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# WEE WUNS

Weekday Ministry

F U N • F A I T H • F R I E N D S

## Parent Handbook

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Website: [www.weewuns.org](http://www.weewuns.org) || Facebook: <https://www.facebook.com/groups/WeeWuns/>

## **Welcome to Wee Wuns Weekday Ministry!**

### **MISSION STATEMENT**

Wee Wuns provides an opportunity for toddler and preschool aged children to work, play and learn in a safe, nurturing, Christian environment.

### **PHILOSOPHY AND GOALS**

Our staff strives to disciple young children in a faithful environment and to help enrich a relationship with Christ. Research has shown that children learn as they experience; therefore, during early childhood years of fast physical and emotional growth, we will provide them with many engaging, center based activities. We provide children with experiences that are fun while focusing on their total development.

We have established the following goals, which support our philosophy:

- To nurture the social, emotional, physical, cognitive, language and spiritual development of all children by providing a hands-on learning experience.
- Providing our students with a play-based learning environment to cultivate new skills and promote human development, which will foster a child's individual success and a love of learning.
- To serve our community through the development of Christ centered relationships.
- To support parents during their child's most impressionable educational years as a collaborative and cohesive team.

### **DIVERSITY**

Our program provides an inclusive learning and working environment for our diverse students, teachers, administrators, and staff that our program services and reflects the communities we serve. Wee Wuns admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school.

### **ETHICS/INTEGRITY**

It is essential that our employees adhere to the highest standards of ethics and integrity.

### **HISTORY AND STAFF QUALIFICATIONS:**

Wee Wuns was founded in 1971. The majority of our teachers have either a degree or a CDA – Child Development Associate certificate. Each year our staff attends continuing early childhood education classes to keep them abreast of new teaching methods and to continue to keep our classrooms filled with fresh and creative learning opportunities for your child. In addition to continuing education classes, teachers are trained in CPR and first aid for children.

## **DAILY ACTIVITIES**

Creative activities are offered to give each child opportunities for self-expression and for positive social relationships. We base the lesson plans in each unit around a theme and teachers provide hands-on learning that is fun and tackles essential early learning skills. Centers are changed on a regular basis to incorporate weekly unit topics and to offer variety in exploration

- **LEARNING CENTERS** - Art, science/discovery, blocks, manipulatives, drama/pretend, reading, writing, snacks and cooking
- **CHAPEL/GET WITH GOD** - Chapel is held weekly in the sanctuary for all preschool students and in the Toddler Enrichment room for all Toddler students. Get with God is a weekly class that preschool students attend in addition to Chapel. Christian values, songs and prayers are taught.
- **MUSIC** - Songs, finger plays, instruments, music appreciation and movement
- **OUTSIDE PLAY** - Free play and play equipment
- **ENRICHMENT** - Gross motor activities: tricycles, parachutes, tumble mats, balance beam, relay races, bean bags, balls, etc.
- **CIRCLE TIME** - Stories, games, language appreciation and development.
- **SPANISH** - Preschool students attend Spanish weekly and learn basic Spanish language skills.

Toddler students take an afternoon nap each day. Parents provide a nap map labeled with the child's name. Toddler's nap mats are spaced out, and children are placed head to toe during naptime to further reduce the potential for viral spread.

## **CURRICULUM**

Wee Wuns curriculum is planned with the basic idea that children are unique and function at various levels of development. Our program follows a combination of professionally designed language and math curriculums along with fun-filled activities, such as music, art, gross motor, learning games, manipulatives, language and outdoor play which follow standards that are based on developmentally appropriate practice. This consists of:

- The latest information about child development and learning styles;
- The strengths, interests, and needs of each individual child; and
- The social, cultural, and linguistic context in which the child lives.
- Curriculum goals and objectives align with assessment of children's progress.

These varied experiences are carefully planned to nurture the child's natural curiosity and encourage a love of learning. We are a center-based program focused on your child's total development - social, physical, cognitive, language and spiritual. With an anti-bias perspective, we provide a developmentally age appropriate, multi-cultural and multi-ethnic environment for access to the curriculum for all children.

During the first month of school, parents will receive written curriculum objectives for their child's age group. Please see the office for copies of additional age group curriculum objectives.

Our curriculum is theme oriented. The children learn through investigation and focused, intentional teaching. Each week the children are introduced to a new theme for them to explore and learn more about themselves and the world around them. The curriculum builds on prior learning and hands-on experiences which will benefit the children.

Children are active and engaged in classroom learning centers. In the Toddler area these centers include home living, blocks, manipulatives, science, reading, snack, art, music and small circle time. In addition to these centers, the Preschool classes also explore writing and listening centers.

Each day both Toddlers and Preschoolers visit a separate room for **Enrichment** which focuses on their gross motor skills such as physical exercise, building with large blocks, playing with balls and parachutes in an organized group environment. **Chapel** is attended on a weekly basis where the children hear a Bible story, learn spiritual songs and pray. In addition to Chapel, the Preschool students have an opportunity to extend their Chapel lesson through a weekly class we call **Get With God**. Preschool students will attend a weekly **Spanish** lesson where they will learn basic language skills. Weather permitting, the children **play outside** daily on age-appropriate equipment to encourage the use of their gross motor skills and provide opportunities for socialization with children outside of their class. During inclement weather children will have the opportunity to participate in similar activities indoors. Toddlers also have a quiet time each afternoon while listening to soothing music.

