



Moving on Up.. To The Top..



Wee Care Parent Manual



2017-18
SY



**UNDER
CONSTRUCTION**



Dear Wee Care Parents,

Welcome to our program this year, as many of you are aware the Lebanon Special School District is very proud of all the hard work from every employee in our district. An example of this is they have invested in the continuation of the Wee Care program by providing us with our very own location to call home.

The former LSSD Central Office will soon become the new facility to house the Administrative Offices of SACC & Wee Care as well as our Employee Daycare.

We are so excited to report that a monitored sprinkler, building alarm and a top notch security system have been installed throughout the building. Each room will be designed to meet the age appropriate needs of the children it serves. Our expected move-in date is October 16, 2017. (First day after Fall break.) Be on the lookout for an invitation to the open house, date to be announced.

Sincerely,

Mrs. Connie Gray, Program Director

The “Wee Care” Program provides safe, educational enriching, quality care for the children or dependents of the employees of the Lebanon Special School District. Children will be given the opportunity to participate in music, dramatic play, story time, free activity periods, outdoor play and to explore many materials, situations and roles.

The program is:

- Provided as a service to all employees of the school system.
- Conducted and planned by staff trained to meet the needs of children and to provide positive adult role models.
- A non-discriminating organization.

The program is located at the Castle Heights Upper Elementary, in the C-Pod area. Your Site Director is Mrs. Kelly Cross, who has been employed with the Wee Care program since it began operation. Any classroom questions or concerns can be handled in house through Mrs. Kelly. If the matter is unresolved and the parent feels the need to address their concerns to the Program Director, please feel free to do so. We offer an open door policy for parents to view our day-to day operations and only ask that safety concerns (locking gates, closing doors, etc.) be a priority.

We want to know how you and your children feel about the program and how we might better meet the needs of our system employees. All questions concerning policies and procedures should be addressed to the Program Director, Connie Gray, at 449-7422.

Policies & Procedures:

HOURS AND DAYS OF OPERATION:

- The program will operate from 7:00 a.m.– 4:00 p.m. and parents are asked to honor both arrival and dismissal times. *Please READ
- Days of operation will include the required 180 days of school. These days will include required in-service (stockpiled days) that teachers are required to attend. Wee Care WILL cover the following list of days.
 1. July 24 – 28
 2. September 1 & 14
 3. November 21
 4. December 15
 5. January 2
 6. February 5
 7. March 19
 8. May 24
 9. May 25

Please note that the Wee Care program will NOT be covering the Staff Development opportunities that are being offered throughout the school year that take place from 3:15 to 5:00. Any teachers or staff who plan to attend these workshop/in-service opportunities are asked to make other alternative pick-up arrangements.

The Wee Care program will however, continue to cover the one faculty meeting that takes place on the third Wednesday of each month and childcare will be provided until 4:30 on those days. Due to overtime pay issues, we want to remain clear in understanding to the parents we serve, that the above days mentioned are the only times we will offer additional services.

ENROLLMENT INFORMATION:

1. Complete and return the enrollment form to the Program Director.
2. Please pay a non-refundable \$25.00 registration fee per child. (This will help offset the cost of supplies and materials)
3. You must provide a copy of immunization records and supply periodically a copy of updated information along with a recent physical. (Form attached to registration packet))
4. Enrollment is on a first come, first serve, basis and a waiting list will be maintained after we have met our room allowance.
5. Weekly enrollees will have priority over daily children if two different parents are seeking childcare.
6. It is the responsibility of the parents to keep enrollment records current. Examples of information that must always be current are: address, phone numbers, emergency/daily pick-up information and any current medical or allergy conditions.

SIGN IN/OUT PROCEDURES:

Legally, as is policy in the State Rules & Regulations handbook, that parents or authorized persons must sign every child in and out of the program each day on the designated sign-in/out sheets provided.

Persons checking out the children must be at least sixteen years old. No siblings will be allowed to pick-up even with a note.

Children will only be released to persons who are listed on your pick-up sheet. No child will be allowed to leave with anyone without written authorization (notes or emails), signed and dated by the parent or guardian. Parents are encouraged to make themselves aware of information concerning the program and it's operation by regularly checking for special notices and talking with the staff.



PROGRAM COST AND PAYMENT PROCEDURES:

- The cost for infant- non potty-trained children will be **\$105.00** weekly.
- The cost for potty trained- Pre - school children will be **\$90.00** weekly.
- Daily rates will be **\$25.00** a day with a minimal/maximal limit of two days a week. You will be charged for (2) days regardless of attendance.
- Parents will contract for a weekly or daily rate and will be charged as such regardless if child is present or not.
- Single day absentees, snow day absentees will not be deducted.
- The only time parents/guardians are not charged will be during the two-week breaks that school is out of session.
- Should the program close due to school illness (flu, etc) the charges will apply, simply because revenue must continue. The only time allowance for non-payment has been made and factored into the budget, will be during the two-week breaks.
- Any parent behind more than (1) month in fees will be denied services until the account shows a zero balance.

