



est. 1971

WEE WUNS

Weekday Ministry

F U N • F A I T H • F R I E N D S

Parent Handbook

Wee Wuns phone: 281.469.2058 || Email: weewuns@cypressmc.org

Website: 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 shows children learn through experiences. We provide children with a variety of fun, engaging, hands-on, center-based experiences that focus 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.
- To foster each child's individual success and a love of learning by:
 - providing them with the opportunity to cultivate new skills and,
 - promote human development in a play-based learning environment
- 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 designed for the diversity of our students, staff and 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. Most of our teachers have either a degree or a CDA – Child Development Associate certificate. Each year our staff attend continuing early childhood education classes to keep them abreast of new and effective teaching methods and creative learning practices. In addition to continuing education classes, teachers are trained in CPR and first aid for children. Staff training curriculum and records are available to parents upon request.

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 unit topics and to offer variety in exploration.

- **LEARNING CENTERS** - Art, blocks, manipulatives, dramatic play, listening/reading. Preschool classes also offer writing and science/discovery centers.
- **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. In addition to Chapel, preschool students attend a weekly Get with God class and learn Christian values, songs and prayers.
- **MUSIC** - Songs, finger plays, instruments, music appreciation and movement

- **ENRICHMENT** - Gross motor activities: tricycles, parachutes, balance beam, relay races, balls, etc.
- **CIRCLE TIME** - Stories, games, language development
- **SPANISH** - Preschool students attend Spanish weekly and learn basic Spanish language skills.
- **OUTSIDE PLAY** - Weather permitting, children play outside daily on age-appropriate equipment to encourage the use of their gross motor skills. Preschool children are provided opportunities for socialization with children outside of their class while on the playground. During inclement weather children will have the opportunity to participate in similar activities indoors.

*Toddler students take an afternoon nap each day. Parents provide a nap mat 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 goals and objectives align with our developmentally appropriate assessments. Parents will receive a copy of curriculum objectives for their child's age group. You may visit our website for copies of additional age group curriculum objectives. Activities are planned with the basic idea that children are unique and function at various levels of development. Our program follows standards that are based on developmentally appropriate practice consisting 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.

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.

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. In the nursery a new theme is introduced each month. The curriculum builds on prior learning and hands-on experiences.

LEARNING CENTERS

Children are active and engaged in classroom learning centers. 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 regarding where they will play. This also helps 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 nursery implements activities based on a monthly theme.

The **Dramatic Play 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 children the opportunity to build with materials such as 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** preschool children can use all five senses to make observations and discoveries. They may be “digging” for dinosaur bones like paleontologists or conducting experiments like chemists and graphing their findings.

The **Reading center** offers 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 written words and illustrations.

At the **Snack center** 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 in the preschool classrooms when the children follow a rebus to independently get their snack.

During **circle time** 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** preschool children put on headphones to listen to a story and follow along in the book.

At the **Manipulative center** a variety of items are placed on trays to encourage pre-math, pre-writing, and pre-reading skills. Students also practice eye-hand coordination and fine motor skills while playing with manipulatives. 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. When age-appropriate pre-reading skills are introduced as children match letters or sequence a story using sequencing cards.

The **Art center** gives 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 children are building their small muscles and increasing their fine motor skills.

The **Writing center** is an area where preschool 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 primary 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 primary 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 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 classrooms expectations. All religious activities are developmentally appropriate. All students will attend chapel once a week. Families are invited to attend chapel 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 **if 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, a student reservation link (step 1) is available to all students currently enrolled. Reservation opportunities are then offered to the community. A registration link (step 2) is emailed to the parents of all students whose reservation is accepted. 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 submitted with all required information completed:

1. Registration Application
2. Statement of Health (along with current immunization record and physical examination signed by a doctor)
3. Birth Certificate
4. Emergency Contact Form
 - An Emergency Information Record consisting of health insurance carrier and an emergency medical release (which gives staff the authority to seek emergency medical treatment should the need arise while your child is in our care) is also required. These forms must be included with all registration forms. Health forms may need to be updated throughout the year, so please keep the office informed of any changes such as updated shot records, etc. The State of Texas requires that we keep up-to-date records for each child.

Students attending Wee Wuns must have all immunizations required by the Department of State Health Services unless there is an exception on file. 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 child may be excluded from school in times of emergency or epidemic declared by the commissioner of public health. The affidavit will be valid for a two-year period. The form can be obtained from the Health Department: https://www.dshs.texas.gov/sites/default/files/LIDS-Immunizations/pdf/pdf_stock/EF11-13140.pdf.

Parents or guardians have a right to any written records concerning their child as well as inspection of any video recordings of an alleged incident of abuse or neglect.

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.

Tuition payments can be made through the Playground App. Checks are also acceptable forms of payment. 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. Check payments may 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

School doors **open promptly at 8:40 and are locked at 9:05**. Doors will remain **locked until 2:15**. Anyone needing access to Wee Wuns between the hours of 9:05 and 2:15 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.

To ensure students get the best possible beginning of each day, please 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. If you do arrive after 9:05, 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.