Each **learning center in the classroom** is designed to encourage the complete development of your child. The Preschool classroom limits the number of children in each center to encourage them to make independent choices on where they will play and to expose the children to a variety of activities. The teachers change the activities in each center weekly to allow the children to further explore the weekly theme in their own creative way.

The **Home Living center** offers your child creative development through imagination and role playing. We use props from various cultures to enhance our activities.

The **Block center** gives the children the opportunity to build with wooden blocks, Legos, Lincoln Logs or large cardboard bricks. Teachers may add vehicles, animals, or people to the center to extend the theme. Your child's social maturity develops by working cooperatively with his/her peers.

In the **Science center** the children are able to use all five senses to make observations and discoveries. They may be "digging" for dinosaur bones like paleontologists or conducting experiments like chemists as they watch ice melt with salt or hot water and graph their findings.

The **Reading center** offers the children a quiet place to rest and develop a love for literature. They use picture clues to predict what happens in a story and increase their knowledge of the world through the written word and illustrations.

At the **Snack center** the children learn healthy habits by washing their hands before they eat and cleaning up after themselves once they have eaten. Pre-math and pre-reading skills are practiced when the children follow a rebus to get their snack.

During **circle time** the children may listen to the teacher read a story, do finger plays, help with a group science experiment or a cooking project, or talk about the color/shape/letter of the week.

In the **Listening center** the children are able to put on headphones to listen to a story and follow along in the book, listen to different types of music, or play with Lite Brites.

At the **Manipulative center** items are put out on the table and encourage pre-math, pre-writing, and pre-reading skills, as well as strengthen eye-hand coordination and small hand muscles. An example of a pre-math skill is putting together a puzzle, or sorting items by size, shape or color. Pre-writing skills are practiced as the child moves items with tweezers or tongs to strengthen his pincher grasp, and pre-reading skills are introduced as the children match letters, or sequence a story using sequencing cards.

The **Art center** gives the children an opportunity for self-exploration and creative expression as they paint with brushes or marbles, cut and paste, or manipulate clay and playdough. By manipulating a paint brush or molding clay the children are building their small muscles and increasing their fine motor skills.

The **Writing center** is an area where the children often dictate a sentence to go along with a story the teacher has read and then illustrate their ideas, trace around stencils, or practice writing their name.

**Music** is a time to play instruments, dance and sing.

The centers in the Toddler area offer similar experiences to your child at a level that is age and developmentally appropriate. Since all toddlers are beginning to communicate as well as learning to be with their peers, social and verbal skills are a main focus. The teachers also help with separation anxiety and transitioning from one activity to another.

Our curriculum is evidence-based that children learn best when they are allowed to play and take in their environment at their own pace. Each child develops at his or her own rate and our program is designed with this in mind. As Wee Wuns is the first school experience for most of our students, we feel a great responsibility to open these new doors with warmth, guidance and love, thereby developing a sound base and order for transition to public schools.

### **CHRISTIAN EDUCATION**

While children of all faiths and cultural backgrounds are welcomed, parents should be aware that Wee Wuns is a ministry of Cypress United Methodist Church and therefore, Christian education is seen as a natural and important part of the daily program. Children will pray before meals, sing songs to God, celebrate major holidays of the church and hear stories suitable for their age. Christian values are honored in curriculum, through Bible stories, spiritual songs and behavior. All religious activities are developmentally appropriate. All students will attend chapel time once a week. Families are invited to join in at any time.

### **STUDENT ELIGIBILITY**

Our program is open to all students who will be 12 months of age by September 1 of the CURRENT SCHOOL YEAR. Students are admitted regardless of race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school **as long as we can meet the child's needs**. Questions regarding eligibility are referred to the Wee Wuns Weekday Ministries Board.

### **RESERVATIONS AND REGISTRATION**

Children are enrolled in the program through a reservation process, which begins in February of each year. At that time, student reservation forms are sent to all students currently enrolled. Reservation opportunities are then offered to the community. Registration forms are mailed in the spring to all students on the reservation list. We request a two-week advance written notice when withdrawing a child.

## **REQUIRED REGISTRATION PAPERS**

At the time of registration, your child must have the following forms (with all required information completed) on file in our office:

1. Registration Application
2. Statement of Health
3. Emergency Contact Form

## **TUITION**

In addition to registration and supply fees, tuition is calculated on the total annual cost per student and divided into 8 equal payments. Credit is not given for absences. Holidays are not counted in tuition, only school days are counted. Tuition covers staff salaries, church building use, special activities, liability insurance, and administration and maintenance costs. If for any reason it becomes necessary for Wee Wuns to close temporarily due to circumstances out of our control, tuition will continue to be collected.

Method of payment may be check or cash. A receipt will be issued for cash payments. Please use **black or blue ink when writing a check** and print your child's name in the memo area on the check to ensure proper credit. Payments may be brought to the school office or a PayPal option is available at our website (fees apply), [www.weewuns.org](http://www.weewuns.org) under Admissions.

