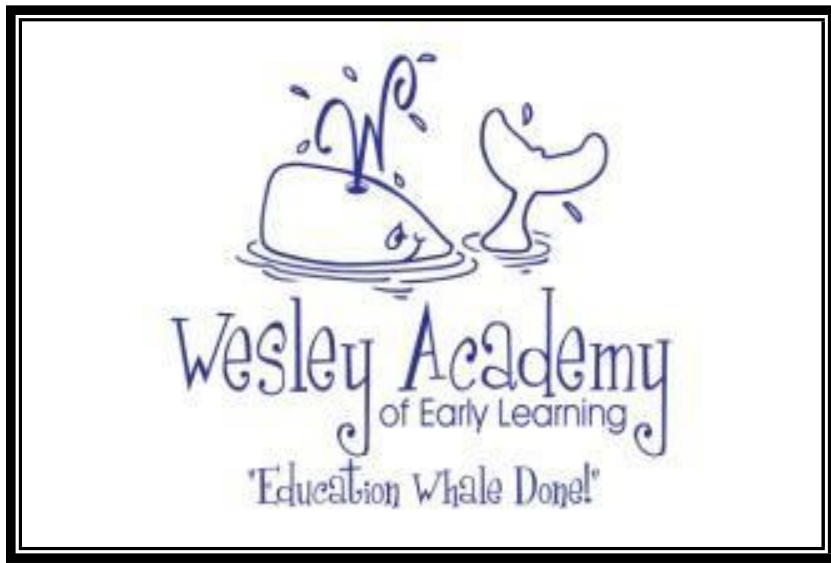


Wesley Academy of Early Learning

A ministry of Wesley United Methodist Church at Frederica

Family Guide 2017-2018



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Welcome

We are happy that you have chosen to place your child at our school and in our care. It is our desire to provide you with confidence in our flagship program so that you can perform your daily work responsibilities unhindered and without distraction. We understand this is an important and impressionable time in your child's life, and we pledge ourselves to making it a safe, happy time and productive experience for your family. Wesley Academy of Early Learning is licensed by Bright From the Start, and we follow their guidelines so as to remain licensed and accredited through the state of Georgia.

Purpose of the Handbook

This handbook has been developed for the purpose of making parents aware of our policies and procedures. Please read it carefully, keeping in mind that it has been developed for the benefit of all the children who attend our school. We do not expect it to cover every situation that may occur; however, we feel that it is as comprehensive as possible. If you have questions or suggestions on any areas not covered in the handbook, please feel free to share them with us.

Enrollment

Parents who wish to enroll their child may set up an appointment with the Director or Assistant Director where they will tour the school, meet the staff, receive a parent information packet, and be given an opportunity to secure a position on our waiting list if the school year has already begun. Wesley Academy of Early Learning accepts children ages 6 weeks old through five years of age without regard to ethnicity, creed, or ability. Children must meet the class age by September 1st in order to align with the current state kindergarten requirements. We prioritize enrollment to currently enrolled children and their siblings, then Wesley UMC members, followed by the general public. Upon completion of the enrollment packet and receipt of the registration fee, the child's name will be placed on the appropriate class list for either our summer camp or our school year program. Registration for preschool students will be held in March of each year. Registration for summer camp students will be held in February. Enrollment of your child is finalized upon receipt of a completed registration packet, non-refundable/non-transferable annual registration fees, and an updated immunization record. The Academy reserves the right to drop any child from enrollment whenever it appears to be in the best interest of the child and/or other children in the Academy. A written notice will be given to the parents in situations when it is deemed in the best interest of all parties to withdraw the child from our program. Likewise, parents may withdraw their child from enrollment of WAEL upon issuing a 30-day written notice. Key fobs will need to be returned to the school office when children are no longer enrolled at the Academy.

Withdrawal Procedures

A **30 day written notice** of intent to cease enrollment from Wesley Academy is required for all students. WAEL operates 12 months a year, filling classroom vacancies as they arise. Vacancies created from withdrawals will be filled immediately. Families who cease enrollment (or are required to because of not having current vaccinations) and re-register the same year will be enrolled on a first come, first served, space-available basis (registration fees may apply) or put on our waiting list for a \$15.00 per child fee. Wesley Academy of Early Learning reserves the right at any time to permanently withdraw a child for the following reasons:

- Non-payment of tuition and fees (payments must be cleared through the bank.)
- The needs of the child or the needs of the program are not being met. Children who display inappropriate and/or aggressive behavior toward other children and/or teachers will not be tolerated.
- Parents or guardians displaying inappropriate behavior such as, but not limited to: posting or commenting on posts using negative/derogatory remarks about the school, church, or staff on social media; using profanity or belligerent language/actions toward staff/students; using physical aggressiveness, verbal abuse, etc. toward staff members, other parents, or any child/children on the premises.
- Non-compliance of school policies and procedures and/or blatant disregard for the state regulations

Children's Files

A file is maintained on each child enrolled. State law requires that each child's file must be current at all times. Please keep the Director/teachers/administration closely informed about changes and updates that need to be made regarding your child's enrollment information, so that we may contact you or an authorized person swiftly in cases of illness or emergencies. **(Phone numbers, address, emergency contacts, custody paperwork.)**

Program Standards

WAEL operates under the standards for high quality early childhood education programs as established by the state of Georgia. The standards include low teacher-to-child ratios, small group sizes, stringent teacher qualification, a developmental program, and opportunities for parent involvement.

I. **The Why...**

Wesley Academy of Early Learning (WAEL) is a ministry of Wesley United Methodist Church at Frederica. As a ministry, WAEL seeks to assist the church in accomplishing the church's mission of "*making disciples of Jesus Christ for the transformation of the world*". WAEL makes disciples of Christ through the education, personal formation and daily care of the young children entrusted to us.

II. **The How...**

WAEL is different. Our mission drives us. We provide all day child care, but the way we structure our days/schedule is driven by our mission. Making disciples takes time and intentional investment. The classroom experiences help your children develop through Christ centered curriculums that expand their minds in ways appropriate to their age and development. Our children learn through classroom teaching, play, music, dance, art, languages, chapel and physical movement.

III. **The Who...**

Our teachers are highly qualified with long tenures and are committed to excellence in education and Christian formation. We don't hire "sitters". We hire the best people available to help us accomplish our mission. Our teachers have advanced degrees, participate in annual continuing education hours, receive safety training, and have access to continued personal development.

IV. **The What...**

- Wesley Academy is Glynn County's premier preparatory preschool providing the highest quality in education and after school care.
- Wesley Academy provides full time and part time options from 7:00am to 6:00pm, five days a week.
- Wesley Academy blends child-initiated learning experiences with character-based, teacher-led objectives with developmentally appropriate activities that nurture a child's growth socially, physically, emotionally, cognitively, linguistically, and spiritually.
- Wesley Academy of Early Learning is licensed and accredited by **Bright From the Start** through the state of Georgia. Our administrators and teachers meet all certification requirements set forth by the state accreditation guidelines and to achieve the purpose and goals of the Academy, all employees are required to exhibit strong Christian principles, high moral values, a genuine love for children, and a commitment to teaching children the same principles and values. Wesley Academy provides a safe, happy, and productive educational experience for your child.

Organizational Structure

In order to provide a program that functions smoothly and is beneficial to everyone, Wesley Academy of Early Learning uses the following organizational framework of administration and employees:

Director

Assistant Director

Lead Teachers

Assistant/Co-Teachers

ANYTIME CHILDREN ARE PRESENT IN THE SCHOOL, THE DIRECTOR, ASSISTANT DIRECTOR, OR DESIGNATED "EMPLOYEE IN CHARGE" WILL BE ON THE PREMISES. At all times, a list of these individuals' names is posted on the bulletin boards and/or doors located throughout the school wing.

Our Mission

Wesley Academy of Early Learning is a ministry of Wesley United Methodist Church at Frederica. Our mission is to provide the highest quality early educational experience for children in the local community, and to do so in an environment that blends child-initiated learning experiences with character-based, teacher-led objectives. The children are our first priority. Our paramount responsibility is to provide superior education and exceptional care in a Christian setting that is safe, healthy, nurturing, and responsive for each child.

