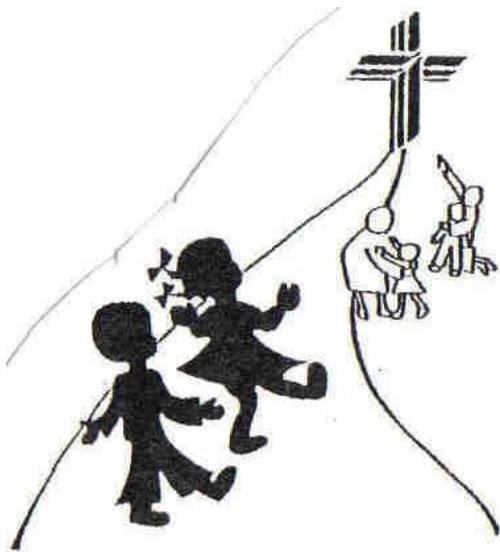


Wee Disciples School & Child Care Center



Wee Disciples Family Handbook 2016-17

1226 First Avenue North, Great Falls, MT 59401
(406) 771-7882

WELCOME

Please take time to read through the following information. We want you to know and understand our policies and the state regulations we must follow.

PHILOSOPHY

It is our belief at Wee Disciples that children are a gift from God and that each individual child is God's unique creation. With this in mind our primary mission is, with the Spirit's help, to bring children into the presence of Christ. We do this by maintaining a warm, loving and stimulating environment that is centered around Christ with activities that are appropriate for the child's age and their developmental stage. Our staff provides unconditional love and solid Christian values through Jesus Christ. Each child is allowed to develop to his or her fullest potential spiritually, socially, physically, creatively, intellectually and emotionally.

At Wee Disciples, we support the families we serve. We do this by providing a place where young children can explore the world in a safe, secure environment filled with love and acceptance. Children are exposed to academics that include age appropriate writing, reading and mathematical skills as well as science. Children are introduced to these elements as each child shows their interest and readiness for them. Each child's efforts are recognized and celebrated while encouraging them to do more but not forcing.

As a distinctly Christian child care center and preschool, our day revolves around God's Word, Jesus' love and forgiveness and the Holy Spirit's power. Each child receives a strong Christian foundation to build on the rest of their life. They will be guided to love and be loved, forgive and be forgiven, to encourage those around them and to allow those around them to be encouraged.

The Pastor of the congregation would like to visit each family when a student is enrolled in Wee Disciples. This visit would be a social visit to introduce himself and get acquainted with each family.

HOW TO ENROLL

To enroll you must apply at Wee Disciples, fill out the registration packet completely, and pay all fees including the initial payment. Enrollment is on a first come, first serve basis. Wee Disciples does not discriminate against any child on the basis of gender, race, religion or ethnic background.

Please fill out **all** of the papers in your registration packet. These papers will need to be on file in our office to meet the state licensing regulations. This includes an individual registration sheet for each child you are registering. We need immunization records, emergency contact sheet, CACFP form (even if you are not eligible for the program, one per family), if you have an infant we will need an infant feeding form and pediatric health form. Submit these papers along with your registration fee and initial payment.

Please feel free to contact any of the staff at any time with any questions, comments or concerns. You may also drop us an e-mail (childcare@trinity-mt.org or wee.disciples@gmail.com), call the office at (771-7882), or one of the cell phones (799-4480 or 799-5881), or drop a note in the payment box. We want your input and appreciate your views. Periodically we may ask for you to evaluate our program.

Wee Disciples is governed by the Board of Early Childhood Education of Trinity Lutheran Church, their contact number is 452-1212.

OUR GOALS

That each child

- + develops greater self confidence and self-esteem in response to Christ's unconditional love.
- + looks forward to school with excitement and enthusiasm because of the positive experience and fun learning environment.
- + has a certain assurance of heaven because of Jesus' atoning death and resurrection.

CURRICULUM

Following State licensing mandates we offer a structured curriculum and schedule. When you leave your child with us each morning, rest assured that we have planned activities and learning experiences to occupy their day. We want your child to have fun learning while experiencing a rewarding atmosphere that draws them back day after day. We work as a team to have a curriculum that is mutually supported throughout our facility. Each group will have age and developmentally specific plans with a variety of elements and opportunities for each child to learn at their own pace.

Wee Disciples will incorporate certain elements of learning on a regular basis. These items include but are not limited to:

Worship Time: Each week our activities will center on a Bible story. This story will be repeated daily in class and the lesson from the story reviewed. We have children participate in the blessing of the meals and snacks. Children's Chapel is held weekly during the school year with Pastor leading us in worship.

Reading Skills: Sorting and classifying, sequencing, storytelling, exposure to letters and the sounds they make, and book reading. Regular trips to the library and book mobile are planned.

Math Skills: Counting, measuring, sand and water play, calendar time, exposure to numerals and their value.

