

Our Purpose

WEE Place has been partnering with families since 1993 to provide a Christian environment in which children can grow, learn and play.

Ages

Children must be at least 12 months through 4 years of age as of September 1st of the current school year, in order to enroll in our program. Students will be placed into the class corresponding with their age as of September 1st. Five year olds, who will be delaying entrance into kindergarten, will be allowed to join the Pre-K 4 year old class.

The Program

WEE Place emphasizes early learning and age appropriate skills by encouraging and engaging a child's natural curiosity and creative nature. We focus on "hands on" activities and learning through play with a focus on socialization. We provide children with opportunities to make choices, to grow socially, to develop early literacy, beginning math concepts, and problem solving skills.

Areas of Learning

Spiritual: We seek to foster the development of each child's foundational moral compass, and instill in them the knowledge that God made them and He loves and cares for them. Children will attend a chapel class once a week; as well as taking opportunities during class to talk about God and His love for them.

Social Skills: In the classroom environment, children develop social skills that will aide them in working with others, learning to effectively communicate their wants and needs, and handle their emotions in a more effective way.

Physical: Children will develop large motor skills and muscle coordination while playing outdoors, participating in movement and exercise activities inside and outside, through exposure to sports and dance, and learning about their bodies through movement.

Literacy: We invite children to experience and engage in a variety of story-telling techniques. They will learn to see themselves as successful and creative communicators by forming their own ideas, and learning how to express them in oral and written language.

Mathematics: From playing with puzzles, blocks, and other manipulative items, children learn to recognize geometric shapes, simple number concepts, and learn problem solving skills.

Art: Children develop language, creativity and fine motor skills by using paints, crayons, chalk, scissors, Playdoh, and other creative art mediums.

Science: Through experimentation, children develop basic science concepts, learn to think and predict outcomes, and cultivate a greater understanding of their environment.

Social Skills: In the classroom environment, children develop social skills that will aid them in working with others and learning to effectively communicate their wants, needs, and emotions.

Music: We provide opportunities to sing, dance, and play a variety of musical instruments. Furthermore through musical experiences, children will practice coordination, rhythm skills and listening skills.

Goals for Each Class/Age

1s: Provide activities to promote fine and gross motor skills such as scooping, pouring, stacking objects, etc.

Language and listening skills such as short stories, exploring books, singings songs, etc.

Beginning math skills such as color and shape introduction, simple sorting, etc. Social and self-awareness skills such as following one-step directions, transitioning, teaching appropriate social behaviors, etc.

2s: Provide activities to promote fine and gross motor skills such as music activities, scooping, pouring, stacking objects, etc. Language and listening skills such as short stories, finger plays, exploring books, singing songs, etc.

Beginning math skills such as 3 basic shapes, 6 basic colors, number introduction to 5, sorting, etc. Social and self-awareness skills such as expressing feelings and needs using their words, following one to two step directions, teaching appropriate social behaviors, etc.

3s: Providing activities to promote fine and gross motor skills such as scissor skills, learning to hold and use a writing utensil, scooping, pouring, etc. Language and listening skills such as listening to stories and finger plays, singing songs, introduction to letters and sounds, recognizing name in print, etc. Beginning math skills such as 8 basic colors, 4 basic shapes, number skills 0-10, sorting beginning patterns, graphing, etc.

4s: Provide activities to promote fine and gross motor skills such as scissor skills, holding a writing utensil properly, scooping, pouring, etc. Language and listening skills such as listening to stories and finger plays, singing songs, letters and sounds, rhyming, name recognition and name writing, retelling a story, etc. Beginning math skills such as 11 colors, 6 shapes, number skills 0-20, sorting, patterns, more/less, sizes, graphing, etc. Social development such as expressing feelings using words, showing concern for others, working with friends and teachers, following directions, teaching appropriate social behaviors, etc.

Specials: Each day children will attend one or more designated "specials" class. These classes are designed to engage children in activities that will peak their interest and broaden the scope of their learning at WEE Place. Specials may be changed as needed. Currently our two day a week

students attend Chapel and Music & Motion classes while four day a week students add on Motor Movement and Science Lab.

Days & Hours

We offer 5-days a week, 4-days a week and 2-days a week class options for every age except 4-years old. We only offer 4-days or 5-days a week for them to best prepare them for full-time school in kindergarten.

2-days a week classes are Tues/Thurs, 9am-1pm.

