

# Wee Care Learning Center

## *Parent Handbook*



A Ministry of  
**Christian Life Center**  
1780 SE Lincoln Ave. Port Orchard, Washington 98366  
(360)876-5595  
[www.weecarepo.org](http://www.weecarepo.org)

# Welcome!

Welcome, we are glad you have chosen our program.

This handbook is provided to help inform you about our programs, procedures and policies. Hopefully, this handbook should answer most of your questions regarding our center. Please feel free to speak to your child's teacher or the administration office at any time regarding any further questions.

Wee Care Learning Center is a ministry of Christian Life Center.



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# We Believe . . .

- We believe that the Bible is God's Word, supernaturally inspired, and is a divinely authoritative standard for every age and every life.
- We believe there is one God, eternally existent in co-equal three persons; God the Father, God the Son, and God the Holy Spirit.
- We believe that Jesus Christ died for the sins of mankind and rose again from the dead three days later
- We believe that everyone who trusts Jesus Christ for forgiveness of their sins will be born again and indwelt by the Holy Spirit
- We believe that salvation is purely a work of grace and not of works.
- We believe that the true believer is eternally secure, but that sin may interrupt the job of fellowship with God.
- We believe that Christ will come again and take his church to heaven prior to the Great Tribulation



*"Love the LORD your God with all your heart and with all your soul and with all your strength. <sup>6</sup> These commandments that I give you today are to be on your hearts. <sup>7</sup> Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. <sup>8</sup> Tie them as symbols on your hands and bind them on your foreheads. <sup>9</sup> Write them on the doorframes of your houses and on your gates"*

*Deuteronomy 6: 5-9 NIV*

## Chapel

We will have Chapel every Wednesday morning at 9:30. The children will sing worship songs and watch a short bible story.

*We Care provides child care to any family regardless of their race, creed or religion.*

## Admission Requirements

To be eligible for enrollment your child must be 2½ years old. Before your child may start you must have the following paperwork filled out and turned into the office; Basic information form, Emergency and Medical form and current immunizations records.

## Monthly Rates

<b>Full Time</b> (5 days a week)	<b>\$750.00</b>
<b>Full Time</b> (4 days a week)	<b>\$650.00</b>
<b>Full Time</b> (3 days or less)	<b>\$550.00</b>
<b>Before &amp; After School (Kindergarten – 5<sup>th</sup>)</b> <i>Includes early release and late start Wednesday</i> <b>DOES NOT INCLUDE NON SCHOOL DAYS</b> (Spring Break, Christmas Break, etc.)	<b>\$525.00</b>
<b>Before School Only (Kindergarten – 5<sup>th</sup>)</b>	<b>\$425.00</b>
<b>After School Only</b>	<b>\$425.00</b>
<b>Non-School Days Daily Rate</b> (For current families registered in a program only. No partial days or hourly rate and no daily drop ins)	<b>\$25.00</b>
<b>Preschool Only (2½ – 4yrs)</b> (9-11:30 Mon-Fri) September – June	<b>\$225.00</b>

## Registration Fee

- Child Care and Preschool \$75.00 or \$125.00 *per* family

This fee is due before admittance and is non-refundable. Each family will be required to pay this fee to secure their spot. *Registration fee will be due every September.*

## Rate Change

We reevaluate rates and budget annually. If we have to increase our rates, families will be notified 30 day in advance.

## Payments



Payments are due on the 1<sup>st</sup> of each month. A \$25 dollar fee will be added to your bill if we haven't received your payment by the 5<sup>th</sup> of the month. We will provide a monthly statement at the end of each month, if for some reason you do not receive your statement, a payment will still be required on the 1<sup>st</sup>. We accept cash, card, check or online (push pay). \$50 will be charged for all returned checks. After 10 days, we have the right to refuse service if your bill is not paid in full. Your child's spot will not be held, so you will have to re-register your child. If you are terminating your childcare, you must give a 30 day notice.