Our Goals

Our goal at WAEL is to provide developmentally appropriate activities that will nurture a child's growth socially, physically, emotionally, cognitively, linguistically, and spiritually. Children will learn through being actively engaged in varied, meaningful experiences and through having close personal interactions with their peers and adults. We are committed to supporting children's development and learning; to respecting individual differences; and to helping children learn to live, play, and work cooperatively. We are also committed to promoting children's self-awareness, competence, self-worth, resiliency, and physical well-being.

- Love and Security: holding and talking to your child often, offering physical affection as well as verbal affirmation, telling your child we are glad he/she is here
- Healthy Self-Concept: noting verbally your child's abilities and gifts, letting your child work at his own pace, talking about feelings and different ways to problem-solve and deal with frustrations, encouraging your child to make his own decisions, letting your child choose activities, letting your child assume responsibilities in and around the school
- Physical Needs: providing activities such as building with blocks, working puzzles, stringing beads, painting, cutting with scissors, running, jumping, dancing, rolling/catching/throwing a ball, pedaling riding toys, climbing up steps, sliding, swinging
- Learning by Experience: We believe children learn by doing. Therefore, we offer the following opportunities for skill development:
 - Social Skills: learning to relate to the group, doing things independently, standing up for personal rights, learning how to share and take turns.
 - Language Skills: joining in nursery rhymes and songs, relating experiences, describing events, encouraging self-expression in a courteous manner, learning to use words through shared experiences.
 - Cognitive Skills: becoming familiar with colors, shapes, numbers, letters, sounds, names, making comparisons, recognizing similarities and differences, sorting and matching, following directions
 - Self-Help Skills: taking care of his/her person (washing hands, toileting, dressing, feeding), managing snack time, taking care of environment, proper use of equipment and toys, cleaning up after activities, keeping up with clothing/personal items.

Our Philosophy

Wesley Academy of Early Learning is a non-profit ministry of Wesley United Methodist Church at Frederica. The purpose of Wesley Academy of Early Learning is to provide a Christian environment where children ages 8 weeks through 5 years can receive outstanding preschool and before/after school care from 7:00am to 6:00pm during the school year and 7:30am to 5:30pm in the summer time. Wesley Academy of Early Learning is dedicated to loving children in a manner exemplified by Jesus Christ our Lord. Jesus said, "Let the children come to me, for the kingdom of God belongs to such as they." – Mark 10:14 (The Living Bible). We not only desire to provide loving care for children, but we genuinely desire to help them learn how to think, grow, and live according to the Will of God. We will strive to instill in each child a love for God and thankfulness to Him for the gift of His Son. We look at each child as a part of our Wesley family and each family can, in turn, look to us to be a part of their extended family. We schedule conferences twice a year, and more frequently if needed, with families regarding their child's progress at school. One of the goals of the Academy is to strengthen and support the family. Lead teachers hold a Bachelor's or Master's degree or have a Childhood Development Associate degree. To achieve the purpose and goals of the Academy, all employees are required to exhibit strong Christian principles, high moral values, a genuine love for children, and a commitment to teaching children the same principles and values. All employees of Wesley Academy of Early Learning are required to comply with state regulations regarding training in early childhood education, child development, infant and child CPR, first aid, disease control, identifying, reporting and meeting the needs of abused, neglected and deprived children and various other subjects related to job assignments.

Our Faculty and Staff

At the Academy, the Director is responsible for oversight of all school operations, as well as maintaining relationships with our parents, staff and campus community. The Director welcomes feedback, concerns and comments regarding ways to improve our programs. Parents may contact the Director's office at any time during school hours at 912-638-5072. If there is no answer and there is an emergency, dial the church office at 912-634-1412 for assistance. Educated and experienced teachers staff our classrooms, and they welcome suggestions and ideas for school enhancement as well. WAEL staff members must maintain a clear criminal background check, undergo an interview process with the Director, provide credible references prior to employment, and have been trained in CPR/First Aid and fire safety. The faculty participates in ten hours of professional development/continuing education opportunities throughout each year; these may include organizational meetings, teacher workshops, and professional conferences.

WAEL School Board

We believe that parents are vital to the success of our program. Because there are ways we can enhance the quality of our school, we look to the WAEL school board to serve as advisors to the administration and staff. This advisory board also includes church members, church staff, and church committee members. The board meets once a month to plan fundraisers, organize school wide events, and implement/improve school policies and procedures. The WAEL school board is headed by a chairperson who represents the preschool on the Administrative Council, along with the Director. A list of school board members is located on the school's website. If you would like to volunteer in your child's class or act as the room parent, please contact your child's teacher, the Assistant Director, or the Director about volunteer opportunities.

School Operations

The Academy serves children ages eight weeks old through 5 years of age who need part-time or full-time schooling and care. We also offer a summer camp program that serves children ages 8 weeks-8years old for the months of June and July.

Days and Hours of Operation/Daily Schedule

The Academy is open 7:00am until 6:00pm, Monday through Friday. The first day of school for 2017 is August 10. The preschool operates year round but will be closed on the followings days in the 2017-2018 school year:

Teacher Planning/Training **(August 7-9)**
Labor Day **(September 4)**

Teacher Planning/Training **(January 2nd and January 3rd)** *MLK Day-* **(January 15)**

Thanksgiving Break **(November 20-24)**
Christmas Break **(December 18-January 29)**

Spring Break/Good Friday
(March 30-April-6) *Summer Break* **(May 28-June 1)** *Independence Day* **(July 4, 5)**

We will observe the same calendar as the Glynn County School System (with a few exceptions), including but not limited to, seasonal breaks and teacher in-service days. When severe weather warrants the closing of Glynn County schools, WAEL will also be closed. School year hours are from 7:00am to 6:00pm, and summer camp hours are from 7:30am to 5:30pm.

Office Hours

WAEL's school office is open Monday – Friday 7:30am-4:30pm where the Director or Assistant Director will be available to assist you in person, via email, or on the phone in managing accounts and to address school-related questions/concerns.

You may contact the office at 912-638-5072 and leave a message at any time before or after school hours, and we will return your call as soon as possible. WAEL uses email to communicate parent information and parent group activities and meetings. We check email regularly throughout each business day and will return emails sent after 4:30pm the following business day. Keep in mind, there are times in which technology fails us. If you do not have a response back within the allotted timelines, please resend or call the office.

Tuition and Fee Schedule

The financial agreement regarding tuition and fees is between the parent(s) on record and WAEL. The school will not mediate collections of tuition or other school fees with parties not on the enrollment agreement (i.e. parents or guardians that are separated, divorced or any form of third party). Tuition for that month is due by the 5th. Payment plans are available upon request. Students enrolled for the 2017-2018 school year will be charged each month (August-May) regardless if the child attends for the entire month. No refunds or credits are issued for absences, illnesses, or vacations. Any exemption to this policy must be presented, in writing, to the Director for consideration. Monthly tuition covers the operating costs of the school (utilities, teachers' salaries, maintenance, etc.). As a not-for-profit organization and private school, Wesley Academy does not get allocations from the local, state, or federal government to subsidize items that were not approved by the finance committee for the annual budget. We rely on tuition and fees to operate the preschool ministry as an outreach program to our community. Scholarship funds may be available annually for families who apply for tuition assistance.

Wait List Fees

To reserve a position on the waiting list, a non-refundable fee of \$15.00 per child applies. Members of Wesley UMC will receive priority on wait lists. Securing a space on the waiting list does not guarantee enrollment. Once an opening becomes available, someone from the Academy will notify you via phone and/or email of the opening. Once you have received notification, we ask that you respond to us within 24 hours so that we may notify the next family on the list should you choose not to accept the opening. Should you choose to enroll your child in the program families should complete our Enrollment Packet located on the WAEL website. Once the Enrollment Packet is completed and returned to our office we will review it and notify you as to the status of your enrollment and a prospective start date. Incomplete items prohibit us from granting admission.

Annual Registration Fees

Upon enrollment in any of our school-year programs which run from August-May each year, families will pay a non-refundable, non-transferable \$100 per child registration fee not to exceed \$300 per family.