4-days a week classes are Mon-Thurs, 9am-1pm.

5-days a week classes are Mon-Fri, 9am-1pm.

WEE Place usually begins the week following BISD starting and ends the week prior to BISD ending. Holiday schedule follows BISD. If BISD closes due to inclement weather or other emergency reasons, WEE Place will be closed as well.

Admission & Registration

Enrollment is open to all children and is on a first-come, first-served basis until all classes are full. Class size is determined by the Director, based on guidelines set forth by Texas State Licensing.

All children in the program will pay a **non-refundable** registration fee at the time he/she is registered. The registration fee holds your child's spot for the desired class and allows WEE Place to buy all of the supplies needed for your child for the school year. We also have a one-time snack fee due at the beginning of the school year.

In order to register your child for the 3 or 4 year old classes they must to be toilet-trained. A child is considered toilet-trained when they are no longer wearing diapers or pull-ups and use the bathroom with minimal help. This includes minimal accidents.

Annual Fees

Registration fees are **non-refundable** and due at the time of your child's registration. These fees hold your child's spot in their class and are used for all supplies, learning games, books, instructional toys, and other classroom needs.

Registration fee: \$100.00

Additional Siblings: \$80.00

Snack fees are due each year by the beginning of school starting. Snack fees are as follows:

\$30.00———2-day classes

\$60.00———4-day classes

\$70.00———5-day classes

Monthly Tuition Rates

- 2-days a week: \$170.00/month
- 4-days a week: \$270.00/month
- 5-days a week: \$330.00/month

Fees and tuition rates are only good for the current school year.

Tuition

Tuition is due by the 1st of each month. Once an account becomes 30 days delinquent, and payment arrangements have not been made with the WEE Place Director, your child is subject to withdrawal from the program.

Ways to Pay

Cash: correct change is preferred.

Check: make checks payable to “Willow Church”

Text to Pay: Text WDBC to 77977. Click on link and make sure to select Wee Place Preschool instead of tithe.

Online: go to willowchurch.com, select the drop down menu in the top right corner, from there select give and choose your method of payment. PushPay is recommended. Change “Tithe” to WEE Place Preschool and include your child’s name in the memo.

Inspection Reports

Parents may access information from the bulletin board located by the pre-school office. A copy of the minimum standards and this facility's most recent licensing inspection report are located in the Director's office and available for parents. Parents may also obtain information by contacting the following:

Local TDFPS Licensing office at 979-864-1428 or 713-940-3009

TDFPS Child Abuse Hotline at 1-800-252-5400

TDFPS website at www.txchildcaresearch.org

Parents will be notified in writing concerning any of the following:

Changes in operational policy and procedures.

Communicable disease exposure.

Emergency or medical situations which involve your child.

If you have any questions or concerns about the operational policies and procedures of the program as outlined in the booklet, please feel free to contact the Preschool Director at 979-297-4049.

A copy of all current fire, health, and gas line inspections are also located on our bulletin board for parent inspection.

Illness

Children are not allowed to come to school if any of the following conditions are present:

- A temperature of 100° or greater in the last 24 hours.
- Vomiting or diarrhea within the last 24 hours.
- Unexplained rash.
- Shortness of Breath
- Loss of taste or smell
- Headache
- Chills

If children become ill during the day we will take the following actions:

- Care for the child apart from the other children.
- Contact the parent to pick up the child.
- Give appropriate attention and supervision until the parent picks up the child.

We reserve the right to send any child home who cannot comfortably participate in the daily planned activities of the WEE Place program, including outdoor play.

For children who are critically ill or injured and require immediate attention of a physician we will:

- Contact emergency medical services for transport to the nearest ER.
- Give the child the first aid treatment or CPR when needed. Every employee is CPR certified.
- Contact the child's parent.
- Ensure the safety of other children in the group.

WEE Place follows the Texas Department of Health's guidelines concerning communicable diseases. If your child contracts any communicable disease, please notify the director so that other parents can be notified about the possibility of exposure. Children's names will not be released to parents.

Medications

WEE Place does not dispense any medication without a written consent from the parents by filling out a form available in the WEE Place office. This includes over the counter medications and all creams and ointments. All medications must be in their original packaging with the student's name on it. Prescription medications must also include the name of the prescribing physician. All medication must have current expiration date. Medication not picked up at the end of the school year is disposed of.

