



**Wee Care Child Care
Center**
Parent Handbook
Policies and Procedures

A Ministry of Fellowship Baptist
Church
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Welcome to Wee Care Child Care Center

We take seriously the responsibility of nurturing children and supporting parents. We find great joy and satisfaction in our service. We believe that each child is special and has gifts that are unique to him/her. We recognize that children's play is the foundation of their development and we trust the observed level of children's happiness to be one significant indicator of the quality of our program.

Our Mission

The mission of Wee Care is based on our sincere belief that every child is a special gift from God endowed with certain unique capabilities and personalities.

We believe in encouraging learning through play. Within the program's daily schedule, every child has the opportunity to create, explore, and engage in problem solving and decision-making skills through self-directed and teacher guided activities. Age appropriate activities will be used to guide and encourage your child's development.

We seek to provide a pleasant and comfortable atmosphere where children can build trust with the adults who care for them. We teach children to understand and accept each other and to resolve difficulties without feelings of anxiety or guilt. We develop each child's positive self-concept through an environment designed to foster a sense of independence and responsibility.

We believe parents are the most important adults in a child's life and work to strengthen these relationships.

We ensure that infants receive individual feedings and attention, auditory, visual and tactile experiences and cuddling within secure and warm relationships.

Our Philosophy

Child development encompasses many domains - mental, physical, spiritual, social, and emotional. We are committed to enabling every child to grow according to his/her own developmental rate. We will foster not force development.

This is primarily accomplished through hands-on activities in learning centers and positive "Christ" like role modeling by the staff. Daily reports from your child's teacher will keep you informed about your child's progress and activities.



Standards and Regulations

Wee Care Child Care Center is a fully licensed facility that operates under the standards and regulations of the Florida Department of Children and Families (DCF) and is inspected regularly by DCF staff, the Health Department, the Nursing Department and the Tallahassee Fire Department.

Our Curriculum/Program

Our curriculum is WEE Learn published by Convention Press. It is a faith-based curriculum with all of the required components for school readiness. There is a curriculum book for each age from infant through 4/5 years. Each book is divided into many units. With each unit there is a parent letter that explains the unit and gives a suggestion for a home activity. The VPK classes use both the WEE Learn Curriculum and the VPK Standards provided by the Early Learning Coalition.

Each unit has a Biblical foundation. Hopefully you will talk with your child about God and the spiritual basis for each unit.

One way to help your child learn as much as possible is to try to talk with her/him every day about the unit and to do fun activities at home that relate. **YOU ARE THE MOST IMPORTANT TEACHER IN YOUR CHILD'S LIFE!**

You are welcome to review the curriculum for your child's age group.

Every child will be given an opportunity to participate in a variety of learning center activities which include art, music, books, blocks, puzzles, manipulatives, nature, and dramatic play.

Social skills are developed through sharing, taking turns, thinking, reasoning, and solving problems. Bible stories, thoughts, and verses are included in each teaching unit. Teachers plan their units and develop lesson plans which are kept on file in the office. Lesson plans are also posted in the teacher's classroom. Again - we hope you will compliment the classroom learning by thinking of activities that can be done at home to enhance the concepts being taught in the classroom.

Enrollment

Wee Care enrolls children ages 8 weeks to 5 years in our Preschool Program and children who are in K – 5th grade in our School Age Program. We offer Afterschool pick-up for Canopy Oaks Elementary School.

The following documents are required in order to enroll your child at Wee Care.

1. Completed Information Sheet
2. Signed contract
3. Signed "Know Your Daycare" Form and an Acknowledgement of our Discipline Policy form
4. Current immunization record indicating all required immunizations have been received (blue sheet)
5. Current Physical Examination form indicating your child has received a physical examination and has been cleared to participate in a childcare program (white sheet)
6. Signed Parent Handbook Acknowledgement form
7. Child Abuse Reporting Requirements Form
8. TWO emergency contact cards (updated twice a year or more often if information changes)
9. Signed form that you received the DCF information on virus and flu.