Annual Summer Camp Fees

There is a non-refundable, non-transferable \$50.00 per child registration fee for summer camp participation. A sibling discount of 10% off is applied to the youngest child's camp tuition for full-time families with multiple children.

Optional Activity Fee

Throughout the school year, we will offer Friday lunches. If paid in full by the first day of school, the optional activity fee per child will total a discounted cost of \$150. Parents may pay, in cash, the week of these events at a full cost (\$5 per

lunch) or in two equal installments of \$100 due in August and in January. This fee is optional and applies to students who are at least one-year-old. This fee is non-refundable and non-transferable. Activity fees cover the cost of catered lunches. Once lunches are reserved, they are non-refundable and non-transferable.

Annual Supply Fees

The supply fees are due annually for the school year when your child begins attending Wesley Academy of Early Learning and annually each year thereafter. All supply fees are non-refundable and non-transferable. The supply fee can be paid in two equal installments due in August and January or in its entirety in August. These fees are due whether or not your child is in attendance on the first day of school (this applies to infants through Pre-K students). Supply fees cover the costs of all curricular supplies and consumable materials used in the classroom on a daily basis. Supply fees also go toward purchasing school resources such as books, toys, CDs, games, furniture, classroom displays/décor, batteries, disinfectant/sanitizing products, baby equipment, playground items, first aid supplies, cots, etc.

ANNUAL SUPPLY FEE PER CHILD

| | |
|------------------------|----------|
| <i>Infants</i> | \$250.00 |
| <i>Toddlers</i> | \$230.00 |
| <i>Early Preschool</i> | \$210.00 |
| <i>Preschool</i> | \$190.00 |
| <i>Pre-K</i> | \$170.00 |

Tuition, Late Fees & Delinquent Payments

Monthly tuition is due when your child begins attending Wesley Academy of Early Learning and is not prorated to reflect any absences or time missed in that month for any reason. All tuition and fees are non-refundable and non-transferable. Annual tuition can be paid in its entirety in August to receive a 5% discount and at the start of each semester to receive a 2% discount. Payment plans can be requested by speaking with the Director in person. Tuition is due on the 5th of each month, and if the 5th falls on a weekend or school holiday, it is due Monday or the first day the school resumes. A late fee of \$25 per day is assessed if payment is not received by the 10th of the month. If payment in full is not received by the 15th, WAEL reserves the right to withdrawal students whose account is delinquent. Scholarship funds may be available to families who need assistance with tuition. WAEL accepts children who are eligible to receive CAPS subsidies which include foster children.

First Day

Your child's first day will be easier if you set aside a time in advance of the first day to come together to meet the teachers who will be responsible for your child and become acquainted with them and the classroom. You are welcome to spend time with your child in the classroom and on the playground in pre-enrollment visits. We look forward to knowing you and sharing this very special place that will be a big part of your child's life.

Adjustment Period

Starting to attend Wesley Academy of Early Learning is an exciting experience for a young child, but initially, it can be difficult. Depending upon the personality of your child and however eager he may seem to be for the new experience, there may be a moment when he or she suddenly realizes that you are going to leave. You may also feel anxious about the separation. These feelings of apprehension are normal. Separation can be a difficult process for both the children and parents. When babies are somewhere between 8-10 months, they can become distressed upon separation from their parents. Typical reactions associated with anxiety are crying, clinging, and trying to follow you. New people and new routines can be intimidating for little ones. Your child will take cues from you, so if you feel good and respond positively to

the drop-off, your child will sense this. Talk to your child ahead of time as to what is going to happen. Establish a friendly relationship with your child's teacher so that drop-off will be easier. If you enter the classroom with your child, you can settle him by offering a toy or book. Say your good-byes to your child and then leave, as making the departure definite will ease the anxiety. If your child begins to cry while you are leaving, please do not turn around and come back, as it will be harder the second time around to calm them. You are welcome to call the school or come back by to check on your child at any time. We have video monitors in the office so you observe without your child seeing you and becoming upset. After your child's first day, if he or she is having difficulty, please say quickly and without hesitation, "Goodbye, I will come back later." Then, please leave without looking back. Children seldom continue to cry for more than a few minutes after the parent is out of sight. If your child does not adjust after a reasonable period of time, you will be contacted. In most cases, after a short period of time, the interesting daily routine, and the special care of the teachers will dispel all fears and bring about full adjustment. Sometimes, children who had easy drop-offs during the first week or so may suddenly start to become upset at their parents' departure. This is a typical reaction in a school setting, and as time goes on trust will be established and the child will be comfortable with the school routine.

Arrival & Departure/Security System

Wesley Academy of Early Learning is a facility with one main entrance located under the portico. There is a security lock on the entrance doors and a doorbell available for visitors. Each family will receive one key fob or card to enter the building; however, additional keys can be purchased for twenty dollars each. This system provides an important added measure of security for your child while he or she is at the Academy. Parents and employees are asked to use ONLY the main entrance to enter and exit the building. Our children need to see us obeying this rule so they are never tempted to leave the building unescorted. When you arrive at WAEL each day, you must accompany your child to the classroom. Prior to dropping your child off or immediately following their drop off, please sign your child in using the computer on the reception desk in the lobby and your five digit pin number. Once at the classroom door, *it is important for you to wait for an acknowledgment from the teacher indicating her awareness of your child's presence.* Older siblings will not be allowed to check a child out of his/her classroom unless they are older than 18 and on the authorized pick up list. In addition, we ask that children not be permitted to open the doors or depart from the building without being accompanied by an adult due to high volumes of traffic in the parking lot at pick up times. As you are preparing your child to enter the class for the day please take this time to make the teacher aware of any pertinent information (requirements for the day, lack of sleep the previous night, changes in the home, etc.). We ask that you help our teachers and staff by acknowledging your child before your departure as it helps the child and teachers, especially the younger ones, to begin to adapt to the class and gain some reassurance that you will be returning. **When dropping off and picking up your child, be sure to sign in/out on the computer each day.** The child's safety may be dependent upon the parent fulfilling this responsibility. STATE LAW REQUIRES CHILDREN'S ARRIVAL AND DEPARTURE TIMES TO BE RECORDED. Caution should be exercised in the parking area as young children are often difficult to see. Wesley makes a concerted effort to protect the safety and well-being of all the children in our care. You are asked to notify the Wesley Academy office and your child's teacher anytime your child is being picked up by anyone other than you. This confirms parental approval for release of your child to another individual. Upon arrival, the approved individual, if unrecognized by the staff, will be required to present identification with his or her picture on it. Children will be released only to properly identified persons who have been listed on the "Pickup/Release Authorization" section of the enrollment form. The names of persons who may pick up the child MUST be kept current by the parents, and emergency contacts MUST include local persons. You will be contacted if someone other than those on the approved list comes to pick up your child. We welcome and encourage parent involvement and simply ask that you let the teacher or school office know ahead of time that you will be visiting. At the end of the day your child will undoubtedly be ready to see you. When you come to pick up your child you should receive a "Daily Activity Report" which will give you a snapshot of your child's day. Please take a moment to review it and ask any questions you may have. Children in Preschool and Pre-K may also have a folder that is to be taken home each day. This folder will house additional important information regarding updates, school news, parent information, etc. Please take a moment to check this each day as well. Once you have gotten your "Activity Sheet", checked your child's folder, and gathered your child's belongings we ask that you sign your child out (using the computer at the reception desk and your five-digit pin number) for the day before leaving the building. You may elect to sign your child out prior to retrieving him/her from the classroom.

Late Pick-up

Please contact the school if you know you will be arriving later than your scheduled time indicated on the enrollment form. All full-time children must be picked up by 5:30pm during summer camp and by 6:00pm during the school year. All part-time students must be picked up by 2:30pm. The Academy reserves the right to assess the family a late fee of \$1.00 per minute, and escalate to \$5 per minute for a second offense within a three month period, and

\$10 a minute for a third offense in a three month period. **The late fee is due immediately, in cash, to the teacher in charge of your child.** You will be charged by the time shown on the clock on the attendance computer where you sign your child in and out each day. After three late pick-ups, a conference may be scheduled to discuss the ongoing issues and possible solutions. Your child may be dismissed due to noncompliance of this policy. If a child is left in the Academy past 6pm (or 5:30pm during summer camp), then a faculty member will call you to facilitate pick-up arrangements. If the child is still at school after 7:00 pm, law requires us to call the Department of Social Services (DSS) to arrange care for the child. Any escort must present picture identification when picking up the child. Faculty will not release a child to an escort without proper identification and authorization.

