

Acton Baptist Church Preschool



Weekday Early Education Parent Handbook

Jesus said, "Let the little children come to me, and do not forbid them; for of such is the kingdom of God."

Luke 18:16

WEEKDAY EARLY EDUCATION PRESCHOOL
OF ACTON BAPTIST CHURCH
PARENT HANDBOOK

Telephone Numbers and Address:

Wee School Office : 817-326-2949

Acton Baptist Church: 817-326-4693 Fax Number 817-326-8235

Senior Pastor: Mark Roath, 817-326-4693

Physical Address 3500 Fall Creek Hwy
Granbury, Texas 76049

Church Web Site: www.actonbaptist.com

Children's Minister: Scott Eudaley

Weekday Director—Stacie McCoy

Direct number: 817-326-2949 cell: 817-360-2575

Email: abcweeschool@actonbaptist.org

Assistant Director: Rita Sullivan 817-894-0371

Wee Committee 2020

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WELCOME AND MISSION STATEMENT

Welcome to Acton Baptist Wee School, a ministry outreach of Acton Baptist Church to the children and families in our community. We are a Christian Weekday Early Education program designed for children ages 12 months to Pre-K4. Every child will be encouraged to reach their potential and their spiritual awareness through the opportunity to know Jesus Christ as Lord.

All ABC WEE Staff are vital team members in developing the whole child. All WEE team members are encouraged to continually grow as a Christian role model through: a devotional life, a prayer life, and being an active member in their local church.

Acton Baptist WEE School is an advocate for the family. Families are the center of faith development for their children. ABC WEE School partners with families in the child's faith and intellectual development.

PROGRAM STRUCTURE

Acton Baptist Preschool is a nonprofit but self-supporting program of Acton Baptist Church which operates solely on tuition revenues. As a preschool, we follow the GISD holidays. Those holidays include: Thanksgiving, Christmas, and Spring Break.

CURRICULUM

All classes, 1's through pre-kindergarten use the WEE Learn Curriculum as the basis for teaching. Teachers enhance the curriculum with other resources. Though we do not teach church doctrine, we do teach God's love and dependability through Bible stories, songs, and other experiences. The children will learn through: Bible teaching principles, learning centers, special activities, Chapel, and Music. Our program is developmental. The children will learn through all daily activities, academics, indoor and outdoor play.

AGE REQUIREMENTS

Wee School enrolls children ages 12 months to 4 years (as of September 1st) and accepts 5 year olds who need an additional Pre-K year.

ENROLLMENT REQUIREMENTS

All children (including 12-24 mos.) must be comfortable drinking out of a cup and eating finger foods. Toddlers must be walking. To be enrolled in the 3 year old class, children must be toilet trained by 3 ½ . We understand that accidents will still happen, but 3's need to be able to use the restroom by themselves. Four year old's must be completely trained.

CLASS RATIO

12-23 MONTHS	2 teachers: 12 children
2 YEAR OLDS	2 teachers: 12 children
3 YEAR OLDS	2 teachers: 12-14 children
4 YEAR OLDS	2 teachers: 14 children

HOURS OF OPERATION

Regular hours of operation are from 9:00am to 3:00pm. If you sign up for extended care the hours are 8:00am to 4:00 pm. Premium care begins at 7:30. Early drop-off is from 8:30 to 8:55. Prices for these are on the Tuition/Extended Care chart. The church/weeschool doors will be locked. Due to COVID restrictions, office staff will help you at the door if you arrive during school hours.

Please do not bring your child into the classroom until 9:00am. The staff uses this time to get the room ready to receive the children. Please encourage your child to enter the classroom without you. The teachers will greet your child and get them engaged in an activity. If you have questions or information for the teacher, hand her a note with that information or see the Director/Asst.Director. The children need her attention and this is not the time for a conference. The day ends at 3:00 for those not in extended care. Please pick your child up promptly. Children become anxious when their parents are late. It is our church policy to have two adults present on location when a child is present. A late parent delays both the Teacher and the Director.

Since unforeseen delays arise, please allow ample time when picking up your child.

After a 5-minute grace period, 3:05 PM, we will place your child in extended care and the cost will be \$5.00 will be applied to your account. The same applies to those that are late picking up their child for extended care, 4:05.

