



2023-2024

PARENT HANDBOOK

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CLOSING

Thank you for allowing us to partner with you and your family as your child's early education experience! We look forward to getting to know you and your child throughout the year.

Serving Together,

Concord W.E.E. School Staff

Dear Parents,

We are pleased you have chosen CONCORD'S Weekday Early Education (W.E.E.) program as the place for your child to first experience the adventure of school. It is our desire to give your child the loving care and guidance that children need in their formative years. We will strive to lead your child to develop his/her possibilities, special gifts and talents, and to become his/her own person. Our program achieves these goals through developmentally appropriate practices in early childhood education. We provide a child-centered curriculum that emphasizes learning through play and fosters social, emotional, intellectual, physical, and spiritual growth. Our purpose statement is "To lay a foundation for Godly faith in Jesus by teaching, nurturing, and building relationships with every child and family."

As parents, you are cordially invited to visit us, ask questions, and make suggestions. The best assurance for the success of your child's experiences is the close cooperation and understanding of parents and staff. Our prayer is that together we will lead your child to develop a great self image and help him/her have a wonderful school adventure.

This handbook has been prepared in order that you may know the policies and better understand the program as we work together to help your child through a successful year at Concord W.E.E. School.

Sincerely,

The Staff

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

SCHOOL DAYS

Our school is open Monday-Friday of each month, Late August through mid-May. The doors open at 9:30 a.m., and the day ends at 2:00 p.m. Consult the School Calendar for special events, holidays, and vacations planned for this year.

Your child will participate in a variety of play-based activities such as:

- working with paints, clay, crayons, blocks, and other manipulative materials.
- enjoying stories, poetry, dramatization, and books.
- learning to share, take turns, plan, work, and play with others.
- learning to respond rhythmically to music, singing new songs, and listening to music.
- acquiring good health and cleanliness habits.

For many years, it has been acknowledged that personal experience is the best teacher, so this is our foremost objective. We teach through play, Bible stories, songs, hands on activities, conversation, and prayer.

CLASSES AND CLASSROOMS

Classes are provided for typically developing children who will have their second birthday on or before August 1 through pre-kindergarten. Children who are four years old and entering a Pre-K class at the beginning of the school year must be potty trained. W.E.E. School class sizes remain lower than the ratios outlined by the Missouri Department of Health. Each classroom's teachers work together as teams in preparing for their class activities.

On a visit to our classrooms, you will find children in various stages of interaction with their environment, other children, and teachers. You will see play. Play is essential for children to learn. Children begin to make sense of the world in which they live through their play. Children learn social skills, try out new ideas and begin to feel competent in their abilities. Through play, children explore, find out how to get along with others, test their skills and muscles, make decisions and choices, try out new ideas, and feel secure enough to try new activities. Play is a child's work.

Every class will not do the exact same thing every day, but every child will be ex-

- Your complaint will be taken seriously and appropriate action will follow as soon as possible.
- Tell your child to ask for help and to tell any adult as soon as possible so the incident can be dealt with effectively.
- Try to ensure that your child maintains a positive image of themselves.

Although bullying in the strongest context of the word does not generally occur at W.E.E. School it is recognized by staff and teachers that preschool children are developing their personalities and friendships, as well as exploring boundaries and appropriate behavior which can result in conflict and clashes of personality. Teachers minimize occurrences by being observant and recognizing that some children prefer the company of others and some don't. If any level of bullying is suspected observed or reported, the matter will be taken seriously, dealt with promptly and all parties will be supported appropriately and fairly. This will involve working towards a shared understanding of the causes of the behavior. Our preschool understands that all behavior is a form of communication and should be recognized as such. Matters will be documented as necessary and reported to teachers, the Director, Assistant Director and/or parents as deemed necessary.

TUITION FEES

There is a non-refundable enrollment fee per child due at the time of registration. This is a one-time fee for the school year to reserve a space for each child and is used for supplies for the beginning of the school year.

Tuition for W.E.E. School is based on a 10-month program. For ease, the tuition fee has been divided into 10 equal monthly payments. Tuition is due on the 6th of each month. If tuition is received after the 6th of the month, a late fee of \$25 will be added. **Please note, due to a late August start date, August and September monthly payments are due close together.**

There will also be a \$30 fee charged for any returned checks. Cash payments will be expected after the 2nd returned check. A 5% discount will be given to families choosing to pay for their child's yearly tuition in full, on or before September.

