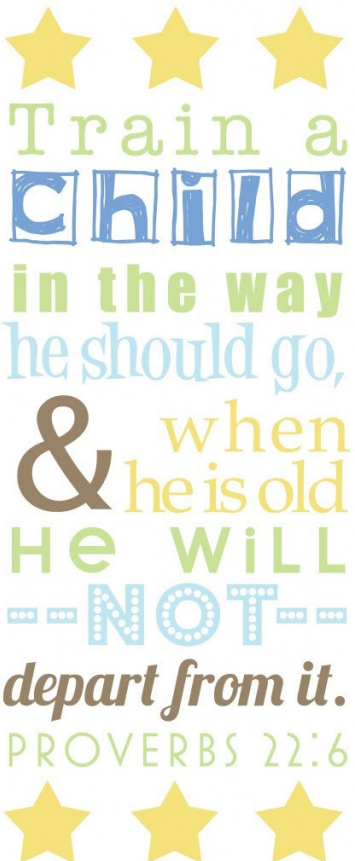
8/26/2026
Revision

Parent Handbook

Wesley KIDS is the ministry of Wesley Memorial Church that serves children, infants until middle school. We have the Preschool Program that provides care for students 6 weeks until they are ready to go to kindergarten year-round. During the summer months we offer a school age class for students entering kindergarten until age 12. On Sundays & Wednesdays we offer nursey for our littlest up through 3 years of age, along with Sunday School and Children's Church for those 4 years old until Middle School, at which time they transfer to our Youth Program. If you would like more information about the other programs of Wesley KIDS, please feel free to ask or visit our website here. Wesley KIDS offers biblical teachings and the Good News of Jesus to all children without denominational influences.



Contact Info
Preschool Office: 423-405-4746
Christy's Cell: 423-650-1539
Fax Number: 423-472-9570
Church Office: 423-472-9578
Email: office@wesleykids.org
Website: www.wesleykids.org

Welcome to Wesley KIDS

Thank you for allowing us to join your family in caring and educating your little one. Please read the following information and policies then sign the acknowledgment page at the end. Let us know if you have any questions.

Class Options & Fees, Enrollment, & What to Bring

Learning Goals & Expectations

Attendance, Schedules, Calendar, Arrival, & Dismissal

Meals, Allergies/Intolerances, & Medication

Emergencies, Supervision & Safety

Illness Policy

Behavior Policy & Expulsion Policy

Weather Policy

Parent Acknowledgement Page

Please contact us at office@wesleykids.org if you have any questions concerning the above policies before signing the acknowledgment page.

Weekly Class Tuition & Fees as of Aug 2024

Classroom	Age	Rate
Navy	6wks–10mon	$230
Pink	10–16 months	$215
Yellow	16-22 months	$215
Orange	22-30 months	$205
Blue	30-36 months	$200
Green	3-4 years	$190
Red	4-5 years	$175
Purple	3-5 years Aug-May	$160
Summer Care	5-12 years June-July	$150

While we strive to maintain affordable pricing, sometimes we do have to increase tuition to enable sustainable staff pay as the economy fluctuates. Therefore, the above pricing is subject to change as necessary, and families will be given as much notice as possible before tuition rate changes take effect.

Classes are open 7:15 am - 5:45 pm
Monday – Friday
Drop off is from 7:15am to 10:00am
excluding 8:30 to 9:30 for morning snack

Purple Room is open Aug - May
then for the summer it is
for school age children

Discounts:

Siblings: $15 per child per week
$20 per child for 3+ children enrolled
Wesley Member: $5/week
Military/First Responder: $5/week
Employee: 40% off tuition
for the youngest child enrolled.

Fees:

Family Enrollment Fee: $150 non-refundable
Annual Activity Fee: $100 every August
Holding Fee: 80% of class tuition
Missing Supplies: $5 per day
(Items include lunch, nap blankets, jackets, diapers, wipes, etc.)
Late Pick Up: $5 per minute
Late Tuition: $5 per day
Returned Check Fee: $35
Declined Card Fee: $5

*Supplemental Activity Fees may be applicable as Welsey KIDS enrolls in extra programs.

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Payment Options & Expectations

Payment Expectations & Policies:

Tuition will be applied to the account typically every Friday for the upcoming week. Tuition is due by Monday for the week. There are two options for paying tuition, in advance, or by weekly autopay.
*The autopay feature on the parent app does not work due to the way ProCare is set up for the school. *

All accounts are required to have an active credit card or bank account on file even if you plan to pay in advance. After your account is created you will receive a request with a link to add your bank or credit card information. When submitted, you will receive an email letting you know the setup is complete and allow you to save or print your authorization form.

Autopay will be processed typically every Monday. Any current balance on the account when the process is completed will be charged to the card or account on file. If you wish to pay in advance, you may do so through the ProCare App. The card used on the parent ProCare app does not have to be the same as the information provided to remain on file.

*This policy will be put in place as of August 1st, 2024. *
There are no transaction fees billed to the account other than late payment or declined payment fees, Wesley KIDS covers all fees associated with credit card transactions.

The annual supply fee will be applied every August beyond the first 6 months of enrollment. All other fees will be applied as applicable. Tuition outstanding for over 2 weeks can result in disenrollment or sent to collections if the family has not discussed the situation with the director. Discounts are applied weekly to accounts in good standing and are subject to limitation if necessary. There is a limit of one discount per child per week.

Wesley KIDS does accept STATE TUITION ASSISTANCE. We are not allowed to apply any further discounts to set parent copays. To find more information about TN state tuition assistance and see if you may qualify please CLICK HERE. If you are applying for assistance please let us know.

Classroom placement is chosen by the program based on the developmental age of the child and where the child will fit in best based on our current classroom atmosphere. Children will be scheduled to transition at certain ages as long as they are developmentally ready to do so and there is space in the classroom they are moving too. The tuition rate decreases as children progress from one classroom to the next and the tuition rate will adjust once the child has moved to the next class permanently.

Enrollment

If you have been on our waiting list, we appreciate your patience and are excited we are finally able to offer your little one a spot here with us at Wesley KIDS.

