

# *University Baptist WEE School*

## *[Weekday Early Education]*

### *Parent Handbook*

*Welcome to the University Baptist WEE School. 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) Our program exists for you and your child. We promise 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. 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.*

*You are always welcome to visit and make suggestions you feel will make our school a greater place for your child. My goal for every preschooler that attends WEE School is that he or she will find in their heart that wonderful "Preschool Giggle" that only comes during childhood and that it will continue to bubble up inside them all through their life.*

*It is with great joy that I welcome you to our WEE School Family. When you have questions or needs feel free to drop by my office, the doors are always open. If you do not have a church home I want to personally invite you to join us here at UBC.*

*Sue Caywood  
Wee School Director*

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Email: [weeschool@ubcsa.org](mailto:weeschool@ubcsa.org)*

## Mission Statement

Following the principles outlined in Deuteronomy 6:5-9, University Baptist 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. We will keep you informed of the thematic units planned for your child’s class.

## Standards

The WEE School operates under standards of the Department of Family Protective Services (DFPS) 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.

Local DFPS licensing contact: (210)-337-3399  
Public Website for Licensing: [www.txchildcaresearch.org](http://www.txchildcaresearch.org)

## School Calendar

### Holidays

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

### Bad Weather Days

In the event of inclement weather, the WEE School will operate in accordance with Boone Elementary. In the event of any other unforeseen emergency, parents will be informed as soon as possible.

## 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. We use the A Beka Curriculum and the WEE Learn 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 as mandated by DFPS. All of our teachers are certified in pediatric CPR and first aid.

The WEE School will demonstrate good faith efforts to comply with the Americans Disabilities Act.

## Policies

### ❖ Age of Child

WEE School is licensed for children ages birth through school age 5 and up.\* 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. Your child will not be allowed into the classroom without the required documentation.*

### ❖ 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 will be a fee for returned checks.**

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\* Based on need and availability of resources

### ❖ 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 8:50a.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. an additional fee of \$1.00 per minute per child, will be assessed.**
- Your child will only be released to those persons authorized to do so on the Registration Form.<sup>†</sup>

### ❖ Food

Parents provide a nutritious, **ready-to-eat lunch** for their child. Use ice packs as needed 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.

Parents must notify both the Director and the teacher of any food allergies that the child may have.

### ❖ Clothing

- Washable play clothes are the most suitable.
- Parents will provide a complete change of clothing for their child.
- Children who are toilet-training will need a sufficient amount of training pants as well as outerwear.
- All children who are walking must have shoes. Children may not wear flip-flop shoes at any time. Children need good sturdy footwear.
- 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 and kept up to date.

In the event of an accident or illness requiring medical attention, the child's parent will be called immediately. If necessary, office staff or the Director may take appropriate action to care for the child. In case of minor accidents, the child will receive first aid by a staff member and the parent/s will be notified of the event.

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<sup>†</sup> In the event of an emergency, please make direct contact with the Director to inform him or her of any extenuating circumstance.

**Children will not be accepted into school if they are ill** (Fever, diarrhea, vomiting, or a visible rash). The State requires that we not admit a child with a temperature of 100.2 degrees or higher. 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 medications should be administered by a parent. Other arrangements may be made at the Director's discretion. These medications should be brought directly to the office, not given to a teacher.

- **Hearing and Vision Testing**

A certified UBC staff member or volunteer will screen all children in the Pre-K and Kinder classes as required by minimum standards. 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 ON A STUDENT.**

The school reserves the right to dismiss a child with one-week notice for serious behavior problems. However, dismissal may also result immediately if the Director feels the school or another child is in jeopardy. A child's dismissal from the school may not result in fee reimbursement.

❖ **Parent Participation**

Parents may visit the school at any time; however, please be considerate of the child's classroom schedule.

Parent-Teacher conferences result in better understanding and better guidance for the child. We encourage parent participation at these conferences.

Parents of infants/toddlers will receive a daily progress report.

❖ **Birthdays**

Your child's birthday may be celebrated at school. Please let your child's teacher know one week in advance that you wish to furnish refreshments. Parents furnishing refreshments must make allowances for children with allergies. 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/damage/theft.

❖ **Child Abuse**

We are required by law to report all suspected child abuse/neglect.

Child Abuse Hotline: 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 (which is in your registration packet) to the school office within one week of your child's first day of school.**