Food Allergies

If your child has a food allergy that has been diagnosed by a physician, then we are required to have on file a “food emergency plan” that has been prepared and signed by the child's healthcare professional. Food emergency plan forms are available in the WEE Place office.

Discipline and Guidance Policy

Discipline must be:

- Individualized and consistent for each child.
- Appropriate to the child's level of understanding.
- Directed toward teaching the child acceptable behavior and self-control.
- Calm down areas are available in each classroom for the kids to learn self-regulation. They are taught about red and green choices (red—bad choice, green—good choice). They are helped to acknowledge their choices and change those choices when necessary.

A caregiver may use positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction. Examples are as follows:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
- Reminding the child of behavior expectations by using clear positive statements.
- Redirecting behavior using positive statements.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- Corporal punishment or threats of corporal punishments.
- Punishment associated with food, naps, or toilet training.
- Pinching, shaking, or biting a child.
- Hitting a child with anything.
- Putting anything in or on a child's mouth.
- Humiliating, ridiculing, rejecting, or yelling at a child.
- Subjecting a child to harsh, abusive, or profane language.
- Placing a child in a locked or dark room, bathroom, or closet with a door closed.
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Adult Code of Conduct

Please understand, young children are present in our building. The following behaviors are not considered appropriate around children by WEE Place Preschool and/or the Texas Department of Family and Protective Services. Participating in these behaviors may lead to

the child's dismissal from our program. WEE Place Preschool prohibits swearing or cursing on our property. Threatening staff, children, or other parents will not be tolerated, per the Texas DFPS.

WEE Place must follow rules for discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All adults, including parents, must follow these rules while on our property.

In the event that a parent is dissatisfied with any situation at WEE Place Preschool, parents are to maintain composure and handle issues professionally with the center's director. Conversations that take place in the classroom must be developmentally appropriate for the children.

Custody Situations

If there are custody situations, WEE Place will follow a court order exactly as written. If your family has a court order on file please provide us with the most recent copy.

PLEASE NOTE: PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS.

In the event that a custody dispute takes place on our property, the local police will be called and asked to handle the dispute. Our staff will not be placed in the middle of such disputes. If a custody issue creates a risk for our facility, staff, or enrolled families, WEE Place Preschool has the right to terminate care.

Parents at School

Parents must check-in at the WEE Place office before going to the classrooms during school hours.

Drop Off & Pick Up Procedures

Parents have the option to walk their students in or use the car line for drop off and pick up. We reserve the right to make changes to this policy at any time during the year if we feel it becomes necessary for the safety and well-being of our staff and students.

Car Line: Please remain in your car and pull up to the appropriate drop off area. A staff member will be there to walk your child to class in the morning and bring your child to the car in the afternoon. **Do not leave your vehicle parked in the drop off/pick up line. WEE Place is not responsible and cannot be held liable for the car seat. WEE Place does not transport children. It is the responsibility of the parent/guardian to have appropriate car seats for their children.**

If for some reason the parent or regular caregiver will not be picking up the child, please send a note or call the WEE Place office telling us who will be picking up. A child can only be released to their parent, guardian, or those people on file with the office as approved pick up people. **We will check identification for anyone we are not familiar with.** This may include

parents. In case of an emergency, please call and let the preschool director know who will be picking up your child.

Student Information

Please help us keep the information on your child's registration forms current. If your address, phone number, emergency contacts, approved pick up persons, etc. change, please let us know as soon as possible.

Teacher Conferences

We welcome the opportunity to chat with you about our school and/or your child. We have placed parent-teacher conference request forms outside each classroom on a clipboard. If there is something specific you would like to discuss in detail with your child's teacher please fill out the request and the teacher will contact you as soon as possible.

Immunizations

All children enrolled must submit proof of their current immunization record. Children missing an immunization record, or a required vaccination, will not be allowed to attend school. Those families opting out of immunizations are required to submit a verified and notarized affidavit from the State of Texas.

Vision and Hearing Screening

The Texas Department of Family and Protective Services require all students when they turn 4 years old to have a proof of a vision and hearing screening to attend school.

Employee Immunizations and TB Requirements

We follow all Texas Department of Health guidelines for TB testing of employees. WEE Place also recommends that all our employees receive a yearly flu vaccination. Employees must submit proof of this vaccine or sign a statement of exemption.