Required documentation to enroll at Wesley KIDS:

- Completed Application
- Signed Acknowledgement of this Parent Handbook
- The child's state of TN immunization record including with the lasted physical marked
  (please note that we require the physical to be updated annually as a state requirement)
- Parent Acknowledgment of the Personal Safety Curriculum
- Parent Acknowledgment of receiving TN State information about the Flu Vaccine (click here)
- Parent Acknowledgment of receiving the TNDHS Childcare Licensing Summary (click here)
- Infant Feeding Plan (click here) for children under 12 months
- Ointment / Cream Form (click here) for any diaper rash cream or similar items
- Medication Administration Form (click here) for any medication

Please note if your child has **lifesaving medication such as an epi-pen, inhaler, or seizure medication the medication is REQUIRED to be on site, in date per the medication and prescription expiration, and accompanied by the medication administration form completed by the prescribing physician (renewed annually) at all times the child is in attendance. If the medication and up-to-date paperwork is not on site, the child will not be permitted to attend.

Wesley KIDS' Policy on Vaccinations:

We, as a state certified childcare center, go through an annual audit of all our student's immunization status. Therefore, if your family is following an altered immunization schedule other than the state recommended schedule, please discuss this with us prior to enrolling.

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.
- The child will still be welcome to attend until the date you tell us.
- A two-week notice is required to give us the opportunity to find another family that may need our services. Tuition will be billed for two weeks following the date we are informed of a family disenrolling.
  If we are not given a notice, two weeks of tuition will be billed to the account on the day of notice.
- Please ensure on the child's last day that you take home all personal belongings and all fees have been paid in full.

What to Bring

Below is a list of supplies students from Pink to Red Room need to bring to school along with prohibited items that are not allowed. There is a $5 per day fee for supplies that are continuously not brought after reminders have been sent multiple times. Please make sure each item brought is **labeled clearly with your child's name**. We reserve the right to label any materials brought to ensure the items can be identified.

To bring:

- Any medication needed – Emergency lifesaving medication must be onsite. -click here for more information
- Packed lunch including a portion of protein, vegetable, fruit, and grain -click here for meal information
- Water bottle with closing lid (only water is permitted, no additional flavorings)
- Small nap blanket (30"x40") Blankets can stay for the week and will be sent home on Friday's to be washed
- Change of clothes in a gallon sized zip lock bag with the child's name on it (can stay for the season)
- Winter jacket on days it is cold as we are required to go outside throughout the year
- Light jacket to keep in the classroom if desired
- Those who are not fully potty trained
    - Wipes
    - Diapers/pull ups (with velcro sides)
    - Diaper rash cream as needed (along with the cream / ointment form)
    - A few extra changes of clothes and a change of shoes during potty training

Not to bring:

- Personal toys – any personal toy carried in at drop off will be sent back with the parents
- Chap Stick, lotion, antibacterial or any objects labeled "KEEP OUT OF REACH OF CHILDREN" are not allowed in backpacks. Backpacks hang in the hallway at child level and the state prohibits children having access to such items, items of this nature have to be labeled and kept in lock boxes or upper cabinets
  (If your child needs chap stick or any item such as this throughout the day please talk with the teacher)
- Pillows
- Jewelry – older students are allowed to wear simple jewelry but please ensure
  1.) it is ok if it gets lost / broken. 2.) it will break if it is pulled / caught on something.
  Infants & Toddlers are NOT permitted to wear jewelry including AMBER NECKLACES

Infants: Our littlest students require a different list of supplies as you can imagine. Below are the required items to bring for students between 6 weeks and 12 months old.

*While we do not refrigerate older student's lunches, we do refrigerate bottles and meals in the infant room. *

Please make sure every individual food and personal item is labeled with the child's name prior to bringing it to school.

To bring:

- Bottles – premade for each day and labeled with the child's name and date
  Please note that warmed formula / milk must be thrown out if not consumed with in 1 hour
- Extra formula or frozen breast milk (labeled with express date) for emergencies
- Finger foods / Purees (which have been tried before) starting between 4-6 months
- A few changes of clothes
- Extra pacifier to remain here
- Lightweight sleep sack where the child's arms can remain free
  – weighted, merlin, or thick sleep sacks are prohibited.
- Diapers (can be brought by the sleeve)
- Wipes
- Rash creams / ointments as needed (along with the cream / ointment form)
- Medication – if you desire to bring medication to have on hand for teething or gas pain, please click here to read the section on Medication

Learning Goals & Expectations

Below are the goals we strive for each child to reach along with the requirements for him or her to move into the next class. If you are enrolling your little one, please see the expectations for the class your child will be entering along with the class above it to gain a sense of what the class will be working on. The expectations are all general and developmentally appropriate, however, we fully understand every child learns and grows at different ages and rates. These are general guidelines we have put in place to allow the best classroom environment for all students attending. Our curriculum is built around the TN Early Learning Developmental Standards and is taught through themes which we develop throughout the year to cater to varying interests our students (and teachers) have.

Navy Room – Infants 6 weeks – 10 months

Expectations:	Goals:
• Sleep in a crib • Drink from a bottle	• Increase mobility • Self-soothing • Self-feeding • Begin transitioning to a sippy cup • Begin expressing needs through sign language

Pink Room – Infants/Toddlers 10 - 16 months

Expectations:	Goals:
• Nap on a mat w/o sleep sack at 12 mon. • Bring a packed lunch • Self-feed finger foods / puffs • Drink from a sippy cup • Wear shoes	• Increase walking / stability • Following 1 step directions • Eating independently • Expressing needs • Handwashing

Yellow Room – Toddlers 16 – 22 months

Expectations:	Goals:
• Follow 1 step directions • Self-feed all meal items • Sit/remain at table for mealtime • Limited aggressive behavior towards classmates (hitting, biting, pushing)	• Transition to a regular cup • Begin to verbalize needs • Verbally identify objects • Introducing Potty Training and transition to Pull Ups • Sharing • Phasing out pacifiers

Orange Room – Toddlers 22 – 30 months

Expectations:	Goals:
• No pacifier or toys for nap • Drink from a regular cup • Self-feeding all meal items • Listen to teacher instruction • Follow simple directions • In Pull Ups and Potty Training	• Actively Potty Training • Following simple instructions & classroom rules • Increasing vocabulary & sentence structure • Beginning to understand emotions • Cooperating in group play • Saying/Repeating numbers & letters

