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WEE SCHOOL

Parent Handbook

2025-2026

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www.fbabaytown.org

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 A Ministry of Rollingbrook Fellowship at First Baptist Church

## **Wee School Philosophy and Mission**

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. Our goal is to partner with parents to help children grow in a nurturing, creative, and loving Christian environment that promotes the well-being of the child. We look forward to working with your family as we promote the educational, social, and spiritual foundation for your child(ren).

### Staff

Our Staff is here to support you in preparing your child to meet their developmental goals. Each staff member is trained and has widespread knowledge in Early Childhood Education. Each staff member is dedicated to creating a warn and nurturing atmosphere where your child can develop and grow.

### 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 students will need to drop off their child’s completed enrollment packet during the enrollment period, July 28-Aug. 7, 2025, 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 13, 2025. Failure to do so will result in the surrender of enrollment and registration/supply fee.

**Contact updates**

Keeping your students’ contact information updated is extremely important. If you need to update any information, including permission to pick up, you may contact the front office by coming by the school or calling the front office at 281-420-2740. You may also send a Procare message to update your student’s information, including pick up information, without speaking to the office.

### Tuition Information

### 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 (7/28/25-8/7/25). 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 because 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

**Collection of Tuition**

Tuition can be paid through cash, personal check, money order, and credit/debit card in the front office of the school. We also offer Tuition Express, which is a service that directly debits tuition from your account monthly (please see the front office for more details).

**Absences**

If your child is absent for more than two (2) days, please call the office or send a message in Procare letting the school know the length of the absence and the circumstances. Please see our withdrawal procedure for more information on withdrawals.

**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.

**Termination of services**

Wee School reserve the right to terminate a child for the following reasons (but not limited to):

* + Failure to pay (see tuition)
	+ Routinely late picking up child
	+ Lack of parental cooperation
	+ Serious illness of the child
	+ Physical or verbal abuse to any person on the property
	+ Our inability to meet the needs of the child
	+ Lack of compliance with regulations
	+ Failure of the child to adjust to the center after a reasonable amount of time

Wee School’s board has the right to give written notice of immediate termination where extreme circumstances affect the well-being of the provider or other children in attendance.

Wee School uses a 3-step program as follows:

1. A written warning is given explaining the infraction.
2. A secondary written warning is given as a reminder of the possible outcome. A conference is scheduled to look at steps to compliance.
3. The student is terminated from the program.

**Refunds**

Refunds are **only** given on a case-by-case basis at the discretion of the school board.

**Procedures for Arrivals/Dismissals**

**Drop Off**

***Before care: 6:45-8:45***

***Wee School: 8:45-9:15***

**Upon arrival during** **scheduled drop off times**, parents may stop under the awning for Wee School staff help with the drop off their student from their vehicle.

If parents prefer to walk their child to the door, they may park on the north side of the parking lot and walk their child to the door. (See attached map)

**Late arrivals** (arrivals outside of the times listed above) will need to walk their child into the school by parking on the north side of the parking lot and using the doorbell so that they can gain entrance to the facility.

**Pick-Up**

***Wee School: 1:45-2:15***

***After Care: 3:45-4:30***

**Upon arrival during scheduled pick-up times**, parents my stop under the awning for Wee School staff to help with loading their student into their vehicle for dismissal.

If parents would prefer to park their car and walk to the door for dismissal, they may park on the north side of the parking lot and walk to the door to pick up their child.

**Late pick up** (pick up outside of the times listed above) please see the **Late Pick-Up Policy** below:

**Late Pick-Up Policy**

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 parents 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 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 parents 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. Please be prompt at both drop off and pick up times. Children who arrive late miss lesson time.

**Permission to Pick-Up**

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.

**Sign In/Sign Out**

Your child is signed in by the front desk during regular drop off hours by their teacher through attendance records in the classroom.

Your child is signed out by the front desk during regular pick-up hours by their teacher through attendance records in the classroom.