BAD WEATHER CLOSINGS

In case of inclement weather we **follow the decision of the GISD**. If GISD closes, we will be closed. If GISD delays opening, our classes will also delay by the same time. The Wee School will not make up bad weather days, nor do we discount tuition for these occurrences. If Granbury ISD chooses Good Friday as a bad weather make-up day, ABC Wee School will not be in session. As a church school we will observe Good Friday.

REGISTRATION AND SUPPLY FEE

A NON-REFUNDABLE REGISTRATION FEE AND SUPPLY FEE is charged for each child enrolling in the Preschool program. A child's place is **secured upon receipt of the registration fee and form**. The supply fee is due with the August tuition payment.

TUITION

Tuition is due on the first day of the month and is considered LATE on the 10th. You may pay online through Headmaster software or by check. Checks should be made payable to Acton Baptist Church-Preschool. **A late charge of \$10.00 will be added on the 11th**, if the balance is outstanding on the 25th, an **additional fee of \$10.00** will be posted. If you need to make other arrangements for paying tuition please make those arrangements with the Director and in writing. Drop in rate, per day, will be 25.00.

Annual tuition has been divided into 9 equal payments (due the 1st of each month-September-May) with an additional short month payment in August. August tuition will cover supply fee and tuition for days attended in August. The August tuition is due on or before the first day of school.

You also have the option of paying your tuition for the year at once or split up 50% in the fall and 50% in the spring. The split option is due September 1st and January 1st.

Payments in cash must be placed in an envelope with the child's name, your name, amount, and child's class name. Receipts for cash payment will be given. All payments may be dropped in the tuition basket in the office.

TUITION CHART

Days per week	Non-Refundable Registration	Non-Refundable Yearly Supply Fee	Tuition Per Month (x9 pmts)	Tuition for Add'l Children
1	\$25.00	\$80.00	\$95.00	\$85.00
2	\$25.00	\$80.00	\$170.00	\$160.00
3	\$25.00	\$80.00	\$255.00	\$235.00
4	\$25.00	\$80.00	\$340.00	\$320.00
5	\$25.00	\$80.00	\$424.00	\$404.00

EXTENDED CARE COSTS CHART

Days per week	Premium Care 25.00 month 8 AM ext care/ 8:30 Early Drop Off Daily Fee	AM Extended Care 8:00 - 9:00 Per Month	PM Extended Care 3:00 - 4:00 Per Month	AM & PM Extended Care
1	\$5.00 / \$3.00	\$15.00	\$15.00	\$30.00
2	\$5.00 / \$3.00	\$25.00	\$25.00	\$50.00
3	\$5.00 / \$3.00	\$35.00	\$35.00	\$70.00
4	\$5.00 / \$3.00	\$40.00	\$40.00	\$80.00
5	\$5.00 / \$3.00	\$50.00	\$50.00	\$95.00

WITHDRAWALS

Two weeks written notice must be given to the Wee School Director prior to a child's withdrawal. If it is not possible to give two weeks' notice, a fee equal to one-half the month's tuition can be charged. Please do not give notice to the teacher but directly to the Director.

ILLNESS

A child who does not feel well enough to participate in normal preschool activities needs to be home. Please be aware that all preschool health policies are strictly enforced.

To protect the health of our preschoolers and the staff, we are unable to care for any child who is brought to the church with any of the following symptoms:

Diarrhea within the last 24 hours

Nasal discharge other than clear, runny nose

Rash of unknown origin

Temperature above 98.6 within the last 24 hours (without meds)

Vomiting within the last 24 hours

If your child exhibits any of these symptoms while in our care, you will be contacted and asked to come and pick-up your child. Your child will be kept as comfortable as possible away from the other children until you arrive. Your child will be unable to return to school until he/she has been symptom free, without Tylenol, for at least 24 hours.

Each child is required to have an updated immunization form signed by a licensed physician. These forms are available online or from the pediatrician's office. Inoculations must be up to date. If not, a statement signed by the physician stating that the child is in the process of receiving them or giving valid reason for not receiving inoculations must be on file.

No child will be allowed to start school without an immunization record or an Opt-out form from the state. (TB testing is not required by Hood County for children to attend preschool.)