Custody Issues

If a parent's name (other than your own) is listed on your registration packet, we cannot prohibit that parent from picking up your child. However, if we have legal documentation on file, which either denies custody or specifically prohibits that parent from taking your child from the center, we will refuse pickup. If the prohibited parent demands release of your child, our employees are instructed to talk to the parent, telling him or her that the child cannot be released; however, if the parent forcibly takes the child, our employees are not legally bound to physically withhold the child. We will notify you immediately. We will also notify the authorities, if you request us to do so. (The above policy also applies to legal guardianship situations.)

Child Abuse/Neglect

If any WAEL staff member suspects possible child abuse or neglect of a child, he/she should immediately contact the program's director or church pastor. The Director or Pastor will file a report with the local Department of Family and Children Services within 24 hours and retain documentation. All WAEL staff members receive training on recognizing and reporting abuse and neglect. Although anyone may report suspected abuse or neglect, as a licensed childcare facility, we are required by law to report any suspected child abuse or neglect. It is not necessary to prove that abuse or neglect has occurred. Reports can be made by calling the local Department of Family and Social Services (262-3200) or the Child Abuse and Neglect Hotline at [1-800-552-7096](tel:1-800-552-7096) or after hours at 1-855-Georgiachild. Reports may be made anonymously. If you choose to provide your name, it will not be released to the reported family, except by court order.

Confidentiality

Employees of Wesley are required to maintain strict confidentiality in regard to information about all children and families that we serve.

Attendance

If your child is going to be absent, you are asked to notify Wesley as early in the day as possible. Regular tuition fees remain due when your child is absent; this assures that your child's space will be retained. Regular attendance is encouraged so that your child will become familiar with our routine and a consistent daily schedule.

Parties

We celebrate various holidays throughout the year. Parties will be coordinated by a committee of parent volunteers organized by room parents. Birthday parties may be held in the classroom and/or at the picnic tables and must be kept simple lasting no longer than thirty minutes with teacher's approval. Latex balloons can pose a choking hazard and are not allowed in the classrooms. This is a licensing regulation imposed by the State of Georgia. Be mindful of any food allergies before bringing any special snacks. Birthday party invitations distributed at Wesley Academy must be provided for each child in the classroom.

Daily Schedule

Each day is set up to offer your child a balance of language, social, physical and cognitive development. The daily schedule provides a framework for planning and organizing the daily routine and play activities for the children. Adjustments to the schedule are made as needed. Some common changes you may notice in your child's behavior after enrollment in any group setting included altered sleep/wake patterns (staying awake for longer hours or napping more frequently for short periods of time) or changes in appetite. The following is an outline of a typical schedule for the toddlers through preschoolers (The infant classes function on a much looser schedule than any other classroom. Infants who are not yet on a consistent schedule are able to eat and sleep as needed):

| | |
|-------------|--|
| 7:00- 8:00 | Arrival of full-time students (before school care): self-directed play, outside play, movie |
| 8:00 -9:00 | Arrival of part-time students-Circle Time: calendar, songs, Pledge of Allegiance, Lord's Prayer, restroom |
| 9:00-11:00 | Instruction, snack, art, music, story time, centers, Bible, outside play, Spanish/sign language, chapel |
| 11:00-12:00 | Lunch |
| 12:00- 2:00 | Rest time |
| 2:30 | Dismissal for part-time students |
| 2:30- 4:00 | Snack, self-directed play, story time, centers, outside play, music, art, restroom |
| 4:00- 6:00 | (after school care) : Self-directed play, outside, art, music, games, movie, homework for elementary students |

Discipline Policy

Discipline is a very important part of our total program for children. We believe good discipline first begins as we show the children that we love them. They need to see that we care enough about them to establish boundaries, expectations and guidelines. Discipline is consistency, prevention, guidance and training. It is not punishment. We base our plan for discipline on our philosophy that if children are busy and happy, they are more likely to be well behaved. Our approach to discipline is one of a positive approach of helping children develop self-discipline or self-control over their actions. We accomplish this by teaching them the difference between right and wrong, through establishing good routines, setting limits, clearly stating the rules, and establishing a caring, loving atmosphere. Discipline will be constructive in nature and include techniques:

- Providing a stimulating and challenging environment designed for success on the child's individual level- an environment filled with TLC (tender, loving care).
- Planning activities that encourage active, purposeful and enjoyable involvement on the child's developmental level.
- Watching for actions that could lead to possible conflicts or negative behavior, and being ready to divert attention to positive actions.
- Talking to the child about his or her negative feelings or behavior. Explaining the right way or a better way to feel or behave, and asking what he or she thinks would be a better choice next time.
- Allowing the child to express personal feelings- giving the child the freedom to establish his or her own personality.
- Providing healthy outlets for the child to vent anger and frustration.
- Regarding each set of circumstances as new and different.
- Assessing each action of the child in an individual manner.
- Realizing that no single approach will work successfully with every child.
- Helping the child to learn self-control in order to become self-directed.
- Giving the child a brief time out away from the group (no more than one minute for each year of age) and within the direct sight of a staff member until he or she agrees to acceptable behavior.
- Distracting and redirecting the child's attention to more positive activities.

Disciplinary Actions

Please know that if inappropriate behavior occurs which is harmful to your child, other children or the staff, your child may be suspended at any time for the duration of the day.

Steps Taken Prior to suspension:

1. Teacher will speak with the child about concerns of inappropriate behavior.
2. Teacher will use the redirection technique to avoid further inappropriate behavior.
3. Child will be given a time out for reflection. (Not to exceed 1 minute for each year of age)
4. Office Visit - Child will discuss behavior issues with the Director.
5. Conference with parents, teacher, and/or the Director.
6. Continuing behavior problems may result in suspension and/or permanent dismissal.

Director and the classroom teacher to avoid permanent dismissal. Physical or verbal abuse will not be allowed, nor will children be denied food, rest, or bathroom privileges or threatened with such as a means of discipline. Employees are instructed that all continuing discipline problems must be brought to the attention of the Director. Any continuing discipline problem that your child may experience will be discussed with you.

Biting Policy

Although it is not uncommon for young children in a group setting to occasionally bite, it is our goal to train children that biting is unacceptable behavior. Periodic outbreaks of biting may occur among infants, toddlers, and early preschoolers, and every child in these classrooms is a potential biter or will potentially bite. School settings present challenges and opportunities that are unique from home, as students are surrounded by other children for hours at a time. Children bite for a variety of reasons: teething, impulsiveness or lack of control, excitement or overstimulation, frustration, as a means to communicate if the child has not yet acquired words, simple sensory exploration, seeking to be noticed, “cause and effect” experimenting, or intense desire to have a toy. Every effort will be made in a loving, nurturing way to redirect the child and/or resolve the conflict or frustration that initiated the biting. Upon the first biting incident, the child will be told that biting hurts, we cannot bite our friends, and that God gave us teeth to bite food. The teacher will ask the child who bit to tell the injured child that he/she is sorry. A biting notice will be sent home with both children to inform the parents of the incident. Upon the second biting incident, the child will again be told that biting others is unacceptable and then have the offender apologize to the injured child. The teacher will notify the parent and a biting notice will be sent home with both children involved. If a subsequent incident occurs, the child will be taken to the office to discuss the incident with the Director. The Director may contact the parent to discuss techniques used at school to prevent further biting incidents from happening. The Director may then request a meeting with a parent and teacher if continued incidents occur. Repeated occurrences may result in the child being dismissed for the remainder of the day in which that incident occurred if the injury warrants that type of consequence.

