

Jubilee Shores
weeschool

**Parent
Handbook**



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

WELCOME TO PARENTS

Welcome to Jubilee Shores weeschool! We are excited to have you as a part of our family. At Jubilee Shores United Methodist Church there is no insignificant position in the weeschool program and every child is important. This packet will help you understand our goals and policies.

Jubilee Shores weeschool is a non-profit ministry of Jubilee Shores United Methodist Church. It is intended to serve our community by providing a great education in a Christian environment at a price that most can afford. We work in unity with every department of Jubilee Shores United Methodist Church.

We want to be a help and an encouragement to your family. Please let us know of any area in which we can be of particular assistance to you. At any time you are welcome to a scheduled meeting with the teacher/the *weeschool* Director -Amber Jones.

We appreciate the opportunity to encourage, educate and excite your child's love for Christ! I hope that we exceed all of your expectations and meet the need of our community! Please let me know of anything I can do to make your child's education even more special!

Thank you so much,

Amber Jones

Director of Jubilee Shores *weeschool*

251-928-9133 ext 1

weeschooloffice@gmail.com

Parents of our Nursery and One Year Old Class:

Welcome to our center! We want your experience at our center to be an enjoyable one for you and your child. We have put together a list of items you will need to bring for your toddler each day. If you have any questions, please feel free to speak to a teacher or the Director, Amber Jones.

***Lunch- we do have the ability to refrigerate and microwave
Please try to stay away from liquid foods (soups, very saucy items)**

***Finger foods are always easier for the classroom**

***two no-spill cups or bottles already prepared and ready for the child**

***bowls/spoons or eating utensils**

***any items of comfort (pacifier, special animal, blanket, etc...)**

***extra set of clothes**

***3 or 4 diapers**

***if your child is potty training please make sure they wear Pull-ups
for accidents**

Please make sure your child's name is on everything you bring.

Age Requirements:

Our program serves ages ten months through five year olds. We follow the September 1 deadline as do the Baldwin County Schools for enrollment. The 1, 2, and 3 year olds in our program do not have to be potty trained.

Hours and Days:

weeschool is open Monday through Friday 7:30 am– 5:00 pm. We will follow the Baldwin County Public Schools 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 their 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. **PLEASE SIGN UP FOR WEESCHOOL REMIND 101** (directions on the last page of the registration paperwork)

Monthly Tuition:

- No credit will be given for absences/ vacations, as long as your spot is being held payments are required
- A written notice must be provided prior to withdrawal of a child from our program or tuition for the month must be paid in full.

Tuition will be due at the 1st of each month. Please make checks payable to weeschool and in the memo section, please mark the month you are paying for and the name of your child. No balance will be kept on any account. There will be a fee added on all returned checks

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 do reserve your enrollment for the entire school year.

A fee agreement must be signed before attending class

Late Pick Up Policy:

Please be prompt when picking up your child. Many of our teachers have children in this program and a late pick-up affects not only your child's teacher but many others as well.

Drop Off and Pick Up

Drop Off

Parents must accompany their child to their classroom every morning and deliver them to the teacher. Please do not drop off your children before 8:55 am, this is the teacher preparation time (unless, of course, they are registered for our Early Care Program) . The children are not allowed to come into the building alone. This is for their protection. It is also required that all changes of phone numbers, places of employment, residence changes or changes in pick up information be turned into the Amber Jones, the Director, 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.

Pick up

Anyone, including all parents, who are allowed to pick up the child, must be listed on the emergency pick up /release of child form. To avoid confusion, it is the responsibility of the parent signing the child into our center to properly fill out this form. If the parent who is not listed contests this and can offer proof they are indeed the legal parent or guardian and have legal rights to pick the child up, we will allow that parent to offer their own pick up permission form/release of child form and lawyers from both sides will be contacted. The center reserves the right to not allow any individual onto our property for drop off or pick up if they have created a problem. Anyone not recognized by sight will be asked for a picture ID. If you send someone not listed on the release form, please alert the director and teacher prior to that time. It is the parent's responsibility to notify the office and make changes on this form whenever necessary. The release of child/ pick up form doubles as a release of photo or video images.

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 where you would like them to go.

Physicals 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 card from your local department of health or from your child's pediatrician. It is the overall responsibility of the parent to ensure the immunization card is up-to-date.

Medication and Illness:

All medication to be given to children must be in the original bottle with the instructions on it. All non-prescription medicine must have the child's name written on it. A medication form needs to be filled out prior to administration of any medication. A child that is ill or has a temperature 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 an emergency contact listed in the paperwork.

Children cannot return to school within 24 hours of a 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 Amber Jones, the Director.

Book bag:

Your child is required to have a bag to contain their lunch box, folder 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 stolen, lost, broken toys or clothing.

Clothes:

Please bring 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.

Diapers/Pull-Ups:

Please provide diapers/pull-ups and diaper ointment in your child's bag each day.