Texas Childcare Minimum Standards requires every child in the Brown Bear/ Green Frog (Pre-K) class is required to have a vision and hearing screening yearly. This can be done by your child's physician.

FOOD & FOOD ALLERGIES

If your child has a physician diagnosed food allergy the State requires an Allergy Emergency Plan be completed and signed by physician before the start of care. Please provide a snack that will meet his/her needs. Parents must provide a lunch and a spill proof cup. Lunches should include a protein, a fruit and/or vegetable. **Please limit sweets.**

Snacks will be provided by the school in the morning and for Extended Care children. The snack list will be posted on the Parent's Board across from the office. If you would prefer for your child to bring his/her own snack due to allergies please let the teacher know that it is in his/her backpack/lunch. Fresh water is provided all day in the classroom and outside.

RESTROOM POLICY

We have adjoining bathrooms in the classrooms for easy access anytime they are in the classroom. When coming in from the playground, the older children use the gym restrooms. Children enrolled in the 3 year old classes should be potty trained by 3 ½. Your child needs to be independent and able to take care of their personal hygiene needs in the 3 and 4 year old classes. This includes wiping themselves and pulling up their own pants. Please work on these self-help skills at home so that they do not encounter problems while at school. We know that accidents happen during school hours and for this reason your child should always have a complete change of clothes in their bag. **PLEASE mark ALL personal items for easy identification, such as lunch box, coats, sweaters, gloves, blankets, etc.**

REST TIME

All children at WEE School will have a rest time scheduled into their day. All children except Pre-K need to have a small blanket for rest time that fits in their cubby box . It must go home with them at the end of each week (the last day the child is at school). To promote safe sleep, no child is allowed to sleep with blanket over their head. Each child is assigned a mat with a number to use for the year. If your child tears up the mat provided, a mat fee of 10.00 will be charged to your account. The center is not, and will not be responsible for any items brought from home, including jewelry.

MEDICATION & FIRST AID /HEALTH CHECKS

School policy is that NO medication is administered at the school. The ONLY EXCEPTION is the use of an Epi-pen for severe allergies. Please make every effort to give your child their medication before and after school. If this is not possible, a special request may be presented to the Director. Each situation will be evaluated separately. The first dose of medication will never be administered at school.

Classroom first aid involves cleansing wounds and applying Band-Aids. An "Accident Report" will be completed and sent home in the child's lunchbox. A copy remains in the office. In case of a more serious accident/injury, an immediate attempt is made to reach the parent. If a parent cannot be reached, the person listed on the child's registration form is contacted. If necessary, an ambulance will be called to take him/her for emergency treatment.

Health Checks—Teachers will assess each child at drop off time to address any bumps, scrapes, or bruises visible. Every child is required to have a physician signed health statement.

Sunscreen and bug spray can be applied/ reapplied with parental consent.

SCHOOL PICTURES

Preschool pictures are taken annually through an outside vendor. Staff stay with children while being photographed. There is no obligation to purchase, and is provided as a service for the families. We do take pictures of the children for special projects and an end of school video for graduation. Photographs are never used on social media.

TRANSPORTATION / WATER ACTIVITIES

We provide no transportation or field trips for students. Water activities are reserved for 3 to 5 year old classes and consists of sprinklers and splash pools for the end of year fun. Sensory tables are used for all children.

BIRTHDAYS

If you would like your child to celebrate his/her birthday at Wee School, please notify the teacher one week in advance. Cupcakes can be brought for children in the four (4) year old classes. Please bring cookies for those in the younger classes.

PARENT / CHILD INTERACTION

Parents are welcome to visit the Center at any time during operating hours to observe their child. They may participate with their child on special occasions, such as birthdays, Thanksgiving Feast, and end of school picnics. If parents wish to bring pets to the facility, they must be current on shots, supervised by owner, and not left at the facility.

DISMISSAL OF A CHILD

WEE School reserves the right to dismiss any child if, after entering, he/she is unable to participate in group experiences or if fees have not been paid. If your child is dismissed from the WEE School program for a behavioral issue, you will receive a pro-rated refund of tuition paid.