Withdrawal from Wee Care

Wee Care requires a two-week written notice to be given prior to withdrawal. This allows us time to notify someone on the waiting list and fill the spot. Parents will be billed for two weeks from the date we receive written notice. If you have prepaid for time beyond the two weeks you will receive a refund within 10 days. The annual registration fee is NOT refundable.

Temporary Withdrawal

We can not "hold" a spot if a parent withdraws a child for an extended period. If a child is out for two or more weeks due to surgery or other extended medical reason we will make allowances based on the individual situation and a doctor's note that the child could not attend.

An exception will be made for parents who work for a school system and are not employed during the summer. In this case the parent may pay ½ of the monthly fee during June and July to hold the spot. The child may attend for a total of 20 days during the months of June and July. August will be prorated based upon the return to work date for the parent.

Payment Policies

Each child's tuition fee is due in full on the first school day of each month. If more than one child in a family is enrolled at Wee Care the second child's tuition will be due on the 15th of each month. We do have an agreement form for those parents who wish to pay on the 1st and 15th.

Late tuition payments will be assessed a \$20.00 late fee. If tuition has not been paid by the 5th of the month your child's care may be suspended until the tuition is paid. Any exceptions to this must be requested in writing and a conference must be held with the director.

A registration fee, \$100.00, is paid for each child at the time of enrollment. An annual registration fee will be assessed in August of each year. If a child is enrolled and the registration fee is paid after May 1 of any year the registration fee will be applied to the coming year.

A returned check fee of \$25.00 will be assessed on all checks returned for insufficient funds. If a second check is returned, tuition payments must be made with cash or money order. We do not accept post-dated checks.

Tuition is charged on a monthly basis whether or not your child is in attendance. Children who do not attend in the summer and for whom no monthly fees have been paid will be able to return in the fall IF there is space available. However, we need to maintain a full enrollment in order to meet our obligations and to keep our rates as reasonable as possible.

We do understand the financial struggles of young families, but we also must pay our staff and other bills to keep operating. We are a "not for profit" business and depend on tuition to provide a quality program.

Fees

Infant: \$750

One Year Old: \$650

Two Year Old: \$600

Three to Five Year Olds: \$575

VPK: \$500/ \$575 During the Summer Months

After School: \$235.00

Hours of Operation

Wee Care is open from 7:00 AM to 6:00 PM, Monday thru Friday. In order for children to get the full benefit of our program we strongly urge you to have your child here by 8:45.

Our VPK program runs from 9:00 – 12:00 on the days that the Leon County Public Schools are open.

Please see separate information re: VPK hours, days and wrap around care.

Children may not be dropped off during the nap period of 11:30 AM - 2:00 PM. This is when the children are eating and resting. This is a very difficult time for a child to transition into our care and it is also very disruptive to all of the other children who are sleeping in the room. Children who have slept late at home often have a difficult time napping during our quiet time. Children awakened in the middle of their naps generally often have a difficult afternoon at school and a stressful evening at home.

Children not picked up and *out of the building* by 6:00 PM will be assessed a late fee as follows: 6:01-6:15 = \$15.00 6:16-6:30 = \$30.00 etc.

Holidays

Wee Care observes the following holidays:

New Year's Day	Martin Luther King Day	Presidents Day
Good Friday	Memorial Day	
Independence Day	Labor Day	
Veterans Day	Christmas Eve, Christmas and	
Thanksgiving and the day after	the day after Christmas	

When holidays are on Saturday Wee Care will close on Friday. When holidays are on Sunday Wee Care will close on Monday.

In-service/planning days will be:

- 1) The Friday before the Leon County school year begins
- 2) A Friday in October
- 3) The Wednesday of Thanksgiving week
- 4) A Friday in February, March or April (when consultants are available)

Emergency Closing/Preparation

When there is a pending emergency due to severe weather Wee Care will close when Leon County Schools and/or State Offices close. Please check with the radio, TV, or on-line news to see if the schools are closing. In the past the TV station would not announce the closing of individual child care centers. Our decision to close will be based on the safety of our children and staff.

