daily diaper supply, and extra clothes.

Toys:

Toys from home are not permitted in the center, as they can cause disputes and can be broken or lost. The exception to this is show and tell. Weeschool is not responsible for lost or broken toys or clothing.

Clothes:

Please pack at least one set of extra clothes for your child in case of a spill or accident (including underwear and socks). Please label clothes with child's name and then place in a Ziploc bag with their name on the outside of the Ziploc bag.

Diaper Policy:

Any child who is not fully potty trained, must wear disposable diapers or the easy re-fastenable pull-ups for hygiene purposes. We do not accept the pull-ups that do not re-fasten/reattach at the sides. If you need an example of the required pull-up style, please contact the office. If your child wearing underwear has multiple accidents, they will be required to wear disposable diapers or easy re-fastenable pull-ups until the director informs you otherwise. If a child runs out of diapers and a guardian is unable to bring more to school before the next diaper change, we will charge \$2.00 per diaper from our Weeschool diaper supply.

Dress Code:

Please send your child to school in weather appropriate clothing (no footed, zip up pajamas) that fit comfortably for running and climbing on the playground equipment, sitting on the floor for circle time or during art time when we use paints and do crafts. The children will go outside (weather permitting) so please be sure that your child has the appropriate outerwear for each day's temperature. Please send your child in closed toed shoes only; the playground has pea gravel and sandals are not comfortable footwear for outside time. Please label coats and jackets.

Lunch and Snacks

Please notify your child's teacher for approval prior to bringing special treats.

Your child will eat lunch daily in their classroom.

Please follow the following guidelines to ensure a positive lunch experience:

Lunch ideas : pre-cut meats, sandwich, cut veggies, string cheese, peanut butter crackers, fruit, chips, cereal bar, yogurt, drink in a NO-SPILL cup etc.

*Please label your child's lunch box.

*Foods needing to be kept cold need to have an ice pack in their lunch box.

*Have two labeled NO-SPILL cups per day.

*Please send milk, juice or water for drinks. We refill cups with water only.

*Please send clean finger foods that will not create a huge mess on the floor or on the child (no soup, very saucy meals, cereal with milk, etc.).

*We will not be able to leave the classroom to heat food.

*Please send a bib (if needed), a napkin, and utensils in the lunch box.

*Please cut up the food and have it ready to eat when their lunch bag is opened

*Please do not send chewing gum

*We will try to ensure that your child eats well, but the food that was not eaten will be sent home if possible

*If your child has special needs/allergies or dietary requirements, please add them to your child's Kangarootime profile and notify the Director.

*Please do not send glass containers .

*We do not serve breakfast. Please make sure your child has had a good breakfast before arrival.

***Please do not send loose peanuts or loose tree nuts in your child's lunch bag, they can be dropped on the floor and picked up by a child that has severe allergy.**

Curriculum

We have chosen a curriculum for each age group based on the developmental needs of the children.

Toddler Curriculum (10 months-23 months)

We will keep your child on his/her daily schedule as much as possible. During the day, we will do activities with your child to help them develop their social, emotional, cognitive, language and physical skills. This is great time for them to learn that they can be safe and loved outside of the home.

Each of the following classes also include art, music, prayer, and outdoor/indoor free play daily.

Curriculum (2 years)

We have chosen a curriculum from McGraw-Hill called "Doors to Discovery" which is a feeder curriculum to Baldwin County Schools that focuses on oral language, phonological awareness, concepts of print, alphabet knowledge and writing and comprehension. We also incorporate the following areas: large and small motor, cognitive, social, emotional and spiritual.

Curriculum (3 years)

We have chosen a curriculum from McGraw-Hill called "DLM Express for Four Year Olds" which is a feeder curriculum to Baldwin County Schools, supplemented with a kindergarten preparatory phonics program that has proven to provide a solid base for reading and writing. We also incorporate the following: large and small motor skills, cognitive development, socialization, and emotional strengths.