Learning Goals & Expectations

Blue Room - Preschool 30 – 36 months

Expectations:	Goals:
• Actively potty training (pull-ups) • Follow teacher instructions • Follow classroom rules • Cooperating in group play w/o teacher influence • Beginning to self-regulate emotions • Engage in teacher lead lesson	• Potty Trained / working towards independence • Beginning to follow daily routines & transitions with ease • Fine motor / gripping writing utensils • Understanding & recognizing basic emotions • Recognize written name • Counting objects • Increase vocabulary / identify objects

Green Room - Preschool 3 year olds

Expectations:	Goals:
• Potty Trained / mostly independent • Cooperating in group play w/o teacher influence • Verbalize needs & emotions • Follow classroom rules & routines • Engage in teacher lead lesson	• Writing / drawing and identifying it • Self-regulate emotions • Begin personal safety curriculum – Keeping Kids Safe • Increase fine motor muscles and ability • Identify alphabet, shapes, numbers, words, objects • Rote counting and recognizing #1-10 • Beginning to understand personal space & privacy

Red Room – PreK & Purple Room – 3-5 year olds

Expectations:	Goals:
• Writing name • Identify Letter vs Number • Regulate & Identify emotions • Cooperate with classroom lessons • Independent self-care • Potty Trained / fully independent • Follow classroom rules & routines • Attempting tasks independently • Cooperating in group play w/o teacher influence • Fine Motor Skills / Holding writing utensils and writing legible letters	• Understand personal space & privacy • Understanding emotions and how to handle feelings • Working through problems with classmates • Kindergarten Readiness • Math concepts – simple math problems • Phonological Awareness • Introduction of sight words • Learning responsibility • Sitting & engaging in longer lessons • Count & Recognize Numbers up to 30 • Self-Regulate Basic Emotions

June-July we use the Purple Room for School Age Summer Care. The class follows various themes each week and allows students a lot of time for creativity and learning new things. We do not follow a rigid educational structure in this class, but we do consider the TN School Age Developmental Learning Standards as we plan lessons and activities.

Attendance & Example Class Schedule

Welsey KIDS does not regulate attendance. Students are allowed to miss days as the family sees fit but please keep in mind the tuition rate will remain weekly. If the student is sick, staying with grandparents for the day, plans to be on vacation, or something of those sorts, please let us know. We miss our friends when they are not at school.

If the child seems to have a hard time adapting to classroom routines and expectations due to consistence absences, Welsey KIDS may request the student attend on a more regular schedule. If a child is expected to be out for a prolonged period of time, please discuss possible options with the director.

Students may not be dropped off during morning snack (8:30am-9:30am) due to supervision rules or during nap time.

Drop off after 10am is prohibited unless previously approved by the classroom teacher or director.

Blue Room Schedule

Flexible Daily Schedule: Schedule will vary depending on kiddos' needs.

7:15 am	Sign In
7:15 - 7:45	Learning Centers
7:45 - 8:00	Fine Motor Activity
8:00 - 8:30	Playground / Gym
8:30 - 8:45	Music & Movement
8:45 - 9:15	Morning Snack
9:15 - 9:30	Circle Time
9:30 - 10:30	Learning Centers
10:30 - 10:45	Music & Movement
10:45 - 11:30	Playground / Gym
11:30 - 12:00	Large Group
12:00 - 12:30	Lunch
12:30 - 1:00	Read Aloud
1:00 - 2:30	Nap
2:30 - 3:00	Fine Motor Activity
3:00 - 3:30	Playground / Gym
3:30 - 4:00	Afternoon Snack
4:00 - 5:00	Learning Centers
5:00 - 5:45	Read Aloud
5:45 pm	Sign Out

**Please try to arrive between 7:15 - 8:30 daily. Drop off is prohibited from 8:30 - 9:30 and daily drop off ends at 10:00 am

**Drop off and pick up is prohibited during nap and mealtimes due to supervision policies.

** If you need to pick up or drop off at a different time than scheduled due to doctor/dentist appointment, please discuss a proper time with the class teacher.

Revised 8.5.2026

Calendar

Wesley KIDS calendar is posted annually and typically 6 months in advance. While we try to hold events and such at the same time each year and do our best to coordinate with local school systems planning, we do hold the right to alter the calendar as needed. Full tuition is billed each week we are open, even partial weeks. If we are closed Monday-Friday, tuition is not billed.

Days Closed:

MLK Day
President's Day
The week of Spring Break (typically aligns with city schools)
Good Friday
Easter Monday
Memorial Day
The week of July 4th
Labor Day
The week of Fall Break (typically aligns with city schools)
Wednesday-Friday of Thanksgiving
Around two weeks of Christmas

We have an average of 3 staff training days per year, which means students do not attend and we spend the day cleaning, re-organizing, and learning new things to get ready for the upcoming months. We have one or two of these days at the beginning of August and one or two at the beginning of the New Year.

Annual Events:

Community Easter Egg Hunt
End of Year Celebration (Preschool program only)
Vacation Bible School
Blessing of the Backpacks / Back to School Bash
Treat Tail
KIDS-giving potluck (Preschool program only)
Breakfast with Santa / Christmas Parade
Christmas Program (Preschool program only)

*the events above that are noted as preschool program only indicate that the event is not a church wide children's ministry event, but an event designated for the families of Wesley KIDS Preschool.

Daily Arrival

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 for the church or preschool.

Staff, families, and church members are given a 4-digit code to gain access to the building during scheduled times. Wesley KIDS family codes are active during school hours and are granted access to the building along with the preschool classrooms. Anyone picking up or dropping off will need this code. Using the main entrance by the playground, there is a small keypad on the right-hand side of the door frame where you can enter your family's 4-digit code to enter the building.

If there is ever someone attempting to enter the building as you do and you do not recognize them as another preschool family or staff, PLEASE LET A STAFF MEMBER KNOW so we can ensure the individual gets to where he or she needs to be. Feel free to ask someone what they are entering for and offering to find a staff member to assist them if they will wait on the bench in the main hallway.