Return Check Policy:

You will be notified should an insufficient check be received.

There is a **\$35.00** service charge fee per check.

After receiving two return checks, it will be the programs policy to only accept cash or money orders for payment. If any parent faces a financial situation and needs to make payment arrangements, please feel free to call the Program Director.

If legal services are required to collect on any past due accounts or return checks, it will be at the expense of the parents. List of expenses include, but are not limited to: attorney, collection cost and court fees.

Medication Policies:

It will be the request of the program that all medicine be administered at home before arriving at Wee Care or after pick-up. Please note that the guidelines in place for children within the school system will apply for those in Wee Care. Please feel free to contact, Mrs. Shelia Neal, School Nurse Coordinator with questions or concerns @ 444-2190.



ILLNESS AND EMERGENCIES:

Children who have had a fever within the past **24 hours** **MUST NOT** be brought to the program. Many children who have been sick (fever, diaerra, etc.) over the weekend and parents have tried to send them to Wee Care after giving them medicine, hoping, that they can make it through the day, please keep in mind that it will be this programs policy that your child be fever free for 24 hours before returning.

If your child becomes sick or begins to run a fever while at the program, you will be called and expected to pick them up immediately. We realize that last minute child care arrangements for a sick child can be difficult, but please make arrangements to have someone available for pick-up in emergency situations such as this. If you have no immediate family or friends please plan to get there yourself hopefully, within 30 minutes of being notified. By following these guidelines we can at least cut down on the spread of germs and illness.

If your child develops a contagious childhood illness, such as conjunctivitis (pink eye), chicken pox's, viral flu, impetigo or lice; please notify the program immediately. Your child will be able to return to the program when the contagious period is over and is no longer a threat to others.

In the case of an emergency, as determined by the program staff, the paramedics will be called and the parent notified immediately. Parents will be responsible for all cost incurred in such emergencies.

Wee Care will post outside near the parent table any situations of (3) or more children who have the same illness. This is done so that parents can make the decision for them to attend Wee Care or not during this possible contagious period.

- Meals are available from the cafeteria. Parents are allowed to set-up accounts with the cafeteria for daily lunch needs, but it is the responsibility of the parents to zero out their child's account upon exiting the program.

- Parents will be provided with a monthly calendar so that they may circle their child's choices. The meals will be prepared accordingly and brought to the classrooms. **Due to our new location, the logistics of school lunches still remains an area to be resolved. Parents will be notified if this can be arranged or if a sack lunch maybe required daily.**
- Children may also bring lunches if they wish.
- Children of Wee Care will receive two snacks a day and due to the generosity of Wee Care parents these snacks have always been provided. We really appreciate the parents who participate in providing snacks.
- Notice will be posted whenever supplies run low.
- PARENTS/GUARDIANS must inform staff of any known allergies to food and/or materials that could be used while at Wee Care. By supplying this vital information Wee Care can keep your children safe from experiencing a negative reaction. This information will be shared among the staff so that precautions can take place and posted in the event a substitute is needed.

NAP TIME

A reclining rest period must be provided for all children in the care of six (6) hours or more. (State Rules & Regulations)

A two-inch mat will be provided for your child or they may use our new mats that were purchased in 2009.

Parents/Guardians are asked to provide a clean coverlet for their child; these should be taken home routinely for laundering.

DISCIPLINE & EXPLUSION POLICY

Discipline is a positive approach to helping children learn how to be responsible for themselves and at the same time not injure another child in the group by word or deed. Discipline encourages children to learn what is the right thing to do in a particular situation and to develop self-discipline.

Positive reinforcements will be used.

“Time-Out” for a short period of time will help children “remember” how they are to behave in the center. One to five minutes will be used as a time-out period. The time will be determined based on both the developmental level of the child and their age.

A child’s behavior that results in “time-out” will not be carried over into the next day.

All parents/guardians will have access to literature that defines the detecting and signs of child abuse. Wee Care parents are invited to attend the LSSD-SACC & Wee Care Child Abuse Training that is provided to the staff each year upon schools return. It is also a requirement of the Department of Education that children ages three to five be given information from a trained specialist (guidance counselor) on the importance of good touch/bad touch. Notice will be given when this will take place and parents/guardians are encouraged to attend. All parents have the right to decline attendance of their minor child. No child will be in attendance without parent/guardian written permission.

The Lebanon Special School District Board of Education approved in 2002 an “Aggressive Behavior Policy” that applies to discipline concerns. The program reserves the right to dismiss any children from the program with continual behavior concerns. The safety of ALL the children we serve is important and the following is the policy put in place to protect each and every child served.

AGGRESSIVE BEHAVIOR POLICY – EXPLUSION POLICY

Is defined as any behavior that is administered to another child with the sole intent purpose to harm. (Ex: kicking, shoving, biting, hitting, etc.)

2 -3 Points per incident will accumulate depending on the severity of the offense. Please note that the Site Director will handle behavior concerns and is trained to determine age appropriate behavior. It will be as determined by the Program/Site Director when the policy will apply.

