

Wesley KIDS

Parent Handbook

Revised August 2022

Proverbs 22:6

Start children off on the way they should go, and even when they are old they will not turn from it.

Contact Info

Preschool Office: 423-834-9808

Christy's Cell: 423-650-1539

Fax Number: 423-479-9570

Church Office: 423-472-9578

Email: office@wesleykids.org



Arrival and Dismissal

Wesley KIDS is open Monday—Friday 7:30am—5:30pm unless otherwise noted on the calendar.

The Church Office doors are unlocked during normal business hours.

The Atrium doors (closer to the playground) remain locked throughout the day unless there is a special event going on. There is a small keypad on the right hand side of the door frame which you can enter your child's 4 digit code to enter the building. (this code also works at the office door if ever needed)



If the preschool hallway door is closed you will use the same 4 digit code on the keypad to the left.

To check your child in you will use the Procure App. In the app you will scan the QR code displayed, select the child/children to check in, answer any questions that may be set at that time, and sign. The app is individual for the two primary guardians for the children and will log your information as signing the children in automatically. If you do not have your phone, or if someone besides mom or dad is dropping off, the classroom teacher will be able to help you.

Once to the classroom please stand at the door and have your student follow the set routine. (Your classroom teacher will explain this process as it is a little different for each class). Drop off is prohibited between 8:00 am as this is morning snack for all classrooms. If you will be dropping off after 8:00 am please pay attention to your child's class schedule and plan a time with the morning teacher as to not interrupt class routines. If a child does not arrive prior to scheduled meal times he/she will not be able to eat due to licensing regulations and supervision requirements of our classroom teachers.

Anyone picking students up must be 18 years of age or older, and have a valid driver's license to present to the classroom teacher that matches the info on the student's pick-up list.

If an adult comes to pick up a child who seems unfit/under the influence/or otherwise unable to properly care for a child, as deemed by the teacher & on-site person in charge, the child will not be released and another emergency contact will be called to pick up the child.

In the event that the individual shows threatening behavior towards the child, the staff, or other students the policy is to release the child and immediately call 911.

DO NOT enter the playground from the sidewalk - if your student's class is on the playground please come in as normal and go to the playground through the double glass doors at the end of the preschool hallway. The playground gate is to remain shut and clipped at all times for safety purposes.

Please let us know if someone new is coming to pick up your student. You will instruct this person on how to enter the preschool and give them the 4 digit code. They will be required to show their ID. Please also keep in mind we have subs that cover when regular teachers are out that may ask for ID's on any given day.

Please notify the classroom teacher or director of any telephone number or address changes of any individuals on your student's pick-up list. There is a simple form that requires a parent signature for these changes or you can make changes through the My Procure App. (Please also let the staff know so we can update our records)

If for any reason your child's code needs to be changed or an individual needs to be removed from the pick up list please notify the office staff.

Students picked up after their scheduled time of 12:30 / 5:30 are subject to a \$10 Late Pick Up Fee



****PLEASE FEEL FREE TO BRING SIBLINGS IN FOR DROP OFF AND PICKUP**

Curriculum & Learning Goals

Our mission at Wesley KIDS is to grow kiddos closer to God and further in their education.

Our classrooms are arranged by age and goals and expectations build from class to class.

We create our own curriculum to enable us to alter plans to the areas of each class as they go through the year. We use the CDC Milestones reports and follow the TN Early Learning Standards to ensure we are offering our students the best we can to prepare them for a life of learning. We focus on Academics, Social Emotional Skills, Fine and Gross Motor Skills, and growing closer to Jesus.

We incorporate a curriculum from Grow that we also use for our Children's Ministry on Sunday & Wednesdays. These lessons help us learn about God and His Word. We have a monthly theme based around these lessons as well.

Each class reads a daily devotion during their circle time.

The Letter of the Week is another thing you may notice that we follow. We go through the Alphabet spending two weeks on each letter at a time. Older classes will focus on upper and lowercase. Classes will review this letter each day during circle time and with various other activities.

Gross Motor is important for every child's development. Students are scheduled to go outside to the playground or to the gym 2 or 3 times per day for about 30 minutes at a time.

Some of the ways we focus on Fine Motor Skills are finger plays, playing with play dough, sensory play, drawing, building with blocks, and other manipulatives.