The ProCare app. Allows parents to check their child in and out of the school as well.

**Late arrivals**: You will need to sign in your child at the front desk after normal arrival times. It is important for children to have consistency in their daily routine. When a child arrives late for class they miss a portion of our educational program. Prompt arrival will also help prepare your child for kindergarten.

**Late pick-up**: You will need to sign out your child at the front desk after normal pick-up

times.

**Calendar:** Wee School follows GCCISD calendar except for a few dates. Calendars are available in the office or online at FBAbaytown.org.

### Parental Involvement

**Communication System**

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

**Classroom Communication**

Information regarding your student’s day at school, learning, notes from the teacher, or any other information that is pertinent to their experience in school will be sent home in their folder.

**The Procare App.**

The Procare app. is a 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 account 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 Procare text messages from Wee School.**

**Conferences/Family Conferences**

Teachers will schedule 2 conferences with you about your child and their growth in the classroom. Teachers will include information about goal setting, developmental milestones, and results of classroom testing and observations. You are welcome to schedule further conferences at your convenience, through Procare, for any concerns or questions you might have. As a reminder, your child’s folder is the best place to look for daily behavior and information. We ask that you please refrain from using drop off and pick-up time to communicate lengthy concerns as this can distract from safety.

**Parental Feedback**

Parents are encouraged to assist us by using the feedback form that is at the front desk. The form is accessible by QR code and is a fill-able form that goes directly to the front office. We ask that all parents use this form yearly so that you can help us adjust our program as the needs arise.

**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.

### Party Days

### Wee School has five (5) whole program scheduled parties. Parents are encouraged to attend: Thanks feast, Christmas, Valentine’s Day, Easter, and End of the Year. There are other parties that your child’s class may celebrate that does not involve the entirety of the school. That information will be sent home via notes in the student’s folders and through 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.

### 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/Inclusion**

Wee School uses a combination of A Beka Book curriculum and Circle family activities for children in birth to Kinder Bridge classrooms. Each class incorporates Bible stories, songs, memory verses, and a variety of arts, crafts, and physical activities into the daily schedule. We will provide focused play, planned activities, and exploration to foster the needed tools for your child to learn. Classroom activities are set up in multiple centers 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. Wee School accommodates families and children with differing home languages, abilities and/or cultural backgrounds by providing language support (when available) and using stories, pictures, music, and books that represent and reflect the diverse identities of our children.

**Assessments**

Wee School will use formal assessments or developmental checklists for students in the infant room through the Kinder bridge classrooms. All assessments will be completed twice a year. Other data will be gathered through observation and informal assessment based upon the milestone guideline found on CLI engage.

**Developmental Milestone Checklists**

Wee School is committed to making certain our students are meeting milestones, because of this commitment, we will be instituting a bi-annual assessment for your student. Your student will be observed in the fall and in the spring by their teacher to make sure they are hitting the important developmental milestones for their age. You will receive a written statement showing the results of the assessment from your students’ teacher when they have completed the assessment. If your student needs a referral for delays in developmental skills, Wee School will send their information to Goose Creek CISD early intervention services or ECI.

**Accommodation’s**

Wee School recognizes the need for their students to see their culture reflected in their classroom. This is done through incorporating other languages in the classroom environment with labels, books in native languages, and toys that represent the multicultural nature of our society. We strive to help students embrace their culture by incorporating family information and cultural celebrations throughout the year, as well as pictures of families and discussions about family heritage. We also offer notes and paperwork from the office in English and Spanish.

### Meals and Snacks

### Nutrition Education and Procedures

Wee School’s policy for ensuring safe meal practices is primarily through education and support of parents and caregivers. Because we do not provide lunch, but instead, require parents to supply lunches and snacks for their children, we have included information about nutrition in the parent information center at our facility. We also include information about nutrition through our curriculum and monthly newsletters. Wees School promotes farm to early care education with resources available in our parent information center.