TODDLER ARRIVAL AND DISMISSAL

All toddler parents will park in the parking lot in front of the Ministries Activity Center (MAC) and use the entrance by the toddler playground to enter the building. Do not park in the porte-cochere by the Ministry Activity Center or along any curbs in the parking lot when you are dropping off or picking up your child. These are designated fire zones, and the porte-cochere is not used for parking.

Upon drop off and pick up, please remember to sign your child in and out on the Toddler attendance sheet **as well as checking your child in and out on the Playground APP.**

We encourage parents who have toddlers 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.

Parents may enter the facility during hours of operation. 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. Once students are in the classroom, teachers are 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 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.

Procedures are in place to check your child in and out on the Playground APP using a QR code. Preschool teachers will check all students in and out on the first two days of school. A Playground QR code and information letter will be sent home on the first day of school.

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. Hand sanitizer will be provided in the event soap and water is not available.

Preschool attendance is taken in the classroom after carline 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 via the Playground APP. 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 via the Playground APP 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 you know that you are going to arrive after 2:40, please notify the office (281-469-2058) immediately so that we can reassure your child that you are on your way. Your child will be in the office until you arrive. Parents or caregivers will sign the child out and note the time of pickup. A late arrival/pick up charge of \$10.00 per child will be assessed if your child is picked up at 2:45, and \$5.00 per child will be assessed for every 5 minutes past 2:45. Late charges will be billed to your account. Children who have been picked up late three or more times may be withdrawn from the program.

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

DISMISSAL DURING INCLEMENT WEATHER

In the event of inclement weather, we will re-route the afternoon carline to mimic morning drop-off, which will allow staff to load children into cars under the porte-cochere. Please expect carline to take longer during inclement weather arrival and dismissal.

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.

EMERGENCY DRILLS

In accordance with Texas Child Care Licensing regulations, the school practices the following emergency preparedness drills: Fire Drills (monthly), Severe Weather Drills (quarterly) and Lock Down Drills (quarterly).

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.

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 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, Department 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 at 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 with awareness of confidentiality and with respect for staff and children. The proper chain of command would start with the child's teacher, then the Director, and finally the Wee Wuns School Board. A parent or guardian has the right to file a complaint against Wee Wuns and shall remain free from any retaliatory action by Wee Wuns for exercising any of their rights.

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 a Wee Wuns family will receive a conference request from the Director.

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 child-care center activities including outdoor play;
- (2) The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care;
- (3) The child has one of the following (unless a medical evaluation by a health-care professional indicates that you can include the child in the child-care center's activities):
 - (A) An oral temperature above 101 degrees that is accompanied by behavior changes or other signs or symptoms of illness;
 - (B) A tympanic (ear) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness;
 - (C) An axillary (armpit) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness;
 - (D) An infrared temporal (forehead) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness; or
 - (E) Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or
 - (F) A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

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) The child is free of symptoms of illness for 24 hours; or
- (2) You have obtained a health care professional's statement that the child no longer has an excludable disease or condition.

COVID-19/FLU

The CDC recommends people infected with a respiratory virus "stay home and away from others. For people with COVID-19 and influenza, the recommendations suggest returning to normal activities when, for at least 24 hours, symptoms are improving overall, and if a fever was present, it has been gone without use of a fever-reducing medication. Once people resume normal activities, they are encouraged to take additional prevention strategies for the next 5 days to curb disease spread, such as taking more steps for cleaner air, enhancing hygiene practices, wearing a well-fitting mask, keeping a distance from others, and/or getting tested for respiratory viruses. Enhanced precautions are especially important to protect those most at risk for severe illness, including those over 65 and people with weakened immune systems. CDC's updated guidance reflects how the circumstances around COVID-19 in particular have changed. While it remains a threat, today it is far less likely to cause severe illness because of widespread immunity and

improved tools to prevent and treat the disease. Importantly, states and countries that have already adjusted recommended isolation times have not seen increased hospitalizations or deaths related to COVID-19.”

Teachers make every effort to help children observe good health habits such as washing hands, eating slowly, using tissues for cleaning their nose, wearing jackets when needed, etc. This attention to daily health practices will help keep limit the incidents of communicable diseases. Families will be notified if there is a communicable disease outbreak.

HAND, FOOT, AND MOUTH DISEASE

Because HFMD is normally mild, children can continue to go to childcare and schools as long as they:

- (1) Have no fever;
- (2) Have no uncontrolled drooling with mouth sores;
- (3) Feel well enough to participate in classroom activities.

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, in which case the directors will be notified of the injury by the teacher or a staff member.
2. The director will contact the parent and/or doctor to make transportation arrangements and will secure the parental consent form, which includes the child’s health insurance information. If the parents cannot be contacted, the contacts listed on the child’s Emergency Contact Form will be notified.
3. 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:

HCA Houston Healthcare North Cypress
21214 Northwest Fwy, Cypress, TX 77429
(832) 912-3500

4. 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 a parent arrives.
5. The illness/injury will be recorded on an incident/illness report carefully documenting the circumstances, medical treatment, time of injury and time parents were notified.