Curriculum (4 years)

We have chosen a curriculum from McGraw-Hill called "DLM Express for Five Year Olds" which is a feeder curriculum to Baldwin County Schools, supplemented with a kindergarten preparatory phonics program that has proven to provide a solid base for reading and writing. We also incorporate the following: large and small motor skills, cognitive development, socialization, and emotional strengths.

Extra Curricular Activities:

- **Whiz Kids** - a child appropriate introduction to the tech and computer world twice a month
- **Studio B Dance Academy** - Ballet, Jazz, Tap, and Tumbling (classes depend on age) once a week
- **Let's Kick** - Soccer Enrichment Program once a week

As a preschool family we meet on Wednesday mornings for **Weeworship** - this is an exciting discovery of the bible through Go! Curriculum, experienced together as a group. The children learn bible verses, sing together, and dive into a bible adventure—this is a fun and interactive time of worship.

Visiting the Center

You can call or set a meeting with your child's teacher and director to see how your child has been progressing. The best time to call is between 9:00am-5:00pm. Persons not listed as a Guardian within your child's Kangarootime profile will not be allowed to visit your child. In a custody situation, please note that the same procedure will be followed.

NO ONE IS ALLOWED IN THE CLASSROOM EXCEPT THE FOLLOWING:

- *STAFF OF JUBILEE SHORES UNITED METHODIST CHURCH AND THE WEESCHOOL
- *POTENTIAL STUDENTS/PARENTS ACCOMPANIED BY THE DIRECTOR
- *PARENTS OF CURRENT STUDENTS WITH BOTH TEACHERS PRESENT

Child Abuse Reporting Policy

The following steps are to be taken if a team member is suspected of child abuse: A team member who has a situation or investigation pending should immediately notify the Director. The person who suspects abuse should bring it to the attention of the Director immediately. The Director will check on the complaint and if they agree that there may be abuse, the supervisor will report the incident to the DHR. We will then follow their advice regarding whether or not to suspend the team member.

If a team member is found in a case of child abuse or neglect, we will take the following steps:

- *The accused will be immediately suspended and we will allow them to appeal the decision. *The Director will meet with the individual to go over the incident and form an opinion as to its validity and/or consequences to the center and the individual. If the accused is decided guilty of abuse or neglect, we will take the following steps:
- *The team member will be terminated from their position immediately
- *we will inform the parents that we had a team member who was found guilty on an abuse/neglect charge. We will also inform the parent of the nature of the charge.

Weeschool Staff Qualifications

Our teachers are truly a blessing and the backbone of our program. We have up to two adult teachers in each classroom depending on the size of the class. Teachers are placed based on their individual strengths, training, aptitude, and preference in working with different aged children.

Weeschool Ratios

Toddler Room (10 months+): 1 teacher to 5 students
Pre-K1 (1 year old by Sept. 1st): 2 teachers to 11 students
Pre-K2 (2 years old by Sept. 1st): 2 teachers to 14 students
Pre-K3 (3 years old by Sept. 1st): 2 teachers to 16 students
Pre-K4 (4 years old by Sept. 1st): 1 teacher to 12 students **or** 2 teachers to 18 students

Illness Policies: When A Child Can Return after Illness

Fever: Must be fever (100.4 or higher) and symptom free for at least 24 hours.

Vomiting: a child must not have vomited for at least 24 hours before coming to school. If your child has been sent home from school due to vomiting or any symptoms of a stomach bug, they cannot return until a full school day after the last vomiting or diarrhea episode. Example: If a child is sent home from school on Tuesday at 11am, they may not return until Thursday morning.

Uncontrollable Diarrhea: Defined as an increased number of stools compared with the child's normal daily pattern, with increased watery stool and/or decreased formed consistency that cannot be contained by the diaper or toilet use. The child cannot return until he/she has had normal stools for 24 hours. If a child is on a medication that causes diarrhea, we need a doctor's note to put in their file.

Conjunctivitis (Pink Eye Symptoms): a signed doctor's note with a return date.