Each Class follows a weekly lesson plan, there is an example one below.

Daily Devotions

Each classroom will be read a daily devotional at the end of their Morning Circle Time. Below are the de-votions we use. They were all purchased from Amazon if you would like to follow along at home as well.

Red, and Green Room



Yellow, Orange, & Blue Room



Navy & Pink Room



Clothing:

You will be asked to provide at least one change of clothes to leave at school in case your student has an accident, or something gets spilled. This will be kept in a ziplock bag with the child's name on it. If the teacher uses the pair of clothes, please be sure to bring a clean pair the next day. Toddlers and Infants may need more than one pair of clothes.

Students' shoes are required to stay on all day, even during nap, and will need to stay on their feet during active play. Slippers, Flip Flops, and similar sandals are not permitted.

Please do not send students in clothing that cannot be stained in case an accident does occur during mealtime, art activities, or outdoor play. Clothing worn must be appropriate and cover student's body through all activities. Shorts must be worn under dresses as students are active here at school.

-If your child's outfit is causing a classroom disruption, the teacher has the discretion to have the child change and the parents will be notified as to why.-

Extra Activities:



Soccer Shots is a nationally recognized program that offers a high energy, fun and age-appropriate introduction to the wonderful game of soccer. In addition to soccer, we work on improving children's gross motor skills and teaching children important concepts such as teamwork, sharing and respect. Soccer Shots instructors are enthusiastic and passionate about working with kids. Our goal is simple: to leave a lasting, positive impact on every child we serve!

The Red, Green & Blue Rooms attend soccer shots 2 seasons per year, spring & fall. These sessions are \$6 per week and the fee will be due to Wesley KIDS at the end of the season. They are typically 9 weeks long and scheduled on Mondays. The class attends as a group and the classroom teacher or other staff member stays with them.

Bookmobile is a mobile library from the Cleveland Public Library that visits us on a 3 week rotation. When the Bookmobile visits it remains parked right outside the main doors beside the playground. The students will go out as a class, enter the Bookmobile, and "check out" a book from the librarian to keep in the classroom until it returns.



Supervision:

We as a team do our best to actively supervise all students throughout the day and below are a few things you can do to help us keep everyone safe:

While it is super fun and adorable to watch kiddos run down the hall in the morning and afternoon please help them learn to use their walking feet. This helps them stay together as a class during transition times throughout the day.

Please make sure to sign kiddos in and out as this is how we do roll call during transitions.

Teachers are not permitted to use their cell phones during high risk activities such as the playground and meal times. If you communicate with your child's teacher through the app please understand it may take time for them to respond.

-THANK YOU!

Health, Illness, & Safety:

Wesley KIDS is a smoke and tobacco free facility.

Weapons (guns/knives/dangerous objects) are not permitted on the premises of Wesley KIDS per state regulations.

Illness Policy: Students are not permitted to come to school if they are contagious (fever of 100 or higher, bright green snotty nose, persistent cough, vomiting, diarrhea, lice/nits, rash, or other signs of infection). If a student becomes ill while at school the teacher will notify the family to pick-up the student immediately and the student cannot return the next day without a doctor's note along with being symptom free for over 24 hours without medication (such as a fever reducer). Students who have had or have been introduced to lice can not return to school without proof of treatment (simply bring the empty box or receipt from purchasing treatment) Please see the next page for more information.

Please notify the preschool office or classroom teacher if a student is sick, has been sick, or is taking medication out of the ordinary. (medications such as antihistamines can often alter behavior so this is why we ask)

If your student comes down with something that is contagious please notify us so we can take extra precautions during daily cleaning and warn other families to be on the lookout.

If your family has been in contact with anyone positive with or suspected to have COVID-19 please notify us and we will follow the current CDC protocols to move forward.

Medications: A doctor must prescribe all medications administered at Wesley KIDS. The medication must have a pharmacy label on the original bottle or box, including over the counter medications (unless director approves). After having the pediatrician complete the medication administration form the family will bring the medication to the classroom teacher and finish completing the form stating how and when to administer the medication. If your student has a diagnosis stating he/she must have medication on hand (ie: asthma inhaler) the student cannot come to class without the medication being on site, in date, and all forms completed and signed.