Our Curriculum

Our program supports and encourages each child’s individual development: social, emotional, cognitive, language, physical and spiritual. Play is a very important part of our curriculum because research supports play as a powerful means of learning for young children. Planned within the framework of our philosophy and goals, our curriculum also includes: Bible stories, music, language development, creative art activities, character traits, large and fine motor skill activities, science, shapes, colors, numbers, and letters. In addition, we offer related arts sessions in the areas of art, music, chapel, PE, Spanish/languages, cooking, and theatre classes to age-appropriate groups. The curriculum provides a framework on which teachers can build an early childhood program that will allow children to grow and develop as Jesus did – in wisdom and stature and in “favor with God and men” (Luke 2:52). Our skilled staff provides guidance and teacher-directed, child-centered activities to help each child develop language, pre-reading, prewriting, and other foundational skills appropriate to his or her stage of development. The curriculum is developed around themes which provide opportunities for the children to learn about God, Jesus, the Bible, the church, self, family, others, and the natural world. Each classroom teaching team creates a lesson plan based on the Georgia Early Learning Standards, as well as the interests and developmental stages of the children in each classroom. Some teams choose monthly themes that they create units for that integrate each subject/developmental area. Other teams, especially in the classrooms where the children cannot verbally give their input, follow our school-wide monthly and weekly theme with daily proposed activities that address each area of development. We believe that effective teaching occurs when learning experiences are presented to a child at an appropriate age and on the child’s developmental level. We are committed to this philosophy in our teaching methods. Teachers are required by the licensing agency to post their weekly/monthly plans, and the Director will also email lesson plans to families each week.

Chapel, Bible, Prayer

Children in our Early Preschool, Preschool and Pre-K Programs participate in chapel time once a week with Senior Pastor, Steve Patton, or Children’s Ministry Director, Maryellen Aiken. Chapel time combines Bible stories, prayers, and songs that affirm God’s unconditional love for each child. Chapel themes and monthly Bible verses are reinforced in the classroom. Bible stories and verses are shared with all age groups each week. Prayers and blessings such as “God Our Father” are said before snacks and lunch to thank God for all the many blessings He has given us. Children learn the Golden Rule, The Lord’s Prayer, the Ten Commandments, and recite bible verses that corresponds with each letter of the alphabet.

Assessments/Conferences

Documentation of a child's progress is an important aspect of a preschool teacher's work. Record keeping provides information for future planning, parent conferences and reports, and keeping up with a child's progress. By thoughtful observation teachers grow in their understanding of children, adjust the classroom setting for better discipline, individualize to meet specific needs, and enhance positive self-esteem. Informal observations and assessments continue throughout the year. Assessments and conferences are conducted at least twice a year, yet you are encouraged to communicate with your child's teachers daily about your concerns and his progress. At the bi-annual conferences, samples of your child's work and assessments are reviewed, and the teachers will share the developmental milestones for your child's age and how he is making progress toward meeting those pivotal skills. While phone conferences are acceptable throughout the school year, we ask that you schedule face-to-face conferences in October and February so that you can see exactly what your child has been learning and doing at the Academy.

What to Bring Each Day

Toddlers, early preschoolers, preschoolers, and Pre-K students will need the following items brought to school with them each day: diapers, wipes, Pull-Ups, diaper ointment, bug spray, sunscreen, 2-4 complete seasonally appropriate changes of clothes including shoes and underwear, lunch, eating utensils, snack, milk, book bag, sippy cup/water bottle, pacifier, nap roll, blanket, sweater or jacket. Some teachers send home folders each day that will need to be returned. Specific directions about what is needed will be shared with you by your child's teachers. When your child is almost out of something, the teacher will indicate this on the daily report.

Rest Time

All students ages 1-3 years of age will take a nap each day from approximately 12-2pm. (Infants sleep throughout the day according to their individual sleep schedules.) A comfortable cot will be provided by Wesley for your child. Each child will bring in a nap roll, and they may also bring a lovey, blanket, and/or pacifier to use during naptime. Nap rolls will be sent home each Friday (and anytime a child is sent home sick) to be laundered, and we ask that you return them on Monday. Pull-Ups can be worn by students during nap and rest times, if needed, if they are being potty trained or if they are newly potty trained. During rest time, quiet music will be played. The lights will be off and all children are expected to lie quietly and rest. If a child does not go to sleep after a reasonable period of time, quiet alternate activities will be offered. See your child's teacher for specific information about nap and rest times.

Clothing & Shoes

Our playground is an extension of our classrooms and daily programs. In order for your child to enjoy participating in these programs, please have him or her dressed for the weather. In general, durable clothing that can withstand the energetic activity of young children is usually the best. If the day is extremely cold, in addition to your child's coat/jacket, please send a hat, mittens, or gloves, or an extra sweater. We will probably be outside for only a brief time, but children need to run around, have some large muscle activity, and get some fresh air. Since our children are involved in active and sometimes messy play it is important that they wear comfortable and easily washable clothes. While at Wesley, your child will dig, run, climb, paint, paste and color. These are all developmental skills. Please dress your child in comfortable clothes that you do not mind getting dirty. **As with all of your child's things, clothing should be labeled with your child's first and last name (use permanent marker).** It is natural for children to misplace things. However, WAEL cannot reunite items with the owner if the items are not properly labeled. The Academy cannot assume responsibility for lost or damaged items. We take all precautionary methods to ensure that your child's belongings are well cared for. However; the school is not responsible for lost or damaged belongings including clothing. A complete set of seasonally appropriate clothing should be sent and will be kept in your child's cubby and used as needed. The cubby should be checked daily to make sure a full set of clothes (in the right size/season) is available at all times. Accidents of all kinds can and do happen. Children under three years old should have two (2)-four (4) changes of clothes appropriate for all seasons. A change of clothes consists of underwear, outerwear and socks. Be prepared for changing weather by dressing your child in layers. Shoes should be sturdy and easy to get on and off. We recommend Crocs or flip-flops **NOT** be worn to school for safety reasons. Shoes with Velcro closures are wonderful for children. Children in the Toddlers and up must come to school with shoes each day. The outdoor environment is an extension of our classroom. Children need to come to the center with closed toed shoes or sandals with heel straps that fit securely. Per state recommendation, children wearing crocs or flip-flops will not be permitted to play on the concrete play area. Please leave cowboy boots and other hard toed/heeled shoes at home as they can present play hazards. Children are not permitted to wear any shirts, jackets, sweatshirts, jewelry or articles that are tied around the neck. Hooded jackets, sweatshirts, and shirts that have drawstrings present a major hazard for children. The cord can become caught while a child is climbing, sliding, or

engaged in other active play and result in choking or other serious injury. The same risk is associated with necklaces, lockets, keys, or any other article hung around the neck. Per state regulations, children shall not be permitted to wear around their necks or attach to their clothing pacifiers or other hazardous items.

Outside Play

Your child will have the opportunity to participate in outside play twice a day every day, weather permitting. Fresh air and sunshine are very important to his or her good health. Your child will run, climb, stretch, crawl, slide, jump, lift, pull, dig, pour, push, throw, kick, roll, balance, ride, build, share experiences, discuss objectives, and develop ideas. The playground is a wonderful place to foster these developmental skills. These areas provide developmentally appropriate equipment for each age group. Outside playtime is an extension of our classroom curriculum. Your child will be engaged in creative activities that will enhance their development. The weather in Georgia is comfortable most of the year. We follow the state requirement that children are provided outside time with careful consideration of extreme conditions and high/low temperatures.

Sunscreen/Bug Spray

We request that families make sunscreen application part of their daily routine prior to arriving at school. Second applications will be applied after nap time (weather permitting), so please send a bottle of sunscreen labeled with your child's first and last name. Families will sign waivers at the beginning of school year for the duration of the calendar year that permits the teachers and staff to reapply sunscreen as needed. In order for teachers to reapply topical treatments, it will be necessary to have on file a signed form 590-1-1-.20(1) "Authorization to Dispense External Preparations" at the beginning of each school year.