**Oral Health**

Our nurse provides instructions throughout the year to students on good oral health practices. Toothpaste and brushes are available in the nurse’s station.

### 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 7:40 am. 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

Currently, Wee School does not participate in the CACFP program.

**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. The space provided for breastfeeding is the infant room across from the welcome center. Please see the front desk for more information.

**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 be discontinued 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 for asleep in a car seat), we will move the infant to a crib immediately.

• Our childcare program is smoke-free.

• We will actively observe sleeping infants by sight and sound.

• If an infant can 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 100º 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, 100ºF 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 Repellant**

Wee School will not provide or administer sunscreen or insect repellant 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 having 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 except for 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

**Health and Nutrition Education**

Wee School has a dedicated parent education center that has many pamphlets on health and wellness, as well as nutrition, community involvement, and breastfeeding. We will also be offering two (2) professional development seminars per year to parents on oral health, screen time usage, nutrition and health best practices and hearing and vision screening.

**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 day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is 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 biting be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

**Addressing Challenging Behaviors**

It is the goal of Wee School to maintain an open-door policy with regard to your child. When challenging behaviors begin, we will use the following system:

Wee School uses a 3-step program as follows:

1. A written warning is given explaining the infraction.
2. A secondary written warning is given, and a conference is scheduled to address the behavior.
3. Strategies are put in place to help the child become successful and the family is informed of their child’s progress.

This is the outline for how the school will notify parents of the challenging behavior. Parents are encouraged to be involved with addressing the behaviors by doing the following:

1. Speaking with the teacher through Procare or through a note in your student’s folder about the behavior when receiving a warning.
2. Following up with the teacher to see if the corrective actions are working and speaking with their student at home about the behaviors. Parents are also asked to make sure and attend any conferences with the teacher so that consistency is maintained from home to school.
3. Help celebrate with the student at home when successes are evident.

**Parent Code of Conduct**

Listed below are rules of conduct for parents. Wee School always requires the parents of enrolled children, 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 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. Today, 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 fully prosecuted of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. Parents must always be responsible for and in control of their behavior.
3. While Wee School does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the childcare 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 witnesses 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 behavioral 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 always follow all safety procedures. 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 not to have their child’s pictures displayed online.

**Parent’s Rights**

A parent or guardian of a child enrolled in our program has the rights to examine and enter our facility without prior notice, review our public records, examine our inspection reports, examine our teacher records of training, examine our curriculum, examine video recording involving their child, expect our facility to follow family court orders, be provided with information to our local child care regulation office, file a complaint with our local office and be free from retaliatory action for exercising these rights.

**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” 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 wear 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.

**Inclement Weather**

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. If there is inclement weather before school hours that will impact the day, the school board, in cooperation with emergency services, will determine the best option to keep students and teachers safe. This information will be sent through Procare to all parents and teachers. Wee School will also update the Facebook page with pertinent information. If there is inclement weather during school hours Wee School will follow the advice of emergency services on dismissal. Parents will be updated on Procare and through the Wee School Facebook page. All closings, delays, etc. will be communicated through Remind and updated on the Wee School Facebook page.

### 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.

**Physical Activity**

Our daily schedule provides many opportunities for physical activity. In the classroom, students are encouraged to move around and play in centers while learning. While classroom time is traditionally used for fine motor skill opportunities, our classrooms are also places where gross motor skills are developed through dancing and large movement. We also have ample opportunities for physical activity on the playground by engaging with the playground equipment, bubbles, sidewalk chalk, and balls. During inclement weather, we utilize a gymnasium with ample room to run, bounce balls, and ride tricycles. For students in our extended care program, outside/gym time is scheduled two (2) times daily: once in the morning and once in the afternoon. For students in the pre-k (9 a.m.-2 p.m.) program, outside/gym time is scheduled once daily.