Wesley KIDS staff will not be allowed to apply sunscreen or triple antibiotic cream to students.

Diaper rash creams and such are permitted with a completed ointment/cream release form stating specific instructions to the classroom teacher and must be in the original packaging and in date.

Chap-stick can be kept in the classroom labeled with kids name and used under teacher supervision.

Lotion, hand sanitizer, medication and other objects labeled "keep out of reach of children" are not allowed to be kept in students' backpacks at school because they are stored within students reach.

Health, Illness, & Safety: (cont.)

Students and Teachers must wash their hands.....

- each time they enter the classroom
- after blowing / wiping noses
- after diaper changes / using the restroom
- before and after snack
- after waking up from nap
- after touching toys that have been contaminated
 - anytime there is a chance of cross-contamination

Students are considered contagious and not allowed to come to/remain at school when they.....

- have a fever above 100.0 degrees Fahrenheit
 - (when taken at least 20 minutes after waking up from nap / returning from playground)
- have diarrhea for two consecutive bowel movements
- have lime green / constant runny noses
- have an undocumented rash (if your child has eczema please provide a dr note stating this)
- have nausea / vomiting unrelated to spit and choking
- have any known contagious illness including but not limited to:
 - pink eye (must be treated for 24 hours with prescription eye drops before returning with a dr. note)
 - bacterial / viral infections
 - COVID
 - lice (must be treated at least two rounds with a lice kit and be bug/nit free for 24 hours, proof of treatment is required to return) severe or persistent cough

In doing what we can to keep the classrooms sanitized, please remember these types of illnesses are contagious before showing symptoms. Please look for warning signs in your child and let us know if he/she does get sick. Please consider keeping siblings home as well. If a student gets sick here at school please make arrangements to have him/her picked up as soon as possible as we do not have the ability to pull sick students from the rooms.

Students are permitted to return to school after being symptom free for a full 24 hours without any fever reducing or symptom masking medication to ensure your student feels better and prevent others from getting sick as well. The staff takes these same precautions. Thank you for your cooperation in trying our best to keep everyone healthy! Please let me know if you have any questions.

Confidentiality:

Wesley KIDS will keep all students' information confidential. All student files will be kept in the director's office and information will be discussed only with parents and other staff members. Any individual that comes to the agency to observe or provide services for a student must have written permission from the parents of that child and the teacher/director must be told in advance when the individual will be coming.

Often we have Cleveland State Students request to observe students to meet observation requirements for class. If this is the case you will be notified by the director and be asked to sign a form. Your child's name will not be used in any paperwork submitted to Cleveland State and the observers are never allowed to pull students out of class or be left alone with students for any reason.

All families will be asked to sign a photography release; it is the guardian's discretion to allow Wesley KIDS to use photos within the agency only or for agency publications. If your family chooses to allow Wesley KIDS to use photographs for various publications they are encouraged to request any photo to be removed at any time they wish.

Families are not permitted to take pictures of other students for any purpose without the other child's parental consent. No pictures taken on the premises may be uploaded to social media sites without the director's approval.

Please let the Wesley KIDS staff know if there are any custody/court papers or other pertinent information.

Wesley KIDS staff is not permitted to 'Friend' or 'Follow' any families currently enrolled in Wesley KIDS on social media.

Communication:

We are using the Procure App for communication. Both main guardians for each child are required to have the app set up. This allows teachers to communicate with parents and send notes or pictures from special activities and daily routines. This is also how we communicate during any type of closer or emergency situation,

Please remember teachers and staff are in and out of classrooms all day and not always able to keep up with messages. If you need to contact us feel free to call the office at 423-834-9808 or call / text the director at 423-650-1539 or at 423-790-4712. Teachers are discouraged from using cell phones while supervising students and it is at the teachers discretion to use their personal phone number to communicate with families.

Monthly Newsletters will be sent home/emailed out to tell you a little bit about what's going on here at school and any special events we may have planned.

Teacher / Parent conferences will be offered three times per year but please feel free to talk to the morning teacher about any concerns or to schedule a conference at any time.

We will offer an annual evaluation which will allow for parents to give us feedback on what is and is not working and any ideas they may have.