SPECIAL PROBLEMS OR CONCERNS

Please notify the teachers if there is a change in your child's normal home routines: father or mother traveling, death, or other separation. At all times, the staff is available to help you in working through problems which affect your child and his/her behavior. It is the responsibility of the parent to notify the school in writing of any changes in address, phone number, emergency numbers, child's allergies, carpools, babysitters, release, etc.

When inappropriate behavior is a continuing problem, the school will work with parents to understand the issues and make appropriate recommendations. We realize, however, that we cannot meet the needs of all parents and children. Therefore, W.E.E. School reserves the right to end enrollment of any child who is a continual discipline problem or if it is determined W.E.E. School cannot meet the child's individual needs.

BULLYING STATEMENT

Concord W.E.E. School believes that its children have the right to play and learn in a supportive, caring, and safe environment. If behavioral expectations are consistent and reasonable boundaries are put in place by caring and supportive staff and teachers, it can minimize the occurrence of bullying.

WHAT IS BULLYING?

Bullying can occur through several types of anti-social behavior. It can be:

Physical - child can be physically punched, kicked, hit, spat at, etc.

Verbal - Verbal abuse can take the form of name calling.

Emotional - A child can be bullied simply by being excluded from discussions/activities or play, with those they believe to be their friends.

AS A PARENT:

- Look for unusual behavior in your children. For example, they may suddenly not wish to attend preschool or they may regularly say that they feel ill.
- Always take an active role in your child's education. Inquire how their day has gone and who they have spent their time with.
- If your child encounters any problems at preschool inform the child's teacher.

posed to similar types of experiences during a unit of study. Please allow your child to function as a unique individual and avoid comparing his development with other children or siblings.

OPEN DOOR POLICY

Our school has an open door policy. You are invited to visit, observe, and to participate at any time. However, please do keep in mind that your child will probably behave differently while you are present.

We are concerned about the safety of the children at all times. Any inside doors that provide access to the school area (including the elevator) are kept locked at all times during the school day. Therefore, we ask that each person who visits the school after morning drop off is over, please sign in and obtain a visitor badge to wear while in the building.

Anytime you have questions or concerns about your child or our program, please feel free to ask. Remember, no question or concern is ever too small or unimportant

BITING POLICY

Explanations, policies, and procedures regarding biting at Concord W.E.E. School.

A child biting another child is one of the most common and most difficult behaviors in group childcare. It can occur without warning, is difficult to defend against, and provokes strong emotional responses in the biter, the victim, the parents, and the caregivers involved.

For many toddlers, the biting stage is just a passing problem. Toddlers try it out as a way to get what they want from another toddler. They are in the process of learning what is socially acceptable and what is not. They discover that biting is a sure-fire way to cause the other child to drop what they are holding so the biter can pick it up. However, they experience the disapproval of the adults nearby and eventually learn other ways of gaining possession of objects or expressing difficult feelings.

For other children, biting is a persistent and chronic problem. They may bite for a

variety of reasons: teething, frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, sensory planning issues, or to feel a sense of power.

No matter what the cause, biting in a group situation causes strong feelings with all involved. It does help, however, to be aware of the potential problem before it happens, and to form a plan of action if it does occur. The staff of Concord W.E.E. School, after consulting child care experts and manuals, has developed the following plan of action to be used if and when biting occurs in any of our rooms.

Before biting occurs:

1. Discuss the issue of biting with all parents at the time of enrollment.
2. Provide written policy in our parent handbook.

When a child is bitten:

For the biter:

1. The biter is immediately removed with no emotion, using words such as “biting is not okay – it hurts.” Avoid any immediate response that reinforces the biting or calls attention to the biter. The caring attention is focused on the victim.
2. The biter is not allowed to return to that specific play area and is talked to on a level that the child can understand. “I can see that you want that truck, but I can’t let you hurt him. We don’t put our teeth on people.” Or “That hurts Johnny when you bite him, he is sad.”
3. Redirect the child to a different play area.
4. Write an accident report and notify the parents of the biter (in writing).

For the victim:

1. Separate the victim from the biter.
2. Comfort the child.
3. Administer first aid.
4. Write an accident report and notify parents of the victim (in writing).

If biting continues beyond 2 times:

1. The staff will meet with the director for advice, support, and strategy planning.

become unwell.