ALLERGY INFORMATION

Wee Wuns keeps a list of children who have allergies or other medical concerns that require an emergency plan. 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 procedures 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 parents give any prescribed medication to their child 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 a written request of the parent/guardian with written instructions. Medication must be in the 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 painting activities using smocks and washable paints. We do not want to ruin good clothes when spills 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. We do not permit cloth diapers without a physician's request. 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, the family is working on it at home, and it is child initiated. When a child is toilet training, please send extra clothes, shoes and socks. Toddler teachers will communicate with parents regarding what to bring each day. **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 can:

- TELL the adult they must go potty BEFORE they must 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 can perceive events that are going to happen before they happen. Unlike at home, we are prohibited by licensing regulations to allow children to go to

the restroom unaccompanied, therefore children need to learn that they must tell the teacher they have to go BEFORE they must go. We cannot accept signs that the child needs to go or nonverbal behavior. It must be the words "I have to go potty."

We are unable to allow kids to sit on the toilet every half hour or hour. This is a time-consuming process with little to no benefit and may cause problems with children not being able to hold much urine further down the line. The day becomes consumed with using the restroom, which is not practical in this setting. We will frequently ask each potty-training child if they need to potty throughout the day.

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 manipulating snaps and buttons. Please do not send your child 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 success at home training with underwear and a pull-up over the underwear, we can continue this at school. If the child has regular accidents in the underwear, we will switch them back to regular diapers and try again when they are ready.

Naptime training:

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

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. Unclaimed items will be donated to charity.

CELEBRATING BIRTHDAYS

With your cooperation, we like to celebrate each child's birthday at school. Your child's teacher will contact you about a scheduled date for your child's birthday celebration. 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. **Please do not ask us to distribute 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

There are many activities during the year that require parental assistance, and each family will be called upon to help. Please advise your child's teacher when you will be able to provide decorations and/or refreshments for special events and parties. 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 celebrate.

SCHOOL HOLIDAYS AND INCLEMENT WEATHER POLICY

Our school calendar is posted on our website and families will also receive a copy at the beginning of the school year. The holidays observed by Wee Wuns are the same as Cy-Fair ISD 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 for Wee Wuns.

HEARING & VISION SCREENING (Required for four-year-olds)

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 screenings. You may also have these screenings 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 children in care for more than four hours be provided with 1/3 of their daily food needs. Please include a portion of the following in your child's lunch:

- dairy products
- bread
- protein
- fruits/vegetables

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 provide learning experiences for children to practice good manners and social conversation. Please label lunch boxes, ice packs and drink containers with your child's name. Teachers may 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 periodically integrated into snack and science activities for preschool students helping them 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 this information is confidentially 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 rarely have difficulty with discipline. 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 the parent to ask for assistance in handling 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). Teachers will not use harsh, cruel, or unusual methods of discipline towards any 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 this 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 cannot be provided in our school setting

NEWSLETTERS

A monthly newsletter is emailed 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 the newsletters and post them along with your school calendar in a prominent place. Dates and information concerning upcoming events are highlighted each month.

Individual classroom communication is also 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

We are 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 throughout the school year. Teachers and staff prefer 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 is:

- (1) making sound decisions about teaching and learning.
- (2) identifying significant concerns that may require focused interventions for individual children.
- (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 as well as home language. Your child's assessments are confidential.

Within three months of the start of school, there will be a **fall** evaluation. Teachers assess how each student is adapting to school regarding separation, routines/rules, peer relationships and group experiences. Each family will receive a phone call from your child's teacher in the fall to discuss the evaluation results.

In the spring teachers assess each student's abilities in the following 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. Observations are made and information is gathered throughout the year to effectively assess your child's actual performance and progress. Assessment evidence is used to understand and improve your child's learning using multiple sources of evidence gathered over time. A conference will be scheduled to review your child's progress throughout the year.

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 development and/or behavior. However, our teachers have been trained in identifying a variety of school related difficulties and development delays that some children may display. If your child's teacher identifies an area of concern, she will contact you to work collaboratively on a plan to help your child reach their full potential! Our teachers and administrators have resources to help you if additional help or referrals to appropriate professionals are needed.

CLASSROOMS 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 INVOLVEMENT

We feel that communication is the key to family-school cooperation; therefore, we encourage a close working relationship between parents, teachers and administration. We invite you to come to school and visit with us at any time. **We ask that you sign in at the information desk before going to the classroom.** 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.

Opportunities for parent involvement:

- **HELPING HANDS:** Consists of parents, grandparents and friends that meet throughout the year to share ideas, enjoy food and fellowship and plan/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 may 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 considered for substitute teaching. If you are interested, please come by our office to complete an application and background check. This is a paid position.

PARENT ORIENTATION

Before school starts, parents will be sent an informative slideshow regarding policies and procedures. It is extremely important to us that we always maintain an open line of communication between home and school. We have found that well-informed parents are the key to successfully meeting the needs of our students.

CHILD CARE LICENSING INFORMATION FOR PARENTS

Wee Wuns is a state licensed facility. A copy of the minimum standards and the school's public records, including the most recent licensing inspection report are available for review in the Director's 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 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 growing!!

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