

# University Baptist Church Weekday Early Education School Parent Handbook – 2008/2009

Welcome to the Weekday Early Education (WEE School) ministry of University Baptist Church (UBC). Our program exists for you and your child. We will strive to provide the loving care and guidance that your child needs as he/she grows and develops.

As parents, you play a vital role in our ministry to your child. This handbook will outline our school program, the mission, and the guidelines under which we operate. You are always welcome to visit, ask questions, and make suggestions. Cooperation between parents and staff will contribute to a successful experience for your child. The WEE School program is a ministry of University Baptist Church and provides a learning environment that will help preschoolers grow as Jesus grew, “. . . in wisdom and stature, and in favor with God and Man.” (Luke 2:52)

This handbook has been prepared so that you may know the policies and better understand the program as we work together to help your child through a successful year in WEE School.

Jacqueline Chandler  
Wee School Director

Phone: 210-699-1070  
Website: [ubcsa.org/weeschool](http://ubcsa.org/weeschool)  
Email: [weeschool@ubcsa.org](mailto:weeschool@ubcsa.org)

## **Mission Statement**

UBC WEE School extends the ministry of the church through supporting families by providing care, biblical education, and growth opportunities for their children and by providing a program of ministry and outreach to the families of the children enrolled.

## **Our Bible Verse**

*“And you shall love the LORD your God with all your heart and with all your soul and with all your might. And these words, which I am commanding you today, shall be on your heart; and you shall teach them diligently to your sons and shall talk of them when you sit in your house and when you walk by the way and when you lie down and when you rise up. And you bind them as a sign on your hand and they shall be as frontals on your forehead. And you shall write them on the doorposts of your house and on your gates.” Deuteronomy 6:5-9*

## **Educational Philosophy**

A child develops mentally, physically, spiritually, socially, and emotionally. We are committed to providing biblically based age-appropriate experiences to allow your child to progress in these areas at his/her own level of ability while enjoying feelings of success. This is primarily done through hands-on activities in learning centers and positive Christ-like role modeling of the staff. Monthly calendars will keep you informed about the thematic units planned for your child's class.

## **Standards**

The WEE School operates under standards of Texas Department of Protective and Regulatory Services and is inspected by the San Antonio Metropolitan Health District and City of San Antonio Fire Prevention Division. Inspection results are available for review in the school office.

## **School Calendar**

### **Holidays –**

We follow the Northside Independent School District's (NISD) Calendar holiday schedule; although, we do not observe bad weather makeup days.

### **Bad Weather Days –**

If NISD closes Boone Elementary School or has a late starting time, due to bad weather conditions, WEE School will do the same. Please listen to local TV and radio stations for announcements.

## The Program

Your child will participate in a variety of learning centers, which include art, books, blocks, puzzles, manipulatives, nature, dramatic play, and music/movement. Social skills are developed through sharing, taking turns, thinking, reasoning, and solving problems. Bible stories are implemented into the WEE School curriculum.

Our teachers are crucial to the quality of this program. They have been carefully chosen for their warmth and nurturing skills. Our teachers participate in an ongoing training program provided by University Baptist Church, as well as the community. This training includes a minimum of 15 hours of leadership training conferences, staff meetings, and workshops per year. All of our teachers are certified in pediatric CPR and first aid.

UBC WEE School will comply with the Americans Disabilities Act to the extent that it is physically and financially possible to do so.

## Policies

### ❖ Age of Child –

WEE School enrolls children ages four (4) months through kindergarten. (Children enrolled in the three (3) year old class must be potty trained. Children enrolled in the four (4) year old and Kindergarten classes must be self-sufficient in the rest room.

### ❖ Admission Records –

All registration forms must be completed and all fees must be paid before a child is admitted to the school. *Your child's physician must sign the health record and a record of his/her immunizations must be returned within one week of admission.*

### ❖ Fees and Payments –

Payment envelopes will be distributed the last school day before the end of the month, with your payment schedule and any additional late fees noted. **Please fill in the information requested and return the envelope, with your payment, to the payment box.** If you have any questions regarding your account, please call or come by the school office. We will be glad to help you in any way we can.

Please pay by check or money order.

**There is a \$20.00 fee for returned checks.**

❖ **Arrival and departure –**

9:00 a.m. – 2:30 p.m. Monday – Thursday

**School starts at 9:00 a.m.** Please be prompt, but no earlier than 8:55a.m. Please sign the Sign In/Out Sheet when bringing and picking up your child. Persons bringing or picking up a child will need to confirm that the teacher is aware of the child's arrival or departure.

