

# **Policies and Procedures**

## ***Our Mission***

The Weekday Early Education Ministry of Immanuel Baptist Church exists to extend the mission and ministry of our church by offering a biblically-based, age-appropriate education to each preschooler enrolled. In doing so, we will provide a witness of Christ and His Church to the student's family. It is our sincere desire and prayer that preschoolers who attend Immanuel Baptist Church's Weekday Early Education Ministry will have experiences that provide a solid foundation for early spiritual development.

## ***Classes***

Enrollment in IBC's WEE Ministry is limited to preschoolers six months old through five years. Class size will be limited to ten preschoolers or less per class. For the enhanced education of the preschooler and for safety, the student-teacher ratio will follow state licensing guidelines.

## ***Registration & Tuition***

All enrollment forms, an updated immunization record, and appropriate payments must be presented upon the preschooler's admission. An annual, non-refundable activity fee of \$50.00 per preschooler is due at registration.

Tuition for the WEE Ministry is \$1000.00 per year for a full time student (2 days per week) or \$600.00 per year for part time students (1 day per week). Tuition may be paid in full at registration or may be divided into 10 equal payments of \$100.00 or \$60.00 per month. A 10% discount is offered for siblings enrolled in the ministry.

The tuition fee will be due on the last school day of each month. A \$10.00 per day late fee will be added after this date. If tuition is more than two weeks late, the preschooler will be dismissed from the program. A \$25.00 fee will be charged for returned checks. All checks should be made out to Immanuel Baptist Church.

There are no adjustments for days missed due to illness or holidays. However, a \$14 credit will be given for each day the ministry is closed due to snow or inclement weather. The credit will be applied to the next month's tuition.

## ***Medical Information and Immunization Records***

At registration, parents must complete the medical information section of the registration form and submit a copy of each preschooler's current immunizations for their personal file. Immunization information must be current and the documentation must have a professional signature and stamp. You will be expected to obtain all future immunizations at the medically appropriate time.

## ***Curriculum***

As our foundation, we use WEE (Weekday Early Education) Learn Curriculum published by Lifeway Christian Resources of the Southern Baptist Convention, this curriculum incorporates the following activities:

- Bible Stories & Scripture
- Music
- Learning Centers (blocks, home living, nature, etc.)
- Creative art activities and crafts
- Activities for large motor skills
- Exposure to shapes, numbers, colors and letters
- Show and Tell share time

To enhance your preschooler's learning experience, we will have in-house field trips on a regular basis. Please watch your monthly newsletters for details.

## ***Staff***

WEE staff members are carefully selected for their warmth and understanding of preschoolers, in addition to their education level, early childhood experience and teaching skills. Hiring practices are non-discriminatory and are consistent with the policies and procedures outlined in IBC's Employee Handbook. Continuing education opportunities are required and provided for teachers.

All staff members are supervised and evaluated by the Director.

## ***Arrival/Departure***

IBC's WEE Ministry begins at 9:00 a.m. and ends at 2:00 p.m. on Tuesday and Thursday of each week. Preschoolers arriving before 9:00 will be asked to wait with their parents in the activities building. Preschoolers must be picked up promptly at 2:00 pm. A late fee of \$1.00 per minute for each preschooler will be incurred after dismissal time. Extenuating circumstances will be left to the discretion of the Director.

An adult must always walk the preschooler to and pick the preschooler up from the classroom. A preschooler will be released only to a parent or guardian or other adult (over the age of 18) designated by the parent or guardian in writing (see enrollment form). This person will be asked for picture identification when picking up your preschooler. The WEE Director reserves the right to contact any parent prior to releasing a preschooler to someone other than a designated party.

We will observe the same breaks, holidays and school closings as the Wilson County and Lebanon Special School Districts. If your preschooler is going to be absent, please notify the Director or your preschooler's teacher.

## ***Safety***

No preschooler will be released to an unauthorized person for any reason. Preschoolers are only released to persons for whom the staff has written permission from the parents. If an emergency arises, please contact the Director as to who will be authorized to pick up the preschooler. Photo Identification and your code word will be required before the preschooler is released. Any permanent changes in authorized persons should be submitted in writing.

All teachers are obligated to report any suspicion of child abuse or child neglect. All staff has training on how to recognize signs of neglect and abuse.

## ***Visitors***

Parents/guardians are always welcome at our WEE Ministry. We do request that you check in with the Director prior to joining your preschooler's class so we know who is in the building. If you have a talent you would be willing to share with the program, please speak to your preschooler's teacher or the Director.

## ***Health/Illness***

Preschoolers should be fully able to participate in all activities, including outdoor play. Sick students will not be allowed to attend class. If a preschooler becomes ill at school, we will make every effort to contact the parents. Preschoolers with symptoms of contagious diseases will remain with a staff member until the parent or designated party arrives for the child. If you cannot be reached, we will pursue the emergency numbers you have provided, or we will utilize the emergency release you have signed. If any of this information changes, please notify the Director in writing.

Preschoolers should remain at home if they have the following symptoms:

- fever of 100 degrees Fahrenheit
- diarrhea/vomiting
- head lice or other parasites
- a skin rash not yet identified by MD
- severe coughing
- rapid or difficult breathing
- Conjunctivitis (Pink Eye)
- stiff neck
- sore throat
- discolored nasal discharge
- fatigue
- infected skin patches/open cold sores

Preschoolers may return to school with a physician's statement that the preschooler is free from contagious disease and returning poses no risk to the preschooler or others, or is visibly free from illness (fever free without benefit of fever reducing medications for 24 hours, and free of vomiting/diarrhea for 24 hours).

