



ASSOCIATION FOR
**Early
Learning
Leaders**

**National
Accreditation
Commission**
FOR EARLY CARE AND
EDUCATION PROGRAMS



Parent Handbook

2026 – 2027

Train up a child in the way he should go and when he is old, he will not depart from it." – Proverbs 22:6

THE PASTOR'S PERSPECTIVE

Dear WEE School Parents,

As a dad to four sons, I know how important it is to start a child's early education journey off on a positive note. As a parent, you want to know that you are making the best decision for your child's social and academic success. That is why at Neptune Beach Baptist, we strive to provide the best environment for your son or daughter to thrive spiritually, emotionally, and intellectually. For us, this is not "just some daycare center" or "some preschool." Instead, it is a vital part of our mission as a church. We want to come along side of you by providing resources and friendships that enhance your child's well-being. We are very careful and picky about who we have on staff at the WEE School. We have an amazing director who, along with her hard-working team, strives to give their very best every day to the students in their care. Therefore, you can be confident that those who have been entrusted with your student are of the highest and best quality.

Please know that I am always available to meet, listen, and chat with you about any needs and concerns you might have. As a parent to a student in our WEE program, we see you as part of our family! We hope you will feel that way too!

Dr. Travis A Laney
Lead Pastor
Neptune Beach Baptist Church
travis@neptunebaptist.org

LETTER FROM THE DIRECTOR

Dear Parents,

Welcome to the 36th year at the Neptune Beach Baptist WEE School. I am so grateful to have this opportunity, and I appreciate the prayers and support from each of you as we continue this journey that so many wonderful leaders started before me.

As a mother, I know there are so many options out there as far as childcare. I do not take the fact that your family has chosen the Neptune Beach Baptist WEE School lightly and I pray that you see our commitment to this responsibility daily.

I believe open communication is the best way to achieve both our goals as educators and your goals as a parent. We MUST work together to achieve what is best for your little one. I am so looking forward to getting to know each of you this year and I am so excited to watch your little one continue to grow into tiny humans with such bright futures ahead of them.

At the WEE School, we believe these years are about so much more than preparing children academically. Yes, our students will learn about letters, numbers, sounds, shapes, and all the important skills that will help them succeed in the coming years — but even more importantly, they will learn about kindness, friendship, confidence, and God's love.

In His Service,
Sara Vigoureux
Director
nbcweeschool@yahoo.com

LETTER FROM THE PRESCHOOL AND CHILDREN'S MINISTER

Dear Parents of Preschoolers

Welcome to Neptune Beach Baptist Church and WEE School. It is our desire and honor to partner with your family to provide a spiritual foundation for your child. You, as a parent, have an incredible responsibility of raising godly children and we would like to assist you in this amazing journey. We would like to share in this opportunity by offering a quality program that will enrich lives and minister to the needs of children and their families.

Since God created us in our own unique bodies, we learn differently. Our desire is to teach your children in a fun and exciting atmosphere through home living, blocks, music, crafts, nature, and Bible stories. We also want to create an environment that your children will feel safe and secure. Knowing that the child is happy, loved and well cared for is a concern we all take in our ministry.

Thank you for entrusting your children to the Neptune Beach Baptist Church and the WEE School. If you do not have a current church home, we would love for you to attend one of our Sunday morning services.

In His Service,
Shelly Brown
NBBC Preschool and Children's Minister
Shelly@neptunebaptist.org

CHURCH RELATIONSHIP

The Neptune Beach Baptist WEE School is an integral and vital part of the total ministry and outreach of the Neptune Beach Baptist Church. The church's mission is to love God, reach people and make devoted followers of Jesus Christ.

SCHOOL HISTORY

The Neptune Beach Baptist Church established the Neptune Beach Baptist Weekday Early Education School (WEE School) in 1990 as a ministry program.

MISSION STATEMENT

The mission of the Neptune Beach Baptist Church WEE School is to provide quality care, education, and development opportunities for each child to reach his/her potential—spiritually, mentally, physically, socially, and emotionally based on Luke 2:52: *"And Jesus grew in wisdom and stature, and in favor with God and man."*

PHILOSOPHY

Early Childhood Education research reveals the importance of the formative years. Children's minds, bodies and spirits develop most rapidly and with extreme ease during this time. Their experiences significantly influence their overall development and attitudes. Children are individuals, developing at their own pace and having distinct needs, varying learning styles and abilities. Concepts regarding God, Jesus, the Bible, the church, self, the family, others, and the natural world are the basis of our

curriculum. Biblical values, traditional family lifestyles and multi-cultural values are instilled as we teach that God has a different plan for each unique individual.

OBJECTIVES/GOALS

- Teach the love of God and the promise of eternal life for the purpose of bringing children to the saving knowledge of Jesus Christ based on John 3:16: *For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life.*
- Develop a child-centered program focusing on "I can" attitude, academic readiness and respect for self and others. Acknowledge that learning is sequential and happens at different times according to each child's individual growth and maturity. Phil 4:13: *For I can do everything through Christ, who gives me strength*
- Provide opportunities for each child to recognize long-term rewards for good choices by focusing on the success as the child's building blocks for learning and by developing Christian character. Galatians 5:22: *But the Holy Spirit produces this kind of fruit in our lives: love, joy, peace, patience, kindness, goodness, faithfulness...*
- Uphold the family by providing a warm, enthusiastic, highly competent staff that recognizes the importance of setting the proper example as role models of the Christian life. Proverbs 22:6: *Train up a child in the way he should go, and when he is old he will not depart from it.*

ADMISSION PROCEDURE/ORIENTATION PLAN

- Tour of the school – Available by appointment only
- Introduction to staff/Meet the Teacher for overview of handbook – Open House
- Discussion with family about expectations and needs of your child – Phone/texts
- Family support recourses and activities offered at the church and the community
- We have a Spanish interpreter if you need someone

BRIGHTWHEEL

The WEE School uses brightwheel, a childcare app that can be downloaded to any iPhone or Android device for free. This will be the primary method of communication between parents and teachers. The app will also be used to pay your bill, receive updates about your child throughout the day, and receive important updates from your child's teacher and the WEE School Director.

Once you download the app, please take a moment to update your child's information. This includes their general information such as birthday, address, etc. as well as adding approved pickup persons and any pertinent medical information the WEE School staff needs to know about.

CURRICULUM

Our WEE School Program uses the *experience* curriculum as the basis for teaching. This is fully integrated into the brightwheel app and you will be able to see more in-depth what your child is working on each day, week, and month. The *experience* curriculum is fully aligned with early learning

standards across all 50 states and NAEYC practices. This also satisfies the Early Learning Coalition's requirement for early literacy.

