



WEE SCHOOL
Parent Handbook
2024-2025

Robin Cunningham, Director

505 Rollingbrook Baytown, Texas 77521
Wee School Office - 281-420-2740
www.fbabaytown.org



WEE SCHOOL CHRISTIAN PRESCHOOL

A Ministry of Rollingbrook Fellowship at First Baptist Church

Wee School Philosophy and Purpose

First Baptist Church Wee School exists to promote the well-being of the whole child. This is done by promoting Christian ideology, teaching basic life and social skills, and creating a loving and nurturing environment for all.

Enrollment Policies

Registration

The registration fee is required at the time of registration. A child is registered for Wee School when the registration fee is paid and the pre-registration form is completed and returned to the school office. Registration fees are non-refundable. Classroom assignments are based on age as of September 1, class capacity, developmental, scholastic, and behavioral qualifications of the student, and resources available to meet the needs of students.

Enrollment

All parents who have pre-registered a student will need to drop off their child's completed enrollment packet during the enrollment period, July 29-Aug. 2, 2024, between 9am and 4pm. During this time, an administrator will be available to answer any questions or concerns you may have about policies, procedures, schedules, or special needs. All enrollment paperwork must be completed and turned in during the enrollment period along with the August tuition payment. Failure to turn in all required items will result in surrender of enrollment and registration/supply fee. The following items must be completed and turned in for your child to start school:

- Student Enrollment Packet- including an emergency contact person other than the parents
- Health Statement
- Current Shot Record
- August Tuition Payment

All paperwork for students, including the health statement as well as an up-to-date copy of shot records, is required to be on file in the Wee School office no later than August 14, 2024. Failure to do so will result in the surrender of enrollment and registration/supply fee.

Tuition

Wee School tuition is a yearly fee. For your convenience, tuition is divided into 10 equal, monthly payments. The monthly tuition payment amount will be applied to your account on the first of each month (August-May). August tuition payment is due during the enrollment period (7/29/24-8/2/24). Each monthly payment, September-May, is due on the first school day of the month. Tuition payments should be made on or before the first school day of each month. If tuition is not paid before the 10th of the month, a \$20 late fee will be applied to your account. If tuition is not paid on or before the 20th of the month, your child will be disenrolled from Wee School. If late payment is a recurring problem your child may be disenrolled from Wee School. There will be a \$20.00 charge for insufficient funds. Cash or money orders will be the only form of payment accepted as a result of insufficient funds. The parent/guardian is responsible for paying tuition for the entire month, even if your child misses days due to illness, vacations, or natural disasters resulting in school closure. Anyone with an outstanding account balance in May will not be able to participate in extracurricular activities including graduation.

Withdrawal Procedure

If for any reason you wish to disenroll your child from Wee School, you are responsible for notifying the director. If the Wee School director is not notified either by phone, email, or in person your account will continue to be billed on the first of each month. Upon notifying the director a withdrawal form must be filled out to complete the withdrawal process. Payments must be made until the director is notified of changes in enrollment status. If your account has a balance at the time of withdrawal Wee School will not accept your child's (or a sibling's) enrollment at a future date.

Drop Off and Release of Children

If your child is at school past 2:15pm a \$20.00 fee will be charged to your child's financial account. At 2:30pm the parent will be notified, and another \$20.00 fee will be applied to the child's financial account. Each 15 minute period thereafter, another \$20.00 fee will be applied to the child's financial account. If the child is not picked up by 3:15pm, CPS will be notified. If your child attends Extended Care and is at school past 4:30pm a \$20.00 fee will be charged to your account. At 4:45pm the parent will be notified, and another \$20.00 fee will be applied to the child's account. Each 15 minute period thereafter, another \$20.00 fee will be applied to the account. If the child is not picked up by 5:30, CPS will be notified. Please be prompt at both drop off and pick up times. Children who arrive late miss lesson time. If a person other than someone on your Permission to Pick-up form is going to pick up your child, **a written note and I.D. verification is required.** Phone calls with this information will only be accepted once the parent's identity has been confirmed by answering select questions about the child. Please list both custodial parents on the Permission to Pick-up form. In cases where a parent cannot legally pick up a child, an original court order must be in your child's file. Parents may

park and walk in to drop off or pick up their child, unless county health restrictions are in place, or parents may enter the car rider line and a teacher will walk your child to class or bring your child to the car. If your child attends Extended Care you will need to park and walk your child into the school or pick them up from their class unless county health restrictions are in place.