Personal Belongings

Toys, money, food (candy, gum, soda, etc.) should not be brought into Wesley unless approved by the Director and/or teacher. Toys and money are often lost, damaged or may cause safety hazards. This often causes unnecessary conflict in young children who have not yet learned to share or don't know how to trade fairly. Exceptions are soft animals to cuddle during rest time (must be labeled with child's name), books, or items requested on specified days such as Show and Tell. All such materials must meet with the approval of the Director in keeping with our Christian perspective and State Licensing Requirements. Toy guns/weapons, sharp objects, and small pocket toys must NOT be brought to the school. If something of your child's has been lost, please check with your child's teacher. Labeling all cups and clothing will prevent the items from being mixed up and mistaken for another child's belongings.

Snacks and Meals

Children are not expected to clean their plate, as appetites vary from child to child and from day to day. It is our policy to limit sweets and sugar served to the children. Parents are encouraged to join their child for lunch from time-to-time in the classroom. Catered lunches will be offered on most Fridays for a \$5 per child (or you can pay the activity fee which includes all Friday lunches). Cash payments may be made by Wednesday of that week to reserve a lunch. Cancellations or transfers are not accepted. Lunch menus are posted on the monthly calendars but are subject to change. If your child is in the class with a student who has food allergies, it is extremely important to take every precaution to be very aware of the snacks and meals you send to school with your child. Parents will provide formula, breast milk, milk/milk substitute, lunches, and snacks. Per Bright From the Start regulations, parents of all infants must complete an infant feeding plan to be posted in the classroom and updated anytime changes are made. Parents are responsible for sending in a healthy, well-balanced lunches and snacks that adhere to the state requirements. Please ensure that all meals and snacks meet the choking hazard requirements. See teachers for specific details about lunch time and recommendations for foods to send in each day that will be easy for your child to eat in that allotted time. Although classrooms are equipped with microwaves to heat food, please limit those heatables as there is a limited amount of time that is devoted to lunch. If your child comes to school without lunch, we will contact you to bring that to school before 11am. Elementary students who attend summer camp, may bring money to purchase snacks or drinks on Fridays.

Homemade Treats/Birthday Parties

While the staff of WAEL will always enjoy treats made with love from home, the licensing rules that govern our classrooms are much more detailed.

- For birthdays or classroom celebrations, treats of any kind must be in the original labeled container with the ingredients clearly visible. This is to protect our classmates that have severe allergies to many common baking ingredients such as eggs, nuts, etc.
- Birthday treats must be in pre-packaged single serving sizes (i.e. cupcakes, chips, veggies with single serving dressing, ice cream, etc.)
- No candles or latex balloons are allowed in the Academy for the safety of the children.
- Schedule any classroom activity with your child's teachers at least two weeks in advance to ensure that it is worked into the classroom schedule.
- Foods and drinks with little or no nutritional value, i.e. sweets, soft drinks, etc. shall be served only on special occasions such as class parties or Spirit Days.

Special Occasions

WAEL plans a variety of special occasions throughout the year. In addition to the holiday parties, we will host Open Houses, Back-to-School-Splash Bash, Grandparent's Tea, Truck or Treat, Pie with Your Pumpkin, Potluck for Parents, Christmas Program, Easter Egg Hunt, Whales Do Art, Color Run, and Pre-K Graduation among other various family oriented activities. We encourage WAEL families to also attend the church festivals in November (Wesley Round-Up and Chili Cook-Off), March (Eggstravaganza Easter Egg Hunt), Wednesday Night Suppers, and musical concerts and performances such as the Messiah in December.

Infant Program Information

From birth, babies are marvelous learners, immediately investigating the sights, sounds, and feel of the world around them. Long before they are walking and talking, they are exploring their body and surroundings. They need a safe environment rich with opportunities to actively explore and enjoy. They also need a setting filled with responsive interactions and language. At Wesley Academy, we provide each child in our infant program with a personal care, and we also provide them exposure to the foundational skills they will need for a lifetime of learning. Teachers in this age group strive to provide large and small motor development opportunities, sensory play, cognitive explorations, linguistic interactions, and social experiences. What to bring on the first day (or before) in the infant program: diapers, wipes, diaper ointment, pacifier (labeled with name), 2-4 complete sets of extra clothing (including socks labeled with name), premixed bottles labeled with name and date, burp cloths, bibs, prepared baby food and/or snacks (as are age appropriate), feeding and eating utensils and equipment, and 2-4 family photos for posting in classroom. We practice a shoeless environment in our infant program; therefore, we ask that adults who enter those rooms either remove their shoes or slip on shoe covers before entering. We take this action to prevent outside contaminants from being brought into the room, as our babies spend much of their time exploring and playing on the floor and we want it to be as clean as possible. As a measure to keep those classes as germ-free as possible, we ask that older siblings of our infants not enter the classroom at drop-off or pick-up. We encourage families with older children and infants to take the older child to their class first in the mornings and to pick up the older children last in the afternoons to help keep the babies' space as sanitary as possible. Per Bright From the Start regulations, all infants must be put to sleep in an empty crib (no blankets or lovies), and they must be placed on their backs. If the infant can turn over by himself, the teachers must still place them in the crib on their backs. Infants nap according to their own schedules. If an infant should fall asleep while being rocked, in a bouncy seat, or taken for a walk in a stroller, they will be put in their cribs to continue their sleep. When a child reaches 12 months, cot sleeping will be introduced. Children who are sleeping on cots may bring a soft stuffed animal or other soft attachment item (blanket). Due to limited space in the infant classrooms, we will not be able to accommodate car seats being left at school nor will infants who are brought in a car seat be left in them to continue their sleep. Cribs will only be used for sleep and not for playing, so we encourage this same practice at home to allow for smoother transitions to our classroom policies. It is not uncommon for an infant to sleep less or shorter periods of time at school than they do at home. The teachers will work with the babies' routines and schedules as much as they are able to, so please communicate your baby's preferences for anything that will be helpful in their adjustment from home to school. Pacifiers are allowed, but we cannot have anything attached to the child's clothing to hold the pacifier in place as that poses a choking hazard. Teachers will warm bottles (if that is how your child best takes the bottle), but they are not allowed to mix formula. Nursing mothers are welcome to feed their babies here at school or to send in breast milk in bottles that are labeled with name and date. Infant feeding plans must be completed and posted for each child and updated as any changes are made to ounces or when new foods are introduced. Daily reports will be sent home with each infant and will indicate the babies' sleeping, eating, and bathroom habits, as well as their temperament and their activities. We ask families to complete the portion of the report that lets the teachers know the time the baby last ate, how they slept the night before, and what time the last diaper change occurred. Teachers will share pictures and videos with you, per your approval, anytime your baby reaches a developmental milestone or is involved in an activity for the first time.

Health & Wellness

In order to provide the most effective infection control and the healthiest environment, Wesley Academy of Early Learning adheres to the following policies:

Hand washing/sanitizing

One of our most effective lines of defense against infection is hand washing. You are asked to wash/sanitize both your child's hands and your own hands as you enter the classroom each day. If your child's classroom is not equipped with a sink, please visit the restroom across from the kitchen to wash hands before dropping your child off in their room. The staff will take constant precautions to prevent the spread of contagious diseases. Most common childhood diseases are contagious and can be prevented with proper hand washing. Faculty members are required to practice stringent and specific hand washing procedures throughout the course of each day (before and after handling food, after diapering and toileting, after being outside, when hands are dirty/messy, etc.). Hand washing regulations and procedures are posted near all sinks throughout the school. A rigorous routine for cleanliness is maintained to minimize the spread of germs. Toys in all classrooms are cleaned at least once per day with disinfectant. Feeding tables are disinfected before and after each use. Staff members who work with infants, ones, and twos, wear gloves while changing diapers. Changing table pads are disinfected after each diaper change. Used diapers are disposed of in diaper genie containers and emptied at least once per day. Floors are swept and mopped daily and rugs are vacuumed at least once per day. Toilets, counters, and sinks are disinfected at least once per day by the church's janitorial service. Door knobs, light switches, computer keyboards, etc., are disinfected at least once per day.

Immunization Record

State Law requires a current Certificate of Immunization on your child at the time of enrollment. A new certificate is required prior to the expiration of the current certificate. The official form (#3231) must be completed by your child's pediatrician or the county health department. When your child has a doctor's appointment and receives immunizations, be sure to get a new immunization form or have them fax it to us (638-5628).