We will supplement this basic teaching tools with *experience God*. *experience God* is a Christian curriculum with the mission to teach children about the character of God, how he cares for them, and how he asks us to live and show his light. *experience God* offers daily activities, art projects, and music that supports the following statements of faith:

- We believe the Bible is the authoritative Word of God.
- We believe that there is only one true God.
- We believe God is eternal and existent in three persons; Father, Son and Holy Spirit.
- We believe in the deity of Jesus Christ, his virgin birth, his sinless life, his miracles, his atoning death through his blood, his bodily resurrection and ascension to the right hand of the Father.
- We believe we have all sinned and need Jesus for eternal life.
- We believe in the Holy Spirit as our helper to live a life pleasing to God.
- We believe God invites all people to know him and have a personal relationship with him.

STAFF EDUCATION GUIDELINES

The WEE School staff meets the teaching requirements for Department of Children and Families (DCF) and all staff members are required to obtain 45 training hours during their first year of employment. Each subsequent year, each staff member is required to obtain 25 hours of ongoing education to align with our accreditation standards. DCF only requires 10 hours of ongoing education each year.

CHILD ABUSE AND NEGLECT

ALL WEE School staff are mandated by the state of Florida to report ANY AND ALL suspicion of child abuse and/or neglect to The Department of Children and Family Services. **We take this responsibility very seriously!** If you ever have the need to report any abuse and/or neglect, PLEASE DO NOT HESITATE TO CALL:

The Department of Children and Families Abuse Hotline:
Phone: 1.800.962.2873
Fax: 1.800.914.0004

Reports are accepted 24 hours a day, 7 days a week and you may remain anonymous.

All WEE School Staff annually review the information packet for mandated reporters entitled *Reporting Abuse of Children and Vulnerable Adults*.

NON-DISCRIMINATION POLICY

Enrollment is open to all children 6 weeks through 4 years (by September of the current school year) regardless of race, sex, nationality, gender, or ethnicity.

TUITION AND FEES

Tuition payments should be made using the Brightwheel App.

A \$100.00 registration fee and \$125.00 supply fee per child will be on the first month's invoice. Children enrolled in the State funded VPK Program will not be charged a registration fee but will be responsible for a VPK Supply Fee of \$125.00.

Tuition is based upon your child's age as of September 1. You are not charged for the time we are closed at Thanksgiving and Christmas. You can request a tuition credit for one week per school year (September – August) in which your child does not attend.

If your invoice is not paid in FULL by the end of the month, **your child will not be allowed to return to school the following month. Be aware that your child may lose their spot if your bill remains unpaid.** *If any unforeseen circumstances should arise that may prevent you from paying your bill in full on time, please reach out to the Director and let her know so she can work with you.* Should the due date fall during a school holiday, a child's illness, or a family vacation, it is the parent's responsibility to remit payment on time.

A late fee of \$25.00 will automatically be added for any open invoice after the 15th of the month.

Reminder, you are paying for your child's spot at the WEE School. Tuition is not prorated for absences or illness.

TECHNOLOGY USAGE

It is hard to ignore the presence of technology in the world today and the WEE School is no different. Each classroom has a tablet and an Alexa, both of which are used for a variety of reasons throughout the day. Teachers use the tablet to keep track of attendance, log information into Brightwheel, communicate with parents, and input observations of the children throughout the day. The Alexa in each room serves as a sound machine, provides calming music during art as well as naptime and provides music for music and movement. The Three's class as well VPK may use their tablet to watch educational videos that correlate with the lesson they are working on. If your child does not wish to participate, there is always something else for them to do.

Please note, your child does not have access to the classroom tablet to use on their own. There is a passcode on each tablet as well as Parental Controls in place.

SOCIAL MEDIA

The WEE School has active, public social media accounts including Facebook and Instagram. We use these tools to showcase what is going on around the school throughout the year and highlight events. These posts may sometimes include pictures of children.

If you do not wish for your child to be posted on a WEE School social media page, please make sure to notify your child's teacher as well as notate this on the enrollment packet when asked.

Some classrooms have private social media pages where teachers can share posts with only the parents of children who are in their classroom currently. These posts may sometimes include pictures of children.

If you do not wish for your child to be posted on private, class specific social media page, please make sure to notify your child's teacher.

ROLE AND INFLUENCE OF FAMILIES

At the WEE School, we understand that YOU are your child's first teacher. This provides an amazing opportunity for you to nurture your child's growth and development and advocate for their education. As early childhood educators, it is our responsibility to know what is developmentally appropriate for your child's age and what is expected at their age. We MUST work together to make sure our little friends are ready for the next chapter of their lives beyond preschool. We want to make sure each family is playing a crucial role in your child's overall growth and development. This includes creating meaningful partnerships to support you as parents as well as your little one.

We create meaningful partnerships with open communication between teachers and families. This can mean parent-teacher conferences, monthly newsletters, phone calls, and/or Brightwheel messages to share updates on progress and activities. We also want to ensure we are providing support and resources for learning outside the classroom. We welcome parents and family members into the classroom to volunteer, read, help with class parties, etc.

We want to set a strong foundation for your family and the future academic success of your little one. Family involvement can also help reduce the risk of challenging behaviors both inside and outside the classroom. This practice helps strengthen family-teacher relationships by promoting communication, trust, and collaboration between the two.

At the end of the day, we are all working towards the same goal and we need to be able to have the difficult conversations when they are necessary.

ANIMALS ON CAMPUS

Per the Department of Children and Families, any animals brought on campus MUST be properly vaccinated, free of disease, and clean. Animals that are poisonous, venomous, aggressive, or pose a potential threat of harm to children in care are prohibited. Parents/Guardians MUST be informed in writing of all animals on the premises. Notice may be provided by a conspicuously posted notice or bulletin, policy handbook, parent flier, or a statement included on the enrollment forms. Current vaccination records MUST be available for review by the licensing authority. No animal may freely roam the indoor/outdoor premises. Animals are prohibited in all areas where food is prepared, stored, or served. If an animal or bird is kept in a classroom, they shall be caged and the cages MUST be kept clean.

The WEE School will no longer allow dogs to be brought into the gate during pick-up and drop-off.

CLASS STRUCTURE

To help our WEE School staff provide the positive kind of guidance desired, we believe the first step is to begin with the proper teacher/student ratio. The WEE School follows the Florida statutory guidelines for teacher/student ratios.

Adult to Child Ratio	Florida Statute 402.305(4)
1:4	for children from birth through 1 year of age
1:6	for children 1 year of age or older but under 2 years of age
1:11	for children 2 years of age or older but under 3 years of age
1:15	for children 3 years of age or older but under 4 years of age
1:20	for children 4 years of age or older but under 5 years of age

When VPK is in session, the Early Learning Coalition required ratio is 1:11.

CHAPEL

We are very excited for another year of Chapel on Wednesday mornings with the Neptune Beach Baptist Church Preschool and Children's Minister, Ms. Shelly Brown, as well as Pastor Travis Laney!! Parents are always invited to join each Wednesday at 9:30 AM for approximately 30 minutes in the Multi-Purpose Room (formerly known as the Choir Room) We would love for you to sit with your child but in the interest of everyone, please sit on the back.

