



A ministry of Encounter Church

WeeKids Academy POLICIES

Parent Handbook

(The following rules pertain to WeeKids Academy business policies. These policies are non-negotiable and are legally binding. August 2022)

Our Philosophy:

WeeKids Academy is an outreach ministry of Encounter Church, a Christian facility, based on Biblical truths. Our Administration and Staff believe that all children and families are entrusted to our care and we have the honor and duty to give the highest childcare/educational care that each of them richly deserve.

As an outreach ministry, our purposes are the following:

1. To operate the Preschool; serve sacrificially on Christ's behalf toward all children and families.
2. To demonstrate the love of Christ in the way faculty and staff work together and the way they serve the preschool's children and families.
3. To be a light of Christ and as a result of connection with the preschool, children and family members will be drawn closer to Christ.

Additionally, the goal of WeeKids Academy is to promote intellectual, physical, social, emotional, and spiritual growth of our students by:

1. Providing a school with a planned environment and curriculum, where learning takes place in a safe, nurturing atmosphere.
2. Encouraging each child in self-discovery, furthering their understanding of his/her value to the family and community.
3. Preparing each student for further education by allowing the individual child to develop at his/her own pace through sensory experiences, exploration and creative activities.
4. Relating simple Christian truths, principles and character values to the lives of preschool children.

NON-DISCRIMINATORY POLICY

WeeKids Academy admits and does not discriminate students of any race, color, national or ethnic origin, sex, religion, or disability, in violation of the Americans with Disabilities Act of 1990, in administration of its educational and admissions policies, scholarships, or other school administered programs.

Missouri Statutes relating to WeeKids Academy:

WeeKids Academy qualifies under the licensing laws from the Missouri Department of Elementary and Secondary Education, as a Religious exempt facility.

What this means for you:

Upon enrollment two copies of the following notifications shall be given to all parents/guardians to sign and to keep one copy for your

review and one copy to be retained in the files of the facility. By signing, the enrolling parent/guardian acknowledges, by signature, that they have read and accepted the information contained therein.

1. WeeKids operates as a religious exempt organization and therefore not inspected or supervised by the The Missouri Department of Elementary and Secondary Education other than as provided herein (www.dese.mo.gov) and that the facility has been inspected by those designated in section 19 CSR 30-60.010 and is complying with the fire, health and sanitation requirements of sections 19 CSR 30-60.010 - 19 CSR 30-60.120.
2. The names, addresses and telephone numbers of agencies and authorities which inspect the facility for fire, health and safety and the date of the most recent inspection by each.
3. The staff/child ratios for all enrolled children and the total number of children to be enrolled by the facility.

Ratio's

The following ratios apply and are compliant with Missouri Department of Elementary and Secondary Education, on this day August 1, 2022.

Individual Ratio's

Infants 1:4

Toddlers (up to 18 months) 1:4

18-36 months 1:8

36-48 (3 yr. old's) 1:10

4-5 yr. old's - Pre-K 1:16

Group Ratio's

No more than 24 infants/toddlers in a single room.

No more than 8 infant/toddlers or 16 2 yr. olds shall be in a group.

SAFETY

The teacher(s) in charge of a child, or group of children, are responsible for their safety. In order to insure the safety of each child in their care, teachers will adhere to the following regulations:

1. The teachers/staff are responsible for governing the arrival and departure of the child, and are aware of each child's presence at school at all times.
2. No child shall be left alone or unsupervised.
3. The staff has access to phones at all times. The school's emergency plan is posted in every room.
4. Should an accident or injury occur, an incident report is duplicated with a full description of the incident with signatures of the teacher(s) and a copy will be given to the parent as well as put in the child's records. Any time a child bumps or hits their head a parent will be notified by phone immediately.
5. WeeKids Academy has quarterly fire and weather alert drills. A plan is posted on each door for action of the alert. The children are moved to the designated safe area posted.
6. Any threat to the safety of the children due to environmental situations and threats of violence will be handled by having a lock down, all doors and windows closed and locked. The children will be moved to the "safe room". All parents will be called, and an alert will be sent out to the proper authorities.
7. In case of loss of power, heat, or water, the parents will be called immediately.
8. A staff member, by law, must immediately notify the Division of Family Services of St. Louis County if they suspect that a child has been abused or neglected.

