

# Handbook



And Jesus said, "Let the children come to me."  
(Matthew 19:14)

Wee Disciples' Christian Academy

2011 – 2012 Parent Handbook

# Wee Disciples' Christian Academy

## 2011 - 2012 Handbook

### **Mission Statement**

To provide the young child with a Christian background in a safe, secure, loving and fun environment. To celebrate life through music, dance, and art. To bring people in the community together and develop a culturally diverse group of children who value their own uniqueness and the differences in others.

### **More About Wee Disciples' Christian Academy**

Wee Disciples' began as a "Burning Bush" Ministry of Asbury United Methodist Church in 1998. Reverend Jim Chambly assisted the four founders of the program in establishing the first Wee Disciples' class. Wee Disciples' Christian Academy is non-profit, incorporated, and is governed by its Board of Directors.

### **Overview of the Program**

Wee Disciples' Christian Academy is a Christian Educational program designed for children ages three to five. Our curriculum is Christian-based and we focus on Bible stories and Christian values. There are three (3) classes offered for 3 year old children and four (4) classes offered for 4 year old children with a capacity of 125 children. Our hours of operation are Monday through Friday 6:30 a.m. to 6:00 p.m. A Before and After School Program is offered, as well as an Extended Day Program for our preschool students. Preschool classes begin in September and end in May. Our school age program follows the Jefferson County Public School calendar. During the summer, Wee Disciples' Christian Academy offers a summer camp program called Camp Wee C.A.R.E.

Our day consists of centers for the children, including an art center, block center, pretend center, manipulative center, quiet center, and a science center, as well as story time, music, dance and recreation. We will have a snack time and ask parents to assist in providing healthy snacks.

Wee Disciples' Christian Academy does not discriminate against anyone on the basis of age, race, color, religion, creed, national origin, sex, handicap, or any other factors that may be protected by law. Every child is an individual in our eyes.

State licensing mandates staffing ratios and it is imperative that parents adhere to their stated drop-off/pickup schedules unless prior notice AND approval is given. We need to insure the proper care of your children. Wee Disciples' Christian Academy has liability insurance coverage for all students and staff.

#### **Important Numbers:**

**Wee Disciples' Office:**  
304-707-6812

**Wee Disciples Website:**  
[www.WeDisciples.com](http://www.WeDisciples.com)

# Meet The Staff

M/W/F - 9:00 – 11:45	Lead Teacher.....Sherri Lagana Teacher .....Tomoko Thaldorf Assistant Teacher .....Linda Magaha
M/W/F - 9:15 – 12:00	Lead Teacher.....Danielle Lineburg Chonda Kosanovich
M/W/F - 9:30 – 12:15	Lead Teacher.....Dawn Carroll Teacher .....Sherry Puckett
T/Th - 9:00 – 11:45	Lead Teacher.....Tomoko Thaldorf Sherry Puckett
T/Th - 9:15 – 12:00	Lead Teacher.....Sherri Lagana Assistant Teacher .....Reba Wilt
T/Th - 9:30 – 12:15	Lead Teacher.....Dawn Carroll
M - F - 9:00 – 11:45	Lead Teacher.....Sheila Anders Teacher .....Andy Fort

The following employees will be added to our staff as necessary: Brenda Dempsey, Alice Hill, and Kelli Polen.

**NOTE: Staffing subject to change.**

- Director ..... Mary Diehl
- Assistant Director..... Laura Scherer
- Assistant Director..... Kathy Barker
- Fundraising/Missions Coordinator.... Donna Falso
- Before School Site Supervisor ..... Dawn Carroll
- Wee Disciples’ Board..... Kelly DeRonda (Chair), Vicki Propps, Melody Browning, Ann Lake, and Donna Falso.
- Wee Disciples’ Corporate Board of Directors: .. Danielle Lineburg, Kelly DeRonda, Laura Scherer, Kathy Barker, and Mary Diehl.

Our former Co-Director and Co-Founder, Amy Dillow, lost her brave, five-year battle with breast cancer on April 13, 2009. Amy inspired all of us as a friend, co-worker and woman who loved life and our Lord. She shared this love with the children and staff at Wee Disciples and it is that love which will be Amy's legacy. Her presence, her smile, and her laughter will be greatly missed here on earth. However, we are truly blessed to know that she will always be with us as our special Wee Disciples angel. Amy will forever be in our hearts.