PARKING LOT GUIDELINES

To keep the flow of traffic moving in the parking lot, please enter the parking lot on 2nd Street and leave using the exit to Walnut Street. Be aware there might be children in the parking lot at any given time and please be mindful of your speed!

ARRIVAL/DEPARTURE

The WEE School hours are 8:30 AM – 5:30 PM. **No child will be accepted prior to 8:30 AM unless you have signed up for extended morning.** If you wish to sign up for extended morning, there is an additional fee, and this service is provided on a first come first serve basis. You will be notified promptly of any potential changes.

DROP OFF PROCEDURES

Parents **MUST** walk their child through the gate and into the classroom each morning. **PLEASE DO NOT LET AN OLDER SIBLING COME IN TO DROP OFF YOUR CHILD.** Parents will use the brightwheel app to check their child into the classroom. Parents can do this on their phone or use the classroom tablet, which will be open and ready in each classroom.

Please be mindful this is a drop and go situation. This is not the time to stand in the doorway/hallway to chat with teachers/other parents. If you need to speak with your child's teacher, please let me know ahead of time and we can arrange for the teacher to be available outside the classroom.

For students attending on a full-time basis (8:30 AM – 5:30 PM), arrival should be no earlier than 8:25 AM. For arrivals earlier than 8:25 AM, an \$10.00 fee will be assessed on your invoice.

For students attending on a part-time basis (9:00 AM – 1:00 PM), arrival should be no earlier than 8:55 AM. For arrivals earlier than 8:55 AM, an \$10.00 fee will be assessed on your invoice.

PICK-UP PROCEDURES

Someone over the age of 18 MUST pick up your child each day. PLEASE DO NOT SEND AN OLDER SIBLING TO RETRIEVE THEIR YOUNGER SIBLING FROM THE CLASSROOM. THEY WILL NOT BE RELEASED.

Please do not check your child out on Brightwheel!!! The teachers will check them out as they are picked up. This will ensure each classroom always remains in the proper ratio and all children are properly accounted for.

ALL parents/guardians will be permitted to enter the building to pick up their child(ren) from the classroom(s). For part-time students who leave at 1:00 PM, your child(ren) will be down at the gate with their teacher at 12:55 PM. This allows our friends who stay and nap to begin that process and start their rest time.

If your child will be leaving early on any given day, please send a message through brightwheel.

Please understand that we may check IDs at any given time. If anyone new is picking up, they MUST have their ID with them for us to release your child to that person. Please note this is for your child's safety and not to cause an inconvenience to anyone! Please inform the Director if someone who is not on your list will be picking up your child(ren) on any given day. You can add approved pick-up persons on the brightwheel app at any time.

LATE FEES

A \$5.00 late fee per child will be assessed for every five minutes you are late beyond your child's pick-up time. This fee will be automatically added to your next month's invoice.

VPK HOURS

Hours for VPK students are Tuesday – Friday 9:00 AM through 1:00 PM. The same late fees as stated above apply to the VPK students.

Please refer to the "VPK Attendance Policy" for more information.

EARLY MORNING HOURS

We do offer early morning drop-off beginning at 7:30 AM with LIMITED SPACING. You MUST sign up for this at the beginning of the school year *if space is available*. If your child(ren) is/are full-time and you wish to drop off before 8:30 AM, please contact the Director to see if space is available. *If space is available* and you wish to drop your child off before 8:30 AM, \$50 will be added to your bill each week for the entire school year (September – August), regardless of the number of times it is used. The WEE School DOES NOT offer a drop-in service.

For those students who attend part-time (9:00 AM– 1:00 PM), Early Morning Drop Off begins at 8:30 AM. A \$10 fee will be automatically added to your child's bill each day to be paid with tuition. Please contact the Director with questions.

FULL-TIME NAP GUIDELINES

Naptime is from 1:00 – 3:00. All students staying after 1:00 PM will be expected to rest. DCF requires each child rest on their mat for at least 30 minutes. Please send a 1-inch nap mat (can be purchased at Wal-Mart red and blue in color) along with bedding. A roll-up bed is preferred. One "lovey" per child is permitted during naptime. Your child's sleeping bundle will be sent home on Friday for washing.

Please be mindful if you need to pick your little one up during this time as there are other children sleeping. If we know ahead of time that you need to pick up during this time, we can make sure to have your little one ready to go when you arrive.

SCHOOL CLOSING DAYS/INCLEMENT WEATHER CLOSINGS

The WEE School follows Duval County Public School's decision on school closing due to inclement weather and any outbreak of a communicable disease.

These messages will be sent out using brightwheel, so please make sure you are checking the app constantly and have notifications turned on.

These days (if any) WILL NOT be made up. VPK students may be required to make up the missed hours. We will comply with what is determined by the Early Learning Coalition of Duval County. With few exceptions, the WEE School follows the Duval County Public School schedule on Student Holidays and Planning Days. You will receive a calendar with your child's enrollment information, and these dates can also be found in brightwheel on the calendar.

SCHOOL RECORDS

The WEE School protects the confidentiality of all children and staff members. Parents and guardians have access to their own child's file, and you may give written authorization for others to have access to these records. All WEE School staff have access to all children's files.

Our licensing inspector from the Florida Department of Children and Families is legally permitted to review the Registration forms as well as the School Entry Health and Immunization Record form of each enrolled student. The ELC monitors VPK registration and auditors may review the VPK Eligibility and the Emergency Authorization Form, as well as signed copies of the WEE School Parent Information Sheet. Other access to school files is protected under HIPAA.

We are required to keep an up-to-date copy of your child's School Entry Health Form (HRS-H3040) and Immunization Record (Department of Health Form 680) on file. These can be obtained through any local clinic or your pediatrician. **We require these for your child to begin school. Your child will not be admitted until these records are on file.** Reminders are sent home 30 days prior to when temporary immunizations and/or physicals **MUST** be updated. **Children with out-of-date forms will not be permitted to attend until the documents are current.** Please note that the WEE School does accept Form DH681, Religious Exemption from Immunization, from families that choose not to immunize.

The Emergency Authorization Form helps us contact you or your authorized representative in emergencies and permits us to seek urgent care for your child if needed. Children will not be allowed to start school without this form on file. Always notify us if there is a change in your address, telephone number, work information or any other emergency information. This form serves as your written permission to release your child to anyone other than parents and legal guardians.

Please advise those on your emergency form that if they come to pick up your child and we are not familiar with them, we will ask for picture identification before releasing your child to them. This is for the safety of your child, not to inconvenience anyone.

All student records are kept for seven (7) years and then securely destroyed.

EMERGENCY INFORMATION

Parents/Guardians are responsible for keeping all information regarding their child up to date. The emergency contacts listed on your child's brightwheel profile as well as telephone numbers, your child's doctor's name, any medical conditions, and your child's health and immunization forms MUST be kept up to date.