MEDICAL POLICIES

Each child attending the school shall have on file: verification of a medical exam. The statement shall verify the date of the exam, which must be within the last 12 months, the child's name and birthday, and signature, phone and address of the physician. The medical form must be signed by a physician. Subsequent medical statements are needed every 13 months until the grade of kindergarten.

The completed application forms and the Emergency Treatment/Statement of Cooperation forms which include health records, emergency transportation information, and parent/guardian roster permissions for all children attending the center **must be in each child's folder before the first day of school**. All records are kept confidential. The Director will always go over all forms that are required by the state of Missouri during enrollment of a child and orientation.

Sometimes it will be necessary to not admit a child because of a health problem. While this is upsetting to the child, it is for their safety, as well as the safety of others. Please do not send your child to school ill. We will send him/her home.

We understand that accidents happen; a change of clothing must be brought to the center to leave with the staff. Please place in a Ziploc bag, clearly labeled with child's first and last name. Parents are encouraged to bring a small blanket for the children to use for naptime. All bedding must be taken home on the last school day of the week to be washed before returning.

Parents **MUST** notify WeeKids Academy of any changes of address or phone number: work, cell or home. It is essential that the school be able to contact parents at any time for emergencies.

COMMUNICABLE DISEASES AND ILLNESS

1. DO NOT SEND YOUR CHILD TO SCHOOL IF THE CHILD SHOWS THE FOLLOWING SIGNS OF ILLNESS:

Symptoms observed which require isolation and immediate discharge: A child with any of the following signs, or symptoms of illness shall be immediately discharged to their parent/guardian:

- a. Temperature of 100 degrees (axillary) may or may not be in combination with any other sign or symptom of illness.
- b. Diarrhea (3 or more abnormally loose stools within a 24 hour period).
- c. Severe, continual, or constant coughing, causing the child to become red or blue in the face, or to make a whooping/barking sound.
- d. Difficult or rapid breathing.
- e. Yellowish skin or eyes.
- f. Pink or red, swollen, itchy, or seeping eye.
- g. Unusually dark urine or white or gray stool.
- h. Untreated infected skin patches, unusual spots or rashes.
- i. Stiff neck with elevated temperature.
- j. Evidence of lice infestation, scabies, or other parasitic infestations.
- k. Sore throat or difficulty in swallowing.

- I. Vomiting, may or may not accompany another symptom.
2. IF A CHILD SHOWS ANY SIGNS OF ILLNESS WHILE IN SCHOOL:
 - a. The parents will be contacted and asked to take the child home. If the parent or guardian is unable to come in a timely manner, the child will be discharged to the next person designated on our form. The child will be isolated until they can be picked up. The child will be cared for in another room, away from other children. The child will be provided with a cot, and made comfortable. After use, the cot will be completely disinfected and cleaned with appropriate germicide.
 3. Parents will be sent a notification if their child has been exposed to any communicable disease.
 4. **A child may be re-admitted to school: after 24-FEVER/SYMPTOM FREE hours (without medications), or** if a physician has examined the child and given permission to return.
 5. Medication will be given by Director or Assistant Director **only when in the original container with instructions clearly marked and a medication administration form is completed. No exceptions. This includes prescription and over the counter medications or treatments.**
 6. If a child is on a special diet, we will be in compliance to the parent's instructions as to what the child can or cannot

eat and it is the parent's responsibility to send food exchanges when needed. In case of an extreme emergency, the school will administer Epi pens to a child, with permission from a doctor, or call poison control. An authorized instructor has trained the staff in First Aid/CPR procedures, and a Registered nurse has trained the Preschool staff in communicable diseases. The training includes the following:

- a. Signs and symptoms of illness.
 - b. Hand washing- to make sure their hands are free from germs by using soap and running water-drying hands with a single towel, upon all necessary occasions.
 - c. Disinfections of furniture and toys periodically to insure freedom from germs.
7. Each staff member is required to be registered with the Family Care Safety Registry (FCSR), and to have an examination by a licensed physician at the time of employment stating they are free of any apparent communicable disease, including TB. If any staff members become ill, they are to stay home until all signs and symptoms are gone.