Employees who are ill, or exhibiting signs of illness will not be allowed direct contact with children.

Snacks / Lunch

In compliance with state standards, WEE Place provides each child with a daily snack consisting of a cracker type food or fruit. Your child will also be provided with water to drink with the snack, as well as throughout the day.

Parents provide lunch, including a drink, for the child and understand that WEE Place is not responsible for its' nutritional value, or for meeting the child's daily food needs.

** We have a private nursing room in our facility for any mom wishing to breastfeed their child during school hours. **

Needs for School:

- Lunch with a drink. Please try to make it food that your child can manage with minimal help. We do not have the ability to heat lunches for the students.
- Extra diapers for children not yet toilet trained.
- **Children must be toilet trained to be admitted into the 3 & 4 year old classes. A child is considered toilet trained when they are no longer wearing diapers or pullups and use the bathroom with minimal help.**
- **We must have a change of clothing in case of accidents. Accidents come in all forms, including paint, lunch time spills, etc.**
- A back pack or bag of some kind to make it easier transporting items to and from home. Backpacks/bags must be large enough to hold an 8.5" X 11" folder plus a change of clothes.
- Please label coats, sweaters, lunch kits, back packs, etc. with your child's name.
- Please send your child in shoes appropriate for outdoor play and physical activities. We do not recommend flip flops, sandals, or loose fitting shoes as these can lead to injuries.
- Please send your child in clothes that are ok to get dirty. We do a lot of hands-on activities. We want the kids to have fun and get involved without them being concerned with getting their clothes dirty.

Sunscreen and Bug Repellent

WEE Place Preschool does not apply sunscreen or bug repellent. It must be applied by the parent, prior to coming to school, if you choose to or prefer your child has it. If there is an extenuating circumstance requiring these products at school, the parent must notify the director, provide the sunscreen/bug repellent in its original container, labeled with the student's name, and sign a "sunscreen/bug repellent permission slip". The permission slip and sunscreen/bug repellent will be kept in the WEE Place office.

Animals

WEE Place does not keep any animals or pets at the facility. If animals are brought in for a learning opportunity, a note will be sent home informing parents of the activity, including whether or not the children will be having direct contact with the animal. No domestic animals will be allowed onsite without vaccination documentation.

Field Trip and Transportation

We do not participate in any field trips, nor do we provide any transportation of children.

Water Activities

Water tables are used on a regular basis during the school year. We also have an annual end of the school year splash party.

Birthdays

WEE Place will designate one school day each month to celebrate all student birthdays for that month. WEE Place celebrates with cookies for each class and a birthday hat. We do have to respect any and all diagnosed food allergies within our school so special treats must be approved by the director. We also must receive and keep documentation of the ingredients or recipe.

Holidays / Special Events

All holidays and special events are laid out in our student calendars. If you did not receive one, they are located in the WEE Place office. We follow BISD for school holidays.

WEE Place Food Policy

In order to comply with State Guidelines, all foods that are served to children by the childcare facility must be documented with a recipe, ingredient list, and/or place and date of purchase.

Withdrawal Policy

Parents are responsible for giving the director a two week notice if it is necessary to withdraw your child from the program. If a two week notice is not given, and the director is not notified before monthly tuition is due, you must pay that month's tuition.

Any child absent for two weeks where tuition is unpaid, and there is no contact with the director, is considered withdrawn from the program.

Suspension and Expulsion of Children

The safety of all children and employees is important to us. While it is our goal to work with children and families, we cannot tolerate any behavior which may place the child themselves and/or others at risk. WEE Place Preschool reserves the right to terminate care for such behavior at any time. No reduction or refund of tuition and fees will be given in these situations.

Gang Free Zone

According to the Texas Penal Code, any area within 1000 feet of a child care facility is designated as a gang free zone. As such, criminal offenses that are related to organized criminal activity are subject to harsher penalties.

Fire Arms

Fire arms are prohibited in an educational facility serving

minors. Individuals who have an open carry or concealed hand gun license may not bring the fire arms into our facility. Fire arms may be kept in the licensed individual's personal , locked vehicle while on our premises.

Emergency Preparedness Plans

Wee Place has detailed written emergency plans that are available for your review at any time in the office. The following is an overview of the plan.

Fire

In accordance with State guidelines, Wee Place conducts monthly fire drills to ensure our ability to safely evacuate children. In the event of a real fire, children will be evacuated and parents will be called at the number given on your student information sheet.