Please review the map at the end of this handbook for proper drop off and pick up procedures. These must be followed precisely to ensure the safety of our students, their families, and our employees. ***Please do not park in the drop off/pick up line to walk your child into the school.***

Curriculum and Academics

Hours

Wee School academic hours are 9am-2pm, Monday through Thursday. School is in session August through May. Wee School offers extended care hours from 6:45am-9am and 2pm-4:30pm Monday through Friday. Children must be accompanied by an adult when entering the school. We are not prepared to receive children until 9am unless they attend Extended Care before school.

Curriculum

Wee School uses the A Beka Book curriculum and other available resources. Each class incorporates Bible stories, songs, memory verses, and a variety of arts, crafts, and physical activities into the daily schedule. Classroom activities are set up in multiple centers in order to help children learn more effectively and foster appropriate social skills. Age-appropriate language, math, fine motor, gross motor, social, and emotional skills are introduced at Wee School. A scope and sequence of age-appropriate academic curriculums will be sent home at parent's request.

Meals and Snacks

Breakfast

Please do not send your child to school with breakfast. Breakfast will be provided for students who attend Extended Care before school and will be served at 8am. If your child arrives to school after 8am they will not receive breakfast before classes start.

Lunch

Parents are required to supply a nutritional lunch, drink and snack for their child each day. **Please send any utensils needed. Please do not send food that needs to be heated or refrigerated. Please do not send soft drinks with your child.** If your child's lunch contains a soft drink, it will be taken and replaced with water. Soft drinks will be replaced and sent

home once lunch is finished. We do not keep lunch items in stock at Wee School. Please be aware of food items that cause choking hazards to children under the age of 4. These items include but are not limited to:

- Hot dogs
- Nuts and seeds
- Chunks of meat or cheese
- Whole grapes
- Hard or sticky candy
- Popcorn
- Chunks of peanut butter
- Chunks of raw vegetables
- Chewing gum

Breastfeeding at Wee School

A mother has the right to provide breast milk or to breastfeed her child while in our care. A comfortable space with seating will be provided for any mother who chooses to breastfeed during school hours.

Snack/Goodie Bags

In respect for each parent's nutritional preferences and children with food allergies, snack/goodie bags containing food or candy will not be sent home to children through Wee School. Please do not send holiday or birthday bags with food or candy for the children in your child's classroom. They will not be given to other students and will be returned with the child who brought them to school.

Learning Disabilities

Wee School does not discriminate against children with learning disabilities. After several incidents, children that display mannerisms that require one on one attention or that disrupt the natural flow of the classroom, will be suspended from school until an evaluation can be completed. Monthly fees will discontinue during suspension. If the evaluation renders Wee School a good fit for the child, enrollment may continue. If the evaluation finds Wee School unsuitable, disenrollment will occur.

Medical Policies

Health Requirements

All immunizations must be up to date. We must have a copy of your child's current shot record on file. A Health Statement, signed by your child's physician, is required to be on file and must be signed by the physician, prior to your child's first day of school.

Infant Safe Sleep Policy (12 months and younger)

Wee School will follow sleep recommendations of the American Academy of Pediatrics and the Consumer Product Safety Commission for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome.