## Push Pay Instructions

- \* Go to [CLCPO.ORG](http://CLCPO.ORG)
- \* Select **Give Online** (middle of page)
- \* You will be redirected to **Push Pay**
- \* Put in your payment amount
- \* Select **one time** or **recurring**
- \* Giving Type- push arrow on right
- \* Select **Childcare/Preschool**
- \* Then follow the remaining prompts

## Credits

There are no billing adjustments for illnesses, holidays, weather or personal plans. To earn a vacation credit you must be enrolled for 12 consecutive months. A written notice must be submitted 2 weeks prior to your vacation.

## Holiday Closures

The center will be open Monday through Friday 6am to 6pm. The following days we will be closed, or will be closing early:

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Fourth Of July
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

*There will be a notice posted by the main door to remind you of these closures.  
If one of these holidays falls on a weekend, we will be closed either Friday or Monday.*

## Signing in and out



The State of Washington requires that the parent/guardian or anyone authorized by the parent/guardian to take the child to/from child care should sign the child in on arrival and out when leaving using a full legal signature. Failure to sign your child in could result in a \$5 fee. Be ready to show your picture I.D if this is your first time picking up a child, or if your child's teacher does not recognize you. Children are to be picked up by authorized persons over the age of 18. A 'Communication Book' is provided for you to write down any changes for your child's daily routine such as someone new picking up your child. This book is provided on the table under the sign in books.

## Late Pick Up

There is a \$1 a minute charge for every child that is picked up after 6pm. ***This \$1 fee must be paid in cash at the time of pick up. The money will go to the teacher that stayed late with your child.*** If you are unable to be there by 6pm to pick up your child, please call and let us know. If there is an accident, bridge closure or any other unavoidable reason this fee will be waived.

## Drop Off

Please have your child here no later than 10am. ***We are NOT a drop in facility, if your child is going to be here later than 10am please call and let us know.***

## Example of Daily Schedule

This is a *brief* outline of a day at Wee Care. Your child's teacher will have a more specific schedule/lesson plan posted in their classroom.

6:00	Open. All students will have free play, preschool and school age separated.
7:00-7:30	Breakfast
8:15-8:45	School age children leave for school.
9:00	Preschool
9:30	Snack Time
11:30	Lunch – preschool ends
12:30-2:00	Rest Time
2:30	Snack
3:00	Preschool ends, School agers arrive from school
3:30	Free time/Outside/Art/Homework
6:00	Close

## Naptime



Rest time is scheduled for after lunch for all children who are 5 years old or younger. We provide a mat/cot for each child. Your child may bring a crib sheet, blanket and small pillow to use during this time. These items must go home **EVERY** Friday to be washed, and returned on Monday.

## Snack/Lunch



The children will be offered breakfast, mid-morning snack, lunch and mid-afternoon snack provided by Wee Care. Monthly menus are posted in your child's classroom or by the kitchen. If your child does not like what we are having, they may bring their own lunch/snack, but it needs to be well-balanced. Milk is available during every breakfast and lunch. Water is available at snack time.

## Special Occasions



If you would like to bring a special treat for your child's classroom, please coordinate with your child's teacher. All treats must be store bought.

## Clothing



Children should arrive dressed for play. We like to have fun! Having fun involves outdoor play and lots of messy activities, so make sure that your child is dressed appropriately. Please don't dress your child in nice clothing and expect them to be spotless when you arrive to pick them up. Clothing should be comfortable and seasonally appropriate for outdoor play. Make sure to include hats, mittens, boots and coats for cold weather.

Please provide a change of clothes for your child (shirt, pants, socks, underwear) and leave them in their cubby. This is mandatory; we do not always have spare clothes. Also, if your child has had an accident, please take the clothes home same day of the accident.

To avoid loss and confusion, please mark your child's jacket/sweatshirt and blanket with first and last name.

## Bathroom/Pull Ups



Children must be starting to potty train when entering Wee Care. Pull ups and wipes are provided by the parent. If you would like diaper ointment on your child, you will need to fill out a medication form.

A child is able to use the bathroom whenever the child needs to. The entire class will go to the bathroom every 1 ½ to 2 hours.