Dis-enrollment Process:

Sadly there are situations where students must leave Wesley KIDS; some transition on to kindergarten, some move out of town, and sometimes Wesley KIDS is just not the best fit. Below are the procedures to follow for dis-enrolling from Wesley KIDS.

Once you know, please inform the director or classroom teacher in writing. The child will still be welcome to attend until the date you tell us but this will give us the opportunity to find another family that may need our services.

Please ensure, on the student's last day, that you take home all of his/her personal belongings and all fees have been paid in full.

Behavior:

Please see our behavior policy for more information. Here at Wesley KIDS we strive for a safe, learning environment and ask for your help to enable us to do so. Please be proactive with your little ones behavior struggles so we can all succeed and have fun.

Expulsion Policy:

In the event that a student is not meeting the expected behaviors of his/her classroom to the extent that the behavior is endangering the child or those around him/her, or that the behavior is causing a continuous disruption to the classroom and therefore hindering learning, Wesley KIDS may ask a family to leave or cut the hours that the child attends the program. Wesley KIDS may also ask a family to leave if the family members are rude/disrespectful to staff or other families.

-This process would only be considered after all other options have been exhausted-

When behaviors such as what is listed above occur in a childcare setting it creates an un-welcoming environment for everyone involved.

The first time an instance occurs the staff will document the occurrence on an accident/incident form and inform the director and parent of the situation.

The teacher, parents, and director will work together to try and prevent further occurrences of the un-safe behavior.

If the behavior persists the parents, teacher, and director may have a conference to determine if there are other avenues we can take to solve the issue. At this point the director will determine the next step, with the teacher and parents' input, as she sees best for the entire program.

If the behavior persists and endangers or continuously disrupts the classroom the family may be asked to leave the program to ensure quality and safety of the other students. During this process the program will direct parents and families to check the childcare provider locator website on TN.gov and give any information they can on programs and other facilities that might be able to help.

If you have any questions about this policy or have concerns about your child or the behavior of another child affecting your child, please inform the teacher or the director so we can all work together to make Wesley KIDS a safe and loving environment for these precious little ones to learn and grow.

Students belonging to staff members: If a staff member resigns from Wesley KIDS the student will be asked to withdrawal within two weeks of the notice (or last day worked if no notice was given). This may be over ruled by the director in extenuating circumstances.

Emergency Preparedness:

Communication:

Group Me or text messages will be used for communication between staff during emergency situations and drills.

If teacher needs assistance for any reason, they will send a message from the tablet to office staff.

The agency will use Bradley County's Emergency Alert System along with local news stations.

Text CBCEMA to the number 30890 to receive alerts by text message.

The agency will use the Procure App for notifying parents of urgent important information such as closings and delays. (See Communication for more info)

Emergency Phone Numbers will be posted next to each land line phone and in each classroom. Parent contacts will be carried with the teachers at all times. If the building is evacuated, staff members will use personal cell phones to contact families.

Injuries/Accidents:

First Aid/CPR training will be kept valid on at least one present staff member. Agency offers training as able.

In case of injuries staff will apply gloves and attend to child using basic first aid knowledge. If the injury is se-vere, 911 and the child's parent will be notified. All parents are required to sign (student application) a release allowing Wesley KIDS to send their child with EMT's in the case of an emergency, a staff member will go with your child and remain until you are able to get there.

If the injury is minor but there are any signs of injury on the child's head, parents will be notified of injury and giv-en the option of picking up the child. After an incident, the teacher will fill out an accident/incident form and par-ents will be asked to sign the form at pick up and given a copy if desired.

Emergency Drills:

Emergency Drills are practiced routinely and explained in depth in the Emergency Preparedness Plan which is availa-ble for review in all 6 classroom or the director's office.

Meeting sites in case of emergencies are as follows:

>Fire: Everyone meets at the dumpster and we move as a group to the storage building at the back of the park-ing lot. (a fire drill is spontaneously conducted monthly by all classrooms)

>Tornado: Everyone will be in the main preschool hallway facing the gym wall

>Earthquake: Once the ground stops moving students will come out from under the tables and exit the building following the fire drill protocol

>Flood: In the event of a flood students will move to the upstairs area of the church. Stairs are located to the left of the main church office window

>Chemical Contamination: If we have to leave the building of Wesley Memorial and it is unsafe for us to remain outside we will move students to Peerless Medical on the corner of Peerless Road and Raider Drive. If we have to evacuate this area of Cleveland students will be transported by staff vehicles to Bradley County Schools Office located in front of Bradley High School.