Special Nutritional/Medical Needs and Food Allergies:

For children with special nutritional or medical needs or any food allergies, WeeKids requires that parents complete a **Medical Care Plan**. This form helps the staff to ensure that children are protected from contact with problem foods. If a child is in need of additional/ongoing care for medical or physical treatment a Care Plan

will be prepared by the Director in conjunction with their Primary Care Physician or other medical specialist. The teachers will be given this form and it will be readily available in the child's file, located in the classroom. The teacher will then be aware of the following:

1. Symptoms to look for
2. Conditions to avoid
3. Medical procedures to follow
4. Medicine to administer
5. Training instruction in the case of non-emergencies or emergencies.

Parents of a child with any food allergy should notify their child's teacher to discuss any special snack arrangements. Teachers will provide necessary communication to all parents in the class regarding daily snacks, birthday, holiday and special event treats.

Nut Free Facility Policy:

The following items, and/or foods containing the following items are not permitted anywhere on the school premises.

- a. Peanuts
- b. Tree nuts (cashews, walnuts, almonds, macadamia etc.)
- c. Peanut butter (sandwiches, candy, granola bars, cereal, crackers etc. containing peanut butter)
- d. Baked goods containing nuts and any form of nut oil.

POTTY TRAINING:

We begin toilet training children when they turn 2 years old and move into our 2 year old classroom. We do NOT have bathrooms in our infant/toddler classrooms to begin toilet training before 2 years.

GUIDANCE AND MANAGEMENT

One of the major trainings in Montessori education is Grace and Courtesy. Every child is treated uniquely and held in high esteem but we believe that discipline and structure in a classroom is a must. Discipline is a positive force in the child's life. It is a setting of boundaries in which the child feels secure: secure that you won't let others hurt him, or let him hurt others or even himself.

Our primary form of discipline is redirection. We use "time out" as a last resort. The staff will recognize, encourage and praise children. They will be positive and constructive. They will have consistent and fair expectations. They will assist the children with problem solving. They will encourage children to control their behavior and respect others. They will help the children feel successful at tasks, and give options for other tasks if those chosen prove too difficult. They will notify children of a change in activity prior to, and allow for a comfortable transition. When behavior is unacceptable, the staff will use developmentally suitable techniques according to the child's age and circumstances. They will redirect to another activity, state alternatives, and use separation from the situation only when necessary.

Violent words and/or behavior will not be tolerated. Parents will be notified if this is a concern or problem in the classroom.

ATTIRE

Your child will be very busy during their day at school using paints, clay, sand, water etc. Please do not dress them in their good clothes which may become soiled. Children should wear clothing appropriate for preschool activities. Washable play clothes are best.

Clothes should be easy for them to manipulate by themselves. Overalls, belts, tights and other hard to manipulate items should be saved for home unless the child is fully capable of using them. Tennis shoes are the best shoe for preschool play. Because of the playground mulch and ball field dirt, shoes such as Crocs, sandals, flip flops etc. should be left at home. Any item brought from home should be marked with your child's name or initials in case more than one child has the same or similar item.

RELEASE OF CHILDREN

A picture I.D., PIN Number and/or fingerprint record will be used to allow pickup for your child. A parent/guardian consent form is kept on file at the school and entered into the computer system. **For the child to be released to anyone other than parents/guardians on file they must have your PIN number and you must write or call us to give consent.**

List the name (s) of anyone who is **NOT** allowed to pick up the child. Please make the teacher/director aware of any potential problems.

CUSTODY

If there is a custody issue involving your child, please inform the Director/Assistant Director. If legal custody is given to only one parent, the preschool **must** have copies of the court agreement. We cannot honor any request without documentation. Unless we have legal documentation saying you are the custodial parent, we cannot keep the non-custodial parent from coming to the school. If a problem arises during school hours, the Arnold Police will be called.