A fire drill, stranger danger, or weather drill will be conducted monthly. The primary evacuation site is the grass lot across Second Street. With the help of Church staff, we do block Second Street off while children are crossing. The house owned by the church located at 303 Walnut Street is our preapproved alternate route for leaving the school. With the help of Church staff, we do block Walnut Street off while the children are crossing the street.

Should we have a stranger danger alert and lockdown situation, the children are instructed to sit in front of the cubbies, the blinds are closed, the lights are turned off and all exterior doors are locked. The Director will be the only person outside the building during this lockdown time. All teachers and children will remain inside their classrooms until the alert is cleared. The Director is notified from the City of Neptune Beach when the alert is clear. You will be informed of a lock-down and given the option to pick-up your child.

In the event of inclement weather where children cannot be safely picked up from school, the children will be taken into closet/storage spaces with no windows.

Fire Station 55 and the Neptune Beach Police have building diagrams for the WEE School. They are aware of the location of all WEE School classrooms and ALL other areas used by students. The WEE School staff members and parents will follow the directions of municipal disaster personnel concerning lock down, relocation, evacuation, and reunification. The WEE School staff have emergency plans and drills to prepare for the various kinds of emergencies that might occur.

Parents will be notified as quickly as possible in the event of any type of emergency during school hours and a written statement will be sent home with students if warranted.

HEALTH/ILLNESS POLICY

While we encourage sharing in all WEE School classrooms, we do not like to share illnesses!

We can accept only HEALTHY children each day. If your child is sick, please keep him/her home. Any "sickness" would include any, but is not limited to, the following symptoms within the 24 hours prior to the start of school:

fever, diarrhea, congestion, thick mucus in the nose, evidence of head lice or other parasites, persistent cough, rapid or difficult breathing, yellowish skin tones, conjunctivitis, unusually dark urine and/or gray/white stool, sore throat or difficulty swallowing, stiff neck, infected skin patches, pain of which the child complains, evidence of infection, excessive fatigue, moist or open cold sore, and any other indication of illness. (Asthma and allergy-related symptoms will be handled on a seasonal and situational basis and may require a doctor's note.)

If a student becomes sick at school, he/she will be isolated from other children and the Director will contact you or one of your authorized emergency contacts to pick them up as soon as possible. "Sick" means a child has a fever of 100.5 or more, vomited, had diarrhea, developed, or discovered a rash, head lice (including nits), green or yellow nasal discharge, persistent cough, or any other symptoms of contagious disease. *Children should return to school only after they are free of symptoms for 24 hours without the help of Tylenol, Motrin, or other nonprescription medication.* Children diagnosed with specific illnesses MUST follow our health exposure timeframe on return or provide a doctor's note.

A child cannot be kept inside when the class is outdoors. So, if he/she MUST remain indoors, please keep your child home until he/she can participate in all class activities.

A child with a fever or other symptoms listed above cannot return to school until the child has been fever or symptom free, **WITHOUT** the benefit of medication for 24 hours.

DAILY HEALTH CHECKS

The more time we spend with your child, the more we can know their mannerisms, behaviors, routines, etc. This allows the WEE School Director and Staff to conduct daily health checks of your child when they are dropped off each day and make note of anything that seems different. The Director or your child's teacher may send a message via brightwheel to inform you if something seems "off" just to make you aware of what we are seeing that is different from your child's typical personality, mannerisms, behaviors, etc. This does not mean that you need to come pick up your child, but rather, we just want you to be informed of what we are seeing.

If there is something concerning going on with your child that the WEE Director or Staff should be aware of, please inform us before dropping off your little one. This could include physical health or mood/behavioral health.

INFECTIOUS DISEASE TIMEFRAMES

PLEASE NOTE THE WEE SCHOOL WILL REQUIRE A DOCTOR'S NOTE BEFORE YOUR CHILD CAN RETURN AFTER BEING OUT WITH ANY OF THE FOLLOWING INFECTIOUS DISEASES. THIS LIST IS SUBJECT TO CHANGE AT ANY TIME BY THE DIRECTOR AND YOU WILL BE NOTIFIED PROMPTLY.

HEAD LICE: For 2 weeks after your child has been potentially exposed to lice, check your child's hair and scalp for lice and/or nits (tiny, pearly white, egg shaped that stick to the hair). The best place to check is at the neckline and around the ears. Other symptoms include scratching head and complaints of an "itchy head". Your child may return when they are nit free. Fresh Heads Lice Removal is a professional establishment with an office in Jacksonville Beach that you can utilize if needed.

STREP THROAT: Fever, sore throat, pain when swallowing, red and swollen tonsils sometimes with white patches of pus, tiny red spots on roof of mouth and swollen lymph nodes in front of neck. Sometimes this bacterium can also cause scarlet fever. Scarlet fever symptoms include: Fever and sore throat, plus a fine red rash on the body. Rash commonly occurs on neck, chest, armpits, and/or groin area. Rash may feel like sandpaper. Symptoms may appear 1 to 5 days after exposure to the bacteria. Your child may return after taking antibiotics for 48 hours and has been fever free for 48 hours without the help of medication.

HAND, FOOT, AND MOUTH DISEASE: Sore throat, fever, headache, runny nose, and/or cough, followed by blister-like lesions in the mouth, hands, and/or feet. Blisters in the mouth may be painful and make it difficult to eat and drink. Symptoms may appear 3 to 6 days after exposure to the virus. Your child may return 48 hours after being fever free without the help of medication as well as free of open, oozing sores.

FIFTH DISEASE: Fever, headache, and/or sore throat. A rash on the face that looks like the child has been slapped on the cheeks typically appears 1 to 3 weeks after initial symptoms. A lacelike rash may follow on the rest of the body. Symptoms may appear 4 to 20 days after exposure to the virus. Child is contagious until rash appears. Your child may return 24 hours after rash appears if they are fever free for 48 hours without the help of medication.

IMPETIGO: Red sores that quickly rupture, ooze for a few days, then crust over. The sores usually occur around the nose and mouth but can quickly spread to other areas of the body. Treatment with antibiotics is recommended. Your child may return 24 hours after treatment and when there are no open sores.

PINK EYE: Red or pink, itchy, painful, swollen, and/or watery eye(s). Yellow or green discharge may also be present. May be crusted shut in the morning and may affect one or both eyes. Symptoms may appear 1 to 12 days. Your child may return after taking antibiotics for 24 hours or a note from physician that child is not contagious.

INFLUENZA (FLU): Fever or feeling feverish/chills, cough, sore throat, runny or stuffy nose, muscle or body aches, headaches, fatigue (tiredness), some people may have vomiting and diarrhea, though this is more common in children than adults. Symptoms start 1-4 days after the virus enters the body. Healthy adults may be able to infect other people beginning 1 day before symptoms develop and up to 5-7 days after becoming sick. Children may pass the virus for longer than 7 days. Your

child may return 5 days after diagnosis if taking prescription medication or 7 days after diagnosis if no prescription medication and MUST be symptom free for 24 hours.