**Admission/Registration and Fees**

Appropriate registration forms are necessary prior to the start of the program. We also require a copy of your child’s immunization records from the pediatrician as well as a Child Health Assessment signed by your child’s doctor. Wee Disciples’ Christian Academy has the assessment form. This assessment must be completed and returned within a month after the start of school. The costs of the preschool program are as follows (registration fee is a one-time, non-refundable fee):



**The beautiful  
thing about  
learning is that no  
one can take it  
away from you.”**

**B.B. King**

**Monthly Tuition      Registration Fee**

T / TH Classes .....	\$ 120.00 per month .....	\$ 50.00
M / W / F Classes.....	\$ 180.00 per month .....	\$ 60.00
M - F Classes .....	\$ 275.00 per month .....	\$ 70.00

If tuition is paid in full, a discount of \$50.00 will be given.

We request payment by the first (1<sup>st</sup>) of the month. If tuition is not paid by the 5<sup>th</sup>, a \$10.00 late fee will be applied. Tuition may be dropped off or mailed to Wee Disciples' Christian Academy. The address is 114 Poor Farm Road, Suite 101, Kearneysville, WV 25430. **If tuition is 30 days past due, we will send a written request that your child not attend until tuition is paid. After 45 days, we will assume you are no longer interested in your child attending Wee Disciples' Christian Academy. As always, if you are having financial difficulties, you may contact Kathy Barker in the office before the 30 day period expires to discuss other payment options. There will be a service charge of \$30.00 for all returned checks.**

We encourage children to attend on the scheduled days to establish a routine. We strongly suggest consistency with attendance. If your child is unable to attend on a regular basis, please discuss this with the office. When paying tuition, please indicate the class that your child attends in the memo section of your check. If paying with cash, please include your invoice. Tuition must be paid separately from any other programs offered by Wee Disciples' Christian Academy. If it is not, we will return your payment to your child's basket with a note. You will have two (2) business days to submit payment before a late fee will be assessed (if applicable).

A late fee of \$10.00 per child will be charged to parents for each 15-minute interval past the Center closing time of 6:00 PM. Clients who fail to pickup their children timely and violate the Center's closing policy three times can be removed from the program at the Director's discretion. The Director will have final say in these matters.

**Age**

This program is designed for children ages three to five. We ask that children be potty-trained. If your child becomes potty-trained and should we have openings during the school year when your child turns three, we will welcome him/her into the program at that time.

**Class Location**

Wee Disciples' Christian Academy will meet every morning at Rock Spring, 114 Poor Farm House Road, Kearneysville, WV 25430. The classrooms are located on the 1st floor. Children will not be allowed in the classrooms until the start time of their particular class so the teachers can adequately plan for the day and prepare the room. There will be a sign in and sign out sheet as you drop your child off and pick them up at Wee Disciples' Christian Academy. This sheet will be located on the table in the hallway. If someone other than a parent will be picking up your child, we ask that you indicate that on the sign in/out sheet. They must be listed on your registration form for release. Please make sure that person has the proper identification.

## **Parking**

Parking is available in the front of the building. Please do not park in spots that are designated for handicapped parking.

## **Personal Items**

The staff asks that children not bring toys or personal items to school. Any items brought to class will be placed in their cubby until the end of the day. We will have specific days for show and tell. We do make exceptions when a child has a great attachment or is comforted with something personal from home.

## **Clothes**

Parents are required to bring a change of clothes for their child (season appropriate). Please label all items. According to State and local agencies, we cannot share clothes from other children. If your child should have an accident or spill and we do not have a change of clothes, we will call you. Please remember bathroom breaks when dressing your child. Bodysuits and difficult clothing are strongly discouraged. Please label all outer garments, including hats and gloves.

## **Messages**

Parents are asked to please send written messages to the staff or call and leave messages in the Wee Disciples' Christian Academy's office (304-707-6812). It is difficult for children this age to relay verbal messages. Should you have questions throughout the year, please feel free to email [office@WeeDisciples.com](mailto:office@WeeDisciples.com). This can include questions or messages to the teachers. All parents/guardians are free to express any concerns or complaints without fear of retaliation.

## **Newsletters**

Each class will receive a monthly newsletter announcing monthly and weekly themes and detailing special events, holidays, reminders, deadlines, and birthdays. Please keep these for reference for each month.

## **Parent Involvement**

The strength of any quality child care center is the involvement of the parents in the program. Our children are special and unique. So are our parents. Any parents with special talents, hobbies or unique occupations are always encouraged to share their skills with our children through a visit. Children are proud to have their parent as the special person of the day and their classmates are excited and enriched by the experience. Parents are invited any time when their schedule allows.