We will:

- Always put infants to sleep on their backs.
- Place infants on a firm mattress, with a tight-fitting sheet, in a crib that meets the CPSC federal requirements for full size cribs and for non-full size cribs.
- For infants who are younger than 12 months of age, cribs will be bare except for a tight-fitting sheet and a mattress cover or protector. Items that will not be placed in a crib include soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices. Also, infants will not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing.
- We will not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation.
- We will ensure that sleeping areas are ventilated and at a temperature that is comfortable for lightly clothed adults.
- If an infant needs extra warmth, we will use sleep clothing such as sleepers provided by parents.
- We will place only one infant in a crib to sleep.
- Infants may use a pacifier during sleep, but the pacifier must not be attached to a stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk.
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), we will move the infant to a crib immediately.
- Our child care program is smoke-free.
- We will actively observe sleeping infants by sight and sound.
- If an infant is able to roll back and forth from front to back, we will place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position.
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally.
- We will not swaddle an infant for sleep or rest.

Any exceptions to these policies will be allowed only if you provide an Infant Sleep Exception form 3019 signed by the infant's health care professional.

Tuberculin Testing Requirements

TB tests are not required for schools or daycare centers in Harris County per decision of the Harris County Health Department.

Hearing and Vision

The State of Texas requires a hearing and vision test on all four year olds in a state licensed school. If you choose not to participate, you must provide Wee School with test results from your physician.

Illness and Exclusion

Do not send your child to school if they are not well enough to fully participate in daily activities. Keep your child home with any of the following illnesses:

- discolored runny nose
- vomiting (in the past 24 hours)
- fever of 100° or higher (in the past 24 hours)
- diarrhea (in the past 24 hours)
- head lice
- thrush
- impetigo
- chicken pox
- measles
- mumps
- conjunctivitis (pink eye)

Parents will be contacted if your child runs fever, 99°F or higher and shows signs of illness. Your child must be **picked up immediately**. If your child has pink coloring in the eyes along with discharge, you will be required to supply us with a note from a doctor stating that it is not contagious. Wee School reserves the right to request a note from your child's physician upon attendance after being absent due to a contagious illness. Children suffering from an illness must be picked up promptly. EMS services will be contacted if any child is left for one hour past the time that the parent is notified.

If any child is diagnosed with a communicable disease, reportable or not, Wee School will send a note home to parents of children in the same classroom. An example of non-reportable but highly contagious diseases are Croup and Hand, Foot and Mouth Disease. Wee School employees sanitize and disinfect classrooms continually to help prevent spread of germs.

Medication

Wee School will only dispense medication to a child if the child's physician has deemed it necessary for the child to receive prescription medication during the child's hours of attendance. If your child must be given medication during the school day, please send the medication in its original container to school. Medications that do not have to be given during the school day will not be administered at Wee School. **Medications must be prescribed by a physician and your child's name and dosage must be clearly printed on the label.** Please do not send medication in a bottle or cup to school. Parents must notify teachers and Wee School Administration of medication and dosing information prior to the school day and sign a medication authorization form.

All medications will be stored in the school office. Please do not send your child to school with any medications to be kept on their person.

Sunscreen and Insect Repellent

Wee School will not provide or administer sunscreen or insect repellent for or on children.

Allergy Policy

As a State Licensed facility we are required to obtain food allergy emergency plans for each child with a diagnosed food allergy that has been diagnosed by a health-care professional. If your child has a known food allergy, we will need you to meet with our clinician during enrollment to complete the required paperwork.

If your child has a life threatening allergy and requires to have an Epi Pen, please contact the school office. Epi Pens will be stored in the school office.

Wee School will not administer invasive medications to any child with the exception of an Epi Pen.

Epinephrine Auto Injectors

Wee School will not participate in the use of epinephrine auto injectors unless assigned to a specific child.

Health Checks

Wee School will perform daily health checks prior to entering the building by checking each child's temperature.