>Lock Down and other Law Enforcement Emergency procedures are located in the Emergency Preparedness Plan.

Reunification Plan:

If the occasion arises for any of the above emergencies staff will use personal cell phones or phones located at the evacuation site to contact all parents and inform them of the pick-up procedures. Teachers will stay with their students until all students have been picked-up and signed out. Emergency Contact Info for each child is located in his/her classroom's emergency bag and the center's emergency bag.

Milestones

If you ever have any concerns about your child's development there are free developmental screenings available through:

>TEIS (TN Early Intervention System) (0-2 years old)

423-425-4779

>Cleveland City Schools (3-5 years old)

423-472-9571

>Bradley County Schools (3-5 years old)

423-476-0620

CDC.gov is a great resource for information on developmental milestones. There are several printable resources along with a developmental tracking app.

MILESTONES MATTER: LET'S TALK ABOUT THEM!

MILESTONES AT 4 MONTHS <input checked="" type="checkbox"/> Begins to babble <input checked="" type="checkbox"/> Responds to affection	MILESTONES AT 6 MONTHS <input checked="" type="checkbox"/> Likes to play with others <input checked="" type="checkbox"/> Responds to own name	MILESTONES AT 9 MONTHS <input checked="" type="checkbox"/> Has favorite toys <input checked="" type="checkbox"/> Understands "no"
MILESTONES AT 1 YEAR <input checked="" type="checkbox"/> Tries to say words you say <input checked="" type="checkbox"/> Waves "bye-bye"	MILESTONES AT 2 YEARS <input checked="" type="checkbox"/> Begins to run <input checked="" type="checkbox"/> Begins to sort shapes, colors	MILESTONES AT 3 YEARS <input checked="" type="checkbox"/> Knows name and age <input checked="" type="checkbox"/> Climbs and runs well

Get free milestone checklists for these ages and more at www.cdc.gov/Milestones or by calling 800-CDC-INFO (800-232-4636).

Learn the Signs. Act Early. Developed in partnership by the University of Missouri and the US Department of Health and Human Services, Centers for Disease Control and Prevention.

Try CDC's FREE Milestone Tracker app today...

Because milestones matter!

- Illustrated milestone checklists for 2 months through 5 years
- ★ Summary of your child's milestones to share
- 📌 Activities to help your child's development
- ⚠️ Tips for what to do if you become concerned
- 🕒 Reminders for appointments and developmental screening

GET IT ON Google Play
Available on the App Store

Learn more at cdc.gov/MilestoneTracker

It's time to change how we view a child's growth.

4 years	Speaks very clearly Wants to please friends and wants to be like friends Counts 10 or more things Can tell what's real and what's make-believe
3 years	Tells stories Understands the ideas of "same" and "different" Plays "Mom" or "Dad" Cooperates with other children
2 years	Says name, age, and sex Says words like "I," "me," "we" and "you" and some plurals (cars, dogs, cats) Does puzzles with 3 or 4 pieces Plays make-believe with dolls, animals, and people Copies adults and friends
18 months	Points to things or pictures when they are named Says sentences with 2 to 4 words Follows simple instructions Gets excited when with other children Begins to run
1 year	Points to show others something interesting Likes to hand things to others as play Says several single words Says and shakes head "no" Copies gestures Plays games such as "peek-a-boo" or "pat-a-cake" Says "mama" and "dada" Responds to simple spoken requests

www.cdc.gov/ActEarly
1-800-CDC-INFO (1-800-232-4636)

Learn the Signs. Act Early.



PARENTS

ARE YOU CONCERNED
ABOUT YOUR CHILD'S
DEVELOPMENT?

- CRAWLING, WALKING
- TALKING (SPEECH)
- DRAWING, WRITING
- READINESS SKILLS
- VISION OR HEARING

FREE
DEVELOPMENTAL SCREENING
FOR CHILDREN – BIRTH TO AGE 5

For questions or appointments:

- * CLEVELAND CITY CHILDREN – Ages 3 - 5
Special Education Department - Call 472-9571
- * BRADLEY COUNTY CHILDREN – Ages 3 - 5
Special Education Department – Call 476-0620
- * ALL CHILDREN – Ages Birth – 2
TEIS (TN Early Intervention System) Call 425-4779

School
Days

Child Development

If you have concerns that your kiddo may not be meeting milestones or seems to struggle in any certian area please reach out the school system you are zones for and get a FREE developmental screening to see where your kiddo is at and get access to resources that can help your kiddo succeed easier in thier academics.