## **Fundraising/Missions**

Wee Disciples' Christian Academy, in keeping with our mission 12 years ago, feels committed to "giving back" to the community that continues to bless us. We will send information throughout the year about our Mission Outreach.



We also plan fundraising to assist in our operating expenses. Examples of our Mission Outreach and fundraising include: Jefferson County Community Ministries, Kiwanis, Christmas Toy Drive, Jefferson County Animal Welfare, UNICEF, Joe Corbi Pizza, Homemade Easter Eggs, and our Annual Golf Tournament.

## **Field Trips**

Wee Disciples' Christian Academy will inform parents/guardians of planned field trips with signed permission for children to attend. Some examples include pumpkin patches, farms, restaurants, and fire safety.

## **Conflict Resolution**

The Director will attempt to resolve all parent concerns to the parent's satisfaction. Please submit any concerns within seven (7) days to the Director. If the concern is unresolved within seven (7) days after being brought to the Director's attention, the parent has the right to formally bring the complaint before the Board of Directors. The complainant should submit the concern in writing to the Wee Disciples' Christian Academy's Board of Directors within three (3) days after the previous two (2) week period and should include a detailed description of the complaint. Please mail all letters to 114 Poor Farm House Road, Kearneysville, WV 25430. The Board of Directors will respond in writing within 30 days. Any decision made by the Board of Directors is final. A copy of the WV Child Care Licensing Regulations is available in our office or online. Wee Disciples does not tolerate harassment of any kind and such harassment should be brought to the Directors attention as soon as possible.

## **Immunizations**

Your child's health is a matter of major importance to all of us. Upon enrollment, you must submit a Child Health Assessment form signed by a physician. We also require that the child have standard immunizations (see attached Periodicity Schedule). As your child gets immunizations and annual physicals, please keep us informed through updated paperwork for the child's file. This is the parent's responsibility. If your child is not current with all of his/her immunizations, Wee Disciples' Christian Academy requires a signed statement from your doctor specifying the reason(s).

## **Illness Policy**

Wee Disciples' Christian Academy will not admit or retain in care, except with the written approval of a physician, a child whom:

- Is diagnosed as having or being a carrier of a communicable disease, such as strep throat, pink eye, chicken pox, or hand, foot and mouth disease.
- Has one of the following symptoms, or a combination of any of them:
- Fever of 100 degrees or more.
- Diarrhea (more than one abnormally loose stool in one day)
- Vomiting (one occurrence).
- Severe cough.
- Sore throat.
- Mouth sores.
- Yellow color of skin or eyes.
- Redness of eyes.



- Unidentified skin rashes, spots, or lesions, severe itching of body or scalp.
- Stiff neck with headache with one or more symptoms listed above with difficult breathing or wheezing.
- Complaints of severe pain or extreme irritability causing the child not to function adequately.

We will contact you to pick up your child if any symptoms of illness appear during the day. A sick child should be picked up within an hour of being contacted. We will isolate your child as much as possible while we wait for you to arrive.

A child may return to Wee Disciples' Christian Academy when the symptoms have disappeared for 24 hours (including fevers) or when the child has taken an antibiotic for 24 hours or longer. If a child is diagnosed with a communicable disease, such as chicken pox, pertussis (whooping cough), meningitis or rheumatic fever, Wee Disciples' Christian Academy is required by state law to report the information to the local health department. Once diagnosed, a child may not return to Wee Disciples until they are cleared by their physician. All parents will be informed immediately of the presence of the disease and an Occurrence Report will be completed.

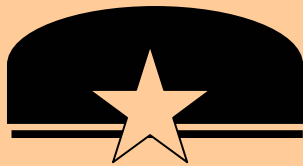
Please do not bring non-prescription medication to the Center for any reason. Wee Disciples' Christian Academy does not administer this type of medication. We will only administer prescription medication. We do require a signed consent form to administer the medication. Medication must be in the original container with the label attached to the front with the prescription number, name of the medication, date the prescription was filled, the physician's name, the child's first and last name, specific legible directions for administration and storage, and the expiration date.

If you suspect your child is getting sick, it might be beneficial to keep the child home or take him/her to the doctor. This will protect a sick child from getting worse and protect healthy children and staff at Wee Disciples' Christian Academy. It is our duty to maintain a healthy Center.