Protecting Children from Vaccine-preventable Diseases

Wee School does not require proof of immunizations from employees. However, to help prevent the spread of diseases and germs Wee School employees are required to:

- Wear gloves while handling or cleaning body fluids and promptly wash hands after removing gloves
- Change gloves after contact with each child, throw away disposable gloves after each use, and wash hands after wearing the gloves
- Complete an Exposure Control Incident Report if exposure to bloodborne pathogens occurs and if necessary have a medical evaluation performed by licensed medical professional
- Wash hands regularly with the following technique:
 - Use antibacterial liquid soap and scrub hands for 1 minute
 - Scrub tops of hands, palms, between fingers, and under nails
 - Rinse under water with hands pointed down
 - Dry hands with paper towels
 - Turn off the water faucet with a towel before disposing of it
- Supervise toilet trained children to ensure that they wash their hands well after using the restroom
- Use CPR guards to minimize direct contact during mouth-to-mouth resuscitation in an emergency
- Employees with open wounds and/or any injury which inhibits hand washing will not be in contact with children
- Employees with signs of illness will not be in contact with children

Conduct and Discipline Policies

Discipline

The use of physical punishment or harsh language is prohibited at Wee School. Discipline consists of positive guidance techniques and, if necessary, time out. Time out is limited to one minute per age of child per incident with a maximum of five minutes. Time out consists of sitting in a chair facing the group, but apart, still within supervision of the teacher. If persistent discipline problems occur in the same day you will be contacted to pick your child up for the remainder of the day. If this occurs three times, your child will be disenrolled from Wee School. If the same incident occurs, where your child has hurt another child, three times during the school year, your child will be disenrolled. We reserve the right to ask parents to arrange alternative care for their child in the event their child **cannot adjust or poses danger to other children and or employees of Wee School.**

Biting

Wee School recognizes that biting is developmentally appropriate behavior for children in the infant through 2 ½ year old classrooms. Parents with children in these classrooms should expect that their children may be bit, or will bite another child. The staff understands that

parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is developmentally appropriate behavior, and that the staff is working to identify situations which, provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents will have their child's services terminated.

Children older than 3 years of age may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents will have their child's services terminated. Furthermore, children, in the older age groups, who bite 3 times in a school year will have their services terminated as the safety of all the children in the program is of the utmost concern to Wee School.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of Wee School cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

Parent Code of Conduct

Listed below are rules of conduct for parents. Wee School requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the expectations of Wee School is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Wee School but, is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment.

1. No parent or adult is permitted to use vulgar or inappropriate language at Wee School at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-

offensive language. At NO time shall inappropriate language be directed toward members of the staff.

2. Threats of any kind will not be tolerated. In today's society, Wee School cannot afford to sit idly by while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. Parents must be responsible for and in control of their behavior at all times.
3. While Wee School does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the child care facility. While verbal reprimands may be appropriate, it is not appropriate for parents to verbally abuse their child; doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.
4. Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the administration.
5. It is inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and the director are strictly prohibited from discussing anything about another child with you. All children enrolled in Wee School have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.
6. Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children, and associates of Wee School. Please be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite, however that person may not be authorized to enter the premises. Be alert and mindful. Immediately report any breaches to the administration.
7. While it is understood that parents will not always agree with the employees of Wee School or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

8. No parent should share pictures of other children, on the Internet (i.e., Facebook, Instagram), that are taken at Wee School. This is to ensure the safety of those students whose parents choose to not have their child's pictures displayed online.

General School Policies and Procedures

Confidentiality Policy

Within Wee School, confidential and sensitive information will only be shared with employees of Wee School who have a "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as Wee School strives to protect everyone's right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with Wee School. Parents who share information with another person about Wee School employees, students, or parents through email, text, phone, social media websites, or in person are in violation of this confidentiality policy. Wee School reserves the right to disenroll any child whose parent violates this confidentiality policy.

Toilet Training

All children entering the 3 year old classes (age 3 as of September 1st) must be completely potty trained prior to the first day of school. This means they wear underwear and ask to use the potty when needed. It is not necessary for children who are younger than three to be potty trained.