Music Exploration: Singing, movement, rhythms, playing of simple instruments and making instruments

Large Motor Skills: Indoor games, outdoor play, movement exploration, walks and stretching

Art: Colors, combining and blending colors, painting, dyeing, matching colored objects, and many other media experiences

Fine Motor Skills: Cutting, lacing, beads, finger painting, stencils, play dough, tracing and finger plays

Sensory Investigation: Nature walks, science experiences, cooking, sensory boxes and texture boards

Social Interaction: Family style dining, cooperative play, games and taking turns

Cognitive Development: Problem solving, exploration, and trial and error

Listening and Speaking Skills: Following directions, telling stories, forming sentences, asking for help, explaining pictures, learning and

using phonics, bubble blowing, singing and repeating fingerplays and poems

Personal Health and Hygiene: Cleanliness, personal safety, household safety, and nutrition

ACTIVITIES

Age appropriate curriculum and activities are provided for all children. This can include but is not limited to books, music, creative media, imaginative play and large and small muscle exercises. Problem solving is encouraged in a respectful and acceptable manner. Personal responsibility for the child’s belongings, personal needs and actions are taught and encouraged with the child’s age and development considered. We encourage family interaction and sharing; this includes special interests, activities and family customs. Please contact the staff if you would like to share something of interest to your family.

Outdoor play is an important part of each day. Weather is a definite consideration but whenever it is possible we go out to play, even if only for a short time. Please be sure to dress your child appropriately. If there is a medical reason for your child not participating in any activity, a physician’s statement must be provided.

The staff uses their own training and judgment to determine the length of time each group spends outdoors.

DAILY SAMPLE SCHEDULE

<u>TIMES</u> (activity times estimated)	<u>ACTIVITY</u>
7:00 a.m.	Facility Opens
8:00 a.m.-8:30 a.m.	Breakfast
8:30 a.m.	Class Time: to include curriculum described previously
11:30 a.m.-12:00 p.m.	Lunch
12:00 p.m.- 2:30 p.m.	Quiet or Rest Time
2:30 p.m. – 3:00 p.m.	Snack Time
3:00-6:00 p.m.	Class Time: to include curriculum described previously

Each day includes curriculum previously described in this handbook. Morning class time includes circle time, center play and Bible or worship time. Large muscle, fine motor, music, art and imaginative play as well as cooperative play are included. Field Trips and guest speakers are used in our program whenever available or appropriate.

DRESS:

Please dress your child for play and messy projects. Tennis shoes are preferred for running and jumping activities. Children should be dressed so they can dress and undress themselves, especially in the winter months. These items should be marked with your child's name. Shoes or slippers are required at all times, please provide proper indoor and outdoor footwear during the winter months.

DISCIPLINE:

A positive approach to discipline is followed. Re-direction of inappropriate behaviors is always used. Positive reinforcement, natural and logical consequences, choices and limits are essential parts of discipline. Children are encouraged to verbalize their anger and emotions. No punitive or corporal punishment are ever used. Anger and frustration are normal emotions, these emotions may not be expressed destructively. Any ongoing behaviors that pose a threat to other's mental, physical or emotional wellbeing will be placed on suspension and could leave the facility. We do use "re-group" and "thinking time" to allow a child to regain their composure so that they may join back in with their group. We ask that toys, especially those of a violent or destructive behavior be left at home. We also know that your child may have personal or family stresses that can cause behavioral changes. Please let us know if you have any family events that may be giving your child stress so we can help them through these times. We use this information only to help your child and it is handled very discreetly.

CUBBIES:

Each child will be assigned a cubby or hanger for their personal belongings. This is a central gathering place for all papers, projects and take home items. Please take home any papers or projects in your child's cubby; these items are an opening to let your child tell you about what they have done and learned during the day.

We also ask you to keep their extra clothing, shoes and sleeping items in their cubby. We would appreciate you taking soiled clothing home the day of the accident for laundering and returning a clean extra set of clothes so we have them on hand. Blankets or stuffed animals should be taken home for regular washing.

For children still in diapers, parents must supply diapers, wipes and ointment if needed. We will inform you when your child's supply is low so you can replenish these items.

Please label all of your child's belongings so we can always find the proper place for them. A form must be completed to allow us to apply ointments.

MEALS:

This center provides meals (breakfast and lunch) and afternoon snack. Menus are posted for the current week and the week ahead. The meals are delicious and nutritious. Shameka Reynolds is our Food Service Manager. This center participates in the Federal USDA Child and Adult Care Food Program. This center receives reimbursements for meals served which meet certain nutritional requirements. Meals and snacks are included in your fees. Breakfast is served between 8:00 a.m. and 8:30 a.m., lunch is served between 11:30 a.m. and 12:15 p.m., afternoon snack is between 2:30 p.m. and 3:00 p.m. (times may vary due to activities or age group). If you wish your child to eat with us, please arrive prior to the meal serving time. Family members are invited to join us for meals for a special time with your child. Please inform us before so we can prepare a space for the family member. For infants, information about their formula and bottle choices should be provided for us so we can prepare for their needs.

This center participates in the Federal USDA Child and Adult Care Food Program and receives reimbursements for meals served which meet certain nutritional requirements.

“And Justice for All...”