In case of accidental injury, we will make an immediate attempt to contact a parent/guardian. If we can't reach you we will call the child's physician, if necessary. We will also call an ambulance or paramedics, if warranted. Until the arrival of a parent/guardian, physician, or paramedic, a staff member will be in charge and make all decisions about the care of your child. You will be expected to assume responsibility for any resultant expense. The Center will maintain a student's signed consent form agreeing to this provision. It is to your child's benefit that you keep the Center up-to-date on phone numbers, emergency numbers, and other pertinent information. This should be done on a daily basis if you will not be at your regular home or work number.

## **Snack Procedure**

Snack sign up sheets will be outside each classroom. Parents will be asked to bring snacks periodically throughout the year for their child's classroom. Because of Health Department regulations, we cannot use snacks that have been opened. To ensure the safety of your child, we ask that you please supply his/her snack each day if they have a food allergy. Please follow individual class guidelines for supplying cups, napkins, and water. In accordance with DHHR regulations, the snacks served must be from 2 of the 4 food components. If a child staying for Extended Day does not have a healthy lunch, Wee Disciples will provide a lunch which meets nutritional guidelines. Please see the list below for an explanation of the food components. All children who are at Wee Disciples' Christian Academy during breakfast and/or lunch will have an opportunity to brush their teeth.



We look forward to having you and your child in our program this year. We know this will be a wonderful experience for us all!

Office Staff

## Meal Patterns for the Child between 1 Year and 12 Years of Age

<b><u>Breakfast</u></b>	<u>Ages 1 and 2</u>	<u>3 through 5 years</u>	<u>6 through 12 years</u>
Milk, fluid.....	½ cup.....	¾ cup.....	1 cup
Juice or fruit or vegetable .....	¼ cup.....	½ cup.....	½ cup
Bread and/or cereal, enriched or whole grain,			
Bread or .....	½ slice.....	½ slice.....	1 slice
Cereal: Cold or .....	¼ cup <sup>1</sup> .....	1/3 cup <sup>2</sup> .....	¾ cup <sup>3</sup>
Hot Cooked .....	¼ cup.....	¼ cup.....	½ cup

### **Midmorning Or Midafternoon Snack (Supplement)**

(Select 2 of these 4 components)

Milk, fluid.....	½ cup.....	½ cup.....	1 cup
Meat and meat alternate or.....	½ oz.....	½ cup.....	1 oz
Yogurt, plain or sweetened.....	2 oz. or .....	2 oz. or.....	4 oz. or
And flavored.....	¼ cup.....	¼ cup.....	½ cup
Eggs (large) .....	½ egg.....	½ egg.....	½ egg
Juice or fruit or vegetable .....	½ cup.....	½ cup.....	¾ cup
Bread and/or cereal, enriched or whole grain,			
Bread or .....	½ slice.....	½ slice.....	1 slice
Cereal: Cold or .....	¼ cup <sup>1</sup> .....	1/3 cup <sup>2</sup> .....	¾ cup <sup>3</sup>
Hot Cooked .....	½ cup.....	¼ cup.....	½ cup

Wee Disciples will be following the approved menu listed below. Wee Disciples will supply the food needed for breakfast and after school snacks. Parents will be asked to bring food for the preschool classes. Please avoid sending grapes, soft, sticky foods such as gum drops, or small hard foods such as Skittles and nuts. Wee Disciples' Christian Academy has printed copies of *Food Safety in Child Care Centers* for all parents to review when purchasing snacks. Please note that if a child has a severe food allergy, it may be necessary for that particular class to have a separate menu to follow.

### **Before School Breakfast Menu**

Monday ..... Cheerios, applesauce, and low fat milk.  
 Tuesday ..... Granola, orange juice, and low fat milk.  
 Wednesday .... Fruit and fiber bar, applesauce, and low fat milk.  
 Thursday ..... Life cereal, fruit cup in light syrup, and low fat milk.  
 Friday ..... Corn Chex, orange juice, or low fat milk.

### **After School Snack**

Monday ..... Carrots with low fat ranch dip, milk or 100% fruit juice.  
 Tuesday ..... Cheese quesadilla (tortilla and cheese) and 100% fruit juice.  
 Wednesday .... Apple slices and peanut butter.  
 Thursday ..... Pretzels and apple sauce.  
 Friday ..... Yogurt, and Ritz crackers.

\*Water will be offered with snacks.

## **Mid Morning Preschool Snack – Week 1**

Monday ..... Graham crackers and milk.  
Tuesday ..... Cheese crackers and 100% apple juice.  
Wednesday .... Wheat bread with peanut butter and jelly, and milk.  
Thursday ..... Pretzels, cheese cubes, and grape juice.  
Friday ..... Fruit yogurt sticks and Ritz crackers.