No medication will be administered to preschoolers by staff members.

## ***Accidents/Emergencies***

The teachers and staff will follow basic procedure and notify parents or guardians with a written accident report of any accidents requiring basic first aid. Should further action be needed, the preschooler's physician/EMS will be called. No teacher or staff person is allowed to transport an injured student.

## ***Toilet Training***

**All preschoolers in the three year old and Pre-K classes must be fully potty trained and able to take care of themselves in the bathroom before entering the WEE ministry.**

## ***Cleanliness***

IBC follows strict standards for cleanliness of rooms and toys. You may speak to your preschooler's teacher for specific details. A janitorial staff employed by the church cleans the building.

## ***Appropriate Attire for Preschoolers***

Preschoolers should wear comfortable, durable clothing suitable for playing inside (with paint, play doh and other messy projects) or outside (coats, hats, gloves, etc.). All clothing should be easily manipulated for restroom purposes. Sneakers, strap sandals or other rubber soled shoes suitable for the gym floor are recommended. Preschoolers two years through five years should bring a complete change of clothes (seasonally appropriate) to be left at school in case of an accident. All clothing should be labeled with your preschool's name.

For student's in diapers or pull ups, a supply should be provided to your preschooler's teacher, along with wipes, diaper rash ointment, etc., every day. At least one complete change of clothes should also be sent daily. The items should be labeled with your preschooler's name.

## ***Personal Belongings***

All preschoolers should bring a backpack or diaper bag every day to take home special projects and communications. All items should be labeled.

Toys, other than ones used at naptime, should remain at home to ensure items are not lost or compete for classmates attention. IBC's WEE Ministry is not responsible for any lost or damaged items brought from home.

## ***Nap Mats***

All preschoolers will be expected to nap or rest daily. They do not have to sleep, but they must rest quietly and not disturb their neighbor. Preschoolers should bring their own 2" covered nap mats with a blanket for covers. Preschoolers are welcome to bring in a security item (pillow, blanket, favorite toy) to accompany him/her during naptime. Please see that each item is labeled. We cannot be responsible for lost items.

## ***Snacks/Lunch***

A nutritious lunch and drink (no carbonated drinks or glass containers please) should accompany your preschooler. Limited snacks (Gold Fish, water, crackers) will be provided to the preschooler. Please do not bring items that must be refrigerated, opened by a can opener, or heated. If your preschooler has food allergies, please inform your preschooler's teacher. On occasion, special treats may be brought in for the class. We will post the items as part of our allergy notice for your convenience and preschooler's well-being.

For infants and toddlers, all food items should be placed in a container and labeled with your preschooler's name. A feeding schedule should be submitted for each student, which will assist us in keeping your preschooler on an eating schedule consistent with his/her needs and the parents' desire.

## ***Parties/Specials Events***

Throughout the year, the WEE Ministry will have parties for each class to celebrate different events. Parents are always welcome and encouraged to attend these events with your preschooler. We may request that you assist in preparation for the party or that you bring in certain items to serve as refreshments.

Birthday treats are welcome. Please schedule with your preschooler's teacher if you would like to bring something. Feel free to attend and help your preschooler feel important on this special day.

## ***Discipline***

Hebrews 12:5 suggests that discipline take place when a loving relationship exists. When disciplining a preschooler caregivers will use positive guidance, redirection, and the clear-cut limits that foster the preschooler's own ability to become self-disciplined. Your preschooler will be encouraged to respect other people, be fair, respect property, and learn to be responsible for their actions. Discipline in our program will involve teaching character and self control. We will be consistent, avoiding unpleasant situations, and to let the aggressive or disobedient preschooler know that we still love him/her but disapprove of his/her actions.

## ***Communication***

Your teacher will give you a brief daily report, either verbal or written, on your preschooler's day. The Director will send out monthly newsletters covering a wide spectrum of activities and reminders.

Please feel free to express any concerns or questions to the teachers or staff at IBC's WEE Ministry. We want to work together to make your preschooler's learning experience fun and the best it can be for them. You may reach the Director and/or teachers at 444-5563. You are also welcome to schedule time with your preschooler's teacher to discuss any concerns or questions you may have about your preschooler's progress, curriculum, or the WEE Ministry. Likewise, you will be notified if we feel your preschooler would benefit from a conference to discuss any problems or concerns. Remember, changes at home (even small ones) can affect a preschooler's behavior at school. Please share with us any information that will help us understand his/her needs and feelings.

## ***Withdrawal of Preschooler from Program***

Two weeks notice, in writing, is required for withdrawal of a preschooler from the WEE Ministry and should be submitted to the Director.

## ***Snow Policy***

IBC's WEE Ministry will close any time either the Wilson County or the Lebanon Special School System is closed. Please listen carefully to your television or radio for information concerning school closings due to inclement weather. If the school system closes early, we will follow the following schedule: one hour early, we'll close at 1:00; two hours early, we will close at 12:00. If the school system opens one **or** two hours late we will open at 10:00.

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***PARENT ACKNOWLEDGEMENT FORM***

The parent handbook describes important information about Immanuel Baptist Church's Weekday Early Education Ministry. The information described in this handbook can be subject to change. I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

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Parent/Guardian's Signature

Date

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Parent's Name Printed