TIME

WeeKids Academy will not be opened before 6:30 a.m. and will close promptly at 6:00 p.m. Please be prompt in dropping off and picking up your child. Children may **not be left unattended.**

LATE FEES

It is very important to clock in and out at the time clock. Late fees and absences are automatically assessed according to the time clock and you will incur a late fee on the upcoming week's tuition.

PAYMENTS

Payment for the week is due on the first day of the week. You have the option of paying in cash, by check, ACH transfer

If a payment is not made on the due date, you will be charged a \$10 late fee for the week. Accounts must be current by the close of business on Friday to receive care the following week.

No spots will be reserved without a retainer fee being paid.

Authorization from the Director is needed to initiate a payment plan.

Returned checks will be assessed fees payable in cash or money order for:

1. The full amount of the check, and
2. A \$25.00 service fee my bank charges me, and
3. Any additional fees incurred as a result of your check not clearing

If two checks are returned, you must pay in cash thereafter.

HOLIDAYS

WeeKids Academy will be closed on specified holidays. A current calendar will be given to each parent yearly. Listed below are the standard Holidays but actual closing day's may vary according to the calendar. In order to offer paid holidays to our staff, tuition rates will still apply.

New Year's Eve
 New Year's Day
 Good Friday
 Memorial Day
 Independence Day (July 4th)
 Labor Day
 Thanksgiving Day
 Day after Thanksgiving
 Christmas Eve
 Christmas Day
 Day after Christmas (Depending on how it falls on the calendar)

MEALS

The Preschool provides two snacks, one in the morning and one in the afternoon, and lunch. The meals are nutritious well-balanced meals, and we will make a monthly menu available for your review. For children who prefer to bring their lunch, please remember that we cannot heat/cook items, nor keep them cold.

ABSENCES/CLOSINGS/VACATIONS

If your child is absent for **any** reason, you **will** still be charged the normal daily rate.

In case of Inclement Weather, announced on Fox 2 news, and if you are enrolled in our text messaging system, you will receive a text when we are closed or closing.

Should WeeKids Academy close early due to extreme weather, we will notify each parent by phone, text, or email, and expect that each child is picked up within a **one-hour** time frame.

Vacation:

Families who meet the guidelines listed below will receive yearly vacation time (when no payment is due) equal to their scheduled days of care.

Examples: full time children receive 1 full week

If your child is enrolled 2 days per week then they are allowed 2 vacation days, 3-3 etc.

Guidelines for Vacation:

Vacation time is accrued beginning the first day of care (this is considered the enrollment date) thru till the following enrollment anniversary date, all accounts must be current/paid in full, and a two-week notice shall be given to the Director or Assistant Director. When vacation time is unused it cannot be added to the following year.

CONFLICT RESOLUTION:

If parents have concerns with his/her child's teacher or caregiver, we ask that the following procedures be enforced. If a parent has a concern with the director, they should start with step two of the conflict procedure:

1. Discuss with child's teacher first. If the parent feels that the issue was not properly addressed, or it was dismissed, then:
2. Discuss with the Director or Assistant Director who will then work with the staff and parents in an attempt to resolve the

problem. If the parent feels that the conflict is unresolved, then:

3. Meet with the Preschool Administrator and Director.

Once exhausted, the above steps are final. Refusal of the preschool's resolution will result in the permanent removal of the child.

TERMINATION OF CARE

WeeKids Academy reserves the right to terminate this agreement at any time for any sufficient reason, including but not limited to late payment, misbehavior or unruliness of the child. The Director will make every effort to give a reasonable notice to allow parents time to obtain alternate childcare arrangements.

You also have the right to withdraw your child from WeeKids Academy at any time, for any reason. However, you must give the Director a two-week notice when canceling service. If the Director is not given a two-week notice, you will continue to incur charges.

Please sign and return the next page.

PLEASE SIGN AND RETURN TO DIRECTOR

By signing this form you acknowledge that you have read the Preschool Policy Handbook and understand that this is a legally binding form. Failure to abide by the policies mentioned will result in termination of contract. This policy agreement is subject to change with two weeks written notice.

Father/Guardian's Signature	Date
Mother/Guardian's Signature	Date
WeeKids Academy Director	Date