



Parent's Handbook

2026-2027

Monday & Wednesday or Tuesday & Thursday
August-May
9:00 am – 3:00 pm

Our mission is to provide a safe, engaging environment where every preschooler can grow to know Jesus!

- The WEE Program uses a Bible-based curriculum that supports the values and beliefs of First Baptist Church Hendersonville.
- The WEE/Preschool program of First Baptist Church will always consider a person's biological sex to be their assigned gender for the purpose of ministry placement.
- The WEE program provides classes for children at least six weeks old through Pre-Kindergarten five-year-olds.

Schedule

School hours are 9:00 am – 3:00 pm.

Children enrolled will attend either Monday/Wednesday or Tuesday/Thursday classes. Classrooms open no earlier than **9:00**, with pick-up promptly at 3:00 p.m. **Students remaining after 3:05 will be brought to the front desk, and late pick-up fees will be applied accordingly. The WEE program follows the Sumner County School calendar.** WEE will also be closed if schools are closed for holidays, breaks, or canceled due to inclement weather.

Tuition and Fees

<u>Registration/Materials Fee:</u>	\$75.00 per child due at enrollment	
<u>Monthly Tuition:</u>		
One child	\$230.00	per month X 10 months
Two children	\$450.00	per month X 10 months
Three children	\$670.00	per month X 10 months
<u>Late Payment Fee:</u>	\$15.00 (automatically applied after the 10 th of the month)	
<u>Late Pick-up Fee:</u>	\$5.00 per child per occurrence (after 3:05 pm)	

*Inclement weather days will be credited to your account at a rate of **\$20.00 per day**, the month following the missed inclement weather day.*

WEE is a 10-month, 80-day program (including breaks and holidays) that averages 8 days per month from August to May. Over the course of the school year, some months have more than 8 days, and some have fewer. Therefore, we charge a set monthly tuition for an average of 8 days regardless of the number of days in a given month.

Full tuition is due by the 10th of each month. Invoices will be sent via email on the first day of each month. You may pay online, with a debit/credit card, or in person with cash or a check. Checks should be made out to the FBCH WEE Program. If tuition is NOT paid in full by the 10th, a late fee will be added to your invoice. If the invoice is not paid in full by the first of the following month, your child will not be allowed to attend class until the invoice for both months is paid. WEE is a ministry, and we are willing to work with you if you find yourself in a financial crisis. Please discuss your situation with the WEE director. There are no refunds for absences/illnesses/vacations.

Activity Fees & Supplies

In place of collecting money throughout the year for parties, snacks, and other activities, an activity fee will be invoiced **in August for the first semester and in January for the second semester** to help cover these additional expenses. The amounts for each age group and what they cover are listed below. We hope collecting the money in this manner will be easier for you!

2026-27 Activity Fees

- **Baby classes - \$4 per semester** for classroom snacks (Gerber Puffs, Gerber Teethers, Cheerios, Goldfish, etc.)
- **1-year-old classes – \$6 per semester** for classroom snacks (Cheerios, Goldfish, Gerber Puffs/Teethers, Animal Crackers), Christmas & Year End parties
- **2-year-olds classes – \$8 per semester** for Christmas, Valentine's & Year End parties, Brown Bear & Hungry Caterpillar book supplies, Year End Program
- **3-year-olds classes – \$10 per semester** for Christmas, Valentine's & Year End Parties, Take Home Folder & Memory book supplies, Year End Program
- **4's and Pre-K 5's classes – \$20 per semester** for Thanksgiving, Christmas, Year End parties, Zoo visit, Take Home Folder, Scholastic classroom magazines, Graduation

2026-27 Supplies

- **Baby Classes** - one large box of **Baby wipes**
- **1-year-old classes** – one container of **Baby wipes** **(No large boxes, please)** & one can of **Lysol spray**
- **2-year-olds classes** – one container of **Baby wipes** **(No large boxes, please)** & one box of **Tissue**
- **3-year-olds classes** –one box of **Tissue** & one container of **Clorox Wipes**
- **4's and Pre-K 5's classes** – one container of **Clorox Wipes** & one roll of **Paper towels**

Withdrawals

If you must withdraw from the program during the school year, please give the office **two weeks' written notice** so we can fill the empty spot. If you do not give us notice, you will be required to pay for the two weeks your child is not attending. We appreciate your cooperation in this matter as we must still meet operating expenses.

If you must withdraw your child for health matters or other reasons, continuing their monthly tuition may ensure their place. The monthly fee will remain the same even though the child may miss a session.

Security

Keeping your child safe is a priority at First Baptist Church. Your understanding and adherence are both expected and appreciated.