Students can be signed in starting at 7:15 am.

If you are headed to Navy or Pink, you will find these rooms on the right of the main hallway and your same 4-digit code will gain you access. If your kiddo attends an older classroom, you will use the 4-digit code on the keypad to the left to enter the Preschool Hallway.

When you make it 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 as far as where bags, lunch boxes, and water bottles go). Students will be required to go to the restroom and wash their hands upon arrival daily.

Drop off is from 7:15-8:30 daily. Drop off is prohibited between 8:30 – 9:30 am as this is morning snack for all classrooms (excluding the infants in Navy Room). Please pay attention to your child's class schedule and plan a time to arrive that will minimize interruptions of class routines. If a child does not arrive prior to scheduled mealtimes, he/she will not be able to eat or be checked-in until mealtime is over due to licensing regulations and supervision requirements of our classroom teachers. You are welcome to wait in the main hallway until the mealtime is over. Drop off after 10:00am is prohibited unless due to a medical / dental appointment or other special occasion authorized by the director.

Wesley KIDS uses the ProCare App for attendance and parent communication. To check your child in you will open the app to where you scan the QR code, which is displayed by every classroom. Select the child/children to check in, answer any questions that may be set at that time, and sign. The app is individual and two primary guardians are required to have it. If you ever forget your phone, the classroom teacher will be able to help you. **Please do not allow other family members to sign in to your ProCare account as it is linked to your name for attendance records**. Other friends and family members dropping off or picking up students can use their personal 4-digit pin code provided by Wesley KIDS by following these instructions, or ask the classroom teacher for help.

State REQUIRES attendance records to note the time of drop off / pick up, the printed name of the individual, and the individual's signature. So please try to make a routine to check your child/children in and out.

Daily Dismissal

Pick up is pretty much the reverse of drop off. Please ensure to avoid picking up during mealtimes. When you arrive, go to the classroom to pick up, if the class is on the playground or in the gym feel free to go ahead and pick up your student's things and then proceed to the double doors at the end of the preschool hallway for the playground or to the gym. Please note students CANNOT BE PICKED UP OVER THE PLAYGROUND FENCE or through the playground gate. It is prohibited for the students to climb the fence or open the gate for safety reasons.

Please refrain from signing students out before picking them up from the classroom. If you have multiple student's, please sign out after you pick up from the first class as you head to the second one. The intention behind this is to keep classroom attendance as accurate as possible to follow state requirements and in the event that there ever was an emergency during pick up times.

Classroom teachers may often give you a quick rundown of how the student's day has been but please understand the teachers are not encouraged to have extended conversations with families while other students are still present as it causes a supervision issue. You are always welcome to message the teachers through the ProCare app or request a quick conference if there is anything you would like to discuss.

Any individual picking students up must be at least 18 years of age and have a valid driver's license to present to the classroom teacher that matches the info on the student's pick-up list. These are individuals you have listed on your student's application. If you need to add or remove an individual at any time, please let the office staff know. Please note that students will not be released to older siblings even if the listed adult is on site. The listed adult must be present and sign the student out.

If an adult comes to pick up a child who seems unfit/under the influence/or otherwise unable to properly care for a student, 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 student. In the event that the individual shows threatening behavior towards the child, the staff, or other students, our policy is to release the child to the individual and immediately call 911 and another guardian. This is the suggested course of action to keep everyone involved as safe as possible.

Please also keep in mind we have subs that cover when regular teachers are out that may ask for IDs on any given day.

Please notify the classroom teacher or office staff 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. Sometimes things come up and you may need an individual that is not on your list to pick-up. This can be done by contacting the director and sending a text message containing a picture of the individual's ID. Then we will have the form for you to sign the following day.

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

Students signed out after 5:45 pm are subject to a $5 per minute Late Pick Up Fee.

Meals

Students are only permitted to eat if they arrive before the scheduled snack/mealtime. Drop off during mealtimes is prohibited so please check your child's schedule to see when these times are as they vary from class to class. Please see our section on supervision if you have questions about this. Students are not allowed to come in with unfinished breakfast items/drinks due to these same supervision rules, please feel free to wait in the main hall until these items are finished.

ALLERGY & INTOLERANCES: If your child has an allergy or intolerance to any foods, please let us know and complete this form. As things change, let your classroom teacher know and update this form so we can update our list. We provide milk or a non-dairy substitute (typically almond milk) for both snacks along with lunch. If your student needs a dairy alternative due to allergy or intolerance, please let us know. We provide almond milk. If another product is needed; the family will be required to provide it.

MILK: Wesley KIDS provides Whole Milk to students 12-30 months and 1% Milk to those over 30 months for both AM & PM snacks and lunch daily.

SNACK: Wesley KIDS provides a lite morning and afternoon snack. The snack menu is posted and can be found on the parent information board in the preschool hallway. If your child has an allergy/intolerance to the provided snack, you will need to provide a replacement snack daily for am, pm, or both snacks as necessary.

Navy & Pink Room are welcome to provide the child's snacks daily until the child is 14 months old. At 14 months the child will need to transition to the provided snacks to prepare for Yellow Room. The two main reasons behind this rule are to increase supervision by limiting the snack preparation time and lowering the chance of a student eating another student's food. Most am and pm snacks are during the portion of the day where there is only one teacher per class. Also, the teacher to child ratio increases as students get older which means you have more little hands around the table to supervise. More information on infant meal requirements on the next page.