RECORDS / FORMS

According to the state standards, we keep a file on each child with information required by the state. You will receive an email with forms to be completed and submitted to the school at "Meet the Teacher" night or via Jot Forms but no later than the 1st day of school. These must be completed before your child may attend.

If you are opting out of shots for your child, please check with the State of Texas, Department of Health and get the necessary paperwork required. Children may not attend school without proper documentation of immunizations/exemptions.

DISCIPLINE

The staff of WEE School is committed to providing a positive learning environment and uses discipline procedures set by the state licensing policies. This policy involves redirection, then time-out and then the parents will be notified. If your child exhibits aggressive behavior you will also be notified. Your child may be removed from the WEE program, for the balance of the semester, after three (3) aggressive behavior notifications. Your child will be welcome to return to school at the beginning of the next semester if there is space available.

BITING POLICY

Periodically, in the very best preschool programs, outbreaks of biting occur in the younger classes. This can happen even when the teacher is right there. When it happens, it is pretty scary, frustrating, and stressful for all involved. However unfortunate, it is a natural phenomenon with developing children.

Here is our policy:

Policy for the Biter

The child will be firmly told NO and separated from the bitten child.

A note will be sent home to the parents with names omitted and the teachers will not discuss this with other parents. The parents of both parties will be informed via text or phone call to avoid discussing at the door.

In the event of continued behavior, the parents will be called in for a conference with the Director and will possibly be asked to remove the child from school for a designated period of time or complete removal of child from the program.

Policy for the Bitten Child

Love that child, hug them and calm them. Administer first-aid to the area if needed, ice will be applied. A note will be sent home with the child to the parents.

CHECK-IN/OUT (During COVID restrictions, temperature checks serve as check-in and Teacher delivery of students as check-out)

We have a computer check-in system in the reception area of the school. Please check your child in before taking them to class. The teacher will also do record keeping and will check against the computer log. Please remember to sign your child out at the end of the day before going to the classroom to pick them up. If you need help with the computer please ask a staff member. For safety purposes, only those listed on the enrollment forms as designated person for pick up will be permitted to leave with your child/children. If a circumstance should arise for someone other than those on your list, you will need to call the office and then update the list on your next visit. We require a Valid ID for identification of an individual we do not recognize. Please inform those you have designated to pick up of our policy.

COMMUNICATION

The WEE office is open Monday through Friday from 7:30 am until 4:00 pm. You are always welcome to come by the office if you have questions or concerns. You may also call the office directly at 817-326-2949. If we are away from the phone, please leave a message and we will return your call as soon as possible. If you would like to schedule an appointment with the director and/or the teacher, please do so through the office. Email communication is also available at: abcweeschool@actonbaptist.org.

Your child's teacher will keep you informed of classroom activities in several ways. All teachers send home a monthly calendar to share with you the thematic units/Bible stories and verses they will be studying and to alert you to any special activities. Teachers of younger preschoolers will send home a daily activity report during the first semester. All teachers will post information regarding daily activities outside the door. For all ages, be sure to check your child's backpack for special notes daily.

We also ask that you **NOT** call/text your teacher on her cell phone during school hours. It is against state regulations for teachers to use their cell phones during school hours except for the direct benefit of the child. If you need to get a message to the teacher, **please call the office and the message will be relayed.**

PARENTS SHOULD CONTACT THE OFFICE IF:

1. You have changes in phone numbers, address, emergency information or email address
2. Your child contracts a contagious childhood disease following a day at school, COVID-19
3. Your child has any medical changes
4. To report an absence
5. You and your family have a specific prayer request so we can pray for you
6. Your family needs any type of ministry assistance offered by Acton Baptist Church.

ABUSE AND /OR NEGLECT

Any teacher, who suspects child abuse or neglect is required by state law to report this to the Department of Human Services by way of the Weekday Early Education Director. This is our responsibility as child care providers. Any injuries received at home should be brought to the attention of the child's teacher.

PROCEDURE FOR PARENTS TO CONTACT Child Care Licensing, DFPS, Child Abuse Hotline, and CCLwebsite.