Mouth Sores: Must have a doctor's note stating that the child is non-infectious.

Rash, spots, red bumps: With any of these visual symptoms the child cannot return until they have a doctor's note stating that the illness is not a communicable disease.

Impetigo: Cannot return until 48 hours after documented treatment has been initiated.

Hand-Foot-Mouth-Disease: Cannot return until fever free for at least 24 hours and all mouth sores and blisters on hands, feet, and bottom have healed/dried up. This typically takes about 7 days.

Molluscum Contagiosum: bumps and lesions must remain covered at all times. Bumps and lesions unable to be covered by clothing must remain covered with watertight bandages.

Infestation (head lice, scabies, etc.): Cannot return until 24 hours after appropriate treatment has begun and is checked and cleared by the Director. Please note that there are to be no nits or lice present in hair after treatment.

Strep Throat: 24 hours after documented treatment has been initiated.

Tuberculosis: Must have a doctor's note stating that the child is not infectious.

Varicella (Chicken Pox): Cannot return until 7 days after onset of rash or until all lesions have dried and crusted.

Shingles: Child needs to be excluded only if the sores cannot be covered by clothing or a dressing, and/or until the sores have crusted.

Whooping Cough: Cannot return until 5 days of appropriate treatment has been started with a doctor's note that states date of return.

Mumps: Cannot return until 9 days after onset of swelling of glands near the ear.

Hepatitis A: Cannot return until one week after the onset of illness or until after immune serum globulin has been given to the appropriate children and team members in the program as directed by the responsible health department staff.

Illness Policies: When A Child Can Return after Illness

Measles: Cannot return until 6 days after the rash appears.

Rubella: Cannot return until 6 days after the rash appears.

Ringworm: Cannot return until 24 hours after starting treatment and with a doctor's note stating the rash is not infectious.

Kindly note that the Weeschool has established guidelines to ensure the health and safety of all children enrolled in our program. In the event that a child is affected by infection, sickness, or disease, the Weeschool reserves the right to make the final determination regarding their eligibility to return to the program. We appreciate your understanding and cooperation in helping us maintain a healthy learning environment for our students and staff.

Discipline Policy

We believe that children need limits in order to feel secure about themselves and their environment. The purpose of discipline is to help children learn acceptable behavior and develop self control. The basis for our Discipline Policy is an organized classroom and prepared staff members. We strive to develop a positive relationship between the teacher and the child. We also believe that if an interesting and challenging program is offered to the child, then discipline problems are at a minimum. If inappropriate behavior does occur, we begin with a positive approach using redirection.

The following is considered unacceptable behavior:

Throwing toys, rocks, sand and mulch
Hitting, biting, spitting, kicking, pulling hair or pinching
Using toys and materials inappropriately
Lack of cooperation
Leaving the area or group without permission
Being disruptive
Abusive language
Arguing with team members or other children
Aggressive behavior
Defiance

Acceptable Disciplinary Actions:

We discuss the problem with the child and explain the outcome of the behavior. We give them warnings before explaining a time out break. A time out break is one minute per age and no more. Time out breaks will never take away time from eating lunch or snack. If a time out break does not solve the problem, the situation will be handed over to the director and a parent may be called to help. Your child's behavior or disciplinary information will never be shared with another Weeschool family (this confidentiality policy also includes, Medical, personal, or Family status).

Unacceptable Disciplinary Actions:

- Corporal punishment **shall not** be used.
- Punishment which is humiliating or frightening or which causes pain or discomfort to the child **shall not** be used.
- Punishment **shall not** be administered because of a child's illness, or progress or lack of progress, toilet training, nor shall punishment or threat of punishment be associated with food or rest.
- **No child shall be subjected** to verbal abuse, threats, or derogatory remarks about the child or the child's family.

The teachers have prime responsibilities when dealing with inappropriate behavior: Re-direction, encourage child's good behavior and/or redirect his/her activity. If a problem still exists, the child is then removed from the situation and asked to go to a "Time out break" within their classroom.

