

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 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 Lahey
Lead Pastor
Neptune Baptist Church
travis@neptunebaptist.org

LETTER FROM THE DIRECTOR

Dear Parents,

Welcome to the 33rd year at the Neptune Baptist WEE School. God is so good. He has blessed and continues to bless our program. I appreciate your prayers and ask that you continue to pray for our new school year.

This handbook has been prepared for you to know the policies and better understand the program. PLEASE TAKE TIME TO READ EVERYTHING IN THIS HANDBOOK.

As parents, you bring us curious, enthusiastic, and lovable children. Through first-hand experiences in our program, your child will learn through repetition, social interaction, play, association, and imitation. Our goal is to help him/her develop the kind of self-image, independence and confidence that will eventually lead to a successful life.

Our staff is comprised of committed Christian teachers who love children. We are called to the role of caregiver, guide, stimulator, and facilitator. We encourage any input regarding your child. My prayer is that each child will experience Jesus this year at Neptune Baptist WEE School.

In His Service,
Anna Summers
Director
nbcweeschool@yahoo.com

LETTER FROM THE PRESCHOOL AND CHILDREN'S MINISTER

Dear Parents of Preschoolers,

Welcome to Neptune 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 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

NBC Preschool and Children's Minister

Shelly@neptunebaptist.org

CHURCH RELATIONSHIP

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

SCHOOL HISTORY

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

MISSION STATEMENT

The mission of the Neptune 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 and Greet with Teacher for overview of handbook
- 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

ENROLLMENT

Enrollment is open to all children 6 weeks through 4 years (by September of the current school year) regardless of race, sex, or nationality. The WEE School maintains the policy that all records of children and families are confidential. Please note that all staff will have access to your child's files. The records will be released to their family upon request and when fees are current.

TUITION AND FEES

A \$100.00 registration fee and \$100.00 supply fee per child will be on the first invoice.

Full-time tuition will remain the same for each month September – August.

Traditional WEE School tuition remains the same for each month September – May.

ALL tuition needs to be paid in full within 5 days of receiving your invoice.

Checks for tuition should be made payable to Neptune Baptist WEE School. You may also pay with cash or by using PayPal on our website neptunebaptistweeschool.com. If you would like to pay by debit, credit card, apple pay or android pay, you may do so in the office with the square reader. You will be assessed a fee with PayPal and the square reader.

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 in 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. Any payment received after the 15th of the month, an additional late fee of \$25.00 will be added.

Any check returned as insufficient will incur a \$25.00 fee. After two insufficient checks have occurred, you will be required to pay with cash, a money order/cashier's check, or PayPal credit for the remainder of the school year.

CURRICULUM

Our WEE School Program uses the Weekday Early Education Curriculum Guide (WEE Learn) as the basis for teaching curriculum. This curriculum includes Bible stories, Bible thoughts and concepts about God, Jesus, The Bible, family, others, and our natural world. In addition to the units in the WEE Learn guide, we include units for Black History Month, Presidents Day, and patriotic holidays. Your child will hear a Bible story daily and will pray daily. Our teachers will enhance this material with other resources. The WEE Learn curriculum meets the literacy requirements for the State of Florida. Weekly plans are posted outside/inside of each classroom for your review.

CHAPEL

We are very excited for our second year of Chapel on Wednesday mornings with the Neptune Baptist Church Preschool and Children's Minister, Ms. Shelly Brown. This year, we would like to invite the parents to join us in the worship center each Wednesday at 10:00 AM for approximately 30 minutes. We would love for you to sit with your child but in the interest of everyone, please sit on the back rows.

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!

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/pupil ratio. The WEE School follows the DCF guidelines for teacher/pupil ratios. Each of our classes will have a lead teacher and an assistant teacher.

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

SCHOOL GUARDIAN

We will continue using *School Guardian* for pick-up. *School Guardian* is an app-based program that offers security and easy communication for the school and parents. *School Guardian* can be downloaded on your Apple or Android smart phone and is very easy to use. Parents/Guardians will simply tap a button on the app before heading to school and *School Guardian* will notify the WEE School staff when you are approaching the schools preset geo-fencing. This will allow the Director and the WEE School staff to be notified from anywhere within the property that you are on the way to either drop-off or pick-up your child.

For students attending traditional 9:00 AM – 1:00 PM, *School Guardian* should only be used if your child is leaving early or arriving late on any given day. Please do not use the app for everyday pick-up at 1:00 PM or 5:00 PM, as your child will be outside with the Director and/or their teacher.