- *Preschool payments should be handed to the staff person on car line duty or placed in your child's folder.*
- *Toddler payments should be placed in your child's folder.*

## **LATE CHARGE AND RETURNED CHECKS**

A \$25.00 late charge will be assessed for tuition received 10 or more days after the due date. Monthly statements are not sent unless tuition is past due. Students are subject to dismissal from enrollment if a delinquency of one month should occur. A \$25.00 charge will be assessed for all checks returned by the bank. A late arrival/pick-up charge of \$5.00 will be assessed for every 5 minutes past 2:45.

## **ARRIVAL AND DISMISSAL**

**\*\*Please note:** To ensure the safest environment for your children, all doors that lead into the school will be locked at 9:05 and remain locked until 2:15. Anyone needing access to Wee Wuns during this time must come to the double doors near the church office to obtain entry. **You will be asked to give your name, your child's name, their teacher's name and the reason for your visit. Be prepared to show your ID.**

## **TODDLER ARRIVAL AND DISMISSAL**

Toddler drop-off will be staggered between two entrances based on the class your child attends. All toddler parents will park in the parking lot in front of the Ministries Activity Center (MAC). **Do not park in the porte-cochere by the Ministry Activity Center or along any curbs in the parking lot when you are dropping your child off or picking them up. These are designated fire zones and the porte-cochere is used for drop off only, not parking.**

Parents of toddlers will pick-up their child at the same entrance as drop-off. One of your child's teachers will bring your child to you.

Designated toddler entrances are as follows:

- Entrance 1 (by the Toddler playground)
  - Young Twos
  - Twos
  - Toddlers
  
- Entrance 2 (the main school entrance)
  - Young Nursery
  - Almost Threes

Upon drop off and pick up, please remember to sign your child in and out on the Toddler attendance sheet. After you drop your toddler off at their classroom, all parents will exit the building through the door by the preschool playground.

We encourage parents who have toddler and preschool children to drop off preschool children first in the car rider line. During dismissal we encourage you to pick up your toddler and then proceed to car line.

In order to maintain a secure environment, the following rules will apply:

- Upon arrival a classroom teacher will welcome your child and assist with the morning routine. For security purposes parents are asked to remain in the hall as their child enters the class.
- As long as students are in the classroom, teachers are still responsible for their care and are not available to conference.

#### **PRESCHOOL ARRIVAL AND DISMISSAL**

***For the safety of your preschool child, it is best practice that they be dropped off and picked up in the car rider line.***

Upon arrival, staff will be on duty to meet **Preschool children** at the cars under the carport (east side of the building). This has proven to be a convenience for parents and also a SAFETY MEASURE for children as well as pedestrians and passengers. Please do not park and bring your child across the parking lot during the loading and unloading process. Staff members will open car doors and accompany children to the sidewalk so that they may walk into the building. **All children should remain belted in their car seat until a staff member comes to help. Children should not hang out of windows or sunroofs.** Staff members are also on duty in the building to make sure your child is supervised until they reach their classroom.

In order to ensure students get the best possible beginning of each day, please be sure to be on time. Children arriving late often have difficulty assimilating into the group and older children may miss morning rituals and instructions for the day. Morning car line begins promptly at **8:40** and ends at **9:05**. If you arrive after this time, enter the building by the church office. Your child **must** be signed in at the office and will then be accompanied by a staff member to his/her classroom. Children are never allowed to enter the building unless a staff member is aware of their presence.

All staff and children will wash their hands upon entering the classroom in the morning, any time they handle food and water, when they leave and enter their classroom and throughout the various activities of the day. Handsinitizer will be provided in the event soap and water is not available.

Preschool attendance is taken in the classroom after car line has ended. If you need to pick up your child early on occasion, please call the office. If possible, we will have your child and his/her belongings ready when you arrive. Children who leave early **must** be signed out in the school office. Preschoolers will be dismissed using the car line format from the playground area (south side of building). Preschool children with special needs must have a planned arrival and dismissal negotiated by parents and administration.

Afternoon car line begins at **2:20** and ends at **2:40**. Staff members will bring your child to your car. **IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOUR CHILD IS PROPERLY SECURED IN THEIR CAR/BOOSTER SEAT.** Texas law states that all children younger than 8 years old, unless taller than 4'9", are required to be in the appropriate child safety seat system wherever they ride in a passenger vehicle. If you choose to pick your preschool child up from the Fellowship Hall during afternoon dismissal, you will need to sign your child out at the door and a staff member will bring your child to you.

**For safety reasons we ask that parents do not enter the Fellowship Hall during dismissal.** If your child is not picked up during car line, he/she will be in the office waiting for you. A late arrival/pick up charge of \$5.00 will be assessed for every 5 minutes past 2:45.

**\*WE ASK THAT YOU DRIVE SLOWLY AND USE CAUTION IN OUR PARKING LOTS. TO COMPLY WITH STATE LAWS AND FOR THE SAFETY OF THE CHILDREN AND STAFF USE OF CELL PHONES IS NOT PERMITTED DURING DROP OFF AND PICK UP OF TODDLERS AND PRESCHOOLERS. WE ASK THAT YOU STORE YOUR PHONE AT THIS TIME SO YOUR CHILD WILL HAVE YOUR FULL ATTENTION\***

#### **CARPOOLS** (Preschool)

When a carpool has been formed, please send us a list of the students involved and anyone who will be picking up the children. We encourage carpools when possible. It allows our car line to be somewhat shortened and provides an opportunity for a familiar person to pick up your child if you are unable to do so.