### 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.

### 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 are subject to harsher penalty.

**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.

**Screen Time/Movie Viewing**

Electronic media is only used for educational purposes in our school. Children do not use I-pads, smart phones, tablets, or any other type of media while in the classroom. All screen time is delivered through mounted television screens in the classroom and are controlled by teachers for group viewing. Please see the following about the content of the electronic media:

* Must meet educational goals i.e. gross motor skill dancing, singing, letter recognition, reminders of manners.
* Age-appropriate movies or television programs that are educational.
* Ad-free
* G-rated
* Used for less than one (1) hour daily

Wee School does not use screen time during rest times or mealtimes.

**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.

**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 for executing 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 walking 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 PROCARE.

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.

1. Each teacher will be responsible for bringing their daily attendance sheet and accounting for each child’s attendance at the evacuation location.
2. Parents will be notified by Procare upon arrival to evacuation location.
3. The Director (Robin Cunningham) or administrator in charge will contact the appropriate local authorities and State Licensing.

The Emergency Preparedness Notebook is 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:

* Procare notification text message

**Texas Rising Star**

The [Texas Rising Star program](https://texasrisingstar.org/) is a quality rating and improvement system for childcare programs in Texas. Texas Rising Star programs meet a level of quality that exceeds Child Care Regulation standards.  All childcare programs serving children in Texas Workforce Commission's Child Care Services (CCS) scholarship program must participate in the Texas Rising Star program.

Please contact our director with any questions, help needed or concern’s pertaining to Texas Workforce Commission's Child Care Services (CCS) scholarship program.

**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**](http://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**

**Wee School and First Baptist Academy**

**Tuition and Fees 2025-2026**

Tuition for enrollment and attendance at Wee School and First Baptist Academy is charged as an annual

fee. Full Tuition may be paid in advance during the enrollment period. Payment of Tuition may also be

divided into ten (10) equal monthly installments (payable August-May). The opportunity to make

installment payments of Tuition is granted by Wee School solely for the convenience of the

parent/guardian; and, even when the choice is made to pay Tuition in installments, the parent/guardian is

obligated to pay the full annual Tuition sum.

**Wee School 10 Installments Monthly Rate**

|  |  |  |  |
| --- | --- | --- | --- |
| **Registration Fee** | **$200.00** | **Kinder Bridge $250.00** |  |
| ***Age*** | ***Hours of Attendance*** | ***M/WOR T/TH Monday-Thursday*** | ***Monday- Friday*** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Infants 2-17 months** | 9am-2pm | $250.00 | $450.00 | $550.00 |
| Before Care | 6:45am-9am | $100.00 | $100.00 | $100.00 |
| After Care | 2pm-4:30pm | $100.00 | $100.00 | $100.00 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Toddlers-Preschool** | 9am-2pm | $200.00 | $400.00 | $500.00 |
| Before Care | 6:45am-9am | $100.00 | $100.00 | $100.00 |
| After Care | 2pm-4:30pm | $100.00 | $100.00 | $100.00 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Kindergarten Bridge** | 9am-2pm | **Not Available** | $400.00 | $500.00 |
| Before Care | 6:45am-9am |  | $100.00 | $100.00 |
| After Care | 2pm-4:30pm |  | $100.00 | $100.00 |

**First Baptist Academy 10 Installments Monthly Rate K-6th Grade Registration Fee $450.00**

***Grade***

***Hours of Attendance***

***Monday- Friday***

|  |  |  |
| --- | --- | --- |
| Kindergarten-6th | 8:00am-3:45pm | $600.00 |
| Before Care | 6:45am-8am | $50.00 |
| WS siblings of FBA | 8:00am-3:45pm | $570.00 |

|  |  |
| --- | --- |
| **Discounts** |  |
| Church Member | 10% off total tuition |
| 2nd Child | 15% off 2nd child's tuition only (equal or lower tuition) |
| 3rd Child | 20% off 3rd child's tuition only (equal or lower tuition) |

**Discounts will not be combined, except for 2nd and 3rd child discounts.**

**Discounts will not be applied to infant age tuition.**