LUNCH: All lunches must be in a labeled lunchbox with an ice pack if needed. No glass containers. No lunch items will be refrigerated or warmed. *All foods sent to school MUST be something your child has tried before.*

Per state standards, lunches for students over 12 months **MUST** contain the following components:

- **1 - 1.5 oz Protein** (meat, lunch meat, yogurt, cottage cheese, wow / sun butter, hard boiled eggs, cooked beans, etc.)
- **1/8 – 1/4 cup Vegetable**
- **1/8 – 1/4 cup Fruit**
- **1/2 oz Whole Grain** (bread, crackers, tortilla, nut-free granola, graham crackers, etc.)
- **4 – 6 oz Dairy**—We provide the dairy component for all meals, but yogurt and cheese are acceptable also

Choking Hazards: -Hotdogs **must** be sliced long way and then cut into bite size pieces
-Cherry tomatoes and -Grapes **must** be cut in half

PROHIBITED FOODS:

Peanut butter, tree nuts, coconut	Candy / dessert items	Juice
Popcorn (choking hazard)	Marshmallows (choking hazard)	

Any food brought into Wesley KIDS for **holidays, special events or birthdays** must be store bought (un-opened) and nut free. For student birthdays please consider portion size. We recommend mini-cupcakes, mini-iced cookies, popsicles, juice boxes or something that can be easily served in single portions. The special items will be shared at morning or afternoon snack. Please inform the teacher at least one day before the day you plan to bring the special snack so she can prepare and post what will be brought for other families.

Meals

Navy Room Meal Requirements:

As your baby grows he or she will progress into various milestones. Just like rolling over, gaining head control, and starting to grab objects, moving towards solid foods is progression. While all little ones progress at their own rate and we find most showing the signs of being ready to start exploring foods around 4-6 months. You little one will start showing signs of being ready to eat solid foods when they are sitting unassisted, show interest in food by trying to grab foods you might be eating, & an increasing appetite. Their main source of nutrition remains breast milk or formula until around 10-12 months.
Here at Wesley KIDS, we start asking families to send in food based on the following outline starting around 4 to 6 months. We require that **ALL FOOD ITEMS SENT MUST BE TRIED AT HOME FIRST** and all potential choking hazards be cut or diced. Please communicate with us as you start trying different foods with your little one and the reactions (like/dislike, rash, upset tummy, etc.) they may have. We will gradually work towards a packed lunchbox with an ice pack as this is what will be required in the Pink Room.

4 Months: Starting out single ingredient purees can be sent, up to 3 per day.

6 Months: A minimum of 3 purées and/or snacks are needed for each day; one for Morning Snack (8:45 AM), Lunch (11:00 AM), & Afternoon Snack (3:30 PM). It is recommended to send in "filler" snacks for your baby throughout the day, something they can keep in their cubby for teachers to add with their puree if needed. Good examples of filler snacks are puffs, yogurt melts, & teething wafers. These **DO NOT** replace the 3 purées/snacks you are required to bring daily; these are just to keep here for when your baby might be extra hungry or jealous that a friend is eating.

7 to 8 Months: At this point we recommend sending in 'real' foods. Maybe leftovers from dinner the night before, finger foods, and other foods you already enjoy at home. Some examples of this would be meats, rice, eggs, cooked broccoli, avocado, diced up fruits, etc. This will allow them to work on their fine motor skills/pincher skills. We will also start working with your little one on using a sippy cup of water around this time. We provide sippy cups or you can send one daily, filled with water & labeled with your child's name.

9 to 10 Months: At this point we are ready or almost ready to move up to Pink Room. We will ask you to start sending in a full lunch. This starts preparing them (and you) for the transition. At this point we require **AT LEAST** 2 different options of food they can pick up & feed themselves. Some spoon-fed options can be sent as well.

Starting in Pink Room Wesley KIDS provides morning and afternoon snack and requires students bring a packed lunch. In Pink room we will transition your kiddos to the program provided milk and snacks as they are ready and you have tested them at home. All students must be transitioned to our snacks by 16 months, prior to advancing to Yellow Room. Keep in mind lunch boxes are not refrigerated so please include an ice pack if needed. The meal requirements set forth by the state of Tennessee require the following components: Protein, Grain, Vegetable, Fruit, and Dairy.

8.12.2026

Allergies, Intolerances, & Medication

Allergies & Intolerances:

What is the difference? An allergy is something that effects the immune system and causes an allergic reaction. This is something we may require pediatrician documentation for, especially if there is any medication that would be given in the event of exposure / reactions.

An Intolerance is something that causes minor unpleasant side effects such as a certain type of cream may cause the child's skin to break out, or cheese and yogurt cause diarrhea or an upset stomach. Things like this do not typically require pediatrician documentation to be on hand.

Often students will develop a sensitive stomach to milk and other dairy products. This may be something that comes and goes throughout the year even. If we need to deviate from offering your child milk for any, or all, mealtimes along with cheese sticks, yogurt, or other snack items we may serve, please let us know and complete the form. This is a state requirement so having the form on hand allows us to serve them water or an alternate snack instead. As the intolerance goes away, let us know and we can discuss a plan to reintroduce the items here at school.

If your child has an allergy or intolerance to any foods, please let us know and complete this form
If we require further documentation, we will let you know. If your child has an allergy to any medication or objects (such as latex for example), please make sure to let us know.

*While we try to maintain a nut free policy in the preschool (minus the almond milk) the rest of the church facility is **NOT nut free**. We visit the gym which is a shared location and often holds other events and meals. Please keep this in mind and contact the director if you are considering enrolling a student with a nut allergy.

Medication:

If your child has been prescribed **lifesaving medication,** such as an epi-pen, inhaler, or seizure medication, the medication is REQUIRED to be on site, in date per the medication and prescription expiration, and accompanied by the medication administration form completed by the prescribing physician (renewed annually) at all times the child is in attendance. If the medication and up-to-date paperwork are not on site, the child will not be permitted to attend.

Other Medication – if you desire to bring medication to have on hand for teething or gas pain, it must be in a store-bought bottle with original instructions, a dispensing syringe, a medication administration form (may or may not require a pediatrician's signature depending on the case) and with an expiration date of at least 6 months from the time it is brought. Expired medication cannot be accepted under any circumstances. When medication is dispensed, staff will communicate with the parent and log it on the medication form and in ProCare. Medication cannot be given for a fever.

Antibiotics – If your child is prescribed antibiotics that need to be dispensed during school hours, please be sure you have them complete the physician section of the Medication Administration Form. This form can be found here and emailed to the physician's office while you are visiting. This form along with the medication containing the prescriptions label and dispensing syringe can be brought with the child on the days the medication is to be prescribed. You can ask the pharmacy at the time of dispensing the medication for a second labeled bottle to take with the child to school.

Rash **creams / ointments** needed for daily use must be in the original container with legible expiration date, labeled with the child's name and dropped off to the classroom teacher along with the cream / ointment form.