Children must be picked up by 2:30 p.m. **At 2:40 p.m. a late charge of \$5.00, per child per occurrence, will appear on your next month's payment envelope. At 2:50 p.m. a fee of \$1.00 per minute per child, will be assessed.**

Your child will only be released to persons listed on the Registration Form.

❖ **Food –**

Parents provide a nutritious **ready-to eat lunch** for their child. Use ice packs to keep your child's lunch cold. Each container should be labeled with the child's name. We will provide morning snacks for the children. WEE school is not responsible for the nutritional value of your child's lunch or for meeting your child's daily food needs.

❖ **Clothing –**

Washable play clothes are the most suitable. You must provide a complete change of clothing, as well as any other change your child may need during the day. Children who are toilet-training will need a sufficient amount of training pants, as well as outerwear.

**If your child soils his/her clothes and a change of clothes has not been provided, you will be asked to bring a change of clothes immediately.** Be sure to bring your child a jacket or coat when the weather is cool. All children who are walking must have shoes. Children may not wear flip-flop shoes at any time. Children need good sturdy footwear to enable them to run and play without fear of tripping and falling. All clothing and other belongings should be labeled with your child's name.

❖ **Health and Safety –**

A current record of the child's immunizations must be furnished. Each child must have an emergency treatment authorization on file in the office. **Parents are responsible to keep their child's files updated with current information** (The name of the child's physician, as well as the name of the person to contact in an emergency when the parent cannot be reached).

In the event of an accident or illness requiring medical attention, the child's parent will be called immediately. If we are unable to locate the parents, office staff or the director will take

the child to the emergency room specified on your emergency form. In case of minor accidents, your child will receive first aid by a staff member.

**Children may not be brought to school if they are ill** (Fever, diarrhea, vomiting, or a suspicious-looking rash). The State requires that we not admit a child with a temperature of 100.4 degrees or greater. We are depending on you to help us maintain this policy. Parents will be notified to pick up their child immediately if signs of illness occur during the day. Children must be free from above symptoms for 24 hours prior to returning to school. The State requires that parents be notified when a child has been exposed to a communicable disease within the school. Parents should likewise notify the school when children are exposed to a disease outside the school so the other parents can be notified.

➤ **Medications –**

WEE School teachers may not administer any medication to a child. Please do not ask your child's teacher to give over-the-counter medicines or prescription medication. All approved medications must be given by the parent or a designated WEE School staff member.

➤ **Hearing and Vision Testing –**

A certified UBC staff member will screen all children in the Pre-K and Kinder classes as required by The Texas Department of Health. Parents will be notified of the test results.

❖ **Emergency Evacuation and Relocating Plans –**

In case of an emergency we will relocate to:

Boone Elementary School  
6614 Spring Time Dr.  
Phone: 561-5135

❖ **Discipline –**

The teachers of the WEE School use positive reinforcement and redirection when possible. Time-out will be used when necessary. **NO PHYSICAL PUNISHMENT WILL BE USED.**

The school reserves the right to dismiss a child with one-week notice for serious behavior problems. Dismissal may also result immediately if the director feels the school is in jeopardy.

❖ **Parent Participation –**

Parents may visit the school at any time; although, be considerate of the schedule, such as naptime. Visits may be discouraged in order to insure smoother operation of the school. Parent-Teacher conferences result in better understanding and better guidance for your child.

We encourage your participation at these conferences. Your infant/toddler will receive a daily progress report.

❖ **Birthdays –**

Your child's birthday may be celebrated at school. Please let your child's teacher know in advance that you desire to furnish refreshments. The teacher will tell you how many children to plan for. Invitations to birthday parties held away from the school will only be distributed if there is one for each child in the class.

❖ **Toys –**

Occasionally your child's teacher may request a specific "Show & Tell" item to be brought for class participation. Toys should not be brought except when requested by the teacher. Toy guns/weapons are **NOT ALLOWED!** Please, do not send valuable items, as the school assumes no responsibility for loss.

❖ **Child Abuse –**

We are required to report suspected child abuse/neglect. Child Abuse: 1-800-252-5400

❖ **Commitment –**

Cooperation with the WEE School's policies, as well as parent participation, is critical to the health and well being of the school and your child.

**Please sign and return the Acknowledgment Form to the school office within one week of your child's first day of school.**