#### **AUTHORIZED PERSON(S) TO PICK UP YOUR CHILD**

If you have a special circumstance and cannot pick up your child, a parent may authorize another person to pick up his/her child by either:

1. Listing the authorized person on the child's Emergency Contact form.
2. Providing a written, dated and signed permission slip to the child's teacher authorizing the child's release to someone else on the day of release. If this person is unknown to the teacher, he/she will be required to present his/her driver's license to the teacher and the teacher will verify it with the information provided to us from the parent.
3. If you have to contact us by phone, you must be able to identify and verify that you are the parent/guardian giving the driver's license number and other identifying information of the person picking up the child.

**Wee Wuns will not release a child to an unauthorized person, even if the person is known to the child. We will ask for photo identification such as a Texas Driver's License to verify identification. We cannot release any child without prior notification and verification.**

#### **CHANGE OF ADDRESS, PHONE, EMERGENCY CONTACTS etc.**

Changes of address, home or work phone numbers and names/numbers of emergency contacts should be reported to the school office immediately. This is also a state-licensing requirement.



## **CHILD CUSTODY/DISMISSAL ISSUES**

Wee Wuns is legally unable to refuse visitation or the privilege of picking up a child by a parent unless we have a Certificate of Custody for the legal parent or guardian with physical custody. It is the parent's responsibility to furnish a current certified copy of the court divorce decree for your child's file. The decree must be specific as to who has legal custody, visitation rights and care for the child.

## **SAFETY AND EMERGENCY PROCEDURES**

Every effort is made to safeguard your child. We have specific written guidelines regarding fire and emergency procedures. Our entire staff is professionally trained in First Aid and CPR to handle medical emergencies. Our building is equipped with a fire alarm system, fire extinguishers, carbon monoxide detectors, smoke detectors and evacuation route maps in each classroom. Annual inspections are conducted in accordance with licensing requirements. In addition to classroom instructions, a building-wide fire drill is performed monthly. Inclement weather and intruder drills are also performed.

In the unusual event that our entire building must be evacuated, emergency authorities will be contacted immediately. Wee Wuns staff will walk the children to the **Ministries Activity Center (MAC)** carrying their attendance books, which include parent and emergency contact information for each child. If the MAC is not available, we will walk the children to the back parking lot. The teachers will use their class rosters to account for children and to also contact parents using their cell phones. If the children need to be transported to another location, Wee Wuns staff will transport the children via private vehicles or follow the advice of emergency personnel. You will be notified of the location at the time you are contacted.

In the event of a human-caused event (i.e., an intruder, an explosion or a chemical spill) the appropriate emergency response will be determined. For example, if there is an intruder, the children and staff will shelter in place. The staff will escort the children to the closest room, lock the door and wait for further directions. In the event of a chemical spill or explosion, the children will be evacuated as described earlier.

## **SAFEGUARDING CHILDREN'S WELL-BEING**

Firearms are prohibited except for law enforcement personnel who are required to carry firearms. This is a **No Smoking** campus. Smoking is not permitted in the presence of children or anywhere on the school grounds. **We adhere to the rule under the Texas Penal Code which states that any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.**

## **ANIMALS ON CAMPUS**

Animals are always a source of joy for the children as well as a wonderful study of behavior and environment. Parents will be notified in advance if any type of animal is going to be a part of the classroom setting. If parents would like to bring an animal or pet to school, notify the teacher in advance so proper notice can go home with all of the children in that classroom. Teachers and children will practice good hygiene and hand washing after handling or coming in contact with an animal or items used by an animal. The Texas Health and Safety Code, Chapter 826 requires that certification of current vaccinations must be given to the school prior to bringing an animal to the school.

## **CONFIDENTIALITY**

For your child's protection all student files are kept confidential. Persons who may view your child's file are current staff, Dept. of Licensing and parents/legal guardians. You will be asked to sign a consent form should someone else ask to see your child's records.

## **PRIVACY POLICY**

We will have on file your signed photo consent form and will honor your request. Be aware that on parties and special events your child could be included in photos taken by other parents. These circumstances are beyond our control, and it is your responsibility to monitor your child during these events if you do not wish to have them included in these photos.

## **PARENTAL RIGHTS/CODE OF CONDUCT**

We expect parents, guardians, faculty and staff to model high standards of respectful, professional behavior in all communications- verbal and electronic - with others at the school. Conflicts should be resolved through respect for staff and children, and awareness of confidentiality. The proper chain of command would start with the child's teacher, then School Director, and finally the Wee Wuns School Board.

Negative comments on social media sites (Facebook, Twitter, etc.) concerning Wee Wuns, its staff, teachers, volunteers, and especially students **WILL NOT BE TOLERATED**. Any person found to be degrading or spreading rumors about school family will receive a conference request from the Directors.

Please let us know if you need any information interpreted in another language. We will try to give you information in your home language, if possible.