Child Care Licensing:

1501 Circle Drive
Suite 310
Fort Worth, TX 76119
800-582-8286
817-321-8604

Texas Dept of Family & Protective Services:

2270 Mall Cir, Fort Worth, TX 76116 817) 989-3000

Child Abuse Hotline:

1-800-252-5400

Child Care Licensing Website:

www.dfps.state.tx.us

EMERGENCY PROCEDURES

As a safety precaution, WEE School conducts fire, tornado, and active shooter drills. In the event of severe weather, always check the local television and radio stations. We will follow the GISD closings. In the case of power outage, frozen pipes, etc. that cannot be restored within 2 hours, parents will be called to pick up their child/children. Staff members take CPR/First Aid Training as part of their teaching responsibilities. ABC Wee School Emergency procedures are outlined in this handbook.

Acton Baptist Wee School

Emergency Procedures

FIRE EMERGENCY Fire drills will be done monthly. All fire drills will be documented in the fire drill log which will be kept available at the facility. Immediately upon discovery of any kind of fire in the building, the fire alarm will be sounded. Ringing bells will be used for practicing fire drills if maintenance superintendent is unavailable to activate the fire alarm. Note: The electrical fire alarm in this building is monitored by the fire department. They are notified automatically upon activation. Upon hearing the fire alarm, staff members will immediately react as follows:

All children will be instructed to form a single file line. (Some classes may proceed holding hands 2x2 with the child immediately beside them).

THE TEACHER in charge of the class will immediately take the children, along with the daily attendance log, out through the closest approved exit (door or window). Our designated meeting place will be the parking lot behind the gym.

If it becomes necessary to move farther away due to excessive heat, fire department activities or any other reason, all children will be moved to the grassy area behind the church. Again, all children will be instructed to walk 2x2 or form a single line and hold hands with the child immediately in front and the child immediately behind.

Once at the designated meeting place, the teacher will instruct the children to sit down quietly and proceed to take roll using the daily attendance log. If any child is unaccounted for, the fire department personnel must be advised of this immediately upon their arrival. **DO NOT LEAVE THE REST OF THE CHILDREN UNATTENDED FOR ANY REASON. RE-ENTERING A BURNING BUILDING IS STRONGLY DISCOURAGED.** The teacher will reassure the children and make every effort to maintain composure at all times.

Do not separate the children. Keep them together and stay with them at all times. Do not release the children to anyone other than their parents or other designated guardian as outlined in their enrollment forms.

Once the children have been accounted for, arrangements have been made with the Acton United Methodist Church 3433 Fall Creek Hwy, Granbury, Tx 76049 to take the children into their facility and out of the weather and other dangerous elements during the emergency.

DIRECTOR & ASST. DIRECTOR will immediately begin a systematic search of the facility. Quickly search in lavatories, closet, room corners, under desks, behind curtains or draperies, anywhere a scared child might have hidden. Once the facility has been checked or conditions warrant your immediate evacuation, proceed to the designated meeting place and assist the Teacher in keeping all children reassured, calm and quiet.

TORNADO

This facility takes every potential emergency situation very seriously. These procedures have been established and must be adhered to in every instance of tornado watches or tornado warnings. All staff members must become familiar with the procedures. Tornado drills must be held at least once per quarter during the tornado season.

In accordance with the instructions of our local Fire Department, we have devised this plan and designated the safest location within our building in the event of a tornado emergency.

Tornado Watch

Upon learning of a tornado watch in the area, the Director will immediately turn on the scanner to a local weather station. If able, the Teacher will access local weather station on computer or phone. The weather conditions will be monitored until such time as the facility is closed and all children have left with their parents or the weather watch is cancelled. Parents will be encouraged to stay within the facility.

Tornado Warning

Should weather conditions deteriorate and a tornado warning is issued, the Director will immediately initiate the following procedures, which must be followed without delay.

Sound the tornado alarm. (air horn) Upon hearing the alarm, staff members will immediately react as follows:

The teacher will take all the children, flashlight, and the daily attendance log to the supply room for the Butterflies, 2's and 3's. Pre-K Classes (4's & 5's.) Will go to the kitchen supply room. Once in these rooms, the children will be instructed to sit down along the wall. They will be instructed to keep calm and quiet while the teacher takes roll. The children will remain in these closets until such time as the tornado warning is cancelled.

Do not separate the children. Keep them together and stay with them at all times. Do not release the children to anyone other than their parents or other designated guardian as outlined in their enrollment forms.

