

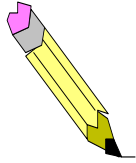


Central Baptist  
Weekday Early Education Program

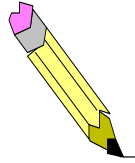
## Handbook



Central Baptist Church  
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Eureka, Missouri 63025  
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CENTRAL BAPTIST CHURCH  
 601 NORTH CENTRAL AVENUE  
 P.O.BOX 66  
 EUREKA, MO. 63025  
 938-5577 - 938-7160 (FAX)



WEE DIRECTOR ----- **Leona Matthews**  
 LEAD TEACHER ----- **Beverly Sutter**

**CBC WEE PROGRAM PURPOSE**

The purpose of the WEE program is to provide development for each child to his/her greater potential; spiritually, mentally, physically, emotionally and socially. This is to be accomplished by providing learning and development experiences consistent with the Christian principles. WEE will give your child introduction to shapes, colors, letters, numbers, and various experiences with scissors, colors, glue, and paints; as well as being subject to fun activities with other preschool children.

**ENROLLMENT FEES ----- \$65.00 ANNUALLY**

This fee helps to pay for paper and supplies used during the school year. Your child is not enrolled until the enrollment fee is received. This is a non-refundable fee. Please note that when you enroll your child we expect it to be for the 9 month school year.

**TUITION**

The monthly tuition fee is due on the first day of the month. Please make checks payable to Central Baptist Church Pre-School. After the 7th day of the month, a \$5.00 fee will be added to the due amount for each 7 days tuition is unpaid. Tuition fee is set up with a budget for the school, therefore, no refunds will be given due to illness or missed days. Bring the tuition to the Teacher/Director yourself. Please do not send it with your child.

## ILLNESSES

Do not send your child to school if he/she has a temperature, rash, or has been throwing up. When your child is ill, he/she will not be accepted for care. If your child becomes ill while at school he/she will be isolated from the other children, but will be under the direct supervision of a teacher. You will be notified immediately and you will be expected to pick up your child as soon as possible.

## MEDICATION POLICY

All medications must be in the original prescription container. It must be accompanied by a note from the physician giving correct dosage instructions and permission for school to administer the medicine. Prescription must be accompanied by a note from the parent giving permission for the school to administer the medicine.

All medications and notes should be left with a teacher when the student arrives at school.

## COMMUNICATIONS

Please be advised that the lines of communication between the teachers and parents are always open and are necessary at all times. We need to know what you think and feel, be it positive or negative. All facts concerning your child are important to us too!

## SNOW POLICY

We will follow the policies of the Rockwood School District unless notified otherwise. Announcements are given on radio stations KXOK, KUSA, and KMOX. Please note that we will not dismiss classes per Rockwood academic schedule, only due to their inclement weather schedule.

If more than 1 day a month is missed due to weather and road conditions, arrangements will be made to make up those days. A memo as to the make-up dates will be sent home with the students at the appropriate time.

## DROPPING OFF CHILDREN

You are to bring your child inside. DO NOT DROP THEM OFF AT THE DOOR. No student should arrive at school prior to 10 minutes before class begins, without one day's notice and approval of the director.

## PICKING UP CHILDREN

Each student will be assigned a carpool card for his/her car. Place the card in the front window of your car and your child will be brought out to your car. In the event that your child needs to be picked up early or by a different person than normal, please notify the teacher in writing at the beginning of that day. If you are picking up your child early, you will have to come inside to pick up your child. No child will leave unless we are aware of who is picking them up.

## THINGS NEEDED

Students will need an old shirt for painting, preferably a shirt their size (not dad's) marked with his/her name.

## INFORMATION NEWSLETTER

A newsletter will be sent home with each student at the beginning of each month. The newsletter will have dates and events that will be important to all WEE classes.

## MEMORY

Students will learn a different Bible verse and a nursery rhyme each month. Throughout the year they will also be reciting poems and singing songs of various kinds.

## EMERGENCY CONSENT FORMS

**An Emergency Consent Form is required by the State of Missouri. It is to be kept in each child's file. It is imperative that each line be filled in.**

## CLOTHING

Please help your child select comfortable play clothes for school. When weather permits we will be playing outdoors, so please do not dress your child in his/her "Sunday best." Clothing that it does not hurt to get dirty would be more appropriate. Crocs and sandals are not appropriate for school wear. Tennis shoes and shoes that tie are preferred so that they might run and play without fear of tripping or falling. Girls need to wear shorts under their dresses even when wearing tights.

## DISCIPLINE

The goal of our discipline is to direct students toward acceptable behavior which helps develop self-control and to maintain order necessary to accomplish the academic and social growth we desire. We do not see discipline as punishment but rather as correction.

Children may be corrected using positive techniques for displaying behavior such as:

1. Actions that disrupt the class or interfere with the learning process of the child or classmates.
2. Actions that could possibly cause physical or emotional harm to the child or classmates.
3. Actions in direct violation of a well-explained school or classroom rule.
4. Willful disrespect toward a teacher.

When a conflict arises, verbal suggestions to improve play are discussed. If inappropriate behavior continues, re-direction and other positive discipline will be used.

Occasionally a child is out of control and is required to sit quietly until he/she regains composure (maximum 3 minutes). If a child's behavior is consistently inappropriate, the teachers, director and parents will share information and will plan to implement strategies to improve the child's self-esteem and ability to function successfully in a group situation. Corporal punishment is not allowed.

Positive behavior will continually be rewarded by verbal praise, reward certificates, hugs, written praise on their work.

## FIELD TRIPS

Some field trips will be taken by car. Parents will receive notice prior to any trip. We encourage parents to go along with us. If you plan to go, please notify the Director as soon as possible before the trip. Before each trip a permission slip will be sent home to be signed by a parent. No food, beverage or souvenir is to be purchased on field trip, unless specified.

## BIRTHDAYS

If your child would like to share in a birthday celebration by bringing the class special refreshments, **WE'D LOVE IT!!!** Cupcakes are not the best treat, however. Cupcakes or cake requires so much more cleaning up for the teachers.

## PROGRAMS

There will be many programs through the year. The students will sing, recite poems and/or have speaking parts or demonstrate what has been taught in the classroom. It is a good learning experience for students to present themselves in front of an audience. Whether they cry or do nothing they still are instructed to go through the program. Please do not attempt to remove your child from the program once we have begun. Your encouragement is necessary in this area.

## SHARING TIME

When we have sharing time we ask that you encourage your child to bring something of educational value or to share something about a trip they have taken, family activity that was interesting, etc. Please express to them that toys are not sharing items. We also ask that children not bring action figures to school (Power Rangers and other action figures of this type). Students will be given the opportunity to tell about what he is sharing, explaining how it works, where it came from and other interesting facts.