## **STUDENT RECORDS**

### ***Health and Medical Forms:***

Up-to-date immunizations and physical examinations are required at the time your child is enrolled. We also require an Emergency Information Record consisting of health insurance carrier and an emergency medical release (this form gives staff the authority to seek emergency medical treatment should the need arise during the time your child is in our care). These forms must accompany all registration forms. Health forms may need to be updated throughout the year, so please keep the school office informed of any changes such as updated shot records, etc. The State of Texas requires that we keep up-to-date records on file for each child.

Up-to-date immunization and physical examinations are required at the time every child is enrolled. If your child is under-immunized, a signed affidavit is required stating that the child's parent or legal guardian declines to vaccinate their child for reasons of conscience or religious belief. The affidavit will be valid for a two-year period. The form can be obtained from the Health Department: <https://webds.dshs.state.tx.us/immco>. The child may be excluded from school in times of emergency or epidemic declared by the commissioner of public health. Medical exemptions are allowed with a statement from the child's physician stating how long the immunization should be delayed. It is possible that there are unimmunized children attending this school. This school requires the immunizations required by the Department of State Health Services (unless there is an exception on file).

## **ILLNESS AND COMMUNICABLE DISEASES**

The State of Texas has specifically outlined the criteria for non-admittance in the Minimum Standards. The criteria are as follows:

An ill child **must not be admitted** for care if one or more of the following exists:

1. The illness prevents the child from participating comfortably in facility activities.
2. The illness results in a greater need for care than the staff can provide without compromising the health, safety and supervision of the other children.
3. The child has any of the following:

- a. Oral temperature above 100 degrees accompanied by behavior changes or other signs or symptoms of illness until a medical evaluation indicates that the child can be included in the facility's activities.
  - b. Symptoms and signs of possible severe illness such as lethargy, uncontrollable diarrhea, vomiting, rash with fever, mouth sores with drooling, wheezing, behavior changes, or other unusual signs.
  - c. Evaluation indicates that the child cannot be included in a facility's activities.
4. The child has been diagnosed with a communicable disease until medical evaluation determines that the child is no longer communicable and is able to participate in the facility's activities.

All staff will be educated and trained on the signs and symptoms of illness so that they can recognize and isolate sick children. If your child is suspected to be ill while at school, their temperature will be taken. If needed, you will be contacted and the parent or authorized person designated on the Emergency Medical Form will be asked to pick up the child. Until the parent or contact person arrives to pick up the child, we will remove the child from the classroom and he/she will be cared for in the school office in order to isolate him/her from other children.

**Children must be fever free and free from any of the following symptoms (without medication) for 24 hours or one program day, whichever is longer, before returning to school.**

- 1) Fever or chills
- 2) Cough
- 3) Shortness of breath or difficulty breathing
- 4) Fatigue
- 5) Muscle or body aches
- 6) Headache
- 7) Sore throat
- 8) New loss of taste or smell
- 9) Congestion or runny nose
- 10) Nausea or vomiting
- 11) Diarrhea

In the event your child tests positive for COVID, Wee Wuns administration must be contacted immediately. Your child must remain home for 5 days. Your child may return between day 6 - 9 if they test negative. All children may return on day 10 regardless of testing outcome. Classrooms will not be closed due to exposure. Face masks are not required.

The teachers make every effort to help the children observe good health habits such as washing hands, eating slowly, using tissues for cleaning the nose, wearing jackets when needed, etc. These attentions to daily health practices will help keep down the incidents of communicable diseases. Families will be notified in the monthly newsletter or a separate note if there is a communicable disease outbreak.

Wee Wuns maintains a no-nit policy in respect to lice. Children will not be allowed to be at school with live lice or nits. Please contact the school immediately if you discover your child has live lice or nits. We will take all the necessary precautions to prevent the spread of lice should a case arise

## **MEDICAL EMERGENCY PROCEDURES**

In the event of a medical emergency, the following procedures shall apply:

1. The teacher shall bring an injured child to the office unless the child is unable to be moved.
2. In the event the child should not be moved, the directors shall be notified of the injury by the teacher or a team teacher.
3. The director shall contact the parent and/or doctor to make transportation arrangements and shall secure the parental consent form, which includes the child's health insurance information.
4. If the parents cannot be contacted, the contacts listed on the child's Emergency Contact Form will be notified.
5. In an emergency where immediate transport to a hospital is required, Wee Wuns will contact 911 and the child will be transported to the nearest medical facility. The nearest hospital to Wee Wuns is **North Cypress Medical Center**.
6. A staff member will take the consent forms and accompany the child in the emergency vehicle or follow behind, as appropriate, and stay with the child until the parents arrive.
7. The illness/injury shall be recorded on the incident/illness report carefully documenting the circumstance, medical treatment, time of injury and time parents were notified.

## **ALLERGY INFORMATION**

Wee Wuns keeps a list of the children who have allergies to specific foods (peanuts, etc.), who are allergic to bee/wasp stings or have other medical concerns. It is vital that parents keep us updated regarding their child's allergies or medical conditions. Wee Wuns will work hard to minimize the risk of exposure to something which may cause an allergic reaction in a child. Children suffering with severe food allergies or allergic reaction to ant bites or stings may have medication kept on site at all times for us to administer in the event of a medical emergency. The parents will be asked to obtain a letter from their child's physician outlining specific signs and symptoms that we are to observe in the child, as well as the step by step procedure we are to follow in the event of an allergic reaction. If the child requires an Epi-Pen to be on site at all times, a completed medication request form must accompany the medication. The medication will be kept in the Director's office. Please feel free to schedule a meeting with the Wee Wuns administration to discuss any concerns or information concerning your child's health and well-being.