\*Water will be offered with snacks.

## **Mid Morning Preschool Snack – Week 2**

Monday ..... Graham crackers, and milk.  
Tuesday ..... Cucumber and carrot slices with low fat dip, and pretzels.  
Wednesday .... Mozzarella sticks (part skim) and applesauce.  
Thursday ..... Animal crackers and milk.  
Friday ..... Apple slices and Chex cereal.

\*Water will be offered with snacks.

## **Birthdays/Holiday Party**

For parents wishing to celebrate a child's birthday at school, please bring only store bought treats such as cookies, cupcakes, or ice cream. Food brought to Wee Disciples to celebrate birthdays will be in addition to the snack provided. We apologize to those who enjoy making homemade treats for the children, but we must adhere to State and local agencies. Balloons are also prohibited for all preschool children.

## **Sunscreen**

We ask parents to be responsible for sending sunscreen to keep at school. Please label sunscreen with your child's first and last name. Wee Disciples' Christian Academy requires the sunscreen to be in spray form for ease of application. If a child does not have spray sunscreen, we will have Banana Boat Kids Tear-Free, alcohol free SPF/UVB 50 spray on hand to protect the children from the sun. For questions about this sunscreen, call 1-800 Safesun or [www.bananaboat.com](http://www.bananaboat.com). For summer camp attendees, please provide spray sunscreen and label it.

## **Departure**

We ask that you pick your children up promptly. The staff needs to prepare for the following day and depart no more than 15 minutes after class. If you are going to be late, please call our office. If late pick up becomes habitual, a letter will be sent to the parents. If tardiness continues, a \$5.00 fee for each 15 minutes after class time will apply. Again, children need to be signed out before they can be released to a parent or guardian. They must be listed on your registration form for release. Please make sure that person has the proper identification.

## Behavior Management and Discipline

The staff of Wee Disciples' Christian Academy is responsible for providing positive guidance that is appropriate to each child's age, understanding and circumstances. Staff members shall supervise with kindness, understanding and firmness. Each child will be encouraged to develop self-control and assume responsibility for his/her own actions. If a behavior problem arises, the staff will redirect the child to alternative behavior or other activities. Appropriate "timeouts" are only necessary for a child to calm down or gain control of his behavior (not over one (1) minute per year of child's age). Corporal punishment is prohibited at Wee Disciples' Christian Academy.

When a child displays difficult behavior, it will be addressed using the following policy.

The Director is notified by the teacher of any difficult behavior that cannot be redirected. A courtesy call may be made to the parents to make them aware of the situation at the time it is occurring. The parents will receive a behavior notice detailing the incident. After the parent signs this notice, they will receive a copy and one will be kept in the child's file. If/when a second serious incident occurs, the Director and Lead Teacher will conference with the parent(s) about the behavior and offer ideas and resources to assist the child. If necessary, Wee Disciples' Christian Academy will develop and implement a plan to manage a child's behavior and monitor his/her progress. We will do everything we can to help any child in our care. Parents are encouraged to work with us to improve the behavior of the child.

The Center maintains strict confidentiality in all behavior incidents; we ask the parents to please do the same.

### Extended Day

Wee Disciples' Christian Academy offers an "Extended Day" Program for children registered in preschool. We will care for your child every day after class until 3:00 p.m. or just occasionally when you need it to run errands, volunteer, or go shopping. After school activities will include play time, movies, games, reading, lunch, and rest time. Only Wee Disciples' Christian Academy' staff will work the program, so your child will be surrounded by familiar faces and friends. Extra forms are available outside the Wee Disciples' Christian Academy office. Price for the Extended Day will be \$20.00 per day. **Please refer to the Extended Day brochure for discount information should you utilize this program more than two (2) days per week.**

### Important Information:

- You must pre-register and pre-pay by the day before your child attends Extended Day. You can register daily or weekly. Please keep checks separate from tuition payments. Please place registration form and payment in the box labeled "Extended Day".
- **You must arrive promptly to pick up your child by 3:00 p.m. or your child will be sent to the After School Care program. You will then be responsible to pay for the After School Care program.**
- If school is closed or dismissed early due to inclement weather, there will be no Extended Day.
- Cots will be provided for rest time. If your child would like a small pillow or blanket during rest time, please send these items in inside a pillow case with your child's name on it so we can store it for the week. These items will be sent home to launder on Fridays.