- The doors to the Preschool building open at 8:55 a.m.- 9:30 a.m. for drop-off and 2:30 p.m.- 3:15 p.m. for pick-up. Uniformed police officers will be on-site during drop-off and pick-up times when the doors are unlocked. At all other times, admittance will be via the intercom. You will be asked to show your security card any time you need to enter the building other than drop-off or pick-up.
- WEE classroom doors are locked each day during the school day, and WEE is on total lockdown from the rest of the church building.
- All our employees have been thoroughly vetted through screening, background checks, and training. Only properly vetted personnel will have access to classrooms. **For security reasons, parents are requested to remain outside the classroom door.** Children should always be dropped off at the classroom door and given to the classroom teachers. Please do not drop a child off in a Related Arts class or at the playground!
- **No child will be released without presenting a security card. Please notify the teacher and director if a person other than a parent or regular caregiver is to pick up a child and if a temporary security card is needed.** The WEE Office issues temporary security cards for visitors and regular attendees who have forgotten their security cards. **You will be requested to show identification at this time.** We will only release preschoolers to someone over the age of 18. Temporary cards are good for one day only and will be collected by the classroom teachers.
- Your child's registration form should provide phone numbers where parents can be reached, in an emergency. Also listed on this form should be the names and phone numbers of any other persons who, in the event of illness or emergency, have permission, with a security card, to pick up your child. **No child will be released to anyone not listed on this form without the consent of a parent. If you have any changes to phone numbers, addresses, email addresses, or emergency contacts throughout the year, stop by the WEE office.**
- Each family is issued a set of 3 Security Cards. If you do not have a security card, please stop by the WEE office. An additional set of 3 cards may be purchased for \$5 per set. There is no charge for replacing damaged cards.
- Parents/guardians should park their car and walk their preschoolers into the building, including on days with inclement weather. Due to safety strategies, parking in fire lanes and under the portico is prohibited. Please watch carefully for others when walking and driving in the parking lot!

Health and Illness Policy

Parents should **NOT** bring their child to WEE when any of the following exist:

- Fever, vomiting, and/or diarrhea
(Child must be **symptom-free for 24 hours** before returning to school.)
- Symptoms of childhood diseases (scarlet fever, measles, etc.)
- Common cold symptoms – from onset until clear
- Thick and/or colored mucous discharge from the nose
- Sore throat
- Croup
- Unexplained rash or skin infection (boils, ringworm, etc.)
- Conjunctivitis (Pink eye) or other eye infections

If symptoms develop anytime at WEE, the child will be isolated, and parents will be notified. Teachers/staff cannot give or apply any medications/sunscreen/lotions to any child. Exceptions are diaper rash ointment prescribed to the child and in the original box, or necessary treatment for allergic reactions as written by parents.

Hand, Food & Mouth Disease Policy:

HFMD is a highly contagious virus common in childcare settings. If a case of HFMD has been confirmed in your child's class, the WEE admin will text you to notify you of the situation.

Your child can return to school when:

1. Fever free for 24 hours.
2. Blisters have dried up.
3. Drooling has stopped from blisters in the mouth.
4. Child is eating & drinking normally.

Head Lice Policy:

Head lice are easily spread in a childcare setting. Please inform your teacher if your child has lice. All children in the affected classroom will be checked to ensure there is no further spread.

Your child can return to school when:

1. Hair has been treated with lice treatment
2. ALL bugs & nits have been completely removed.

Protocol for Allergic Reactions:

- 1. Administer the treatment specified by parents.**
- 2. Call 911.**
- 3. Contact parents.**

Weather Policy

The WEE Program follows the same schedule as Sumner County Schools. If Sumner County Schools are canceled due to inclement weather or illness, our classes will also be canceled. *Inclement weather days will be credited to your account at a rate of \$20.00 per day.*

If Sumner County Schools open **1 hour late**, WEE **will open 1 hour late @ 10:00 am.**

If Sumner County Schools open **2 hours late**, WEE **will open 2 hours late @ 11:00 am.**

Communication

Communication with families is important to us. We want everyone to know what is happening in our program. We communicate upcoming events, closings, and other pertinent information via our monthly newsletter and text messaging system.

Newsletters are emailed monthly to families to inform them of what will occur during the upcoming month, including announcements, calendar events, Bible lessons, etc. The **text message system** is used to communicate reminders quickly to families. *Parents are automatically added to the newsletter distribution and text message lists when their child is enrolled in the WEE program.*

Clothing

Play clothes and tennis shoes or sandals with straps are appropriate attire for school. **Please do not send your child in backless shoes, as they can become a safety hazard on the playground.** Clothing should be comfortable and easy for children to manage. All children should have a **seasonal clothing change and underwear** in their backpacks. Send sweaters and jackets as needed for outside play. We will play outside when the weather permits.