If there is any other reason for an emergency closing after the start of a day when Wee Care has opened we will contact the person(s) on the emergency card. **PLEASE MAKE SURE THAT THE CONTACT NUMBERS ARE KEPT UP TO DATE AND THAT THERE IS ALWAYS SOMEONE ON YOUR CARD AVAILABLE IN AN EMERGENCY.**

Emergency Drills

Fire Drills are held at least monthly. They are held at varying times, including during nap and meal times. Each teacher carries a roll with her and checks to see that all children are accounted for. A copy of the emergency contact cards is kept in the church office. These drills are logged and DCF checks our log at each of the quarterly visits made throughout the calendar year.

Tornado Drills are held several times during tornado season. A person from emergency management came out and gave us advice on the safest location for each class.

In case of emergency, children will need to be picked up from the church sanctuary. All parents will be notified if the pickup location has been changed

Open Door Policy

We have an open-door policy in our center. This means that you are welcome to stop by at any time. We do ask that you consider your child's reaction to your visiting and leaving. Do not hesitate to call the Center to check on your child's day.

Classroom Monitoring

All first-floor rooms have a camera that picks up the main area of the classroom. In room activities are recorded and maintained for one month. If you would like to see something about your child's room please request a meeting with the director or assistant director and the teacher involved. We need at least 24 hours to find the incident and set up the meeting.

Arrival/Departure Procedures

You must sign your child in every day when you arrive and sign them out when you pick them up. This is a DCF requirement. Our sign in/out sheets are used in emergencies to be certain all of the children present are accounted for. Our funding depends on accurate sign in sheets. You must sign a NAME when you sign your child **out**. (Not a nickname like “Nana, Mommy, Dad” etc.) If you plan to bring your child in after 9:00 AM or if they will be absent for the day, please call us by 9:00 AM to inform us.

Please check your child's class folder each day. This is where you will find their daily reports, projects, announcements and letters from the office.

Children will only be released to persons authorized by you on your registration form. Parents must call the office to inform us that someone other than a parent will be picking up their child. They must present a picture ID at the office before the child will be released to them. This policy is strictly enforced to protect the safety of all children in our care. Children will not be released to anyone under the age of 18. **The person picking up a child must have an appropriate car seat in the back of the automobile for the child.**

When you are at Wee Care please keep all of your children with you at all times. Children are not permitted in the hallway or foyer alone. Please do not allow your child to run in the hallway. Children are not allowed to leave or enter the building or playground without you. **If siblings come with you to pick up a child they must stay with you at all times.**

Shoes

All children will go outdoors each day to play, weather permitting. The weather and the interests of the children will determine the length of time spent outdoors. Please dress your child in clothing that is appropriate for the weather. Children should wear shoes with rubber soles to prevent them from slipping on the play equipment or floors. Please do not allow your child to wear sandals, clogs or flip-flops to school. Closed toe, secure fitting shoes help prevent injuries and provide stability for walking, running and balance. Shoes must be kept on even during nap time.



Sunscreen / Insect Repellent

If you have sunscreen or insect repellent that you want put on your child please send it with a written note specifically telling us how/where/when to apply etc. Use a permanent marker to put your child's name and room number on the original container. Please send only items that specify they can be used with children.

Toy Policy

Children should not bring toys, movies, books, etc. from home unless the teacher has requested it or they are for a scheduled share day. Please do not allow your child to bring anything of value to Wee Care. Wee Care will not be responsible for toys, etc. brought from home.

Jewelry

Necklaces, bracelets, etc. pose a safety problem, as children are playing both indoors and outdoors. Jewelry can be caught on toys or equipment causing injury to a child. If your child is wearing earrings please restrict them to post type earrings. Hoops or other types of "dangling" earrings are not permitted.