Daily Observation

The health of your child is very important to us. We will conduct a visual screening of your child every day. Your child's general health status will be monitored informally each day upon arrival and throughout the day. If the Director determines that your child is unable to remain at school based on symptoms that are consistent with illness or communicable /contagious diseases, you will be notified to make immediate arrangements for your child's pick up and care. **If the Director notifies you to pick up your child due to illness, we ask that you or an authorized pickup person come within 30 minutes.** Children who are sick will be removed from the classroom and can be picked up in the office.

Sick Policy

If your child exhibits any of these symptoms, for the health and safety of all students, we ask that you *please keep your child at home if he/ she:*

- **Has green or yellow nasal discharge**
- **Has fever of 100 degrees or higher within the past 24 hours**
- **Has severe coughing**
- **Has pinkeye or any eye discharge**
- **Has a sore throat or trouble swallowing**
- **Has a rash of unknown origin that may be contagious**
- **Has been on antibiotics for 24 hours or less than 3 doses**
- **Has had vomiting or diarrhea within the past 24 hours**
- **Is too ill to play inside/outside or participate in classroom activities**

If your child exhibits any of these symptoms or situations during the school day, you will be called to come and take your child home. If we cannot reach you, we will contact the persons listed on your emergency contact form.

Illness

From time to time your child will inevitably have a minor illness. Children in a school setting generally have about seven respiratory and/or gastrointestinal illnesses a year. Most illnesses seem to be concentrated in the winter months when children are in closer contact with each other. The most common types of illnesses we see are Fever, Diarrhea and Colds. The Academy understands that children will have runny noses and coughs. If a child comes to school with a cold, we believe that he or she should be able to follow our daily routine. If your child is unable to participate in regular classroom activities, we ask that he/she remain home in your care until they are well enough to participate in the activities at school. We will send home children that are unable to participate in the classroom routine and are uncomfortable due to illness. Occasionally one of our children catches a communicable disease (pink eye, strep throat, flu, hand foot mouth disease, etc. or parasites such as ring worm, lice, etc.), has a serious injury, or is admitted for surgery; these events are viewed as “major” illnesses. Our policy regarding major illnesses requires that prior to re-admittance, we receive a statement from your child’s attending physician acknowledging that it is safe for not only for your child to return, but that it is safe for your child to return as it relates to the other children at WAEL. *In the event that your child is diagnosed with a communicable disease, please call the school within 24 hours of a diagnosis so that we may notify our other families about the exposure to possible communicable and/or contagious illnesses.* Communication and cooperation of parents are of great importance in helping to prevent the spread of diseases to other students and staff members. Per Bright From the Start licensing regulations, we will notify the Health Department (depending on the diagnosis) and follow any precautions they deem necessary. Certain types of illness may necessitate the temporary removal and/or exclusion of your child from WAEL for a period of time. They are as follows:

Diarrhea

When diarrhea is noted, your child’s temperature will be taken. If there is a fever, you will be notified to pick up your child within 30 minutes. If your child does not have a fever but has a second liquid stool, you will be notified to pick up your child within 30 minutes. Your child may not return to Wesley until symptom free for twenty-four (24) hours unless you present a doctor’s statement that your child is not contagious. When your child returns to Wesley after being sent home with diarrhea, your child will be sent home again if symptoms recur within the week, not to return without a physician’s certificate stating that he/she is not contagious. Proof of negative stool culture may also be required if diarrhea persists. Although we understand that babies who are teething may have loose stools, the local pediatricians we consulted confirm that diarrhea is not symptomatic with teething.

Temperature Elevations

When a temperature elevation is suspected, your child’s temperature will be taken with a doctor-recommended, calibrated ear thermometer. Parents will be contacted if the child’s temperature is equivalent to 101 degrees or higher. **State law prohibits children with a temperature equivalent to 101 degrees to be present at Wesley.** If your child’s temperature is elevated to the degree listed above, you will be contacted to come for your child immediately. Your child may return to Wesley when he/she has been fever free for twenty-four (24) hours or with a doctor’s note stating that there is no possibility of a contagious condition present; i.e. free of fever **without** the benefit of a fever-reducing medication. Fever is often a symptom of a contagious condition. Administering fever-reducing medication just serves to mask the fever so that a continuing contagious condition could go untreated. As a result, other children might be needlessly infected. On the day that your child receives immunizations, Wesley will not administer Tylenol or Motrin or any fever/pain reducing medications. If your child seems to be experiencing discomfort, and the temperature remains elevated, you will be contacted to come pick up your child within 30 minutes. Although we understand that babies may have an elevated temp while new teeth are coming in, we must adhere to the state regulation in regards to sending children home who have an equivalent of 101 fever.

Communicable Diseases

When any suspected case of communicable (contagious) disease is determined, you will be contacted to pick up your child immediately. If the physician determines that your child has a communicable disease or has been exposed to a contagious condition, you are required to contact Wesley Academy with the diagnosis within 24 hours of doctor confirmation. This allows Wesley to notify other families that their child has been exposed to a communicable or contagious disease. Per Health Department and state regulations, WAEL reserves the right to require a physician’s written release for your child’s re-admission following a communicable disease or serious illness.

Rashes

Suspicious rashes are considered contagious until a physician indicates (in writing) otherwise. If a rash is noticed, your child's temperature will be checked. If your child is present at Wesley when symptoms are noticed, you will be contacted to pick up your child within 30 minutes.

Congestion and Discharge

Serious lung congestion or a continuous, purulent discharge from the eyes or nose will necessitate your child's absence. If your child is present at Wesley when symptoms are noticed, you will be contacted to come for your child within 30 minutes

Pink Eye (Conjunctivitis)

PINK EYE IS EXTREMELY CONTAGIOUS; if it appears that your child may be infected (eye is red/pink, yellow or green discharge is present in one or both eyes, eye is itchy and/or crusty, etc.), he or she will be removed from the group, and you will be contacted to pick him or her up within 30 minutes. Please check your child carefully for this infection before bringing him or her to Wesley. Your child is considered contagious until the pinkness/colored discharge goes away and/or treatment has been administered or with a doctor's note stating the child is not contagious and ready to return to school.

Vomiting

If your child experiences vomiting before coming to Wesley, he or she should be kept at home. If vomiting occurs while your child is at Wesley, you will be contacted to come pick up your child within 30 minutes. Your child may return to Wesley when he/she has not vomited for twenty-four (24) hours without medication and/or with a doctor's note stating they are not contagious and ready to return to school. When your child returns to Wesley after being sent home for vomiting, your child will be sent home again if symptoms recur within the week, not to return without a physician's certificate stating that he/she is not contagious.

Skin infections and Lesions

If your child has ringworm, impetigo, or pin worms, he or she will not be allowed to be in attendance at Wesley until the condition is gone or until we have a physician's note stating that they are not contagious and are ready to return to school. If your child has a skin lesion that is not considered contagious by the physician, and it is adequately dressed to prevent drainage while at Wesley Academy, he or she will be allowed to remain.

Molluscum

A viral infection common in school-aged children, molluscum is easily spread by direct skin-to-skin contact, by touching contaminated objects (such as toys, faucets or doorknobs), or by scratching a lesion and then scratching another part of the body. If your child gets this virus, it is imperative that you send them to school with the affected area(s) covered by clothing or water-proof bandages to prevent it from spreading.

Head Lice

Head lice require immediate attention considering how quickly they spread. If it is determined that your child is infected, he will be removed from the group, and you will be contacted to come get her. Treatment will be required and all eggs ("Nits") will have to be removed from the hair before your child will be allowed to return to Wesley.

Serious Illness or Accident

In the event of serious illness or accident requiring professional medical attention (which is not life-threatening) Wesley will contact you to pick up your child within 30 minutes. If you cannot be contacted, emergency numbers in your child's records will be called. If no one can be reached, your child will be taken by the Director or Employee in Charge to the emergency department of the St. Simons Immediate Care Center or Southeast Georgia Regional Medical Center. Every effort will continue to be made to contact you.

Life-Threatening Illness or Accident

If it is determined that your child's illness or accident is life-threatening, an ambulance will be called, and you will be instructed to meet us at St. Simons Immediate Care Center or Southeast Georgia Regional Medical Center.