Items to Bring

Please send your child to school with a nutritious lunch, drink, and snack each day. A change of clothes in a plastic bag marked with your child's first and last name must be left at school until use or change of seasons. **Please include underwear. Athletic shoes must be worn for your child to be able to participate in recess activities.** Full sized backpacks are preferred for Wee School children. Please send nap mats and blankets with 1 year olds and 2 year olds. Nap mats and blankets will be sent home occasionally to be washed as well as times when accidents require them to be washed. All belongings must be clearly marked with your child's first and last name. If your child arrives at school with an item that is not marked with their name the teacher in your child's classroom will write their first and last name on that item in permanent marker. This is critical for Wee School staff to ensure that your child is sent home with the proper items and outer clothing.

Dress Code

Children must come to school fully clothed and wearing athletic shoes. Open toed shoes including flip flops and sandals are not allowed. Wee School promotes physical activity

both inside and outdoors. Children will experience a minimum of 90 minutes of moderate to extreme physical activity daily. If weather conditions do not allow outdoor play, children will play in the gym. Parents are required to provide a change of appropriate clothing to remain at school. All clothing must be marked with your child's first and last name. Please mark jackets with your child's first and last name.

Bad Weather Days

In the event of bad weather and/or natural disasters, Wee School, under the advisory of the school board, will make decisions to remain open or closed.

Fire, Severe Weather, Lockdown Drills, and Playground Inspections

Monthly fire drills will be practiced. Severe Weather Drills and Lockdown Drills will be practiced quarterly. Playground inspections are conducted weekly.

Field Trips

All activities will remain on campus.

Transportation

Wee School will not transport children unless there is an emergency that requires evacuation to another location. Please refer to the Emergency Preparedness Plan.

Toys

We provide many toys for children. Therefore, we request that parents **do not allow children to bring toys from home**. If your child arrives with a toy it will be put away, in their backpack, until it is time to leave.

Party Days

General party day information will be sent home via notes in students' folders and Remind. More specific party day information will be sent home in your child's folder as the date approaches. Check with your child's teacher for more information.

Birthdays

We will celebrate your child's birthday with a crown and birthday sticker. You are welcome to send **cookies only**. Please let the teacher know of your plans ahead of time. Please do not send goodie bags. They will not be given to the other children in the class.

Gang-free Zone

Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone. Criminal offenses related to organized crime activity are subject to harsher penalty.

Parental Notification

All correspondence will be sent home in your child's folder and/or through Remind. Please check your child's folder daily. Information regarding emergency closings will be sent out via Remind. If necessary, an administrator or teacher will call about emergency closings.

Remind

Remind is a free, safe, and simple messaging tool that helps teachers share important updates and reminders with students and parents. It is the most effective means of communication between Wee School and parents/guardians in the event of an emergency. Your cell number will be added upon registration. Once added, you will receive a text. Please acknowledge the text to receive information throughout the year. All personal information is kept private. Teachers will never see your phone number, nor will you see theirs. **It is important that at least one parent/guardian is signed up to receive Remind text messages from Wee School.**

Policy Changes

All policy changes will be sent home in your child's folder for you to review. There will be an indicated place for parent/guardian signature.

Policy or Procedure Questions

Robin Cunningham, Director, is available Monday – Friday, 7:30 am-3:00 pm to answer any questions.

Visiting and Participation

You are welcome to visit Wee School at any time, unless county health restrictions are in place. All parents/visitors are screened through our Raptor visitor management system and must stop at the office to get a badge when coming on campus. Badges will inform teachers and staff of clearance to be on campus. You are also welcome to participate in any activities we offer. However, we would appreciate it if you took note of our nap times.

Movie Viewing

Children who are in 3 year old and 4 year old classes may have a movie time directly following lunch. Movies may also be played during special occasions, such as party days. The movies that will be shown during this time will be rated G only.

Teaching Assistants

If your child cannot function in a classroom without the use of a full-time teaching assistant, you will be required to either provide a teaching assistant for your child at your own cost or we will provide one at an extra cost.