CHICKEN POX: A highly contagious disease caused by the varicella-zoster virus (VZV). It can cause an itchy, blister-like rash. The rash first appears on the chest, back, and face, and then spreads over the entire body, causing between 250 and 500 itchy blisters. Your child may return 7 days after first outbreak and after all sores are scabbed over and not draining.

MONONUCLEOSIS: Contagious disease caused by transmitting saliva. Symptoms usually appear 4–6 weeks after being infected and can be mistaken for strep throat or the flu. Symptoms can include fever, extreme fatigue, sore throat, head and body aches, swollen lymph nodes in the neck and armpits, swollen liver, or spleen or both, and/or rash. Your child may return to school after their fever is gone although they may still experience fatigue.

SCABIES: A skin infestation caused by a mite. When left untreated, the mites can live in your skin for months causing reproduction on the surface of your skin and the burrowing of eggs into the skin. This causes an itchy, red rash to form on the skin. Symptoms can typically take 4–8 weeks to develop after being infested and you can still spread scabies during this time. Your child can generally return to school the day after treatment.

WHOOPING COUGH: A highly contagious respiratory tract infection. Once infected, it can take 7–10 days for symptoms to appear. Symptoms usually mimic a common cold at first: runny nose, congestion, red and watery eyes, fever and cough. After a week or two the symptoms worsen: uncontrollable coughing often provoking vomiting, extreme fatigue, severe coughing that ends with a “whoop” sound during the next breath. Infants and children may not cough at all. Instead, they may struggle to breathe or even temporarily stop breathing. Your child may return to school after being fever free for 48 hours without medication.

COVID-19: Symptoms may appear 2–14 days after exposure to the virus. Symptoms include but are not limited to the following: Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, or vomiting, and/or diarrhea. Emergency warning signs include but are not limited to the following: trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, and/or pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone. The WEE School will follow the current CDC, DCPS, and state and local health officials’ guidelines as it relates to when your child may return to school.

If your child contracts any contagious disease including but not limited to the list laid out above, please inform the school so that we may inform the other parents to be aware of symptoms. If a breakout occurs in your child's room, the Duval County Health Department will be contacted, and the WEE School will follow their guidance. Please note the Duval County Health Department has the authority to shut down a classroom due to any illness.

***All the above medical information was obtained from the CDC website and/or Mayo Clinic.*

ALLERGIES

The WEE School is NUT CONSCIOUS – meaning, we strive for the CLASSROOMS to be NUT FREE however, the Neptune Beach Baptist Church is NOT a nut free premises. PLEASE DO NOT SEND any type of peanut butter, almond butter, hazelnut, peanuts, cashews, etc. into the classroom for snack or lunch. However, please know, your child may be exposed to nuts in the common areas we share with the Church, including, but not limited to the playground, fellowship hall, Big Toys, the Worship Center, and/or the Multi-Purpose Room.

Parents/guardians MUST list ALL allergies on their child's brightwheel profile and Emergency Information handout so that the staff is aware of foods and environmental allergens any child MUST avoid. The WEE School staff makes every effort to protect children from their allergy triggers. A Master Allergy List is posted in the office and in each classroom.

If a student has a prescribed epi-pen, their parent/guardian is encouraged to provide one to leave at school. The parent/guardian MUST complete an approved medication form. The pen and completed form are placed in a locked box labeled with the student's name, and kept out of children's reach, but in the specific area in which the student is always located.

MEDICATION

If your child requires medication at school, it MUST be in the original container with the label including dosage information and expiration date. You MUST fill out the appropriate medication form, which is required by the Florida Department of Children and Families. Please do not put medication of any kind in your child's lunch box or school bag. *Even routine, over-the-counter items (sunscreen, Chapstick, lotion, etc.) are classified as medication in the preschool setting.* They are not permitted in the direct possession of students. Hand the medication to WEE School staff so that we can keep it in our designated secure place and administer it accordingly.

Except for life-threatening situations, WEE School staff cannot administer the initial dose of any medication.

WEE School staff cannot distribute, apply any non-prescription lotion, ointment, etc. (example: sunscreen or diaper rash cream) if the medication is not age appropriate according to the directions on the back. A doctor's note is required if your child is not within the prescribed age limit listed on the medication.

Consideration for emergency medication is handled on an individual basis. If your child becomes ill at school, he/she will be taken to the WEE School Office. You or a person on your contact list will be called to pick him/her up at the WEE School Office. Your child should be picked up within 30 minutes.

Medication will be administered by the Director of the WEE School. If your child requires medication and the Director is not present, medication will be administered by a designated staff person.

INCIDENT AND ACCIDENT REPORTS

Incident reports are written when your child injures another child or has ongoing behavioral issues not conducive to our classroom environment. *Accident* reports are written when your child is injured

by another child or is injured independent of other children. Parents will review the incident/accident information with the Director or your child's teacher at pick-up and sign the bottom of the form. A copy can be sent home the following day at your request.

If a child receives more than 2 Incident reports for the same issue (example: biting, spiting, hitting others, hurting others, etc.), the parent may be called to remove the child for the remainder of the day. This removal will be based on the Director's discretion.

Despite our best efforts at safety, children are sometimes hurt at school. We might attempt to notify you by phone, but we will not call every time we put on a bandage. If we cannot reach you or one of your authorized emergency contacts designated on your child's emergency form and feel your child needs immediate medical attention, a WEE School staff member will accompany your child to care according to the Emergency Information and Medical Information Form on file. You will receive a copy of the Accident Report and the original is filed in your child's permanent folder for inspection by the Florida Department of Children and Families. ALL WEE School staff is required to maintain current certification in First Aid and pediatric CPR.

BITING POLICY

Biting is a form of communication for toddlers and is somewhat expected within the preschool setting. However, biting will not be tolerated at the WEE School. We have a ZERO TOLERANCE POLICY FOR CHILDREN HURTING OTHER CHILDREN. It is the responsibility of the WEE School staff to always keep all children safe. We will use our best efforts to help a child who bites learn more appropriate behavior without using techniques that hurt or frighten a child. Just as you would not want your child to repeatedly be bitten at school, neither do other parents.

When a child bites or attempts to bite another child, he/she will be firmly told "We do not bite." The child will have to take a moment in a calm corner (one minute for how many years old they are). If a child bites or attempts to bite another child more than once within one day, the parents will be notified, and the child MUST be picked up within 30 minutes and kept home from school for the remainder of the day.

If a child bites or attempts to bite another child more than three times within a seven-day period, the child MUST be kept home for a seven-day period. If the biting or attempted biting continues after the child's seven-day break, the child will be removed from the WEE School, and the parents MUST make alternative childcare arrangements.