Emergencies

Communication: The agency will use the ProCare App for notifying parents of daily communication along with urgent and important information such as accidents, emergencies, closings and delays. We require both primary guardians have the app installed and set up. Emergency Contacts will be carried with each class so please make sure you let us know if any of your information changes. Staff members will use personal cell phones to contact families in the event ProCare is not working.

Emergency Drills: Emergency Drills are practiced routinely and explained in depth in the Emergency Preparedness Plan, which is available for review with the director.

Meeting sites in case of emergencies are as follows:

>Fire: Every class evacuates individually and as quickly as possible, then meets at the dumpster and we move as a group to the storage building at the back of the parking lot if necessary. (a fire drill is spontaneously conducted monthly by all classrooms)

>Tornado: Everyone will be in the Pink Room and adjoining closet.

>Earthquake: Once the ground stops shaking, 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 Plaza 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 the Bradley County Schools Main Office located in front of Bradley High School.

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

*Please be aware we may restrict pick up and drop off during emergency situations.

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. ProCare Alerts will be sent so please make sure both guardians are set up with the ProCare App. 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 first aid bag and the center's emergency bag.

Accidents & Injuries

In case of minor injuries, staff will apply gloves and attend to the child using basic first aid. If the student has hit his/her head during the accident or suffered minor cuts/bruising, parents will be notified immediately of the situation and status of the student by a ProCare message or phone call. If the injury is very minor parents will be notified of the injury through ProCare or at pick up. It is not required to come get the student unless the staff believes it is necessary or the family feels compelled to do so.

In the case of a significant injury that requires treatment beyond basic first aid, parents will be notified and required to pick up immediately. Injuries requiring medical care beyond basic first aid will be reported to the state by Welsey KIDS staff and state may reach out to the family in the days following the accident. After an accident, the teacher will fill out an accident/incident form and parents will be asked to sign the form at pick up. Parents can request a copy if desired.

In the case of a severe injury and the child needs immediate attention as deemed by the onsite staff, 911 and the child's parent will be notified immediately. If a child is sent with emergency medical services, we will make every effort possible to send a familiar staff member with the child until parents arrive. All parents are required to sign (with-in student application) a release allowing Wesley KIDS to offer basic first aid/cpr along with send their child with EMT's if necessary.

Supervision

Student supervision is one of our top priorities at Wesley KIDS. Our staff are trained to follow detailed supervision plans for mealtimes, gross motor play, transitioning between activities, nap time, and emergencies. If you have any questions about these plans, they can be reviewed with the director.

You can help us maintain a safe environment for all students by:

- Walking students to class: While it's delightful to see toddlers running or siblings racing, it complicates later transitions when the teacher needs the class to move together. Please help enforce the rule of walking in the hallway to set a good example.

- Dropping off before or after mealtimes: While some students can independently manage their routine, it can still be distracting for the teacher during mealtime supervision.

- Playground safety: Students are not allowed to climb the fence. Although it's tempting to immediately hug your child, please discourage fence climbing as it's a significant safety concern. All students on the big playground will be picked up from the double doors at the end of the preschool hallway.

- Building entrance: Notify staff if you see someone you don't recognize entering the building. Wesley serves many ministries, resulting in frequent comings and goings, but we always prioritize caution for everyone's safety.

Thank you for helping us create a secure and nurturing environment for all our students!

Safety Policies

Wesley KIDS has a few policies to help us provide a safe and healthy environment. Please read through the following policies and let us know if you have any questions.

- Do not leave younger siblings in non-temperature regulated vehicles during drop-off or pick-up.
- Welsey KIDS is a drug, alcohol, and tobacco free facility. This means it is prohibited to smoke or vape in the parking lot and we do our best to enforce this with all those using the facility. We also do our best to limit the exposure to 2nd and 3rd hand smoke. This means we require personal items and clothing of staff and children to be smoke free.
- Playground safety requires all students to be picked up and dropped off from the double doors at the end of the Preschool Hallway. Students are not permitted to climb or be picked up over the fence, or to enter or exit through the gate of the big playground. The gate is to remain closed at all times unless it is an emergency drill or situation.
- Wesley KIDS does not apply sunscreen. Sun hats and zip up sun shirts are suggested as an alternative. In severe cases you may talk with the director and get approval for roll on or stick sunscreen to be applied prior to going out in the afternoons.
- We are a nut free facility so please keep this in mind as you pack lunches. Often granola bars and snack mixes have nuts of some sort.
- Students are required to bring a balanced and nutritious lunch. Dessert Items are not allowed except for special occasions.
- Water bottles are to contain WATER ONLY. As much as we do our best to ensure every child only drink out of his or her water bottle, there is always a chance another student could get ahold of it and have a reaction to any additives.
- Chap stick, lotions, hand sanitizer, medications, and other items labeled “keep out of reach” cannot be left in children’s backpacks.
- All staff and children are required to dress appropriately. Shorts must be worn under dresses and shoes must fit and remain on the child’s feet during the day. Children are also required to wear a jacket if it is cold outside. Students go to the playground, which is mulch, multiple times per day all year long. Tennis shoes are recommended.
- Staff are encouraged to not extensively communicate with parents while they are supervising children. You are encouraged to set up a conference or send a ProCare message if there is a topic that requires a lengthy conversation.
- Drop off is prohibited during mealtimes (Morning Snack is 8:30-9:45am) and students cannot enter the classroom with unfinished breakfast or drink items.
- Students are prohibited from bringing personal toys to school.

Shaken Baby/Abusive Head Trauma

Wesley KIDS follows the state recommended policy which can be found on the following page. During initial employment we complete training over the signs and symptoms of shaken baby syndrome and abusive head trauma. In striving to ensure the safety of all students we try to arrange our class and teacher schedules to accommodate for two teachers during the higher stress times of the day. We also always have a floater or office staff available to any employee who may need an extra hand or short break due to classroom environment or any other reason that may arise. If there is a child who is unconsolable, we will always notify the family and discuss possible solutions. One of the reasons we are strict on our illness policy is to prevent students from being in an uncomfortable situation where they do not feel well and are more easily upset by classmates. Initial and ongoing trainings help provide teachers and staff an understanding of developmentally appropriate activities and milestones to help us know the potential vulnerabilities of the little ones in our care.