***Subject to change per current CDC and/or St. Louis County guidelines.**

MEDICATIONS

If medications need to be given during school hours, parents MUST fill out an authorization form and bring it to school with the medication in the original container clearly marked with the child’s name and dosage (This includes topical medicines, i.e. lip balm, sunscreen, bug spray, etc.) Prescribed medications must not be expired and must have the label from the pharmacy. If your child has an epi-pen or other emergency medications, that need to be kept at school, we will need an Action Plan signed from the doctor. Designated staff members will give medications.

CHILD ABUSE & NEGLECT

Our school and staff are mandated by law to notify authorities of any suspected cases of child abuse and/or neglect.

EMERGENCY PROCEDURES

Fire, tornado, and earthquake procedures are conducted throughout the year with the children. We do have an intruder plan in place, however the children do not practice this procedure. In the event of a critical emergency, the school will activate the emergency medical units and attempt to contact a parent as soon as possible.

CHILD EVALUATIONS/CONFERENCES

Written evaluations are sent home in December. One-on-one parent/teacher conferences are held in the Spring. Parents will be contacted by the teachers for a conference time. Parents will either choose to have a face-to-face conference with the teacher, a phone conference on conference day, or not have a conference at all.

Of course, you may ask for a conference any time during the school year if you have concerns or simply want to know more about what your child is doing.

assume responsibility for any resultant expenses.

HEALTH

Concord W.E.E. School only accepts students who are fully vaccinated for their age. The only exceptions to this are children who have been grandfathered in, children with medical waivers, and families who have made special arrangements with the director.

One of the best ways to avoid germs is through hand washing. Encourage your family to do this at home, as we will direct each child to wash their hands upon first arriving at school, as well as other appropriate times.

We can only accept well children. We are depending on you to help us maintain this policy. If symptoms of illness are observed at school, the child will be separated from the other children, parents will be called, and the child must be picked up as soon as possible. The child must be signed out in the office for any early departures. Please notify us if your child will miss school for illness or other reasons, or if your child has a contagious disease. The school will send home notes concerning contagious diseases the children have been exposed to. Please keep your child home if he/she:

- ⇒ has had a fever (over 99.9 F) during the previous 24 hours
- ⇒ has vomited or had diarrhea in the past 12 hours
- ⇒ has an infection that would be contagious to others
- ⇒ is fussy, cranky, or fatigued due to an illness
- ⇒ Is coughing excessively

COVID-19 POLICY

The health and well-being of our families and staff are our highest priorities. Therefore, we will be taking the current CDC and/or St. Louis County guidelines under advisement. At this time, should your child develop COVID 19, they should quarantine for 5 days. If your child is symptom free, keeping the health guidelines above in mind, they are welcome to return on day 6. We will notify families of potential exposures as we learn of them, however we do not plan to close down classrooms. We ask that you monitor your child for symptoms and keep your child home if they

2. Chart every occurrence, including attempted bites, and indicate location, time, participants, behaviors, staff present, and circumstances.
3. Let parents of the biter know that there is a problem and the procedures that will be followed to deal with it.
4. The staff will closely watch children who indicate a tendency to bite: • Head off biting situations before they occur. • Teach non-biting responses to situations and reinforce appropriate behavior.
5. The staff will closely watch children who have a tendency to be bitten: • Head off biting situations. • Teach responses to potential biting situations: “No” or “Don’t hurt me!”
6. The staff will work together as partners with the parents of both biting children and frequent victims to keep all informed and develop a joint strategy for change.
7. Hold a conference with the parents of the biting child to develop a written plan of action. Schedule follow-up meetings or telephone conversations as needed.
8. Should the biting child have difficulties with recurrent biting in a single day, and only after steps 4 and 5 have been exhausted, the biting child’s parents may be called to remove their student from school for the remainder of the day.
9. If steps 1-8 prove unsuccessful, the biting child may be removed from Concord W.E.E. School and the school will help them to make contingency plans.

ALLERGY POLICY

If any classroom has a child that has a severe allergy (to be determined by parents and director in communication with child’s doctor) that classroom will be free of that allergen for all students in that class. This will include lunches, snacks, holiday and birthday treats and any other foods provided in that classroom. If your child falls into this category please contact the director to follow up. The teachers of each class will communicate with families at the beginning of the year to let you know what special food considerations need to be made for your child’s class. While it can be an inconvenience, every child’s health is important to us at W.E.E. School.

THE PRESCHOOL DAY

Activity Time: Children have scheduled activity periods each day. Children can choose from a variety of learning centers, such as home living, blocks, books and puzzles, nature center, science, games, art, etc. In this creative aspect of our program, the process and enjoyment of the experience is stressed, rather than the perfection of the finished product.

