



## WELCOME

Welcome to Wee Warriors Learning Center. Our program is a ministry of Jasper First Baptist Church. Our purpose is to provide quality care and instruction in a Christian environment in which a child may develop spiritually, mentally, physically, emotionally, and socially. We strive to create a nurturing atmosphere that will minister to the individual needs of every child. Our prayer is that through our mutual cooperation we can begin to build a solid foundation for your child for years to come. We want you to be able to take comfort in knowing that your child is in the care of loving teachers, learning about Jesus and His love while you are away for the day. Our Wee Warriors Learning Center staff appreciates your sharing this part of your child's life with us and does not take this great responsibility lightly. Our Wee Warriors Learning Center was designed to be a ministry for our church and our community.

## MISSION

Our mission is the same as JFBC, to love God, love people, and make disciples by providing quality, safe childcare for the children of Marion County and surrounding areas.

It is our belief that for optimal developmental experiences the cooperation of Wee Warriors Learning Center staff, Wee Warriors Learning Center administration, and parents is required. Working together we facilitate learning and foster self-worth and respect for others.

## CLASS STRUCTURE

Babies (6 weeks-15 months) 2 Teachers  
Toddlers (18 months- 3 years non-potty trained) 1 Teacher + Floater  
Preschoolers (3 -5 year olds) 1 Teacher

## PROGRAM HOURS AND IMPORTANT DATES

Wee Warriors Learning Center school year is from August – May.

Hours of Operation: We will operate Monday thru Thursday from 9AM-12PM.  
All exterior church doors will be locked during our hours of operation.

Except for the start date, Wee Warriors will operate on the Marion County School Schedule for Fall Break, Thanksgiving Break, Christmas Break, Spring Break, and all observed holidays. Please attached school calendar for all closures and important dates.

Inclement weather days will follow the discretion of JFBC operations. A notification via Remind will be sent out to let parents know and allow for alternative plans. Tuition payments will not be adjusted on these days.

Throughout the year we invite special guests to spend time in each classroom. These special guests may include community helpers, Animal Tales, etc.

We will also have special events which you will receive information about in the monthly newsletters. See attached calendar for parties and special events.

We will have fall and spring individual picture day.

Celebrating birthdays is always fun. Remember to keep it SIMPLE. Please plan these birthday celebrations in advance with your child's teacher.

## ARRIVAL AND DEPARTURE

You are required to park and drop off/pick up your child each day. There will be a daily sign in-sign out sheet parents are required to sign their child in each morning and sign their child out each afternoon. Doors will be opened at 8:50 am for drop off. Children are expected to arrive before 9:15 am. If anyone is going to be late, please let your teacher know. All exterior church doors will be locked during our hours of operation. Pickup will start at 12pm. A late fee will be charged for children picked up after dismissal time.

The safety of your child is our number one priory. During enrollment you will be asked to list any and all approved persons who may at some time pick up your child. The person picking up your child must be on the list to pick-up. If there is any question, identification will be required.

## PARKING

The drop off and pickup times at Wee Warriors are very busy. Please always use the parking spaces at the back of Phillips Furniture, right in front of the children's wing entrance, or the side parking lot. Please watch for small children at all times.

## REGISTRATION AND MONTHLY FEES

Wee Warriors Learning Center serves children 6 weeks to 5 years old.

When our program is full and space is not available, your child can be placed on a waiting list. Those on the waiting list will be placed when there is availability based on their registration date and classroom opening.

Wee Warrior Learning Center has a yearly non-refundable \$50.00 registration fee which is due upon initial enrollment and every August.

We also have a \$50 craft fee that is due along with your first month's tuition payment. For families that are enrolling two (or more) children, additional children from the same family will pay a \$25 craft fee for each additional participant.

The fee schedule is as follows:

Babies (6 weeks-15 months) \$400 month  
 Toddlers (18 months- 3 years non-potty trained). \$400 month  
 Preschoolers (3 -5 year olds) \$320 month

\*\*\*August and May tuition will be counted as one month's tuition that is due at the time of registration. Also, December will be a partial payment month. See below.