Disenrollment

Wee School reserves the right to disenroll any child, at any time, for any reason.

Emergency Practices and Policies

Medical Emergencies

In the event of a medical emergency, the following procedures will be followed:

1. 911 will be called
2. CPR/First aid will be administered
3. Parents will be notified

Emergency Preparedness Plan

In the event of any type of emergency, the Director, Robin Cunningham will be responsible to execute the emergency evacuation plan as well as contacting parents, local authorities for assistance, and State Licensing. Monthly fire drills and quarterly lockdown and severe weather drills are executed by the director.

Shelter in Place

In the event of an emergency that requires a safe area within the building, the children will be moved with teachers to their respective lunchrooms and asked to sit on the floor.

Teachers will be notified via radio.

- Severe weather (hurricanes, tornadoes, floods, etc.)

Lockdown

In the event of an emergency that requires a lockdown, teachers will turn off the lights, lock the door, and gather children away from any areas that may be visible from the hallway.

- Intruder with weapon

Evacuation to an Alternate Location

In the event of an emergency that requires a safe area outside of the building, the children will be escorted by their teachers to the designated evacuation location.

Some examples of reasons for evacuation:

- Fire- students should be taken to the evacuation location only after the building is determined to be unsafe
- Gas Leak inside the school/church building

In the event of an emergency that requires moving to an alternate location, the children will be moved to the bus barn at the southwest corner of the property behind the school. Infants and children who are not capable of walking will be placed in strollers and portable cribs and transported through the church parking lot to the evacuation location. Older students will be walked through the church parking lot to the evacuation location in order to avoid

main traffic areas. Teachers and students should always use the exit closest to their current location.

1. Children will be walked to the evacuation location by their teachers.
2. Parents will be notified by Remind.
The Director (Robin Cunningham) or administrator in charge will be responsible for bringing the Emergency Preparedness Notebook to the evacuation location. The Emergency Preparedness Notebook contains a comprehensive plan which details all policies Wee School teachers and staff will follow in the event of an emergency.
3. Each teacher will be responsible for bringing their daily attendance sheet and accounting for each child's attendance at the evacuation location.
4. Parents will be notified by Remind upon arrival to evacuation location.
5. The Director (Robin Cunningham) or administrator in charge will contact the appropriate local authorities and State Licensing.

The Emergency Preparedness Notebook is located in the Director's office and contains emergency contact phone numbers and Authorization for Emergency Medical Care forms for all Wee School and FBA students. Wee School's entire Emergency Preparedness Plan is available for review in the Wee School office.

Emergency Closing and Evacuation

In the event of emergency closing or evacuation, parents will be notified by the following means of communication:

- Remind notification text message

State Licensing Minimum Standards

State Licensed Minimum Standard Rules

The Minimum Standard Rules for Licensed Child-Care Centers and Wee School's most recent Licensing inspection report are available to be viewed in the Wee School office.

Child Abuse and Neglect

All Wee School teachers are required to complete training on child abuse and neglect each year. This training includes warning signs on both abuse and neglect. Any warning signs observed by Wee School employees will result in a report to Child Protective Services.

For information about preventing and responding to abuse and neglect of children please go to the following website:

www.texprotects.org

To help increase awareness of child abuse, Wee School will participate in the National Child Abuse Prevention Campaign every April by distributing information to parents and employees and by posting material provided by the state.

If you are a victim of child abuse call the child abuse hotline.

Child Abuse Hotline- 1 800-252-5400

Family and Protective Services website- www.dfps.state.tx.us

All questions or concerns regarding policies and procedures should be directed to Robin Cunningham. You may contact her through phone or email.

robin@fbcbaytown.org

281-420-2740

How to contact our local Licensing office:

Texas Department of Family and Protective Services

3 Northpoint Drive

Houston, TX 77060

713 940-5200

How to find product recall information:

Consumer Product Safety Commission

www.cpsc.gov

Student Pick Up and Drop Off Procedures