General Classroom Procedures

- For safety and security reasons, keep your child with you before dropping off and after picking up.
- Do not allow children to enter unoccupied classrooms or resource rooms. These classrooms are cleaned and prepared for use by other ministry areas.
- Playgrounds are only to be used by WEE classes during school hours.
- Please label **all** items.
- For sanitary reasons, cloth diapers are not permitted.
- Personal toys should not be brought into the classroom. Items (blankets, stuffed animals, etc.) needed for rest time are allowed.
- Birthday refreshments for a child's class are welcome. Please let the teacher know in advance. If there are any children with allergies in the classroom, please speak with the teacher about preferred options to ensure the safety of all children. "Goody Bags" for all children are also okay. If sending invitations for a private party, all children in the class must receive one.

Potty-Training Procedures and Policies

Our teachers are more than happy to work with you and your child to help them succeed in their potty training. Communication between teachers and parents is crucial. Please speak with your child's teachers so they are aware of your child's potty-training efforts at home and any helpful hints they may be able to use at school.

Potty training for many children at school differs from potty training for one child at home. For sanitary purposes, a child must ALWAYS wear underwear, Pull-Ups, or diapers at school!

The following guidelines will help us work with your child and have a smooth day at school:

One-year-old classes:

1. Child continues to wear **Velcro closing pull-ups** or diapers at school.
2. There be an **accident-free period at school** before transitioning to underwear. This will be at the teacher's discretion & the child's progress.
3. Always keep a couple of extra-season-appropriate clothing changes (including underwear and socks) in your child's backpack.

Two-year-old classes:

1. We request that children wear Pull-Ups with tabs to school, and there be a **two-week** accident-free period before transitioning to underwear.
2. Your child needs to be able to communicate (verbally or non-verbally) the need to use the potty to their teachers.
3. Boys should be able to hold themselves down to ensure cleanliness and develop their independence.
4. Once they transition to underwear, please send 2 to 3 seasonally appropriate changes of clothes in case of accidents.

Children in 3-year-old classes and older should be potty trained and self-sufficient in the restroom.

What is self-sufficiency in the restroom?

1. Children should be able to tell a teacher they need to go to the restroom.
2. Children can use the restroom when a teacher takes them. (Teachers will help with wiping as needed.)
3. The child can pull down undergarments without assistance and needs minimal help to pull clothes back up.
4. The child is wearing underwear.
5. **If** Pull-ups are needed, they are worn **only** at naptime (3-year-old classes only). (Teachers are happy to assist a child in putting on a Pull-Up. **Velcro closing Pull-Ups ONLY!**)

If your child is not potty trained and self-sufficient in the restroom by the start date of school, we will be glad to hold said child's place for **30 days**. This should give you sufficient time to have your child potty trained and self-sufficient in the restroom.

Classroom Placement

WEE will use the following guidelines to determine a child's classroom placement:

1. August 15 is used as the cut-off date in order to align with the Sumner County School District. For example, a child who turns 2 on August 15 would be placed in a 2-year-old class for the school year, but a child who turns 2 on August 16 would be placed in an older 1-year-old class for the school year.
2. **Twins/multiples** will be placed in different classrooms when they enter the 3-year-old age group.
3. **Due to the number of students in the program, we cannot take classroom placement requests.**

Disruptive Behavior

We want all preschoolers to know that church is a place where they are loved and cared for. We facilitate this within the context of our “vision of the whole.” Our goal is for all the children (the whole) to feel safe and secure while at First Baptist Church. Our policies and practices are designed to promote this.

The WEE program is not set up to provide **one-on-one** care for a child. When one child requires *ongoing* individual time, attention, and care, it leaves the other children with a less-than-desirable experience beyond the teacher/child ratio we maintain for excellence. Subsequently, this can also lead to classroom management issues.

If a child's disruptive behavior is beyond the normal range of age-related conduct, we will implement the following strategy:

- **1st contact:** Your child's teacher will contact you to discuss the issue and seek input and insight for guiding your child. This contact will be made outside the classroom and **not** during drop-off/pick-up.
- **2nd contact:** A meeting will be scheduled with you, your child's teacher(s), and the WEE Director (and/or Preschool Pastor) in attendance. Through this team-based approach, the child's current needs will be addressed by collaboratively developing an action plan to include:
 - Strategies to implement in the classroom.
 - Strategies to implement at home to support classroom success.
 - A method to identify how well the plan is working.
 - Indicators that will determine if dismissal from the WEE program is necessary.
 - A scheduled time to meet again to review progress (the 3rd contact).
- **3rd contact:** If the action plan effectively supports your child's success, the strategies will continue to be implemented. If not, your child will be dismissed from the WEE program for the duration of the school year.

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