	Non potty trained	Potty trained	prek
August	\$400*	\$320*	\$320*
September	\$400	\$320	\$320
October	\$400	\$320	\$320
November	\$400	\$320	\$320
December	\$200	\$160	\$160
January	\$400	\$320	\$320
February	\$400	\$320	\$320
March	\$400	\$320	\$320
April	\$400	\$320	\$320
May	*covered from August payment	*covered from August payment	*covered from August payment

\*\* Once your child is potty trained, there will be a decrease in tuition of \$80 monthly. However, there will not be a classroom change until the next school year

\*We do offer a 10% discount if you have two or more children enrolled in the program.

Tuition for the entire month is due on the first class day of the month.

Tuition is required regardless of illness or days missed.

If payment is not made by the 10th day of the month, a late fee of \$15 will be charged.

Wee Warriors Learning Center accepts online payments and cash payments. Cash payments must be the exact amount.

**Please note:** We would appreciate an advance notice if you plan on removing your child from the Wee Warriors program.

## HOW TO DRESS YOUR CHILD

We ask that you send your child to school in comfortable play clothes. We will be doing many hands on activities such as painting and playing outside. Tennis shoes are recommended instead of dress shoes, sandals or boots. Also, please dress your child according to the weather. We will go outside as long as the temperature is 40 degrees and above. Remember to label all coats, sweaters, gloves and hats.

All children need to bring one change of clothes. This includes 3-5 year olds.

Children who are learning bathroom skills should have three to four changes of clothing during this time. Accidents do happen! If your child has an accident and they do not have extra clothes here at Wee Warriors Learning Center, then a parent/guardian will be called to bring your child a change of clothing.

## WHAT YOUR CHILD NEEDS EACH DAY

Each child is required to bring a change of clothes, snack, and spill-proof drink cup in a backpack or bag.

- Babies Room – need a diaper bag with plenty of disposable diapers, wipes, a complete change of clothes, prepared formula or juice in plastic bottles. Please send in unopened food jars and pouches of baby food. If they need a special blanket or “lovey” for sleep time, please send that with them in their bag.
- Toddlers Room – plenty of wipes and diapers or pull ups if needed, change of clothes, snack, and spill-proof cup.
- Preschoolers Room– change of clothes, spill-proof cup, and snack.

Please remember to label everything from home.

We discourage bringing toys from home.

Please make sure that your child has eaten breakfast before arriving at school.

Infants will be fed formula, milk, juice or water as provided by the parent. Do NOT send glass bottles! All bottles must be labeled with your child's name.

Please only send water or juice only in a spill proof cup.

## DISCIPLINARY

Any and all physical punishment is absolutely prohibited. Wee Warriors Learning Center strictly prohibits the use of corporal punishment, including verbal abuse. Therefore, corporal punishment will not be used under any circumstances at Wee Warriors Learning Center. Positive reinforcement is used in disciplining preschool aged children. If the child goes past the limits of what is permitted, the time-out principles will be used. If the problem persists, the teacher will consult the parent/guardian on how to best deal with the situation.

Wee Warriors Learning Center reserves the right to dismiss the child from the program if the above steps fail.

## COMMUNICATION

Communication is essential. Directors can be available via text, email, and phone. We will have a Wee Warriors private Facebook group to share pictures and information.

Please join the Remind group on registration day to stay up to date.

A monthly newsletter will be sent home to inform you about special activities and dates.

## HEALTH

It is required that each child has an up-to-date immunization record on file. You may obtain an immunization record from your child's pediatrician or the health department. These records must be turned into the Director when your child starts the program. A child cannot enter Wee Warriors without health records.

Should your child need medicine while under our care, it will be administered by the Director or Assistant. The medication must be in the original container and list the child's name, doctor's name, medicine name, the issue date, the dosage and how the medication should be stored. The parent should give the medicine to the Director or Assistant and fill out a permission form for administering medication.

Only healthy children will be allowed to attend Wee Warriors Learning Center. We cannot accept children who have or have had any of the following within the 24 hours prior to attendance –

- fever
- diarrhea
- vomiting
- persistent cough
- colored nasal discharge
  - skin rash
  - head lice
  - chicken pox
  - fifth disease

Your child must be symptom free, or cleared by a doctor, 24 hours prior to returning.