Please review the following schedule for drop-off and pick-up so you will know when to use *School Guardian*:

The Director and/or WEE School staff will be at the gate:

8:30 AM – 9:15 AM

1:00 PM

4:50 PM – 5:00 PM

USE SCHOOL GUARDIAN:

Any Drop off AFTER 9:15 AM

Pick-up between 3:00 PM – 4:50 PM

Any pick-up outside of regular pick-up times

It is important to note that neither the WEE School nor *School Guardian* can track your location using the app.

ARRIVAL/DEPARTURE

Due to the ongoing staff issues, the WEE School hours are 8:30 AM – 5:00 PM. **No child will be accepted prior to 8:30 AM.** If you wish to sign up for extended morning, there is an additional fee and is provided on a first come first serve basis. You will be notified promptly of any potential changes.

DROP OFF PROCEDURES

The Director and/or a WEE school staff member will greet you at the white gate each morning.

ONLY parents/guardians of children in the **Infant classroom** will be permitted to enter the gate and take their child into the classroom. **ALL OTHER CHILDREN WILL BE TAKEN TO THEIR CLASSROOM BY A WEE SCHOOL STAFF MEMBER.** If the Director and/or a WEE School staff member is **NOT** outside, please go directly to the Director's office. If the Director is not in her office, please call the office at 904.249.0305 and someone will meet you outside. **DO NOT ATTEMPT TO TAKE YOUR CHILD TO THEIR CLASSROOM WITHOUT SEEING A WEE SCHOOL STAFF MEMBER.**

For students attending our traditional school from 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.

For ALL arrivals after 9:15 AM, please use *School Guardian* to notify the Director and the WEE School staff that you are on your way to drop-off your child(ren).

We would appreciate a phone call, text, and/or email letting us know that your child will be absent. DCF requires us to contact you if your child has not been dropped off by 10:00 A.M.

PICK-UP PROCEDURES

ALL parents/guardians will be permitted to enter the building to pick up their child(ren) from the classroom(s). For traditional students who leave at 1:00 PM, please be mindful that naptime begins at 1:00 PM so it is imperative that your child(ren) are picked up by 1:00 PM so that our napping children can get laid down.

If your child will be leaving early on any given day, please inform the Director and their teacher at drop-off.

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 names to your pick-up list at any time.

In the event *School Guardian* is not working, the Director and/or a WEE School staff member will be at the white gate to greet you. The Director and/or a WEE School staff member will use

walkie-talkies to communicate with your child's teacher and the child will be escorted from their classroom by a WEE School staff member to the gate.

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

EARLY MORNING and EXTENDED DAY HOURS

This year, we are offering early morning drop-off beginning at 7:30 AM with LIMITED SPACING. We only have eleven (11) spots on the preschool side and four (4) on the infant side. 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, \$35 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 traditional WEE School (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.

All students staying later than 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.

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, including but not limited to, COVID-19.

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 packet.

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 will 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, School Entry Health and Immunization Record form of each enrolled student. VPK monitors 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.

EMERGENCY INFORMATION

Parents/Guardians are responsible for keeping all information regarding their child up to date. The emergency contacts listed on the pickup sheet, 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 copy of the "pick up" sheet is carried with your child's class anytime the children leave the classroom.

A fire drill, stranger danger or weather drill will be conducted monthly. The house owned by the church located at 303 Walnut Street, is our preapproved alternate route for leaving the school. During a fire drill, the children are taken to the enclosed field on the east side of the building.

Should we have a stranger danger alert, the children are instructed to sit in front of the cubbies, the blinds are closed, the lights are turned off and the main door to the school is locked.

In the event of inclement weather where children cannot be safely picked up from school, the children will be taken into the art closet as this room has 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 48 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 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.

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 48 hours. Due to the ongoing COVID-19 pandemic, a doctor's note will be needed for your child to return to school.

COVID-19 SICK POLICY

If any parent/guardian or child has been exposed to a positive case of COVID-19, you **must** notify the Director **immediately**.

Once the Director has been made aware of any exposure and/or a confirmed case of COVID-19 within the WEE School, a text, e-mail, and/or letter will be promptly sent out with information

relevant to your child's classroom. The Director will contact the CDC and/or Florida Department of Health for Duval County to advise her next steps.

According to DCPS, a child that tests positive must be isolated for FIVE (5) days. The first day is the day AFTER the positive test. These rules are constantly changing so please contact the Director for your child's exact return date.

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.

WHOOPIING 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

Parents/guardians must list ALL allergies on the Enrollment Application and HIPAA form 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 label, and 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. Please note that 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 a WEE School staff member 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.

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.

We have a ZERO TOLERANCE POLICY FOR CHILDREN HURTING OTHER CHILDREN. 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.

POTTY TRAINING/POTTY REPORTS

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.