Below is the policy provided by CCR&R and required by state licensing concerning Shaken Baby Syndrome/Abusive Head Trauma/Child Maltreatment. Wesley KIDS employees follow this policy and complete mandated training prior to working in a classroom and ongoing every 5 years.

Abusive Head Trauma and Shaken Baby Syndrome Policy

TN CCR&R

This policy is designed to bring awareness and prevention to Abusive Head Trauma and Shaken Baby Syndrome and how to keep our children safe by protecting their healthy development.

- **Abusive head trauma (AHT)**, which includes shaken baby syndrome, is a preventable and severe form of physical child abuse that results in an injury to the brain of a child.
- AHT often happens when a parent or caregiver becomes angry or frustrated because of a child's crying.
- AHT It is caused by violent shaking and/or with blunt impact to a child's head. If a baby is forcefully shaken, his or her fragile brain moves back and forth inside the skull. This causes bruising, swelling, and bleeding. The resulting injury can cause bleeding around the brain or on the inside back layer of the eyes.
- Children are observed for the following signs and symptoms of SBS/AHT: irritability and/or high-pitched crying, bruises on upper arms, rib cage, or head (may be a result from gripping or hitting the head), lack of appetite, vomiting, poor feeding/sucking, lack of smiling or vocalizations, difficulty staying awake, inability to lift the head or rigidity, inability to focus the eyes or track movement, unequal pupil size
- Crying, including long periods of inconsolable crying, is a **normal behavior in infants**. Shaking, throwing, or hitting a baby is never the right response to crying.
- If you begin to feel overwhelmed or stressed due to anything in a classroom including excessive or loud crying, ask for help.
- Tell your teaching partner you need a moment, find another staff member to step in your class, and take time to calm yourself before returning to your class. ALWAYS ask for help to keep children and yourself safe.

In order to keep children safe in my care:

☐ I have had Abusive Head Trauma/Shaken Baby Syndrome Training.

☐ I have watched the video "Forever Shaken, Brain Injury Nebraska."

☐ I have posted the Prevention of Abusive Head Trauma and Shaken Baby Syndrome flyer in the classroom.

☐ I have read the Abusive Head Trauma and Shaken Baby Syndrome policy. I understand the signs and symptoms to look for and agree to NEVER SHAKE A BABY.

I acknowledge that the director or designee has advised me of the Abusive Head Trauma/Shaken Baby Syndrome policy followed by the childcare facility.

_____ _____

Staff Signature Date

This project is funded through a grant with the TN Department of Human Services and Signal Centers, Inc.

Illness Policy

Students are not permitted to come to school if they are contagious (see symptoms below). If a student is diagnosed with a virus or contagious illness, let your classroom teacher or the office staff know as soon as possible. This is highly important so we can disinfect and warn other families to watch for symptoms. This would include, but is not limited to, RSV, Flu, COVID, Stomach Virus, HFM, Pink Eye, other Bacterial or Viral Infections. If we are made aware of exposure in a classroom to anything contagious, we will discretely notify families of the classroom. Our best course of action to keep the rest of the class and staff healthy is to disinfect as soon as possible so please be diligent in letting us know.

If a student becomes ill while at school the teacher will notify the family on Procare to pick-up the student immediately. Once notified, the student needs to be picked up within 30 minutes. If there is no contact from the primary guardians, we will call the emergency contacts on the child's list.

The student cannot return the next day. Please understand that a doctor's note is not an exception to this policy. The director may make exceptions to this under extenuating circumstances on a case-by-case basis, such as teething or other explainable situations that do not present with further symptoms. In general, if no other symptoms present, and the fever or other concerning symptom resides, the student is allowed to return after staying home for the one full day. So for example, if we call you at 3pm on Tuesday about your student spiking a temp, and the temp does not return after a single dose of Tylenol, the student is welcome to return Thursday.

Siblings must be picked up and remain home if one child is ill.
Students who have siblings or guardians ill with anything highly contagious are NOT permitted to attend.

Please notify the preschool office or classroom teacher if a student is taking medication out of the ordinary. (Often medications like antihistamines can affect students' behavior, diet, or digestion)

- have a fever above 100.0 F (when taken at least 20 minutes after waking up from nap / returning from playground)
- have diarrhea for two consecutive bowel movements
- have lime green / continual runny nose
- have an undocumented rash (please make sure we have pediatrician documentation if your kiddo has eczema)
- have nausea / vomiting (unrelated to infant spit and choking)
- have any known contagious illness including but not limited to:
  -pink eye
  -bacterial / viral infections
  -RSV, Flu, COVID, Stomach Virus, Hand Foot Mouth, Mono, Strep, etc.
- 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)
- fleas
- severe or persistent dry or wet cough
- other symptoms or situations the director finds of concern

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. If you have learned of your child has been exposed to any known illnesses, please let us know so we can be proactive in watching for symptoms also. If a student gets sick here at school, please make arrangements to have him/her picked up as soon as possible. We do not have the ability to pull sick students from class due to licensing requirements, therefore the student will still be required to follow the class schedule until he/she is picked up.

Illness Policy

General Policy for RETURNING TO SCHOOL: Students are allowed to return to school the day following him/her being symptom/fever free for over 24 hours without any symptom/fever reducing medication. This is to ensure your student feels better and prevent others from getting sick as well. The staff take these same precautions so please keep in mind that our goal is to keep everyone healthy. There are days we may be understaffed because a staff member has been exposed to or has symptoms from being in contact with contagious students. We do our best to limit this impact on families but reserve the right to close a classroom as needed. Thank you for your cooperation in trying our best to keep everyone healthy!

The following illness have varying guidelines and some pediatricians recommend various plans. To be consistent and do our best to keep everyone healthy Wesly KIDS will follow the policies laid out below for these specific situations regardless of pediatricians' recommendations.