Cleanup Time: There is a place for everything, and children learn to return things to their proper place.

Group Time: Each class has several group time experiences each day. One group time focuses on the day, weather, pledge to the flag, and unit of study. Another time is when the teacher tells the Bible story, uses Bible thoughts, games, music, video, pictures, skits, or books to expand the concept being taught. Another group time may involve literacy time, show 'n tell, journal time, or a review of the day.

Lunchtime: Each child brings his/her own lunch (food and drink) in a marked bag or lunchbox. We do not refrigerate your child's lunch, so only give them non-perishable food items or use an ice pack. We encourage each child to eat his lunch in a nutritious order, such as sandwich or healthy items before dessert. Please refer to any allergy notifications from your teacher when preparing lunches.

Outdoor/Indoor Play: Recess is supervised free play and some organized activities. Sharing the equipment, taking turns, and making safety rules and abiding by them are some of the social experiences in which the child takes part.

Rest/Quiet Time: Vinyl padded rest mats are provided for each child in our young-er classes, as each class listens to CDs, a story, or participates in quiet activities.

OUR CURRICULUM

Our curriculum is geared to the individual needs of each child. Our goal is for your child to develop a sense of success and achievement, to develop self-esteem and be happy to come to school. We hope, as each day ends, they will possess a positive attitude toward themselves, others, and school. We see teaching your child as both a privilege and a responsibility that will lay a foundation for learning that will continue year after year.

the name of the person who will be picking up the child. School staff will ask for identification and also the child's code word. Please notify the person of this procedure so they will be prepared with the correct identification and information. The required code word should be selected at the beginning of the school year.

DROP-OFF/PICK-UP SYSTEM

This procedure was developed for the safety and security of your child, as well as a convenience to you. It's also helpful to foster independence in your child and can help with separation issues. Each parent chooses whether or not to participate at any time. Parents may organize into carpools or plan to drive their own child to school. In the drop-off/pick-up system, each carpool or individual car is assigned a letter which is identified with a tag on the child's backpack. When school is over, the children proceed to the hallways where they sit with their class and supervising teachers to wait for their letter to be called. Upon arrival, the driver will show the official laminated school letter by holding it up in the passenger window, and the teacher will text for the child. Then the child will walk to the car, the teacher will open the car door and help him/her get in. The driver should then follow the car line to the roundabout where they can stop and help the child get buckled. Because of insurance reasons, the driver must buckle up the child, not the teachers. In the morning, the cars line up to drop off children. Teachers meet the cars and help get the children out; children then walk to their classrooms where they are met by their teacher. Our drop-off/pick-up system will begin on the first day of school. If you choose not to use the drop-off/pick-up system, please park in the front parking lot and walk down the stairs to the preschool.

PARENTAL PERMISSION

We will keep records of attendance, health, and development of each child. A parent must sign a form about the understanding of our Handbook, fill out a child's Enrollment Questionnaire, a Child Enrollment Form for License Exempt Facilities, an Allergy Action Plan, and a Medical Examination Report/Vaccination Form signed by your physician. In case of accidental injury, we will immediately attempt to contact a parent. If necessary, we will also call an ambulance. Parents will be expected to

ARRIVAL

Our doors open at 9:30 a.m. and classes begin at 9:30 a.m. Your child's arrival at 9:30 allows the teachers time to finish setting up for the day and to have a time of prayer before school begins. If you arrive early, please wait in the preschool lobby with your child or in car line. It is very important for your child to be in the classroom at the start of class time. Each child will feel ready to begin the day when arriving on time. Your child may be looking forward to coming to school, but when he/she actually has to say goodbye, he/she may be reluctant. If you have been positive in your attitude toward coming, it will be easier for your child to believe that staying is a good idea. The teacher will greet your child and help get him/her involved in the day's activities. Linger too long is often upsetting to both child and parent. If the child continues to have difficulty, we will advise you and try to find the best way to help in this situation.

DEPARTURE/LATE PICKUP FEES

Your child needs to be picked up promptly at the end of the school day. If you cannot be on time, please try to make other arrangements. Carpool pickup officially ends at 2:10 pm.; however, it's possible that carpool may end a few minutes after 2:10. If your arrival is after carpool ends, you will need to walk in and pick up your child inside the school. Late pickup charges apply according to arrival time.

after 2:10 but

by 2:30--\$5

by 2:45--\$10

by 3:00--\$15

A late fee payment notice will be sent home, and payment will be due the next school day.