Please see attached paper for guidance on contagious diseases.

## EMERGENCY CARD

Emergency cards must be kept on file. A child cannot enter the program without these cards.

Accurate and updated information is extremely important. This card will include parent's name, address, home phone number, work phone number and cell phone number. It will also include the names of people we are allowed to contact in the event you cannot be reached and the names of others authorized to pick up your child. The name of your child's doctor, hospital preference, insurance information, allergies and any physical conditions should also be listed on the emergency card.

This card will be filled out at registration and is vital for the safety of your child.



## Guidelines for Contagious Diseases

**Chicken Pox** - Your child will be allowed to return to the center after all pox are crusted over. (5-10 days) Vaccinated people who get chicken pox may develop lesions that do not form scabs. These people are considered contagious until no new lesions have appeared for 24 hours.

**Conjunctivitis (Pink Eye)** - Your child will be allowed to return to the center 24 hours after proper medication is administered, and no leaking from the affected eye.

**COVID-19** – Your child will be allowed to return to the center after he/she has completed their time in quarantine as prescribed by the health professionals.

**German Measles (Rubella)** - Your child may return to the center seven days after the rash begins.

**Giardia, Salmonella, Shigella, and Campylobacter** - Your child will not be allowed to the center until there is documentation of two negative stool cultures after treatment.

**Hand, foot and mouth** - Your child will not be allowed to return to the center until one week after they are fever and open blister free.

**Head lice** - Your child may return to the center the day after treatment begins. We recommend that you continue treating for 7-10 days after initial treatment.

**Hepatitis A** - Your child may return to the center one week after the illness has started and he/she are free of fever.

**Herpes Simplex Infections** - Your child may return to the center when he/she is well and also has completed a four day course of Rifampin.

**Impetigo** - Your child may return the day after treatment begins and all sores on exposed skin can be covered. If sores cannot be covered, they need to be completely healed.

**Measles (Rubeola)** - Your child may return to the center four days after the appearance of the rash.

**Meningococcal Disease (Neisseria Meningitis)** - Your child may return to the center when he/she is well and also has completed the completion of antibiotics and released from a health care professional.

**Mumps** - Your child may return to the center nine days after the swelling appears.

**Pinworms** - Your child may return to the center the day after treatment begins.

**Ringworm** - Your child may return to the center the day after treatment begins.

**Roseola** - Your child may return to the center when he/she are rash free and fever free.

**Rotavirus** - Your child may return to the center when the diarrhea is gone and he/she is fever free.

**Scabies** - Your child may return to the center the day after treatment begins.

**Shingles** - Your child may return to the center when all sores are crusted. Vaccinated people who get shingles may develop lesions that do not form scabs. These people are considered contagious until no new lesions have appeared for 24 hours.

**Strep Throat/ Scarlet Fever** - Your child must be on an antibiotic 48 hours and be free of fever before returning to the center.

**Tuberculosis** - A child diagnosed with active TB disease must be excluded from the center. Children with TB disease may return after they have been treated and the doctor states they are not contagious. A doctor's note must be in their file.

If a child develops any of these symptoms while at the center, the parents will be notified to pick up their child. Please do not bring your child to the center with any unidentifiable symptoms. Please report any contagious diseases immediately to the Wee Warriors Director. All families will be contacted when a contagious disease is circulating among the children.





## NOTIFICATION OF PARENTS' DAY OUT EXEMPTION

Church preschool programs under 12 hours per week have been exempt from the licensure law and regulations since 1976. For your reference the law that applies to Wee Warriors Learning Center program is TCA § 71-3-503.

This facility is not licensed and not required to be licensed by the state of Tennessee as a childcare agency.



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Printed Name(s) of Child/Children

I have received a copy of the Wee Warriors Learning Center Parent Handbook. I have read, understand, and agree to follow the policies of the handbook. I understand that Wee Warriors Learning Center is NOT a state licensed program.

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Parent Signature

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Date

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WWLC Director Signature

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Date