-Pink Eye: must be seen by a medical professional, treated for 24 hours with prescription eye drops, and stopped draining/running before returning

-**Ear Infections:** Ear Infections are non-contagious, which is a little miss leading. The ear infection is not contagious as it is trapped in the ear. However, the infection that caused the earache is often very contagious. Therefore, we will require your little one to stay home until 24 hours following any fever, cough, or runny nose combined with an ear infection.

-Bacterial / Viral infections / Stomach Bug: can return after fever, digestion, bowel movements, AND all other symptoms improve for 24 hours with no medication. Some bacterial viruses require antibiotics, if this is the case the child must have taken at least 24 hours' worth of doses prior to returning also. If medication needs to be given during school following, the prescribing doctor will need to fill out the medication administration form.

-Flu / COVID: after a minimum of 72 hours from onset of symptoms AND all symptoms/cough/fever improve for 24 hours with no medication

-Lice: must be treated at least two rounds with a lice kit and be bug/nit free for 24 hours following 2nd treatment, proof of treatment is required to return. Please make sure to treat all jackets, nap blankets, backpacks/lunch boxes also.

-Hand Foot Mouth: after a minimum of 5 days from the onset of symptoms AND all blisters (topical and inside the mouth) are past the stage of oozing/leaking discharge and healed to the point the student is not scratching/picking at the healing spots. Typically, the blisters continue to worsen for the first 24-72 hours before regression begins. Once healing begins the child can still be contagious through saliva, open blisters, crusty yellow scab like material from blisters, bowel movements, and other bodily fluids.

-RSV: after a minimum of 5 days from the onset of symptoms AND all symptoms/fever improve for 24 hours with no medication. We understand there may be a lingering cough, this is acceptable as long as it has begun to improve and the child is able to breathe normally during vigorous play and nap with only an occasional cough.

-Strep: must be seen by a medical professional, treated for over 24 hours with prescription antibiotics, and fever free with no fever reducing medications for 24 hours. If medication needs to be given during school one returning, the prescribing doctor will need to fill out the medication administration form.

With other illnesses not listed above the director will consider the CDC guidelines for the contagious time span and come up with a plan for the specific situation.

We understand these policies may seem extensive; however, these policies are created with our entire program in mind. All of our students use the same gross motor toys in the gym / playground, office staff visit room to room to assist and give breaks to all staff, a large majority of our students are still at the age of putting everything in their mouth, and so on. While we have policies to help this such as washing hands often, removing mouthed toys to be sanitized, and disinfecting a little extra when we are told of an exposure situation, it is inevitable that germs will spread. We ask for your diligence in this as well and appreciate your understanding and cooperation when your little one is not feeling their best.

Behavior Policy

Our behavior policy is a form we have families sign at enrollment and review annually.
Please click here, or ask the office for a copy of the latest behavior policy.

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 or disrespectful to staff or other families.
This process would only be considered after all other options have been exhausted.

Examples of some behaviors that would require action:

- Biting
- Spitting
- Kicking / Hitting
- Fighting
- Running away from the staff
- Severe verbal abuse towards others/bullying
- Other behaviors found to be dangerous or create an unsafe environment

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.

Weather Policy

Below is the policy we try to follow as far as weather concerns. We understand it is always a hassle when we must close unexpectedly so we will do our best to notify families as soon as possible as situations arise. We will try to keep our regular schedule the best we can, but we have a high priority for the safety of our staff and families.

Notifications will be sent out on the ProCare app. We require two guardians to sign up for the notifications through the app to ensure everyone gets important information.

School closing due to Weather: We will follow the guidance of the BCEM and local City School System for the majority of the time. If Cleveland City Schools are closed, we will be also. One exception might be if they are closing because it is too cold for students to wait for the buses, in events such as this we may still be open so please watch for ProCare notifications.

Delays / Early Closing: We may use a standard 2-hour delay, a delay until a threat is over, or close the program early as seen necessary for the safety of students and teachers. Please keep in mind we have staff members that drive about an hour to get to work and live in various locations so even though the immediate surroundings of Wesley's location are not severely affected, the director makes these calls considering the conditions the staff may need to travel through to get to Wesley.

The director may also choose to close Wesley KIDS if:
-There is a severe threat of snow/ice
-We are unable to keep the preschool between 68 & 78 degrees per licensing regulations
-There is a severe threat of flooding
-There is a severe threat of Tornadoes/Severe Storms
-Dangerous Road Conditions
-Other situations seen as a potential issue/threat for staff and families traveling to and from the preschool

Outdoor Play: All students will go outside 2 to 3 times per day as weather permits. (Temperature factoring wind chill and heat index between 32- and 95-degrees Fahrenheit) On rainy days students will use the gym. Please ensure your student has the proper clothing and shoes for each day's forecasted weather.

Tuition will not be discounted due to weather delays or closures.

Acknowledgement Page

Please print this single page, complete, and turn this acknowledgement form in to the preschool office. You may also request a paper copy from the office to complete.

By initialing beside each of the following statements you are agreeing that you have read, understand, and agree to follow the policies and procedures Wesley KIDS as explained in this document. Please let us know if you have any questions or concerns about the information presented in this document before signing. Thank you and we are looking forward to starting this new journey with your family! -Wesley KIDS

By initialing below, I, as a legal guardian of _____ _____, attest that I have read
Child's Legal First Name Child's Legal Last Name
the information of this document on _____ and agree to the policies as they pertain too:
Date

_____ Tuition & Payment Expectations

_____ Fees

_____ Maintaining a credit card or bank account on file for unpaid tuition /fees

_____ Authorizing Wesley KIDS staff to offer basic first aid/cpr in the event of an injury

_____ Authorizing Wesley KIDS staff to send my child with Emergency Services if my child needs emergency medical attention as deemed by the staff on-site

_____ Authorizing Wesley KIDS staff to transport my child in personal staff vehicles in the case of an evacuation based on BCEMA or local authority recommendations

_____ Supply & Supply Fee Requirements

_____ Lunch Requirements / Infant Meal Requirements

_____ Illness Policy (including notifying the school of illnesses & keeping exposed siblings' home)

_____ Behavior Policy (separate form)

_____ Weather Policy

Printed name of child enrolling: _____

Guardian's relationship to child: _____

Printed name of legal guardian: _____

Signature of legal guardian: _____ Date: _____