## Personal Belongings

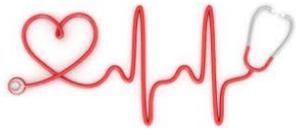
We prefer that children do not bring toys from home unless it is something that can be shared with the entire group (i.e. books, puzzles, etc.). Little ones have a difficult time sharing with others, and it is even harder with their own special toys. If toys are brought, please note that they may be put away, if they are the cause of disagreements among the children, sometimes they may be given to the office until the parent picks up the child. **We are not responsible for any loss or breakage of a personal item.** *Please make sure that your child's first and last name is on the item.*

## Discipline

Discipline should not be a punishment, but an attempt to steer the child toward behavior that is desired and acceptable. Encouragement is the key! We feel the best approach to discipline involves creating a positive atmosphere. Positive discipline teaches children where the limits are set and is most effective. The consequences for negative behavior have to make sense to the child: for example, if a child is throwing blocks, it is logical to tell them that blocks are meant to build with, not throw, and if it gets thrown again they will have to find another center to play at. When directions and choices are made simple and positive, it helps reduce the occurrence of naughty behavior.

The children are encouraged and reminded to show respect for others by using their words to ask for things they need/want and not their actions. If a child has been reminded several times about their negative behavior, they will be removed from the other children and have a 'time out'. This allows the child to calm down and regain self-control. If a child continues to be out of control and does not respond to any verbal commands, parents may be called to come pick the child.

We ask you to work with us on any discipline problems your child might have. We will work to keep you informed of any problems or progress your child might have. Conferences with the director will be made if disciplinary problems keep occurring. If we cannot figure out a solution with your child, the director may terminate your services.



## Health Policies

Upon enrollment, there is a health information sheet that must be filled out. Immunization records must be up-to-date. Your child must have a physical exam at least once a year.



### Medication

Prescription and non-prescription medications may be administered, but only with a written authorization by the parent or doctor. The medication **must** be in the original container with the dosage instructions. The medication will stay in a lock box. Parents must complete our medication forms, which authorizes the staff to administer medication.



### Sunscreen

If you would like to bring sunscreen to leave at Wee Care for your child, you must fill out our sunscreen form. Please label the bottle with your child's first and last name.

### Allergies

If your child has any allergies please tell us and keep us updated if anything changes. **We are non-peanut facility.**



### Illness

*Please keep your child home if they have any of the following;*

- Diarrhea – three or more watery stool in 24 hours.
- Vomiting – two or three occasions in 24 hours.
- Fever of 100 degrees or higher
- Head Lice or nits
- Flu/Cold, snotty nose
- Pink Eye, Scabies, Strep Throat or other contagious conditions must be on prescription antibiotics for at least 24 hours.

Children complaining of illness will be asked to lie on a mat away from all the other children. Parents will be notified. Depending on the severity of the illness the parent may be asked to pick up the child as soon as possible. If your child is being sent home from throwing up or high temperature, they will **NOT** be able to return to Wee Care for 24 hours. This will help keep other children and our staff healthy.

## Minor injuries



We wash cuts/scrapes with soap and water. A Band-Aid will be applied if needed. We also have ice packs if needed. In some cases a parent may be notified. We will always fill out an injury report, please sign it and return to the office.

## Major emergencies



All of our staff has completed a CPR and first aid course. Each classroom has a small first aid kit. In case of a major injury we will first call 911, and then the parents will be notified. If parents cannot be contacted, then we will start calling the authorized people on the contact list.

Disaster Preparedness Plans are posted in each classroom.

Fire drills are done each month. Disaster drills (Earthquake) are done each quarter.

## Crisis/Disaster Policy Information



During a disaster, communication may become challenging. Often it is easier to contact an out-of-area phone number than a local number or cell phone. Our facility is establishing an out-of-area number to relay information during a disaster. Please put this number in a convenient and accessible place so that you are able to get information.

### Out-of-area Contact information

The Northwest Ministries Network, Assemblies of God  
For: Christian Life Center – Wee Care Learning Center  
Snoqualmie Washington  
**(425)423-0222**

We thank you in advance for all your cooperation and understanding in the following guidelines and procedures displayed in this handbook. If you have any more questions or concerns, please stop by the office.

I have received, read and understand the parent policies. **Please sign and return this page to the office,** it will be kept in your child's folder.

Child's name \_\_\_\_\_

Parent (printed) name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_