## **MEDICATION**

We prefer that the parent give any prescribed medication to the child either before or after school. However, if medication during school hours is necessary, the medicine must be brought to the Director's office. A medication-request form must be completed and signed by the parent or guardian and accompany the medication. No medication will be given without written request of the parent/guardian with written instructions. Medication must be in original container. Record of administered medication is kept in the Director's office. No type of medication or vitamin should be in the child's backpack or lunch box. Sunscreen and insect repellent should be applied at home before your child comes to school. The Department of Family and Protective Services (DFPS) suggests using a sunscreen with an SPF of 15 or greater and one that protects against UVA and UVB rays. Children are encouraged to drink plenty of water before and after they go to the playground.

### **APPROPRIATE CLOTHING**

We suggest that children come to school dressed in play clothes and closed toe shoes (ex: tennis shoes) that will allow them to run and play. Sandals, clogs, boots and flip flops are not practical for school and playground fun. Some activities might need to be limited if students are not wearing appropriate play shoes. We discourage dressy, non-washable clothes as we do a lot of "creative" art and paint activities using smocks and washable paints. We do not want to ruin good clothes when spills do occur. During cold weather, please provide your child with a jacket and layer for warmth.

**TODDLERS:** Parents will provide disposable diapers for toddler students to use each day. For children who are unable to use the toilet consistently, the program requires that only disposable diapers or pull-ups be used unless there is a documented medical reason that does not permit their use. For children who require cloth diapers, the diaper must have an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Both the diaper and the outer covering are changed as a unit. The soiled diaper is placed in a plastic bag without rinsing or avoidable handling and sent home that day for laundering.

### **POTTY TRAINING POLICY**

Toilet training is continued at school when it is age appropriate, child initiated, and the family is working on it at home. When a child is toilet training, please send extra clothes and socks. We do not permit cloth diapers without a physician's request. Toddler teachers will communicate with parents regarding what to bring each day and any other instructions pertaining to your child. **ALL PRESCHOOL STUDENTS (3's, 4's and Bridge) MUST BE FULLY POTTY TRAINED ON THE FIRST DAY OF SCHOOL.**

A potty trained child is a child who is able to:

- TELL the adult they have to go potty BEFORE they have to go
- Pull down their underwear and pants and get them back up with minimal assistance
- Get on and off the potty with minimal assistance
- Wash and dry their hands with minimal assistance
- Go directly back to the room without directions
- Postpone going if they must wait for someone who is in the bathroom or if the class is outside or away from the class

Children who are ready to train have the ability to perceive events that are going to happen before they happen. Because we cannot allow children to just go in and out of the restroom to freely use the potty they MUST learn they have to tell us so that we can accompany them into the restroom and supervise them. At home you can allow them free access to the bathroom if you choose, but we are prohibited by licensing regulations to allow them to go unaccompanied. Because of this they need to learn that they must tell the teacher they have to go BEFORE they have to go. We cannot accept signs that the child has to go or nonverbal behavior. It must be the words "I have to go potty."

### **Some things we can't do:**

We do not put kids on a potty schedule where they go every half hour or hour. It's very time consuming with little to no benefit and may cause many problems with children not being able to hold much urine and having to constantly go to the potty further along down the line. The day becomes consumed with using the potty, which just isn't realistic in this setting. We will frequently ask each potty training child if they need to potty throughout the day.

### **Naptime training:**

We require pull-up diapers until the child has slept through nap for one full month without an accident.

### **What to wear during training:**

Children should wear easy on and off pants during training. We prefer elastic waisted bottoms until they are physically capable of doing snaps and buttons. Please do not send them in anything that requires us to remove the top to get to the bottom. We discourage belts, overalls, tights, one piece outfits, or shirts with snaps at the crotch. Diapers and pull-ups are okay for training. If you have had great success at home we can do the training with the underwear and a pull-up over the underwear during the training. If the child has regular accidents in the underwear we will switch them back to regular diapers and try again at another time.

### **LABELING PERSONAL BELONGINGS**

Please mark **ALL SWEATERS, JACKETS, COATS, BACKPACKS, LUNCH KITS, ICE PACKS, ETC. WITH YOUR CHILD'S NAME** so that lost items may be returned to the owner. All unmarked lost items will be accumulated in the 'lost and found' area located in the Preschool breezeway. Please check frequently. Unclaimed items will be donated to charity.

### **CELEBRATING BIRTHDAYS**

With your cooperation, we like to celebrate each child's birthday at school. Parents provide snacks, e.g., donuts, cupcakes, cookies, etc., no peanut products please. We discourage favors such as balloons or party bags. Special birthday cups, napkins and plates are welcomed, but not required. Your child's teacher will contact you about the scheduled date for the celebration. ***Please do not ask us to send party invitations unless the entire class is invited.*** We will provide each family with a class list including addresses. If you need the address of a friend in another class, please call our office.