Birthdays

If you wish to celebrate your child's birthday at school please talk to your child's teacher several days in advance. If you are bringing pizza/lunch for the class make sure the teacher knows ahead of time so she can notify parents not to send lunch that day. And please check with here to find out what time the class eats lunch. If you are bringing cupcakes we will serve them for afternoon snacks. We prefer cupcakes with just a little icing.

Behavior Guidance

It is our desire to work with parents to help children learn appropriate behaviors. Most children go through periods where they try out behaviors that are challenging! We want to work with parents to identify causes of inappropriate behavior. Together we can explore ways to help the child. Our goal is to teach our children to behave in a way that is pleasing to God, teachers, parents and other children.

If there are unusual circumstances at home that might be affecting the child's behavior at school please speak to the teacher, director or assistant director so we can help your child work through the situation.

The following principles outline our approach towards behavior management with young children.

1. Provide a positive role model of acceptable behavior
2. Use developmentally appropriate guidance techniques
3. Redirect children and groups away from problems and toward constructive activity
4. Teach children acceptable alternatives to problem behavior
5. At all times protect the safety of children and staff
6. Provide immediate and directly related consequences for a child's unacceptable behavior
7. Despite intervention, if a behavior continues to threaten the safety of others, a child may be withdrawn from Wee Care

Corporal punishment, emotional abuse, punishment for lapses in toilet habits, or the withholding of food, light, warmth, clothing or medical care as a punishment for unacceptable behavior is strictly prohibited.

Wee Care understands that a child may have different behavior in a group setting where there are peers his or her own age (competition for toys or for attention) than in the home where there is less competition. Some parents can't believe how well their child behaves in the child care setting because they may not behave as well at home --- others see the reverse - well behaved at home - behavioral concerns at Wee Care. It is our desire to work cooperatively with parents to solve behavioral concerns. When there is cooperation we will do everything possible to keep the child enrolled. If there is a lack of cooperation or if after many attempts to work through concerns there is little progress we may have to withdraw a child.

Wee Care has a responsibility to protect the safety and well being of all children and staff. Therefore, when a child engages in persistent unacceptable behavior and parents and staff have exhausted ideas for improving the behavior the child will be withdrawn from Wee Care.

We also have a responsibility to ensure that every child receives the attention and educational opportunities needed for continual growth and development. If the required needs of one child prevent meeting the needs of the other children in the class, the child will be withdrawn.

Time Out

While many regard time-outs as the best way to handle inappropriate behavior, it can be a “reward” if a child gets out of doing something he or she does not want to do. For example – it is time to pick up toys and go outside. The child refuses to pick up the blocks so is sent to time out. If someone else picks up the blocks the child wins!

Teachers and Parents should make sure that after a time out the child corrects the behavior that resulted in being put in time out.

Time-out is used as a last resort. A child who is in time-out will remain in a part of the classroom/playground where he can be continuously seen and heard by a staff member. When separation from the group is used as a behavior guidance technique, the child's return to the group is contingent on the child's stopping or bringing under control the behavior that precipitated the separation. In cases where the child continues to be disruptive in time out he or she may be brought to the office for a supervised time out in the office.

If a child is separated from the group three or more times in one day, the child's parent will be notified – either in the daily report or by phone. If the unacceptable behavior places the other children or staff in harms way, the child's parent will be called and required to remove the child for the remainder of the day. Child care may be terminated after three such occurrences.

Biting

Biting is common in a childcare setting. Reasons for biting include teething, sensory exploration, autonomy and control, peer interaction, imitation, frustration, anxiety, and curiosity. It occurs most frequently when a child is tired, frustrated, or over-stimulated. BUT - sometimes we can find no reason at all! A one year old who bites is usually biting for different reasons than an older child.