Three and four-year-old students should come to school in underpants, 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 bathroom accidents at school. If your child has one, a staff member will assist him/her to clean him/herself and put on fresh clothes. The WEE School provides extra clothes (except shoes) for students who do not have a change of clothes in their school bag. Please launder and return the WEE School clothes if they are sent home with your child.

For children three years of age and older, Potty Accident Report will be completed and signed by the supervising adult, then placed in your child's folder so that you are aware that we helped them clean up and change clothes. This will be for children in the Three's class and VPK classes. The Little Two's and Big Two's will begin using this report once the children are sufficiently potty trained and accidents have become a rare occurrence.

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. After multiple attempts of redirection, staff will begin to use the steps laid out in the child's Behavior Plan. The child's "favorites" form will be completed by you, the parent/guardian, and turned back in to help the staff promote desirable behaviors.

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. If needed, a parent/teacher conference can be held to discuss options for unwanted behaviors.

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 students 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.

ITEMS NOT PERMITTED

We strongly discourage children from bringing items from home to school. The ONLY exception will be one "lovey" for naptime. We are not responsible for any items that your child brings from home.

APPROPRIATE ATTIRE

Your child should come to school dressed in 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 shoes are not permitted at the WEE School.*

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, difficult snaps, and zippers make timely and independent bathroom use a challenge. Please make sure that 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.

SCHOOL BACKPACKS

All children will be 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.

PLAYGROUND RULES FOR DURING AND AFTER SCHOOL

The playground is closed for all parents and students after school hours. Once your child has been picked up for the day, they will no longer be allowed to use the playground.

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 school office 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.

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 January questionnaire. Your input is necessary for us to maintain and improve our program.
- Ones and Twos 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. We will allow time for him/her to do things for themselves 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.

BIRTHDAYS

We are happy to celebrate your child's birthday as we know birthdays are important to children. 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.*

A class list will be provided should you wish to celebrate outside of school hours. **ONLY MYLAR BALLOONS WILL BE ALLOWED IN THE CLASSROOMS!**

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 sandwiches containing 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 will 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 are labeled with 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.

PLEASE DO NOT SEND YOUR CHILD'S FOOD IN ANY GLASS CONTAINER!!!

SNACK: Your child will need 1 snack if they attend 9:00 AM – 1:00 PM. If they attend full-time, they will need 2 snacks. Please put each snack in a separate bag/container labeled with their first and last name.

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 ¼ inches or smaller, food for toddlers must be cut into pieces ½ inches or smaller to prevent choking.

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

ASSESSMENTS AND PARENT/TEACHER CONFERENCES

Student assessments will be performed during the first 30 days to establish a baseline of benchmarks. 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 www.earlylearningjax.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 The VPK assessment will be administered three times during the year to children enrolled in the VPK program. The VPK 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.

HOLIDAY PARTY GUIDELINES

- Christmas – we celebrate with a birthday party for Jesus – No Santa Claus
- Easter – Spring colors – No Easter Bunny
- Valentines – the children exchange valentines and focus on communication

HOLIDAYS

We celebrate the Christian holidays Christmas and Easter. Valentine's Day and Thanksgiving are also celebrated. We recognize the following as holidays: Martin Luther King Jr. Day, President's Day, Mother and Father's Day, Memorial Day, Labor Day, the Fourth of July, Columbus Day, and Veteran's Day.

STAFF EDUCATION GUIDELINES

The WEE School staff meets the teaching requirements for 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 20 hours of ongoing education.

The Lead Teacher in your child's class works directly with the Director and the Assistant Teacher will work under the Lead Teacher. The Director and ALL staff members have current CPR and First Aid Training. The Director has a Director's Credential.

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.

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 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 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 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: Traditional students must be picked up by 1:00 PM. Full-time students must be picked up by 5:00 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.

OPPORTUNITIES AT NEPTUNE BAPTIST CHURCH

SUNDAY SERVICES

Hymn Service 8:30 a.m.

Praise and Worship 11:00 a.m.
(Broadcast live on Facebook and in-person)

Life Groups 9:45 a.m.

Information is available in the church office.

MIDWEEK FAMILY ACTIVITIES

Awana6:15 p.m.

Students 6:15 p.m.

Midweek Recharge.....6:30 p.m.

Children's Ministry.....6:15 p.m. -7:45 p.m.

Neptune students (grades 6th – 12th)6:15 p.m. – 7:45 p.m.

Family Activity Schedule is subject to change.
For up-to-date information,
Please call the Neptune Baptist Church Office at
(904) 249-2307
Or visit the Church website @
neptunebaptist.org

A Nursery is provided for all services for children four and under.

Vacation Bible School is offered during the summer.