"Time out break" should be defined as an area away from the group or activity, yet within the classroom. The child will be allowed, as soon as possible, to return to the group. The teacher will not only decide if the child is ready to return, but will encourage him/her to be ready. If the child's behavior continues to be inappropriate, a behavior intervention meeting may take place.

You will be notified if the child's behavior continues to be inappropriate OR the severity denotes an un-resolved problem.

The child will be sent home if they become out of control and/or when the child fails to respond to the measures taken by the Weeschool team. This is at the discretion of the Director only.

The child can be removed from the program permanently if the child's behavior significantly and directly threatens the physical or mental health, safety or well-being of one or more of the other children or team members and that threat cannot be eliminated after all avenues of intervention have been offered as an option.

This decision can only be made by the Director.

**Weeschool considers expulsion to be a
drastic measure and a last resort.**

EMERGENCY PLANS AND PROCEDURES

Fire and Bomb Threat Evacuation Procedure:

There will be a long continuous high-pitched blast from the fire alarm. Children will be evacuated according to the diagram posted in their classroom, to the playground. In the case of an actual fire or bomb threat, teachers and staff members of JSUMC Weeschool will take a head count and keep their children calm, in the contained area (playground), out of the way of the emergency vehicles and personnel until the children are released to their parents.

Tornado and Earthquake Procedure:

If the children are inside, everyone should take cover under the desks/tables or in a tornado safe area (as shown on your diagram in your room. If there is structural damage to the building, the children will be taken to the designated evacuation site (playground). In the case of an actual tornado or earthquake, teachers will take a head count and keep their children calm, in the contained area until it is deemed safe for the children to be released to their parents.

Power Failure Procedure:

In the case of power failure, we will notify parents and guardians by Kangarootime message and SMS cell phone alerts and ask them to pick up their children as quickly as possible.

Chemical Spill Evacuation Procedure:

In the case of a chemical spill, the children will be evacuated in the same manner as a fire drill. If our area is considered unsafe, we will notify parents and guardians by Kangarootime message and SMS cell phone alerts and ask them to pick up their children as quickly as possible.

Intoxicated Parent Procedure:

If an intoxicated parent comes to pick up their child, we will try to distract and detain the parent. The on-site supervisor will contact another person on the emergency list and request that they pick up the child. The on-site supervisor will then tell the intoxicated parent of the pick up plan. If we are unable to contact another person, the child must be allowed to leave with the parent. We would then tell the parent that we are calling the police to inform them of the incident.

Intruder Procedure:

In the event that an unsafe visitor is on our grounds, the school will go into immediate lockdown. A team member would notify staff via GroupMe using the designated code to alert other team members and the on-site supervisor will contact the police. Teachers will close all classroom blinds and lock and barricade classroom doors. The director will disable the magnetic door locks that allow Guardian access to the front door. We would then proceed as directed by the police.

Lost or Abducted Children Procedure:

One team member would alert the on-site Supervisor for assistance with the search while the other team members stayed with the other children. The administrative assistant will pull and playback camera footage. If the child is not found immediately, we will contact the parent and the police. We would then proceed as directed by the police.

Emergency Closings:

The Weeschool follows the Baldwin County's Board of Education's direction for closures due to threatening weather, natural disasters, and national emergencies. In the event of the school closing due to unforeseen circumstances such as a natural disaster (i.e. hurricane) or a national emergency (i.e. COVID-19) Jubilee Shores UMC Weeschool will follow local, state, and national guidelines. Tuition for that month will not be prorated or refunded. This will ensure your child's spot will be held until school is able to re-open.

Teachers Policy when dealing with an emergency:

Always take your classroom's tablets containing each child's Emergency Contact Information if leaving the building. Always take a head count when leaving the building and upon arrival to the playground. In every procedure, the on-site supervisor will print a report from Kangarootime listing all of the children who are signed in as of that time. Kangarootime can be accessed from the playground for emergency contact information, daily classroom rosters, and emergency SMS messaging from mobile devices and classroom tablets.