## **Lunch for Extended Day**

If you would like lunch to be provided for your child, instead of sending a healthy, packed lunch, Anthony's will provide a healthy lunch for \$3.00 per day. If a child opts to bring a packed lunch from home, the food cannot be shared with other students and must be labeled with the child's first and last name as well as the date. Please see our brochure on Extended Day services for complete details and to view the menu.

## **Before and After School Care Programs**

Wee Disciples will be providing Before and After School Care for North Jefferson and T. A. Lowery School Districts Monday through Friday as well as children that attend Wee Disciples' Kindergarten and First Grade. If school is closed or dismissed early due to inclement weather, there will be no Before and After School Care. You must register and prepay for each week. Please refer to our Before and After School Care Brochure for further information.

<b><u>Program</u></b>	<b><u>Site Supervisor</u></b>	<b><u>Time</u></b>	<b><u>Daily</u></b>	<b><u>Weekly</u></b>
Before School	Sheila Anders	6:30 a.m. until bus arrival	\$10.50	\$ 52.50
After School	Karen Proctor	3:00 p.m. until 6:00 p.m.	\$10.50	\$ 52.50
Before/After Care				\$105.00

**Before School** – A healthy breakfast will be provided. A menu will be provided to all parents for breakfast and Before and After School food.

**After School** – Healthy snacks, homework help, and activities. \*For students utilizing all programs (Before/After Care, Preschool or Kindergarten and First Grade and Extended Day), a 40% discount will apply to students attending five (5) days per week, 30% for attending MWF and a 20% discount for attending T/TH. Please note the discounts will not apply to tuition.

## **Student Conduct/Suspension/Expulsion**

Wee Disciples' Christian Academy places a strong emphasis on good student conduct and citizenship. We expect our students to meet the standards of common courtesy, respect for themselves and others, self-discipline, and accountability.

The discipline policy is designed to prevent discipline problems. It is our belief that students learn best in a safe, orderly environment of mutual respect in which all students are given responsibility for their own behavior. In order to achieve this goal, the teacher will discuss school rules and consequences with the students at the beginning of each school year, apply rules consistently throughout the school, and review and reteach behavior as needed.

It is our policy to always work with any student with behavior difficulties and implement a plan to encourage improvement. Serious violations of school rules include fighting, profanity, destruction of property, disrespect to staff and/or classmates, or bringing knives or similar instruments to school.

If behavior assistance fails after three (3) written warnings or a student exhibits dangerous behavior, parents or guardians will be notified and the student will face suspension or possible expulsion. All behavior and actions will be documented and the Board will rule on the matter within two (2) weeks.

## **Child Abuse**

Wee Disciples' Christian Academy reports suspected child abuse and neglect to Child Protective Services or other law enforcement as deemed appropriate to the situation. All employees of Wee Disciples' Christian Academy are mandated reporters.

## **Grievance Procedure for Families**

Parents/families of Wee Disciples' Christian Academy are welcome at any time to express concerns or complaints. If you have a concern or complaint regarding your child's class, please approach the Lead Teacher and request a conference. After speaking to the Lead Teacher, if you continue to have concerns, contact our office (304-707-6812) to set up a conference time.

If a parent/family member has a concern about a school policy, please come to the office or contact us by phone.

## **Withdrawal from Wee Disciples' Christian Academy**

If for any reason it becomes necessary to remove your child from Wee Disciples' Christian Academy, please notify the office.

## **Safety**

### **1. Emergency Disaster Procedures.**

In the event of an emergency evacuation of these premises, the Wee Disciples' Christian Academy meeting place will be T.A. Lowery Elementary School. Parents/guardians will be notified of the evacuation as soon as possible. Our first priority is to ensure the safety and well being of all children and staff. Before and After School programs have practice drills during the hours of operation.

### **2. Fire Drills**

Wee Disciples' Christian Academy practices fire drill procedures twice (2) per month. Children and staff evacuate the building and meet in the parking area. A fire drill form with date, time, and number of individuals evacuated and total time involved in the procedure is posted at all times in the office. Before and After School programs have practice drills during the hours of operation.

## **Important Safety Rules**

- Children are not permitted to sit in a vehicle unsupervised by an adult AT ANY TIME. Please do not disregard this rule. If necessary, the proper authorities will be notified.
- Do not leave your engine running while you are bringing in or picking up your child/children. The only exception to this rule is if another adult is in the vehicle.