If a child bites or attempts to bite a WEE School staff member, parents will be notified immediately, and the child MUST be picked up within 30 minutes. If a child bites or attempts to bite a WEE School staff member more than once within a seven-day period, the child MUST be kept home for a seven-day period. If the biting or attempted biting of a WEE School staff member continues after the child's seven-day break, the child will be removed from the WEE School, and the parents MUST make alternative childcare arrangements.

PHYSICAL AGGRESSION POLICY

As stated above, the WEE School has a ZERO TOLERANCE POLICY FOR CHILDREN HURTING OTHER CHILDREN. For purposes of this section, "physical aggression" includes but is not limited to hitting, kicking,

punching, spitting, and generally hurting others. Just as you would not want your child to repeatedly hurt at school, neither do other parents.

If a child is physically aggressive towards another child for any reason, they will be firmly spoken with by their teacher and/or the WEE School Director. The child will have to take a moment in a calm corner (one minute for how many years old they are). If a child is physically aggressive towards another child more than once within one day, the parents will be notified, and the child MUST be picked up within 30 minutes and kept home from school for the remainder of the day.

If a child is physically aggressive towards another child more than three times within a seven-day period, the child MUST be kept home for a seven-day period. If the child is physically aggressive after the seven-day break, the child will be removed from the WEE School, and the parents MUST make alternative childcare arrangements.

If a child is physically aggressive towards a WEE School staff member, parents will be notified immediately, and the child MUST be picked up within 30 minutes. If a child is physically aggressive towards a WEE School staff member more than once within a seven-day period, the child MUST be kept home for a seven-day period. If the child is physically aggressive towards a WEE School staff member after the seven-day break, the child will be removed from the WEE School, and the parents MUST make alternative childcare arrangements.

REDIRECTION AND BEHAVIOR PLAN

Redirection is a technique to help children learn appropriate behavior and can be used to prevent personal injury, promote a desirable behavior, reduce punishing interactions, and promote learning and exploration. Verbal redirection is a way of managing your child's behavior by verbally expressing a command or request. ("Oh, what a nice toy. Please, put it back on the shelf.") An inappropriate redirection attempt might look like this: "Yes, I see your toy. Now just don't leave it on the floor." From these examples, you can see that the appropriate use of verbal redirection helps the child know what we expect. The inappropriate use of verbal redirection doesn't redirect a child's behavior at all. Verbal redirection also includes directing the child's attention and behavior to other more appropriate activities and avoiding unnecessary confrontations. All WEE School staff employ techniques of verbal redirection when inappropriate behavior arises. If an unwanted behavior continues after multiple attempts of redirection, the child will have to take a moment in a calm corner (one minute for how many years old they are).

If the unwanted behavior cannot be resolved or continues, the child will be removed from the classroom and taken to the WEE School office where they will sit with the Director until the unwanted behavior ends. If needed, a parent/teacher conference can be held to discuss.

DISCIPLINE/EXPULSION STATEMENT

Within the classroom, positive rules and guidelines will be established. Children will be taught things they MAY DO rather than things they MAY NOT DO. When a child does not follow these guidelines, he/she will be reminded. If the reminder is ineffective, the child's attention will be redirected. If the inappropriate behavior continues, there will be some time allotted out of classroom activities "to think" and prepare himself/herself for appropriate behavior. Any discipline problems that persist or

are disruptive to the class will be shared with parents, for the parents and teachers to work together to correct the inappropriate behavior. If behavior continues to disrupt the classroom and cannot be resolved in a reasonable time, it might be suggested that your child take a few weeks away from school. The disruptive behavior needs to be resolved before your child can return to school. AT NO TIME AND FOR NO REASON WILL SPANKING BE ALLOWED BY ANY STAFF MEMBER.

POTTY TRAINING/POTTY ACCIDENT GUIDELINES

Children in the two-year-old classes are not required to be potty trained. These children may wear diapers, pull ups, or training pants, depending on their stage of development. The two-year-old classroom is equipped with a changing table as well as a preschool sized toilet to assist in potty training for those students who are ready. Pull-ups need to have the adjustable tabs on each side to allow for easier changing of your child.

WEE School staff is not responsible for making sure your child is potty trained before moving to the Three's class. We will work diligently alongside you doing what is working best for you at home but, ultimately, it is your responsibility to ensure your three-year-old is fully potty trained before they can move into the Three's class.

Three and four-year-olds should come to school in underwear or panties, not pull ups or diapers and are expected to be independent in the bathroom. These skills include your child being able to pull his/her own pants up and down as well as washing hands, wiping, and flushing unaided.

It is not uncommon for young children to have accidents at school – even for children who are fully potty trained. For this reason, it is imperative for your child to always have a clean change of clothes in their backpack. If your child has an accident, a staff member will assist him/her to clean him/herself and put on clean clothes.

For children who are fully potty trained, accidents will be logged in brightwheel, and the parents will be verbally notified at the end of the day.

APPROPRIATE ATTIRE

WEE School staff are not responsible for changing your child's clothing from what they come to school wearing into something more suitable for the weather. Your child should come to school dressed in seasonally appropriate play clothes, meaning clothes that are comfortable and easy for them to remove when using the potty. Dress your child appropriately for outside play. In cool or cold weather, be sure to send in an outer garment.

Shoes should be comfortable, a good fit and non-slip or rubber soled. Sandals and shoes with opened toes and heels are discouraged. *Dress up/costume shoes are not permitted.*

Some children get cold during lunch and snack. You can send in a sweater or sweatshirt if you'd like. Please label all items with your child's first and last name.

Girls need to wear shorts or bloomers underneath skirts and dresses.

Items with belts, buckles, snaps, and zippers make timely and independent bathroom use a challenge. Please make sure your child can manage their clothing in the bathroom on their own.

PLEASE MAKE SURE YOUR CHILD HAS A SEASONALLY APPROPRIATE CHANGE OF CLOTHES INCLUDING A SHIRT, UNDERWEAR, PANTS/SHORTS, SOCKS AND SHOES IN THEIR BACKPACK.

We strongly discourage bringing in items from home unless it is requested by the teacher. This includes but is not limited to sunglasses, large stuffed animals/toys, cars, trucks, trinkets, etc. Children are allowed to bring in a lovey to nap with, but this item MUST be small and MUST stay in their backpack until naptime.

SCHOOL BACKPACKS

All children are permitted to bring a backpack to school. This backpack should be age appropriate in size and ages 2 and up MUST be able to carry their own backpack to and from the classroom.

There MUST be at least one complete change of clothes in a Ziploc bag with each item labeled first and last name. A "complete" change of clothes includes a shirt, pants/shorts, underwear, socks, and shoes, all seasonally appropriate.

Please check your child's backpack daily, especially for a colored folder. This folder might contain important information from the Director or your child's teacher. This folder might also contain artwork and special things for mom and dad. When you see this folder, please empty the contents, and return the folder the following day in your child's backpack.