Parents will be given instructions on how and where to pick up their children.

Hurricanes

Wee Place will follow all BISD school closing and will in most cases wait on their decisions in cancelling school.

We will use our website, www.weeplacepreschool.com and our Wee Place Preschool Facebook page to communicate during such events.

Parents are more than welcome to call the WEE Place office at 979-279-4049 for more information.

Shelter-in-Place

Shelter in place is used in the event of a thunderstorm, tornado, outside chemical or gas leak. Drills are held four times per year.

Staff members will walk children to the designated indoor safe zone when emergency conditions exist.

Children will stay in place until the threat has been resolved.

We will resume our normal schedule once qualified personnel have determined it is safe.

Parents will be notified when such threat has occurred.

Lock Down Procedure

The following outlines WEE Place Preschool's plan in the event an immediate lock down of the school is required. Reasons include, but are not limited to, the presence of an armed intruder or threat in area surrounding the school.

Office staff will make sure that all outer doors are locked and lights are turned off. Teachers will shut and lock their classroom doors and turn out the lights. They will bring the children into the bathrooms and lock that door as well.

Teachers must remain in place until given the all clear by the director or emergency authorities. Once the immediate threat of danger is over, we will begin contacting parents to alert them of what has happened.

On-Site Evacuation

This is used in the event that we must evacuate the building but it is not necessary to leave the

grounds:

- Children will be directed by staff out of the building using the nearest available exit to the outdoor safe zone.
- Staff will begin to contact parents and instruct them on the emergency, where, how and when children are to be picked up.
- If it is determined by professional personnel that it is safe to return to the building, we will do so and resume our schedule.
- Parents will always receive an incident report outlining the emergency and how it was handled.

Off-Site Evacuation

The follow procedure will be used in the event that children must evacuate and be moved to another location.

- Staff will follow procedure for evacuating the building and meet at the outdoor safe zone.
- Children will be lined up double file and walk from Wee Place along Willow Drive to Chapelwood United Methodist Church.
- Upon arrival at Chapelwood, staff will ensure the safety of all children and then begin contacting parents with detailed information of the situation. This includes how and where to pick up their child.

Off-Site Emergency Location

Chapelwood United Methodist Church
300 Willow Drive
Lake Jackson, TX 77566
979-297-7991

Policy on the Abuse and Neglect of Children

Studies show that the maltreatment of children during infancy and early childhood negatively affects child development, including brain and cognitive development. Child abuse and neglect has also been shown to have enduring physical, intellectual, and psychological repercussion into adolescence and adulthood.

WEE Place staff members receive annual training in the recognition of the signs and symptoms of sexual and physical abuse and neglect of children. This training includes the state mandated responsibility of the staff to report suspected abuse and/or neglect.

Please report any suspected abuse to the Texas Department of Family and Protective Services, or your local law enforcement. You may call **1-800-252-5400** to make a report.

Parents may also find assistance on the U.S. Department of Health and Human Services child welfare website. www.childwelfare.gov

COVID 19 Policies

WEE Place Preschool will continue to follow all guidelines put out by Texas Health and Human Services. We will monitor the CDC and Brazoria County Health Department recommendations. Again, all of these policies related to Covid are subject to change at any time.

SAFETY

Cell phone use is prohibited anywhere in the church parking lot during school hours.

Please stay in your vehicle in the car line. We will bring your child to the car and buckle them into their car seats.

Parents/Guardians are responsible for providing the appropriate car seat for their children. WEE Place Preschool cannot be held liable for car seats.

Illness Exclusion

Children will not be admitted into care if they have the following symptoms:

Fever of 100 degrees Fahrenheit or higher, dry cough,
shortness of breath, chills, loss of taste or smell, sore throat,
muscle aches, headache, nausea or vomiting.

When children are ill, they must not return to the facility until they are symptom free **without** medication for **24 hours**.

Employee Illness Exclusion

Employees will not be allowed to work if they have the following symptoms:

Fever of 100 degrees Fahrenheit or higher, dry cough,
shortness of breath, chills, loss of taste or smell, sore throat,
muscle aches, headache, nausea or vomiting.

When employees are ill, they must not return to the facility until they are symptom free **without** medication for **24 hours**.

Hygiene

All employees and students will wash hands upon entering the building and multiple times throughout the day using CDC recommended handwashing procedures.