- Children are not permitted to run or play in any parking area or any place that is outside the Wee Disciples' Christian Academy playground fences. Safety is our primary concern.

### **Closings/Holidays**

Wee Disciples' Christian Academy will follow the public school closings for holidays and snow days. There will be no Before and After School Care when schools are closed for holidays or weather conditions. **If there is a two (2) hour delay, Before Care, Kindergarten and First Grade will operate on a two (2) hour delay. All preschool classes, and Extended Day will be cancelled. After School Care will operate on a normal schedule.**

If school is dismissed early, After Care will dismiss early as well. The buses will transport your child here (if that is what you designated on your form from the Jefferson County Schools), however, please pick up your child as soon as possible. **There will be no refunds for snow days.** We are not required to make up snow days. For a complete listing of holiday closings, see below. You may also tune into Channel 18 for closing information.

### **2011 – 2012 Calendar of Holidays/No School**

- September 5 (Monday) ..... Holiday – Labor Day
- September 6 (Tuesday) ..... First Day of School (M – F and T/TH Classes)
- September 7 (Wednesday) ..... First Day of School (M/W/F Classes)
- October 3 (Monday) ..... No School – Instructional Support Day
- October 4 (Tuesday) ..... No School - Election Day
- November 11 (Friday) ..... Holiday – Veteran’s Day
- \*November 21 – 25 ..... Thanksgiving Holiday (Monday – Friday)
- December 23 (Friday)..... No School – Instructional Support Day
- December 26 – January 2..... Christmas Holiday (Monday – Monday)
- January 16 (Monday)..... Holiday – Martin Luther King
- February 20 (Monday)..... No School – Instructional Support Day
- March 9 – 12 ..... Extended Winter Weekend (Friday – Monday)
- April 6 (Friday) ..... No School – Instructional Support Day
- April 9 – 13 ..... Spring Break (Monday – Friday)
- May 8 (Tuesday) ..... No School – Primary Election
- May 24 (Thursday)..... Last Day of School (T/TH Classes)
- May 25 (Friday)..... Last Day of School (M – F and M/W/F Classes)

\*This is different from the Jefferson County Public School System.

**PER DHHR LICENSING REGULATIONS  
STAFF/CHILD RATIO**

<b>Age of Children</b>	<b>Maximum Number of Children to be cared for by 1 Qualified Staff Member</b>	<b>Maximum Number of Children in a Group</b>
6 weeks – 1 year (6 weeks – 12 months)	4	8
1 year – 2 years (13 months – 24 months)	4	12
2 years (25 – 35 months)	8	16
3 years (36 – 47 months)	10	20
4 years (48 – 59 months)	12	24
5 years – school age (60) months – school age	12	24
School age	16	32

**WEE DISCIPLES' STAFF/CHILD RATIO**

<b>Age of Children</b>	<b>Maximum Number of Children to be cared for by 1 Qualified Staff Member</b>	<b>Maximum Number of Children in a Group</b>
6 weeks – 1 year (6 weeks – 12 months)		
1 year – 2 years (13 months – 24 months)		
2 years (25 – 35 months)		
3 years (36 – 47 months)	1 Staff - 6 or less 2 Staff - 7 – 12 3 Staff - 13 +	
4 years (48 – 59 months)	1 Staff - 8 or less 2 Staff - 9 – 15 3 Staff - 16	
5 years – school age (60) months – school age		
School age		

# Wee Disciples' Christian Academy Parent Handbook

## ACKNOWLEDGEMENT OF RECEIPT

I have met with the Director or designated staff member and discussed the Center's statement of purpose including the Center's policies on behavior management, reporting of abuse and neglect, health and medication, confidentiality and information disclosure, discharge policies and grievance procedure. I understand Wee Disciples' Christian Academy's policy prohibiting corporal punishment on or off the premises. I have been trained in Food Safety. I have received a copy of the Center's policies. I am aware of my right to file a grievance without retaliation against my child or myself. I have been informed of my right to make a complaint to the State related to the Center's compliance with the provisions WV Code 49-2B-1 et. seq. and the requirements of the WV Child Care Center Licensing Regulations.

\_\_\_\_\_  
Print Name of Parent/Legal Guardian

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

I have read and understand Wee Disciples' Christian Academy's policy on sunscreen, and will allow the staff to apply the sunscreen as stated in the handbook.

\_\_\_\_\_ Yes, apply sunscreen as needed.

\_\_\_\_\_ Do not apply the center's sunscreen  
on my child.