Choking Hazards

All foods included in lunches or snacks MUST be cut up into small pieces (lengthwise and then quartered BEFORE they are sent to school) to prevent choking hazards. Foods that may pose a choking hazard should be cut with your child. **Per state regulations, peanuts, hot dogs (or any meat that is encased such as sausage, kielbasa, bologna, and pepperoni), raw carrots (and other fruits and vegetables that have that consistency when raw), popcorn, fish with bones, and grapes shall NOT be served to children less than 3 years of age.** Children older than three may be served these foods *provided that the foods are cut in such a way as to minimize choking* (cut up into small pieces lengthwise and then quartered BEFORE they are sent to school). Although you may choose to feed the above mentioned foods to your child at home, we must adhere to the safety guidelines set forth by the state while children are present at WAEL. According to state regulations, children shall not be permitted to wear anything around their necks or attached to their clothing (i.e. pacifiers or other hazardous items).

Breathing Treatments/Nebulizers

A nebulizer changes medication from a liquid to a mist so that it can be more easily inhaled into the lungs. Nebulizers are particularly effective in delivering asthma medications to infants and small children and to anyone who has difficulty using an asthma inhaler. Children attending WAEL who require breathing treatments during working hours must have treatments administered BY THEIR PARENT/GUARDIAN/AUTHORIZED FAMILY MEMBER ONLY. Administration and staff will not be available to administer this, or any, medication to students.

Accidents

In the event of an accident that causes minor injury (cuts, scrapes, bruises) to your child, Wesley staff members will apply First Aid. The circumstances of the injury will be reported to you at the end of the day (or earlier at the discretion of the Director or Employee in Charge). An "Incident Report" form is our official form for reporting minor injuries.

Exclusion Due to Illness

Children will be excluded from WAEL due to illness when:

- 1. The child's illness prevents the child from participating in routine activities.**
- 2. The illness requires more care than the childcare staff is able to provide without compromising the needs of the other children in the group.**
- 3. Keeping the child at school poses an increased risk to the child or to other children or adults with whom the child will come in contact.**
- 4. If the staff is uncertain about whether the child's illness poses increased risk to others, the child will be excluded until a physician notifies Wesley that the child may attend.**

All policies on illness, medication, accidents and injuries have been developed to protect the health, safety and well-being of all children and employees at Wesley and are in no way meant to be an inconvenience for families.

Allergies Peanuts/Milk

Please list any food allergy your child may have on the enrollment form prior to starting school. Parents will provide milk, milk substitute, juice, or water for your child each school day.

First Aid Kits

A First Aid kit is kept replenished in the office, in classrooms, and on each van. First Aid kits are also prepared for portable playground use.

Emergency Phone Numbers

The telephone numbers of the Fire Department, Police Department, Hospital, and Poison Control are posted by each phone in Wesley. Emergency contact information for each child and staff member is kept readily available. Emergency information is taken on each field trip for every child on the trip.

Our Emergency Care Procedures

Many of our staff and faculty are trained in CPR and pediatric emergency First Aid. It is the school's policy to always have one, if not more, faculty or staff trained in these disciplines on duty. In the event of an accident that creates a need for medical attention, we will follow emergency care plans.

Inclement Weather

The final decision for closing Wesley Academy of Early Learning for inclement weather will be made by the Director and will follow whatever decision is made by the Glynn County School System. When bad weather occurs, please listen to local TV and radio for information. You may also call the school number (912-638-5072) for a possible recorded message or follow our posts on Facebook.

Fire Drills

A fire drill is planned for each month at Wesley. A record is kept of these drills with information as to safety and expediency with which each drill is carried out. A Fire Exit Plan is posted in each room of Wesley. Children will be led by employees and moved very carefully to a designated area away from the building.

Tornado Drills

Tornado drills are held periodically. During drills, children are led into the central hallway of our building. Tornado drills are required to ensure the safety of everyone and to give employees and children the necessary training to act quickly and appropriately.

Minor Injuries

In the event of a fall, bump, cut, etc. that is deemed a minor injury, a staff or faculty member will administer first aid and, depending on its severity, will contact you prior to the end of the day. Minor injuries will be reported on your child's daily report and/or an account of what happened will be provided to you by a staff member.

Major Injuries

In the event of an accident that requires advanced medical attention, we will contact the parent and call 911 and have the child transported via Emergency Rescue to the designated or nearest emergency facility. We will instruct the emergency room staff to proceed if life-saving techniques are required but will await further instruction from the parent if further more extensive treatment is necessary. At least one staff or faculty member will remain with your child at all times until you or someone you have designated arrives and feels comfortable with us leaving.

Potty Training

All children who are enrolled in the Preschool program must be Potty Trained prior to the first day of school. "Potty trained" at WAEL is defined as using the toilet without the assistance of teachers AND wearing cloth underwear during their time at school (Pull-Ups are allowed at naptime only). Although accidents are bound to occur from time to time with youngsters who are learning self-help skills, Wesley Academy must comply with the state regulations regarding diapering. The Preschool classrooms are not licensed for diaper changing (due to lack of ventilation in rooms), nor do they have sinks for hand washing. In an effort to adhere to Georgia's guidelines, parents of students in our Preschool program may be notified, at the Director's discretion, to pick up their child for the remainder of the day if clothing is soiled due to not being potty trained. Teachers in the Toddlers and Early Preschool classrooms will work with children on potty training skills as they are developmentally ready. WAEL staff members will use positive methods such as praise, stickers, and treats for motivation to use the potty. If you are in need of additional strategies to ensure that your little one is potty trained before entering our Preschool program, our staff will be glad to assist you in your efforts. Thank you for your dedication to following through with consistent measures at home, so we can have our students skilled in this important developmental milestone. Success will come easily if parents and teachers are on the same page. Switching back and forth from Pull-Ups or underwear to diapers is confusing to a child. Avoid mixed signals. Once you make the big move to underwear, stick with it.

Communication

Each teacher will communicate information about classroom activities, skills learned, and announcements using the following methods of communication:

- Parent Bulletin Boards and desks located immediately outside the classroom door or inside the classroom
- Phone calls
- Daily report sheets/electronic reports that go home with all children at the end of the day
- Fliers in folders or attached to lunchboxes and/or book bags
- White board messages for parents who utilize carpool
- Weekly emails with lesson plans and reminders
- Monthly calendars
- School website and Facebook posts
- Parent/teacher conferences in October and February

Please check your child's cubby and backpack each day for important messages. "Like" the Wesley Academy page on Facebook to stay up-to-date on schoolwide news and events. Also visit the school's website (www.wesleyacademyssi.org) regularly as there are calendars and parent resources that pertain to raising young children.

Family Guide Acknowledgement

I have received a copy of the Wesley Academy of Early Learning 2017-2018 Family Guide and agree to abide by the policies and procedures therein.

Child's Name: _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____

Date: _____

Tuition, Fee and Delinquent Payment Acknowledgement

The Academy is monitored by Bright From the Start who requires stringent staff-to-child ratios, smaller class sizes, organized curriculum and teacher education levels. On the first day of each month, we will send out an invoice for tuition. Tuition is due by the 5th of each month. If tuition is not received by the 10th of the month, a late fee of \$25.00 will be charged for each day past the 10th day of the month that tuition remains unpaid. If full tuition plus the accrued late fee is not received by the 15th of the month, WAEL will be forced to withdraw the child from participation in the WAEL program. If payment plans are requested in writing to the Director, consideration will be given. A 5% discount will be applied to families who pay the entire yearly tuition by the first day of school. Sibling discounts are as follows: 10% off youngest child's tuition for full-time students only.

A \$35.00 Non-Sufficient Funds fee will be assessed to each account if your payment cannot be processed due to insufficient funds. Tuition schedules have been aligned to follow the school year from August through May. Tuition is required regardless of absence due to illness, vacation or holidays.

I understand and agree to abide by Wesley Academy of Early Learning's Tuition, Fee and Delinquent Payment policies as set forth in the 2017-2018 Family Guide.

Child's Name: _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____

Date: _____