Dress Code:

Please send your child in school 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. No pajam They WILL get dirty during the day! The children will go outside (weather permitting) so please be sure that your child has the appropriate outerwear for each day's temperature. The playground does have mulch and sandals are not comfortable footwear for the playground. Please label coats and jackets.

Meals and Snacks

(Please notify the child's teacher 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:

great 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.

*Label your child's lunch box

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

*Have two NO-SPILL cups for each day labeled

*Please send milk, juice or water for drinks

*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 w/milk)

*We will not be able to leave the classroom to heat any child's food (with the exception of our nursery and One Year old room)

*Please send a bib (if needed), napkin and utensils in the lunch box, the teacher may not see it in the backpack/diaper bag at lunch time

*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 you have any questions or special needs/allergies or dietary restraints, please feel free to contact the Director

*Please do not send glass containers

*Please make sure your child has had a good breakfast before arrival, bringing breakfast into the classroom creates problems with the other children.

***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 (peanut butter sandwiches are fine, as they can be easily seen by the teacher)**

Curriculum

We have chosen a curriculum for each room based on the developmental needs of the children in the room.

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, bible stories and outdoor 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. As well as our daily curriculum, we have **Spanish Classes every Thursday** for both Four year old rooms with Mrs. Dina von Campe (This is **not** an additional price)

Extra Curricular Activities:

- * **Whiz Kids** offers a child appropriate introduction to the computer world twice a month
- * **Dance Arts South** offers a dance class for boys and girls once a week during school hours

As a school family we meet on Wednesdays mornings for **weeworship**—this is an exciting discovery of the bible, experienced together as a group. The children learn bible verses, sing together and dive into a bible adventure— this is a fun interactive time of worship.

Visiting the Center

If you are coming to eat lunch with your child, please let us know in advance. Persons not listed on the pick-up permission form will not be allowed to visit your child. In a custody situation, please note that the same procedure will be followed. You can also 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 9:30-12:30 pm.

NO ONE IS ALLOWED IN THE CLASSROOM EXCEPT THE FOLLOWING:

***STAFF OF JUBILEE SHORES UMC**

***POTENTIAL STUDENTS/PARENTS ACCOMPANIED BY THE DIRECTOR
TO OBSERVE THE CLASSROOM**

***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. 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 founded 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 the nature of the charge.

Weeschool Faculty

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

Guidelines: When A Child Can Return after Illness

Fever Free: Must be fever free for 24 hours with the exception of an ear infection. In case of an ear infection, the child may return after treatment of antibiotics has started.

Vomit Free: Must not have vomited for 24 hours.

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 for the file (which we can keep for further reference) and if the child is teething we can allow the child to continue coming to the center at that time if it is determined this is the cause of the diarrhea and noted by the doctor.

Conjunctivitis (Pink Eye): 24 hours after documented treatment for conjunctivitis has begun.

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.

Infestation (head lice, scabies): Cannot return until 24 hours after appropriate treatment has begun and has to be checked by the Director before re-entering.

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

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

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

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.

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.

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 or a doctor's note saying it is non-infectious.

All other infections, sicknesses, and diseases are left up to the weeschool

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:

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 going to time out. Time out is one minute per age and no more. Time out will never take away time from eating lunch or snack. If time out does not solve the problem the situation will be handed over to the director and you 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 including spanking, shaking, and slapping **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 re-

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 "Time out" within their classroom or the office of the weeschool Director.

"Time out" 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 (if any staff member makes this suggestion it should be reported immediately to the Director)

weeschool **considers this 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 room or as directed by the police. The children will be transported to the evacuation site by vans. In the case of an actual fire or bomb threat, teachers and staff members of JSUMC will take a head count and keep their children calm, in the contained area, out of the way of the emergency vehicles and personnel until the children are released to their parents.

Tornado and Earthquake Procedure:

We keep our weather radio on alert at all times. Children will be evacuated according to the diagram posted in their room. 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 by vans to the designated evacuation site. 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 the parents by cell phone 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 load the children in vans and take them to an area deemed safe by the local authorities. We will contact the police to have them notify the parents of our location.

Intoxicated Parent Procedure:

If an intoxicated parent comes to pick up their child, we will try to 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:

If an intruder comes into the building, a team member would see if they could be of assistance. During this time, another team member would then use the designated code to alert other team members and the Director in the building to contact the police. If possible, the children will be taken to a designated area in the building. We would then proceed as directed by the police. We will try to keep in contact with the team members who are taking care of the children to keep them apprised of the situation.

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. If the child is not found, we will contact the parent and the police. We would then proceed as directed by the police.

Teachers Policy when dealing with an emergency:

Always take the children's emergency forms if leaving the building. Always take a head count when leaving the building. In every procedure, the on-site supervisor will print a report listing all of the children who were signed in as of that time.