Children will be released only to a parent or other properly authorized adult (16 years or older). If someone other than those who are authorized will be picking up a child, we must have a signed note giving us the name of that person and when he/she will be coming. If plans are changed unexpectedly, you must call the school with

Each class has age-appropriate teaching goals in the following areas:

- Spiritual Development
- Personal Management
- Social and Emotional Development
- Concept Development
- Language Development
- Pre-Reading Skills
- Science and Math
- Art and Music
- Gross Motor/Fine Motor
- Kindergarten Readiness

HOLIDAY PARTIES

There are four holiday parties in the school year- Harvest, Christmas, Valentines, and Easter. Parents who volunteer will furnish store-bought treats and drinks. Parents are invited to attend the Christmas and Easter parties with their child. We do ask that you limit attendance to 1 parent/student representative per child in consideration that some of our students become overwhelmed by change and/or crowded spaces. Teacher's will plan fun events for the students and serve food provided by parents. No food can be handled prior to serving at school. Thus, any fruit brought to school must be store-wrapped single servings. Treats must also meet any allergy concerns for your child's class. Please ask your child's teacher ahead of time if you are unsure.

DRESS/WEATHER

We recommend that children be dressed in washable play clothes. Clothing that children can fasten themselves is suggested. For safety concerns, closed toe shoes are required and especially needed for Gross Motor play. Sandals, flip flops, jellies, or dress shoes limit a child's participation in motor activities and are not acceptable at W.E.E. School. Please also dress your child for outdoor weather, as we go outside for recess as much as possible, except for rain, snow, or unless the outside temperature is 30 degrees or less or the wind chill factor is 20 or below. An exception to

this will apply to those children whose parents indicate a need for them to stay inside due to medical reasons. Parents must write a note to the teacher each day a child needs to be kept inside, and the child will go to the office when his class goes outside. Also, an extra set of clothes will be needed to keep at school in case of any kind of spill or accident. On Meet the Teacher Day we will send home a plastic bag for you to send in the extra clothes to keep in the classroom. Please send them in on the first day.

BACKPACKS/FOLDERS

Each child will need a backpack for class big enough to hold a lunch box, a 9 ½" x 11 ½" class folder, and any school artwork or paperwork. It's helpful and beneficial for your child if he/she can open and close his/her own backpack. Each child will be given a folder which will be sent home each day in the backpack. Please go through and empty out your child's backpack and folder after each school day to keep up to date with notes, communication, and seeing what your child has done. Please be sure that notes, book orders, tuition, etc. are put in the front pocket of your child's folder.

PERSONAL BELONGINGS

W.E.E. School cannot assume responsibility for lost or damaged toys, clothing or valuables/money. There are plenty of toys and equipment at school. We discourage children from bringing mouth toys for hygienic reasons and any other toys in case of loss. Children may bring toys and items from home for show 'n tell. Please label all items, including coats, jackets, backpack, lunchbox, etc. with your child's name.

DISCIPLINE

Positive reinforcement and redirection are used to help children behave appropriately. We may also pray together about the problem. Time-out (sitting away from the group in the room for no more than 1 minute per year of age) is used as a last resort and to help in calming an overly-excited child. For children who are overly

aggressive or who have difficulty with our policies, a visit with the Director may be needed and possibly a parent will be contacted.

ATTENDANCE

Regular attendance is important. This will enable your child to receive the most from the program and will foster the attitude that school and learning are important. Please notify the school if your child will be late or absent.

SCHOOL CLOSURE

We take into consideration Mehlville R-9 and Fox school districts when making a decision to close school. Notifications of school closure will be emailed to all parents who have children attending that day. Messages will also be posted on the Facebook Parents' site and texted through the Remind App. If inclement weather or other unforeseen circumstances are expected we encourage you to watch the Facebook page for the earliest notification. Be aware that we may close for unforeseen circumstances even if local schools are not closed. Please do not call teachers or the church office.

Our make-up day policy for snow days are as follows:

If a 1st day is missed, it will not be made up.

If 2nd day is missed, it will not be made up.

If 3rd day is missed, it will not be made up.

If 4th day is missed, it will not be made up.

If a 5th day is missed, it will be made up at the end of the school year.

If a 6th day is missed, it will be made up at the end of the school year.

Any additional days will not be made up.

Alternatively, W.E.E. School may choose to issue reimbursements in lieu of making up the 5th & 6th day.