### **HOLIDAY PARTIES AND SPECIAL EVENTS**

Each family will be called upon to help and/or provide resources so that teachers can provide decorations and refreshments for special events and parties. There are many activities during the year where parent assistance is a necessity. Please advise your child's teacher when you will be able to participate. If there is another holiday observed by your culture, you may discuss with your child's teacher a time or activity that your child's class can participate in that will celebrate your culture's event.

### **SCHOOL HOLIDAYS AND INCLEMENT WEATHER POLICY**

Families will receive a school calendar at the beginning of the school year. The holidays observed by our program are the same as Cy-Fair schools with a few exceptions. In the event of unsafe weather conditions, Wee Wuns will follow the same school closing policy as Cy-Fair ISD and no makeup days will be scheduled.

### **HEARING & VISION SCREENING** (Required for four year olds)

In order to be in compliance with licensing standards, we offer hearing and vision screenings for our students. You will be notified of fees and dates for testing. You may also have these tests done by your physician or a private screener. We must have documentation in our files within 120 days of opening for all students who are four years of age by September 1 of the current year.

### **SCHOOL PICTURES**

Each year we offer an opportunity for individual school pictures. Arrangements are made with a photographer to come to school and take pictures once in the fall and again in the spring. More information will be provided as picture dates are scheduled.

### **LUNCH** (Provided by family)

Lunch should consist of finger foods that your child enjoys eating and a beverage served in one of the following approved drink containers: juice box (100% juice is recommended), water bottle, sippy cup or thermos. **Baby bottles are not permitted to serve drinks to students.** All beverages (milk, water, juice) will be given to students in an approved drink container. Canned drinks are discouraged. Texas State Licensing requires those children in care for more than four hours be provided with 1/3 of their daily food needs. Please include a portion of dairy products, bread, protein, and fruits/vegetables in your child's lunch. We ask that you cut your toddler child's food into small, bite-sized pieces and avoid foods that may be a choking hazard, e.g., hot dogs, whole grapes, etc. Food containers should be child friendly and easy for them to open. All foods are served in the classroom, and teachers sit and eat with the children. Meals are considered learning experiences while practicing good manners and social conversation. Please label your child's lunch and drink containers with your child's name. Teachers will periodically provide "lunch tips" in their weekly newsletter.

### **SNACKS AND CLASSROOM COOKING**

The school will provide snacks that consist of a variety of nutritional foods such as crackers, cheese, fruits, and raw vegetables as well as treats that children love. Classroom cooking activities are also a regular part of our program, helping children develop eating habits that are nutritionally sound. **Parents should notify the office of any allergies, mild or severe.** Teachers are notified of any allergies and a note is made on the class list and posted in the classroom. Allergy lists are also posted in the kitchen where snacks are prepared.

### **DISCIPLINE POLICY**

Our staff offers your child a safe and nurturing environment to explore the world. Children who are actively involved are rarely discipline problems. If a child is behaving in an inappropriate or unsafe manner, the teacher will attempt to redirect. If the behavior continues, the child will be asked to sit in an area where he/she can watch the activities but not participate for a limited amount of time. During this time, the teacher will discuss the behavior with the child. If the behavior persists, the child will be escorted to the Director's office. The Director may then call a parent to ask for assistance in dealing with the situation. Teamwork between family and school is imperative in helping children learn appropriate behaviors.

The discipline policy will be individualized and consistent for each child and it will be appropriate to the child's level of understanding. The discipline policy will be directed toward teaching the child acceptable behavior and self-control.

Teachers will use only positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction. These methods may include praise and encouragement of good behavior, reminding the child of expectations, redirecting the child, or separating the child from the group for a short time (limited to one minute per year of child's age).

Of course, teachers will not use harsh, cruel, or unusual methods of discipline towards the child. Absolutely no physical punishment will be used.

Unfortunately, a biting incident may occur in your child's classroom sometime during the school year. This happens more frequently in the toddler classrooms when young children do not have the verbal skills necessary to communicate their feelings. Toddler aged children often lash out at the nearest person, whether that person is the cause of frustration or not. Biting can be a scary incident and every effort is made by teachers to watch children

carefully so that biting does not occur. Fortunately, this should be a short, passing phase and only warrants concern if it continues. When a biting incident occurs in a room, both children are dealt with by the teachers. Should the behavior continue, we will enlist the help of the parents and a plan of action will be established.

Every effort will be made on our part to make sure every classroom has a safe and happy environment. We will work consistently with parents whenever the need may arise to help a child be successful. If we find the need, Wee Wuns reserves the right to dismiss any child who is frequently;

- Disruptive to the learning process
- Destructive
- Causing deliberate bodily injury to himself or others
- Using abusive language
- Referred to the Director repeatedly without obvious positive results
- In need of individual assistance or care which can not be provided in our school setting.

### **NEWSLETTERS**

A monthly newsletter is provided to families as the primary and most important source of information from the school. If you do not receive a newsletter within the first week of the month, please contact our office. We ask that you read this newsletter and post it along with your school calendar in a prominent place. Dates and information concerning upcoming events are highlighted each month. An individual classroom communication will also be sent home on a regular basis. The Young Toddlers (ages 12 months – 2 years) will receive a daily "Happy Gram" from their child's teacher. Older 2s – Bridge students will receive a weekly newsletter from the teacher via email. The newsletter will include information about activities and skills practiced in each class.