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

NAP TIME:

After lunch we have a rest time. All children currently not enrolled in kindergarten are required to lay down and rest quietly. Parents must provide the child's blanket or stuffed animal that makes them more comfortable at rest time. These items need to be laundered by the family regularly. Infants sleep schedules vary from the rest of the center based on age and need for sleep.

HEALTH AND ILLNESS:

State law requires you to provide us with a record of your child's immunizations at the time of registration. These must be kept in your child's file for state inspection. Please update those records according to immunizations received after registration.

If your child has a contagious disease, fever, diarrhea, vomiting, any undiagnosed rash or behaves as if they might have a undiagnosed medical condition may not attend until the condition is resolved. A fever is considered to be a temperature of 101 degrees or higher. Your child may return to the center when a temperature has been absent for 24 hours without medication. Vomiting and diarrhea must have stopped for 24 hours. An exception is made if the fever is due to vaccinations.

Persons with highly contagious conditions that pose a health risk to others which include but are not limited to, strep throat, pink eye, impetigo, lice, scabies, shigellosis, scarlet fever, scarlatina, chicken pox, mumps, measles and giardiasis, are not permitted to attend Wee Disciples. For exact information on your child's return after a contagious disease is diagnosed, please contact a staff member.

EMERGENCIES:

If your child becomes ill or has a serious injury while at Wee Disciples you will be contacted immediately.

THE CHILD WILL NEED TO BE PICKED UP FROM THE CENTER WITHIN 30 MINUTE OF NOTIFICATION. Please be sure to keep your emergency contact sheet up to date and notify us of any changes that might affect our ability to contact you in an emergency.

MEDICATIONS:

Prescription and non prescription medications may be administered to your child by qualified staff when the proper paperwork is on file. The medication must be labeled with your child's name and prescriptions must be in the original container with the proper label and must be a current prescription.

Please be sure that the proper instructions on the log match that of the instructions on the prescription and it is filled out daily for the length of the prescription.

We can NOT administer expired medications or medications prescribed to another person, even in the same family.

Wee Disciples reserves the right to refuse services to any child believed to be in ill health based on staff's observations or judgment.

IF YOUR CHILD WILL NOT BE ATTENDING:

Please inform us when your child will not be attending Wee Disciples; we deeply appreciate it if you let us know. If your child is ill, or if you have advance notice for appointments or vacations we would like to know so we can adjust our staff and meal count accordingly. We consider your child an important part of our day and we like to know that they are being cared for and are safe. No refunds or credits are given for days your child does not attend.

CONFERENCES:

Occasionally daily communication is lacking a full picture. If you feel you need a conference regarding your child's care please feel free to contact the director and set up a conference. We really have the welfare of your child as our priority.

SIGNING IN AND OUT:

Each person on your child's registration form that is authorized to pick up the child has a unique digit code, used as a digital signature. These numbers indicate to us who dropped off or picked up the child and that they received the notes or information on the sign in screen. An adult should always accompany each child and be sure they are successfully checked in/checked out. If your child is being picked up by a family member or friend that does not usually pick them up, we will ask for a picture ID and might even call the primary family member for verification before releasing the child. Please notify staff of any changes in pick up or delivery of child. Important information is on the note page and each parent might be notified on the sign in/sign out screen of information.

CHILD CARE HOURS AND CLOSURES:

Wee Disciples opens at 7:00 a.m. and closes promptly at 6:00 p.m. daily Monday thru Friday. Failure to pick up your child before 6:00 p.m. may result in late fees of \$5.00 per child for every 15 minutes after 6:00 p.m. If this becomes a chronic problem it can lead to termination of services. Should you have an emergency situation we will try to accommodate your needs, please call us with any changes at 771-7882.

We are not in operation on the following holidays: New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day and the day after Thanksgiving, Christmas Eve and Christmas Day. Should there be a need to close for any other reason we will notify each family.

Preschool and K1 Classes for children who attend preschool or K1 only follow the Great Falls Public Schools and we will not have preschool learning on the following dates: October 20-21, November 23, December 22-January 2, January 16, February 20, March 13, April 13-18, May 29. The last day of school is June 8th.

TUITION AND FEES:

Initial Payment is due on or before the first day your child will attend Wee Disciples

Wee Disciples fee policy is as follows: Daily rate for children 2-5 years is \$28.19 per day and \$38.18 for infants. Discounts are given for full time status and advance payments. **Tuition remains the same regardless of attendance.**

Registration Fee - \$50.00 per child

Children 3 years of age and older-\$525.00 per month (\$260.00 before the 1st and the 15th of the month)

Children 2 years of age-\$540.00 per month (\$270.00 before the 1st and the 15th of the month)

Children 6 weeks to 2 years of age-\$675.00 per month (\$337.50 before the 1st and the 15th of the month)

Multiple child discounts are offered, you must talk to the director.

Bills are due on or before the 1st and the 15th of each month. There is a 5 day grace period. On the 6th day, a \$10.00 per day late fee will be accessed to your account. If payment is not received on the 8th day after payment is due, your child will be refused attendance in the program until account is paid in full.

Checks returned due to insufficient funds will be charged a \$30.00 returned check fee.

A two week notice of withdrawal is required. If your child misses more than 5 days without notice their spot will be forfeited.