What we do when biting occurs:

- Attend to the recipient first.
- The biting child will be redirected to appropriate activities.
- Each incident will be evaluated to determine if the biter was the aggressor or what circumstances preceded the bite. Biting is not an acceptable way to respond even if the biter is provoked - however if the child who was bitten behaved in a way that provoked the biting it will be important to work with that child on his or her behavior as well as the biter.
- An incident report will be completed for both children notifying parents of the biting incident. However, neither the parents of the bitten child nor the parents of the biting child will be given the name of the other child involved.
- When a child has bitten 3 or more times and our efforts have failed to stop the problem the parent will be called to come immediately and talk to the child before the child can return to class. If everything fails to stop the child from biting child care will be terminated.

Lunches

Each child needs to bring a lunch with milk or **juice labeled with his/her name** each day. The Center provides a snack mid-morning and mid-afternoon. When you prepare your child's lunch please include nutritional foods.

OMIT CANDY, FOODS CONTAINING RED DYE #40 AND FOODS OR DRINKS CONTAINING CAFFEINE.

Excessive sugar, caffeine and red dye #40 contribute to restlessness, decreased frustration tolerance and other behavior problems.

Include only one small dessert type item (1 cookie, fruit roll up, mini muffin etc). Your child's breakfast and lunch have a significant impact on his/her ability to learn and develop the skills necessary for proper growth and development.

If sending a fruit drink for lunch please send one that has little or no sugar added – preferably one that is 100% fruit – not a “Kool-Aid” type that is primarily flavored sugar water.

If a child's behavior becomes difficult to manage after lunch we will work with the parent to determine if it is possible that foods packed in the lunch are contributing to inappropriate behavior. If there is a dessert item in a lunch box the teacher will expect the child to eat most (not necessarily all) of the other foods first.

If your child has allergies to foods we need a doctor's note to this effect and the parent is responsible for giving the information, in writing, to the teacher and the office staff. When your child moves to a new classroom please be sure the new staff member(s) are aware of any allergies or special medical concerns.

We do have microwaves and can heat items BUT please do not send food that must be heated every day. It takes a while to heat more than a couple lunches and children tend to be restless if they have to wait too long.

Snacks

We provide two snacks a day – one mid morning and the other mid afternoon. The monthly menu is posted in the kitchen. Occasionally a food planned is not available when we shop and a substitute may be made. On Friday we use all the extra's left from Monday – Thursday. You may request a copy if you wish.

Parents often provide cupcakes or cookies for birthday celebrations. Homemade cupcakes with just a small amount of icing are better than the ones from the grocery with tons of sugar-icing on them.

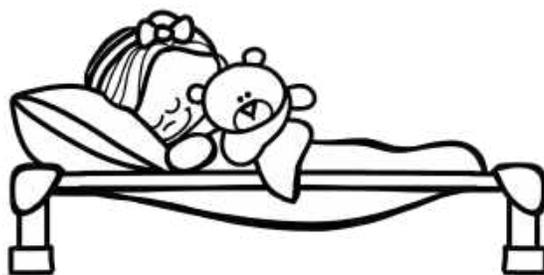
If your child is allergic to any food on the menu please be sure we know. We will try to provide an appropriate substitute but, in most cases, parents send snacks to be kept on hand for a child who is not able to eat items on our menu. We will be glad to work with you.

Health Requirements

(Immunization records and physical forms)

A current immunization record and physical form must be presented before a child can be enrolled at Wee Care. All children's immunizations and physical exams must be kept up to date. Failure to do so places all of the children and staff at risk. You will be notified if your child's immunization or physical exam are out of date. Updated forms must be provided within two weeks or the child will have to stay home until forms are provided. After an additional two weeks the child's spot will be filled from our waiting list.

Children's records are checked by DCF and the Health Department. We are not allowed to provide child care for any child whose shot record is missing or out of date. Please understand that not all children on site may have their immunizations current. Some parents opt for a religious exemption from immunizations or immunizations may be prolonged if there was an illness during the time immunizations were due.



Ill Child Policy

There may be times when your child becomes ill at Wee Care. You will be called immediately and you will need to arrange for your child to be taken home. Ill children must be picked up within 30 minutes of parental notification.