COMPLAINT PROCEDURE

It is our goal to provide the best possible care for your child while he/she is in our care. Please feel free to call or email the Director at any time for any reason. Your input is necessary for us to improve our program. The Director is always available to assist you in any way.

BIRTHDAYS

We are happy to celebrate your child's birthday at school. All arrangements should be made with your child's teacher. A food item (i.e., cake, cupcakes, cookies etc.) and a drink item is all that is necessary. *We can only accept store bought snacks with the seal intact.*

If you wish to send invitations to your child's classmates, please provide the teacher with a printed invitation to pass out to each child in the classroom. You may also send a digital copy to your child's teacher using the brightwheel app and the teacher can pass it along to your child's class.

HOLIDAYS

We celebrate the Christian holidays Christmas and Easter. Valentine's Day and Thanksgiving are also celebrated in the classrooms. Each of these 4 holidays are celebrated with a class party. Christmas and Easter are celebrated with stories of Jesus. Valentine's Day is celebrated to share communication with friends. Thanksgiving is celebrated with a children's performance for ages 2 and up. More information will be provided as this celebration draws near.

FOOD POLICIES

Children MUST bring their own lunch to school. Please include a napkin, filled drink and any utensils that are needed daily. Lunchtime schedules vary per classroom. Uneaten food will be returned to your child's lunchbox for you to monitor the quantity consumed. Should there be a significant change in your child's eating habits, you will be notified. Be sure to include an icepack in your child's lunchbox if it requires refrigeration. We do not provide refrigeration. We do not heat up food. If you want your child to eat warm food, please warm it at home and send it in a thermos container.

We ask that you pack a nutritious lunch for your child using the USDA guidelines for preschoolers. We stress good nutrition in the classroom. Your child will be encouraged to eat their "healthy food" first. The school considers healthy food to be protein as well as yogurt, fruits, and cheese. It is the choice of the parents to pack whatever you want your child to have for lunch. We will make two attempts to encourage your child to eat their healthy food. Once they have eaten SOME of the food, your child will be allowed to eat whatever you have packed. Make sure your child's lunch is easy for him/her to manage as we work on self-help skills.

Please make your child's teacher aware of any allergies your child may have.

DCF requires that ALL drink containers and bottles be labeled with children's first and last name. Mabel's labels work great!! You can search "Neptune Baptist WEE School" and the school receives a portion of the purchase price. We ask that you check your child's drink container/bottles before sending them to school and make sure ALL PARTS are clean. Even if water is the only thing in your child's cup, please take all the parts out and wash it daily to prevent mold.

You may send your little one to school with glass, silicone, aluminum, or plastic food containers. Glass containers MUST have a silicone sleeve to prevent breaking if dropped. This includes infant bottles! Plastic food containers should be BPA free.

Your child will need 1 snack if they attend 9:00–1:00. If they attend full-time, they will need 2 snacks.

PER DCF: Foods that are associated with young children's choking incidents MUST not be served to children under 4 years of age; such as, but not limited to, whole/round hot dogs, popcorn, chips, pretzel nuggets, whole grapes, nuts, cheese cubes and any food that is of similar shape and size of the trachea/ windpipe. Food for infants MUST be cut into pieces $\frac{1}{4}$ inches or smaller. Food for toddlers MUST be cut into pieces $\frac{1}{2}$ inches or smaller to prevent choking.

Unfortunately, teachers do not have the time to cut up food for each child at lunchtime.

ASSESSMENTS AND DEVELOPMENTAL SCREENINGS

WEE School Staff will NEVER attempt to diagnose your child. We are here to provide information and resources to determine if early intervention may be necessary and/or helpful.

Student assessments will be performed during the first 30 days to establish a baseline of benchmarks using a variety of different tools including but not limited to the Ages and Stages Questionnaires (ASQ-3 and ASQ:SE-2), the Florida Early Learning and Developmental Standards Birth to Kindergarten as well as the VPK Assessment. These screenings help to identify potential developmental delays or concerns in areas such as communication, motor skills, problem-solving, and

social-emotional development. These are not the only tools that will be used and not every tool will be used for every child. Assessments will continue throughout the year. If we find a deficit in any area, we will work with you to provide or to help you seek the help your child may need. If a parent or teacher has a specific concern, a conference can be scheduled. If needed, referrals to outside agencies may be utilized. Some of the local agencies that provide free screening and services for children facing challenges in speech, hearing, vision, and behavior include:

Early Learning Coalition (ELC): 904.208.2040 <https://www.elcduval.org>

Early Steps (Birth to 36 months): 904.360.7022

Child Find (36 months and up): 904.346.4601

All students enrolled in VPK will be assessed using VPK FAST Star Early Literacy Assessment. This will be administered three times during the year. The VPK FAST Star Early Literacy Assessment includes a progress monitoring measure in the areas of Print Knowledge, Phonological Awareness, Mathematics, and Oral Language/Vocabulary that are aligned with the Florida Early Learning Standards: Birth to Kindergarten.

Ongoing assessments will be conducted using the brightwheel app and *experience* curriculum. These assessments are prompted by the app, and the teachers will complete them as required. You will see the assessments on your child's brightwheel page. If you ever have any questions, please do not hesitate to reach out to your child's teacher or the Director.

At least once per year, the WEE School will bring in an outside agency to provide basic speech, occupational, and physical therapy screenings. This will only be done with your written permission! These are generally free of cost to you and are conducted by licensed therapists. The therapists performing the screening may request a full evaluation of your child and/or recommend therapy begin to address a specific issue.

We work with the agency *All Together Wellness* to provide speech therapy, occupational therapy, and physical therapy on site in both small group and individualized settings. More information can be provided from the Director if requested.

ENROLLMENT PACKET RELEASES

MEDIA RELEASE: I do hereby give my consent for my child to be photographed or videotaped, while in the care of the Neptune Beach Baptist WEE School. I understand the photographs and/or videos will only be used as displays within the center, for advertising purposes, and/or for public relations purposes such as Facebook, Instagram, and website. I further understand that I may revoke this consent at any time upon notifying the center director.

INFORMATION RELEASE: I give permission to have my phone number and email address printed on a list to be used by the parents of my child's classmates.

WALKING RELEASE: I give permission for my child to walk around the Neptune Beach Baptist property (playground, big toys, and evacuation route) always supervised by a Staff member.

PARTICIPATION CONSENT: I give my child permission to participate in cooking activities, birthday parties and other classroom events.

WITHDRAWAL NOTICE I hereby agree to notify the Neptune Beach Baptist WEE School two weeks in advance of withdrawal, should such event occur. I understand that I am responsible for two weeks tuition payments in full if notice is not given.

LATE FEES: Part-time students MUST be picked up by 1:00 PM. Full-time students MUST be picked up by 5:30 PM. A late fee of \$5.00 will be added for every five minutes your child is not picked up after their pick-up time.