Asst. Director immediately upon hearing the tornado alarm will bring the radio/phone, 2 way radio to the supply closet and assist the teacher in keeping the children reassured, calm & quiet.

Director will have 2nd two way radio and immediately begin a systematic search of the facility to make certain that all children went to their designated location. Systematic search will include lavatories, furniture, etc. Anywhere a frightened child may have hidden. Once the search is completed, or conditions warrant taking immediate shelter, Director will proceed to the Kitchen supply to help with the 4's and 5's.

SERIOUS ACCIDENT OR INJURY

In the event that any child is seriously injured or becomes seriously ill while in attendance at the facility, the following procedures will be followed:

TEACHER will remain with the sick or injured child. Emergency first aid is to be administered as necessary:

Ensure and maintain an open airway

Control any bleeding with direct pressure

Ensure proper circulation as necessary. (CPR)

Reassure the child and keep him calm and quiet until the emergency medical personnel take over the child's care.

Director will immediately call 911 and report the emergency.

Our exact address is: 3500 Fall Creek Hwy

Granbury , TX 76049

Telephone: 817-326-2949

We are located across the street from Acton United Methodist Church.

Once the proper emergency medical personnel have been contacted, the parents of the sick or injured child must be immediately notified. (See child's enrollment form for proper emergency contacts and telephone numbers). If conditions do not warrant immediate notification of EMS, the parents will be contacted immediately and notified of the situation.

It will be the responsibility of the Director to make certain that all emergency medical personnel are properly directed to the injured or sick child.

If the Director has to accompany the child to the hospital, the Asst. Director or designated teacher will remain in charge of the facility.

INTRUDER/LOCKDOWN

If the intruder is noticed by the office staff, an all call will be made through the phone system to lockdown. The director will alert staff and lockdown procedures will begin.

- If the intruder is already inside the building, a hand signal (finger circling in the air) shall be made to the first staff member seen. That staff member will pass on the hand signal to others throughout the building and will call 911 and lockdown procedures will begin
- If a weapon is present or suspected—**DO NOT CONFRONT**. Alert a staff member verbally or with hand signal (circling finger in the air) to contact 911 and initiate intruder lockdown procedure.

One teacher calmly and quickly moves children into classroom bathroom. One teacher barricades the door then joins the class in the bathroom. Teachers maintain (as best they can) a calm, quiet atmosphere keeping alert to the emotional needs of the children

Butterfly teachers will quickly and calmly escort children to the teacher's bathroom. Lock the door and line children against the wall away from the door.

Upon arrival, the local police in conjunction with the Director/Designee, will assume controlling responsibility and may evacuate the building per police standard operating procedures.

Teachers will keep all children in the bathrooms until an all clear signal (Jesus lives) has been given by director or law enforcement. No children will be released to parents until an "all clear signal" has been called. When "all clear signal" is heard the Director/Asst Dir will apprise the staff of the situation and counsel with the children. Normal activities will resume as soon as possible.

Director will apprise parents of all "lockdowns" whether practice or real.

COVID-19 Policy & Procedures

Effective June 8, 2020

The health and safety of your children, your families and our staff are our top priority. Our pledge is to do even more to prevent the spread of any infectious disease within our program. We will continue to operate within the guidelines of the Texas Minimum Standards for Licensed Child Care Providers as we always have. In addition, we will follow the CDC guidelines for increased health and safety protocols.

The following modified policies and procedures will remain in effect until the Centers for Disease Control, Health & Human Services or other governing agency determines they are no longer required.

Parents and guardians should monitor the health of their child and not send them to the program if they are displaying any symptom of COVID. Parents or guardians should seek COVID testing promptly and report results to the program given the implications for other children, families, and staff. Individuals aged 65 or older are at a higher risk of COVID-19. Parents or guardians should protect any vulnerable persons who are members of the same household or come into frequent close contact with infants, children, and youth who attend daycare.

Parents Entering the Facility – For the 2020-2021 school year, one parent will be permitted to enter the Wee School area for drop off purposes. The parent dropping off the child must have a face covering and sanitize their hands before entering the WEE school area. If there is an emergency requiring a parent to enter the facility they **MUST** wear a face covering, wash/sanitize their hands before entering, and practice social distancing from everyone other than their own child.