Strict adherence to this policy will be maintained so that all of our children are protected. The Center is not equipped nor licensed to care for ill children.

A child who goes home ill must stay home at least 1 additional day and must be symptom free for 1 full day. The child must have a normal temperature without the use of fever reducing medication for at least one day.

Contagious Illnesses

If your child has been diagnosed by a medical or dental provider as having a contagious disease or has lice, scabies, impetigo, ringworm, or chicken pox, you must inform the Director as soon as you have the diagnosis. We will notify the families whose children were exposed to the illness or condition. Confidentiality policies prevent the release of the name of the ill child.

Daily Health Checks

The staff will document any marks or injuries found on a child upon arrival in the morning. Any symptoms of illness such as coughing or runny nose will also be noted. The Center is under a state mandate to report anything that might be a sign of abuse or neglect. This does not mean that we have made a judgment. We do not investigate – our mandate is to report it and let DCF or a representative of law enforcement does the investigation.

Medication at School

If it is necessary to administer medication to your child at the Center, these procedures must be followed:

1. Medications are to be left in the office.
2. All medications or treatments must have a prescription or signed doctor's direction.
3. A Medication Authorization Form must be obtained from the office or your child's teacher and signed by a parent or guardian. This form will be valid for up to a week.
4. The medication must be in its original container with your child's name, the dosage, and instructions for administering.
5. Medication will only be administered once a day between 11 AM - 12:30 PM.
6. Over-the-counter medications such as children's Tylenol, cold medicines, cough suppressants, etc. will not be given to mask symptoms of illness. We will administer OTC medications for diaper rash, teething pain, ear infection pain and immunizations only. A Medication Authorization Form must be completed in order for OTC medications to be administered.
7. Medication forms are for one week (or less). A new medication form must be filled out each week. Medications are to be picked up each Friday.

****Please remember to bring a labeled measuring device.** If the effects of any medication administered to your child prevent him/her from participating in class activities, we will call you to pick the child up.

8. If your child has not received the particular medication before, you must administer the first dose at home so that you are sure there are no serious side effects.
9. If staff is available we will administer breathing treatments if there is a doctor's prescription for it. We can do this on a short-term basis and only if a staff member who has been trained by the parent is available. If for any reason we can not get the child to cooperate or are unusually short of staff we will call the parent so they can come and administer the treatment

A DOCTOR'S LETTER DOES NOT SUPERCEDE ANY CENTER POLICIES OR STATE REGULATIONS.

COMMON MEDICAL CONCERNS

- Fever:** When your child's temperature reaches 100.5 degrees you will be contacted to arrange to take him/her home. Your child may return to school when their temperature has been normal for 72 hours WITHOUT the use of a fever reducing agent such as acetaminophen or ibuprophen.
- Diarrhea:** If your child has a very loose or watery stool you will be contacted to arrange to take your child home. **Your child may return to the Center when he/she has had no more diarrheas and at least one normal stool and 36 hours have passed.** Diarrhea produces a serious health concern with exposure to bodily fluids to both the other children and the staff.
- Rash:** A physician must examine all suspicious rashes. Your child may return when it is determined not to be contagious. You must provide a letter from the physician stating your child may return to group care and identifying the questioned rash.
- Ear Infection:** If your child is diagnosed with an ear infection he/she may return on medication to the Center provided no fever is present and he/she can participate comfortably in group activities.
- Pink Eye:** The incubation period is 1-4 days. Symptoms include tearing, irritation, redness, and drainage from the eye. Your child may return after he/she has been treated with medication, the eye is no longer draining or matted and 36 hours have passed.
- Impetigo:** The incubation period is 2-5 days. The lesions are contagious through the puss that is drained. Your child must stay home until the draining process has stopped and your physician has given you a letter stating your child may return to group care.
- Strep Throat:** The incubation period is 1-3 days. The symptoms are swollen glands and a sore throat. Your child may return after your child has been on medication for 36 hours and is fever free.
- Lice:** The incubation period is 1-2 weeks. Your child may return to the Center when treatment has been started and your child is completely nit free.
- Lethargic:** If your child is lethargic and not able to participate in group activities with reasonable comfort you will be contacted to pick him/her up.
- Vomiting:** If your child vomits while at the Center you will be called to come pick him/her up. Your child may return to the Center after the vomiting has ceased and 36 hours have passed.
- Colds/Nasal Mucous:** Runny noses are common in young children. If the discharge is excessive, requiring constant care and/or it is not clear then there is the chance of infection that could be contagious. In that case the child needs to be at home to protect the health of other children.