PROHIBITION OF DRUGS, SMOKING, AND FIREARMS

In accordance with Florida Statute Chapter 386.204, the Neptune Beach Baptist WEE School is a smoke free premises. Smoking is prohibited in all outdoor areas while children are in care. This includes e-cigarettes as well as vaping.

Firearms and weapons, as defined in section 790.001, F.S., are prohibited at the Neptune Beach Baptist WEE School excluding federal, state or local law enforcement officers.

Narcotics, alcohol, or other impairing drugs/paraphernalia MUST not be present at the Neptune Beach Baptist WEE School or in vehicles used by childcare facility.

TRANSITION PLANNING

The WEE School staff works to make sure that your little one has a smooth transition from one setting to another, whether that means the classroom to the playground or the WEE School to elementary school. We talk about positive experiences and offer support for those who are in need. For any family who needs additional support, the WEE School Director will work directly with you to provide those resources and help make the transition as seamless as possible. We are here to make your life easier – not the other way around!

POINTERS FOR PARENTS

- Your child should attend regularly, and they should arrive on time.
- Know your child's teachers and work with them on any concerns that may arise.
- Please feel free to ask about your child's day. If you feel you need a conference, you may reach out to your child's teacher or call the office to make an appointment. It is best to have a conference when your child is *not* present.
- Take an interest in the school and the work your child brings home. Attend the parent education opportunities provided by the church. Read the monthly newsletters.
- Participate in the annual evaluation of the school. You will have an opportunity to evaluate our program by participating in our End of the Year questionnaire. Your input is necessary for us to maintain and improve our program.
- One's and Two's benefit from the "experience" of art. The "end" product is not as important as the enjoyment they have while creating it. You may not see much formal art in the young classes; however, they will bring things home for you to enjoy. We allow children to express themselves creatively through art.

- Build in your child a wholesome, friendly attitude toward the teacher.
- Take time to listen to your child's daily experiences. Some children will talk freely. Others will not. Encourage (not pressure) them to talk about their day.
- Teach your child self-reliance by encouraging him/her to do things for himself/herself such as: put on and take off outer garments, put away toys and to be responsible to clean up their lunch and snack sitting area.
- Help your child to anticipate happy experiences in relation to school.
- PLEASE notify your child's teacher and the Director of ANY significant event in your child's life including but not limited to: birth, adoption or fostering of a sibling, serious health issue of a family member, divorce/separation, death, moving, new pets or loss of pet, hospitalizations, etc. We have found even the smallest change to have a huge impact on our little friends and the more information we have, the better equipped we are to help your child and your family through a transitional period.

PARENT/TEACHER CONFERENCES

A Parent/Teacher Conference can be scheduled at any time to discuss any concern. Please coordinate with the Director to get this scheduled so we can make sure the classroom is still covered. It is typically best to have a conference when your child is not present.

VOLUNTEERS

You are welcome to be at the WEE School to observe or participate in a special activity. There are opportunities throughout the year for parties or other special events that teachers welcome some extra hands in the classroom. We also have volunteers come in to read or share a special skill at different times throughout the year. If you wish to do this, please let the Director know so we can coordinate a time that works for everyone to have you join us. All volunteers MUST sign a Volunteer Acknowledgement once per year in the Director's office.

All volunteers are unpaid and remain under direct supervision of WEE School Staff. Volunteers may not be left alone with any child(ren) and can only serve less than 10 hours per month without submitting to a background screening.

AIR QUALITY

It is the responsibility of WEE School staff to maintain the air quality around the school. This means temperatures remain between 68°F and 82°F. Conditions that may lead to excess moisture such as water leaks are reported immediately to the Director to prevent the growth of mold and mildew. Adequate ventilation is maintained and anything preventing this MUST be reported to the Director immediately. The A/C Company employed by the Neptune Beach Baptist Church are responsible for changing all air filters at least every 3 months or more often if needed. Aerosols are not to be used in the classrooms. Smoking is not permitted indoors or outdoors and anyone smoking should be reported to the Director immediately. Outdoor air quality is monitored using the Air Quality Index and outdoor activities are limited during times when the air quality is poor.

The WEE School is an idle free premises. Please make sure your car engine is turned off when you exit the vehicle and remains off until you are ready to leave the parking lot.

Idling vehicles contribute to the air pollution and emit harmful toxins, which can exacerbate respiratory problems, like asthma, in children whose lungs are still developing. These pollutants can contribute to cancer and other short-term and long-term health concerns.

RECYCLING

At the WEE School, we believe in caring for God's creation by practicing good stewardship of the earth. One of the ways we do this is by teaching children the importance of reducing waste and recycling. Our recycling program is a simple, hands-on way for children to learn how their actions can help protect the environment. We also encourage families to participate in our efforts, both at school and at home.

What We Recycle at School:

- Paper (used worksheets, drawings, scrap paper)
- Cardboard (boxes, paper towel rolls)
- Plastic containers labeled with recycling codes #1 and #2
- Aluminum cans (from school events only)
- Printer cartridges (through our recycling partner, if applicable)
- Batteries

All items MUST be clean and free from food residue before being placed in recycling bins.

Teaching Children About Recycling:

Our staff incorporates recycling into the daily routine and classroom discussions:

- Children help sort recyclables during clean-up time.
- Teacher led activities and books that explore how recycling helps the earth.
- We promote the three R's: Reduce, Reuse, Recycle — all through age-appropriate learning.

How Parents Can Help:

- Send Waste-Free Lunches: We encourage the use of reusable containers, water bottles, and cloth napkins instead of disposable items.
- Help Sort at Home: Talk with your child about what can be recycled at home and let them help sort recyclables.
- Donate Reusable Items: We welcome donations of clean, reusable materials like:
 - o Paper towel/toilet paper rolls
 - o Egg cartons
 - o Fabric scraps
 - o Old magazines (child-appropriate)

Please check with your child's teacher before donating materials to ensure they are needed.

Special Events: We may hold recycling drives or Earth Day projects throughout the year to encourage environmental awareness. Details will be shared with parents in advance.

Our Goal: By making recycling a part of our preschool experience, we aim to teach children to care for the world God has made, promote responsibility and environmental awareness and work together as a community to reduce our ecological footprint. Thank you for supporting our efforts to raise environmentally responsible children!

OPPORTUNITIES AT NEPTUNE BEACH BAPTIST CHURCH

SUNDAY SERVICES

Traditional Service 8:30 a.m.

Life Groups 9:45 a.m.

Contemporary Worship 11:00 a.m.
(Broadcast live on Facebook and YouTube)

MIDWEEK FAMILY ACTIVITIES

Awana (3 years old through 5th grade) 6:15 p.m.

Neptune students (grades 6th – 12th) 6:15 p.m. – 7:30 p.m.

Adult Bible Study 6:30 p.m.

Family Activity Schedule is subject to change.
For up-to-date information,
visit the Church website at
neptunebaptist.org

Nursery is provided for all services.

Vacation Bible School is offered during the summer.