Screening – WEE school staff will screen all teachers, students, and drop off person each morning before entering with WEE area. If, during the day, any of the following symptoms appear in staff or children, the staff will be required to leave immediately. Children will be separated from the rest of the people in the center and parents contacted. The child must be picked up from the facility within 30 minutes of being notified. **Any staff, family member or child who presents with 99 temp or above at drop off will not be allowed to stay and must be medication free, fever free for 3 days or doctor's note approving return. Families should evaluate their health at home each day and notify the supervisor/facility if they display any of the following symptoms:**

Temperature >99.0, cough,	Headache
Shortness of breath or difficulty breathing	Sore Throat
Loss of taste or smell	Diarrhea
Repeated shaking with chills	
Unexplained Muscle pain	
Known close contact with someone who is lab- confirmed with COVID-19.	

Children/Staff Special Requirements:

Staff will wear shields, continue with good handwashing hygiene and sneeze and coughing etiquette to minimize the spread of any infection.

Staff/Children will need an extra change of clothes.

Staff should wash hands, neck and anywhere bodily secretions might touch.

Staff/children are encouraged to wear long hair up and off the neck in a ponytail, braid or other updo. Limit jewelry.

Drop off/Check in - All staff/children will enter the premises through the front of the building. All staff/children will sanitize their hands upon entering the building then proceed to wash hands upon entering the classroom. At the WEE School hallway, temperature screening will be performed and recorded. Parents will wear face covering and practice social distancing from other families during the screening process.

Pick-up/Check-out – Parents must wait in the grand hall of the church with face covering and practice social distancing. Students who leave at 3:00 pm will be escorted to the front of the building at 2:55 pm and delivered to their parents. Please be on time. Students not picked up by 3:05 pm will be placed in extended care with applicable charges. Students who leave at 4:00 pm will be escorted to the front of the building at 3:55pm and delivered to their parents in the grand hall. If you arrive before 4:00pm, come to the preschool area and we will bring your child to you while you wait in the hall. If possible, older people such as grandparents should not pick up children, because they are more at risk for severe illness from COVID-19.

Social distancing at school – When possible, children will remain with the same class/teachers all day (excluding am/pm extended). Children will not travel from room to room throughout the day. Chapel will be performed in the Sanctuary with each class practicing distancing from the other and sanitizing after each use. Inside/Outside play time will be one class at a time. Nap mats will be placed as far apart as possible throughout the room and children will be placed head to toe to lessen exposure.

Cleaning/Sanitizing/Disinfecting- Nature/sensory tubs, dress-up clothes, baby blankets, pillows, etc. will not be permitted at this time. Personal toys will not be allowed into the preschool. Gym toys will be disinfected after each group with a disinfecting solution through electrostatic fogging. Tables will be cleaned/disinfected before and after each use. Frequently touched surfaces such as light switches, doorknobs, faucets, counters will be disinfected throughout the day. Staff will have access to disposable gloves, hand sanitizer, and disinfection solution/wipes. Nap mats will be disinfected as always. At the end of the day, all classrooms, bathrooms, toys in the class and gym toys/bathrooms will be disinfected through electrostatic fogging with a disinfecting solution.

Communication – If the current situation changes and it becomes necessary to update our procedures or close our program temporarily, we will notify you via email, remind and text and or personal phone call.

Closure due to positive testing—Upon receiving notice of a positive case, the affected class, siblings in other classes, and affected class teachers will quarantine for 14 days. Notification of a positive case will be reported to the Local Health Authority as well as Child Care Licensing. The positive case will be contacted by Child Care Licensing.

Closure — ABC WEE School reserves the right to close the entire school as deemed necessary to ensure the safety of students and staff.

Credit for Required Quarantine: Students/siblings affected by a class quarantine or school closure will receive a credit to their account for days missed due to forced quarantine or school closure.

Acton Baptist Church and the Wee School thank you for trusting us with your child. We love your kids and we love what we do. We invite you to join us for Sunday services, Sunday School (for adults and children), as well as Wednesday night activities. Special programs sponsored by the church will be advertised on the counter by the computers.

Welcome to our Wee School Family,

Love Is Spoken Here.