**** Strict adherence to health policies will be maintained in order to minimize the exposure to illness for all of the children and staff. Our policies were developed in accordance with recommendations from the Center of Disease Control, the Leon County Health Department, DCF, and recommendations from child care legal advisors. Failure to adhere to these policies will result in your child being withdrawn from the Center.**

If your child has been symptomatic or ill during the evening or in the morning before school, please do not bring her/him to the Center. It is against regulations to give a child fever-reducing medication before coming to school. A child must be fever and/or symptom free for 36 hours without medication to return.

Accident / Injury Reports

An Accident/Incident/Injury Report will be completed by staff describing when, where, and how the accident, injury or incident occurred. These reports must be signed by the child's parent acknowledging receipt. A copy is kept in our files. If you notice a mark or bump when you pick up your child and there is no report please let us know. When children are playing it is always possible that they fell or got hurt while the teacher was tending to another child. Some children simply pick up and keep going and don't cry. In that case it might not have been noticed by the teacher. We will certainly try to find out what might have happened.

Our Licensing Regulations prohibit us from applying any medications without written authorization by a medical professional. This includes such things as Neosporin, Benadryl, anti-itch cream, etc. We are allowed to use diaper creams, teething medications etc. when a parent provides it and gives written direction for use.

A parent will be notified immediately of any head injuries, cuts that may require stitches or any other injury that may require a doctor's care. If a child's condition or injury appears to require immediate medical care we will call 911. Arrangements will be made to have your child transported by ambulance to the nearest hospital or the facility you have indicated on your child's enrollment form. The Director (or designee) will stay with your child until a parent arrives. The parents or emergency contact person will be notified and informed of the nature of the emergency and the child's whereabouts. A written release, which authorizes emergency treatment, must be signed at the time of enrollment. It is imperative to keep your emergency contact up to date.

Conditions Which May Cause Enrollment to Be Terminated

Such problems include but are not limited to the following:

- Behaving in such a way that places classmates at significant health or safety risks
- Unpaid tuition fees.
- Consistently being late picking up a child
- Failure to abide by Wee Care's policies and procedures
- Refusing to listen and follow directions
- Use of profanity or other behaviors deemed inappropriate for a child care setting
- Disrespect or rudeness towards Wee Care staff.
- Failure to abide by our health/medication policies
- Biting that continues after going through the procedures listed under biting.

Helpful Hints for Parents

As hard as it may be at times, it is best to be brief when saying goodbye to your child. Prolonged separation routines cause a child to become anxious and insecure. Your cheerful goodbye lets your child know that you feel good about she is in your absence; therefore, it must be fine to be at the Center. It is very normal and expected for a new child to be shy or cry as he adjusts to a new place in their life. It is also very normal for a child who has been with us for some time to occasionally struggle in the mornings when you leave. Making sure the child has a happy, peaceful morning, before coming to school will go a long way toward making the child feel secure when you bring him or her to Wee Care.

Communicating Concerns

Open communication is the foundation of a harmonious childcare environment. We value your concerns and want to discuss them with you as they arise. The Director or Assistant Directors are more than willing to conference with you in person or over the phone. Please Take advantage of our open-door policy and stop by, phone or email kjones@fellowshipbaptist.org.

We look forward to a wonderful relationship with you and your child through the most important years of his or her life.