When deemed necessary, the Site Director will record each offense and Program Director will be notified.

Total number of points allowed to accumulate will be 30

If a child has more than 15 points in one week a conference with the parents/guardians will be scheduled. We will make every effort to try and find ways to address concerns together.

Parents on both sides will be notified about each incident that is severe enough to classify as “Aggressive Behavior”. Staff are not allowed by policy of the Dept. of Education and Wee Care to release the names of any children involved. They can only discuss your minor child.

If the total amount of points allowed (30) is earned then the child should be suspended for a two-week period.

A child may lose (5) points if they have one week without incident. Please keep in mind that only severe situations will cause accumulation of points.

No child can be terminated from the program unless they continuously infringe upon the safety of the other children and this final decision will rest in the hands of the Program Director.

Miscellaneous:

We discourage children from bringing toys, etc. from home. The program is not responsible for any items brought to the center.

Please label any and all clothing, lunch boxes, backpacks etc. with your child's name.

Parents/Guardians will be asked to help supply paper towels, Kleenexes, snacks and baby wipes.

The State Department discourages the use of Destin on babies. Wee Care will apply it at a parent's request. Please leave it in your child's diaper bag because State Rules & Regulations state that it cannot be stored in your child's cubby.

Wee Care does not classify itself as a Pre-School for ages 3 to 5, but will offer daily lesson plans that encourage and promote the development of your children while in our care. The program current orders the curriculum from "Sunshine Curriculum".

CURRENT LOCATION-DROP OFF & PICK-UP

Parent's planned drop-off and pick-up location for Wee Care at Castle Heights is on the front side parking lot next to our playground.

We ask that all parents please plan on entering the door that has the magnet sign "Wee Care Entrance". We will not be entering and exiting the classroom doors except in the event of emergencies.

NEW LOCATION – DROP OFF & PICK UP

Parent's planned drop-off and pick-up location at our new location will be in the front of the building. Please plan to enter into the foyer, ALL ages will have a designated sign-in/out parent table. This area will not only host sign-in/out sheets it will provide parent information, staff and children pictures, etc.

As with both locations, please plan to pull into a parking spot, so that the flow of traffic will not be disturbed for all car in both the morning and evening time frames.

SPECIAL NOTE TO INFANT/TODDLER PARENTS

All formula and food brought from home must be labeled with the child's name.

Previously opened baby food jars cannot be accepted.

Parents/Guardians will need to furnish diapers, baby wipes, formula, baby food, etc.

<i>WEE CARE 2017-18 SY RATE GUIDE</i>	<u>Baby Rooms 1 & 2</u>		<u>Toddlers & Pre-k</u>	
	<u>WEEKLY RATE</u>	<u>DAILY RATE</u>	<u>WEEKLY RATE</u>	<u>DAILY RATE</u>
	\$105.00	\$22.00	\$90.00	\$22.00
<i>JULY 24-28 (1) WEEK</i>	\$105.00	\$44.00	\$90.00	\$44.00
<i>AUGUST (4) WEEKS</i>	\$420.00	\$176.00	\$360.00	\$176.00
<i>SEPTEMBER (5) WEEKS</i>	\$525.00	\$198.00	\$450.00	\$198.00
<i>OCTOBER (2) WEEKS</i>	\$210.00	\$44.00	\$180.00	\$44.00
<i>NOVEMBER (3) WEEKS</i>	\$315.00	\$132.00	\$270.00	\$132.00
<i>DECEMBER (3) WEEKS</i>	\$315.00	\$132.00	\$270.00	\$132.00
<i>JANUARY (4) WEEKS</i>	\$420.00	\$176.00	\$360.00	\$176.00
<i>FEBRUARY (4) WEEKS</i>	\$420.00	\$176.00	\$360.00	\$176.00
<i>MARCH (4) WEEKS</i>	\$420.00	\$176.00	\$360.00	\$176.00
<i>APRIL (4) WEEKS</i>	\$420.00	\$176.00	\$360.00	\$176.00
<i>MAY (4) WEEKS</i>	\$420.00	\$176.00	\$360.00	\$176.00

PRICE GUIDE FOR SY 2017-18

THIS GUIDE HAS BEEN CALCULATED AT THE COST OF ONE CHILD. IF YOU HAVE TWO OR MORE YOU WILL NEED TO ADD THE ADDITIONAL AMOUNT TOGETHER. THESE RATES ARE REGARDLESS OF ATTENDANCE. PLEASE NOTE THAT THIS GUIDE HAS ALREADY DEDUCTED THE ONE/TWO WEEK BREAKS. **THE WEEKS ARE COUNTED BY THE NUMBER OF FRIDAY'S IN THE MONTH. PLEASE NOTE THAT THE WEEK OF THANKSGIVING WAS NOT CHARGED, HOWEVER, THE TWO DAYS OF ATTENDANCE WAS ADDED TO THE FIRST WEEK IN JANUARY TO MAKE A WEEKS CHARGE.**