\_\_\_\_\_  
Print Name of Parent/Legal Guardian

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

**Please sign this page and return to your child's teacher. Please do NOT sign until you have attended Orientation or have met with your child's teacher.**

## **FOOD SAFETY INSTRUCTIONS**

**SNACK AND MEALTIME** – Prevent contamination of food before, during and after snack mealtime.

### **Before Snack and Mealtime:**

- Wash your hands (and children's hands) with soap and water immediately before serving food or eating.
- Use utensils, not your hands, to serve food.
- Clean and sanitize counters and tabletops before serving food.  
Hands can carry harmful microorganisms that contaminate food and cause illness. They are too small to see, so even hands that look clean need to be washed with soap and water for at least 20 seconds then rinse thoroughly.
- Keep food at safe temperatures before serving – 41° F or cooler and 140° F or hotter.
- Do not put food on the table before children are ready to eat.

After cooking, keep hot food hot (140° F or hotter) by continuing to heat at a low temperature. Do not turn the burner off and let food sit until needed. Leave cold food covered and in the refrigerator until just before serving.

### **During Snack and Mealtime:**

- Do not let children share the same utensil or dish when eating.
- Do not let children serve themselves from large boxes of cookies, cereal or crackers. Children's saliva can contain harmful bacteria that can be transferred to other children. If children serve themselves, harmful microorganisms on their hands can contaminate food in the box.
- Provide a clean and sanitized utensil for each serving bowl and serving dish. Harmful microorganisms that might be on utensils, tabletops or counters contaminate food. Clean and sanitize utensils, tables and counters after every use to prevent contamination.
- Do not let children eat food that has fallen on the floor.
- Do not let children use utensils that have fallen on the floor until they have been cleaned and sanitized.  
Dirt and insects on the floor can contaminate food and utensils.

### **After Snack and Mealtime:**

Throw out uneaten food that has been served but not eaten. Never put milk or other beverages that have been poured into glasses or cups back into the original container – throw it out! When food has been on the table, fingers, utensils or sneezes might have contaminated it! The only foods that can be saved and served later are:

- Unpeeled Fruits – unpeeled fruits that are saved should be properly washed before reserving.
- Unopened nonperishable packaged food.

Food prepared but not served can be stored in the refrigerator and used within three to four days. Food containing meat, fish, poultry, eggs and dairy products must be rapidly cooled to prevent bacterial growth. Freeze food immediately after cooking for longer storage.

**Rapid Cooling Can Prevent Bacterial Growth:**

- Refrigerate leftovers quickly to minimize bacterial growth.
- Put cooked food into small containers or shallow pans.
- Loosely cover pans with a lid, plastic wrap or aluminum foil.
- Refrigerate immediately.
- Label the side of the pan with the date the food was cooked.

Throw out leftovers that are more than three to four days old – they might be unsafe to eat. It is better to waste this food than risk food borne illness. Sanitize these surfaces before and after snacks and meals:

- Kitchen counters.
- Tables used for eating.
- Bibs.
- Placemats.
- Highchair trays.

**West Virginia Department of Health and Human Resources**

**West Virginia Health Check (EPSDT) Program Periodicity Schedule**

Services	Newborn (Inpatient)	2-4 Days	By 1 Mo	2 Mo	4 Mo	6 Mo	9 Mo	12 Mo	15 Mo	18 Mo
Estimation (1)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Tuberculosis Risk Screen								Begins at 12 Mo	>	>
Lead Risk Screen						Begins at 6 Mo	>	>	>	>
Newborn Metabolic Screen	Metabolic screening (e.g., thyroid, hemoglobinopathies, PKU, galactosemia) should be done according to State law.									

Services	2 Yrs	3 Yrs	4 Yrs	5 Yrs	6 Yrs	8 Yrs	10 Yrs	11 Yrs	12, 13, 14, 15, 16, 17 Yrs	18, 19, 20 Yrs
Examination (1)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Tuberculosis Risk Screen	>	>	>	>	>	>	>	>	>	>
Lead Risk Screen	>	>	>	>	>					
Lead		(2)	(2)	(2)	(2)					

(1) Examination includes all required components of the HealthCheck exam including a comprehensive history/history update with nutritional screening, applicable growth measurements plotted on a growth chart, blood pressure, vision screen, subjective hearing screening, dental screening, lead risk screening, tuberculosis risk screening, health education, ordering appropriate laboratory tests and an immunization screen.

(2) A Blood lead level is required at 36 months to 72 months if child has never been screened.

(April 2007)