### **ASSESSMENT PROCESS / PARENT CONFERENCES**

Wee Wuns is very excited to be a part of your child's growth and development. We consider the well-being of your child our top priority, and it is our goal to make sure that every child feels safe, comfortable and loved while in our care. It is our policy to observe and communicate openly with parents about each child's developmental growth and behavior while in our care. Teachers and staff desire to work together with the child and family as a team to plan for your child's success in preschool and beyond.

Each student is assessed using consistent observations, and an evaluation form is completed two times each year. The purpose of doing assessments are: (1) making sound decisions about teaching and learning, (2) identifying significant concerns that may require focused interventions for individual children, and (3) helping our program improve our educational and developmental interventions. Assessments will identify your child's interests and needs and report developmental and learning progress made throughout the year. Assessments can also be used to improve curriculum and adapt teaching practices and the environment. A variety of meaningful assessment methods are used that are sensitive to family culture, experiences, children's abilities and disabilities and home language. Your child's assessments are kept confidential.

Within three months of the start of school, there will be a **fall** assessment. Teachers assess each student's abilities in all age-developmental areas: social (emotional), cognitive (thinking), language, physical (fine and gross motor skills) and self-help skills. The assessments are based on the age-level development curriculum objectives and are gathered from familiar settings and situations that reflect children's actual performance. Assessment evidence is used to understand and improve your child's learning using multiple sources of evidence gathered over time. Each family may expect a phone call from your



child's teacher in the fall regarding your child's adjustment to school, and they will discuss the evaluation form at that time.

Another formal evaluation will be completed in the **spring** using much of the same criteria as stated for the fall evaluation, but will include your child's progress. A conference will be offered to review your child's progress throughout the year. Your child's teacher will contact parents to schedule a conference time either face-to-face or over the phone.

A conference with the teacher may be requested at any time during the year by contacting the teacher or the school office. We believe open communication between home and school is vital to each student's success and benefits the child, family and school.

Our teachers **are not** licensed therapists and will never provide a diagnosis about growth development and/or behavior. However, our teachers have been trained on identifying possible school difficulty/development delays that some children display at times. If your child's teacher identifies an area of concern, she will contact you to discuss the best course of action and you and the teacher (as well as our staff) will work together to come up with a plan to help your child reach their full potential! Our teachers and staff have resources to help you should a need arise for additional help or referral to appropriate professionals.

### **STUDENT ORIENTATION**

***Classroom Visits*** - Before school starts, each teacher will schedule a convenient time for you and your child to visit their classroom. This is a short visit which gives the child an opportunity to meet his/her teacher one-on-one.

### **PARENT ORIENTATION AND INVOLVEMENT**

We feel that communication is the key to family-school cooperation; therefore, we encourage a close working relationship. We invite you to come to school and visit with us at any time. If your family observes other cultural events, we accept donations of books, pictures, musical instruments, clothing and household items for our Home Living centers that represent your culture. **We ask that you sign in at the information desk before going to the classroom.**

### **Opportunities for parent involvement:**

- **PARENT TEACHER ORGANIZATION (PTO):** Consists of parents, grandparents and friends that meet once a month to and share ideas, hear speakers, participate in craft workshops, enjoy food and fellowship and plan and help with activities such as the Wee Wuns Fall Festival and Staff Appreciation.
- **PARENT VOLUNTEERS:** Our volunteer program is designed to allow parents/guardians to assist our teachers by helping variety of ways. You will receive a letter from your child's teacher at the beginning of the year providing information on how you may volunteer throughout the year.
- **PARENT EVENING MEETINGS:** On occasion, speakers with backgrounds in various areas of child development and early childhood education are invited to offer information and techniques to parents. We welcome ideas and suggestions. If you have a particular concern or know of speakers or topics of interest, please let us know.
- **SUBSTITUTE TEACHERS:** Parents may apply to be added to our substitute teacher list. If this is an area you feel you would like to look in to, please come by our office and fill out an application. Applications and background checks will be processed. You will then be notified as a need arises. This is a paid position.

### **PARENT ORIENTATION MEETING**

Before school starts, parents are invited to attend a meeting for information regarding policies and procedures. It is extremely important to us that every parent is given an

opportunity to be briefed on activities and policies of the school so that we may keep an open line of communication between home and school at all times. We have found that well informed parents are the key to successfully meeting the needs of the children.

**CHILD CARE LICENSING INFORMATION FOR PARENTS**

Wee Wuns is a state licensed facility. A copy of the minimum standards and the school's most recent licensing inspection report are available for review in the office. For more information about child-care regulations, prevention of child abuse and neglect training and other services for children, see the Texas Department of Family and Protective Services website: [www.dfps.state.tx.us](http://www.dfps.state.tx.us) or call the local office at 713-940-5200. To report abuse or neglect call 1-800-252-5400.

Wee Wuns Song

*We are three and four and five,  
Wee Wuns helps us come alive.  
We work and play, have lots of fun.  
We are Wee Wuns, Number 1!*

Thank you for taking time to review Wee Wuns policies and procedures. We look forward to a fun-filled year of learning and growth!!

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