>TEIS (0-3 years old)

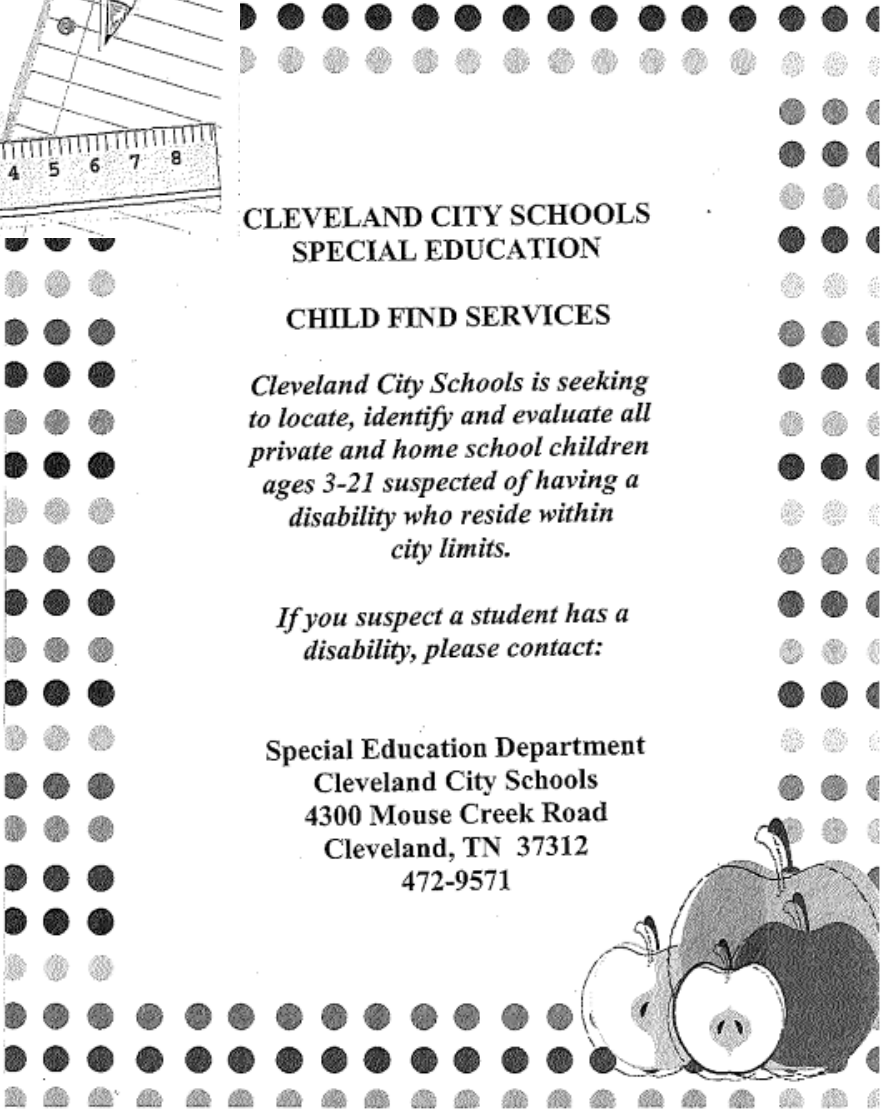
423-425-4779

>Cleveland City Schools (3-5 years old)

423- 472-9571

>Bradley County Schools (3-5 years old)

423- 476-0620



CLEVELAND CITY SCHOOLS SPECIAL EDUCATION

CHILD FIND SERVICES

Cleveland City Schools is seeking to locate, identify and evaluate all private and home school children ages 3-21 suspected of having a disability who reside within city limits.

If you suspect a student has a disability, please contact:

Special Education Department
Cleveland City Schools
4300 Mouse Creek Road
Cleveland, TN 37312
472-9571

