



First Baptist Woodstock Weekday Preschool

# Parent Handbook

First Baptist Church Woodstock

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Woodstock, GA 30188

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[www.fbcw.org/WeeSchool](http://www.fbcw.org/WeeSchool)

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## **Program Exemption**

FBCW WeeSchool meets the Bright from the Start exemption requirements and is therefore exempt from licensure by the State of Georgia. Our letter of exemption is posted outside the WeeSchool office.

## **Purpose Statement**

As part of the ministry of First Baptist Church Woodstock, the purpose of the WeeSchool Program is to provide a Christ-centered education for children ages 15 months to 5 years old in a safe, fun, and Christ-centered environment.

## **Our WeeSchool Philosophy**

1. We believe that each child is a unique individual. We are sensitive to a child's spiritual, social, emotional, and physical needs. We provide developmentally appropriate programs that focus on the process of learning and help children enjoy successful experiences.
2. We believe that learning is a sequential process and that children grow and develop at their own rate. Children learn by actively participating. When provided a variety of materials, appropriate for their level of development, the child can learn skills necessary by hands on interactions, without pressure.
3. We believe that the strength of our program is in the dedication of our teaching staff. Our teachers create a caring, loving, and nurturing atmosphere and mold each child's creativity and positive self-image.
4. We believe that children deserve to be children. Our program is designed to develop in children a sense of independence and responsibility.
5. We believe parents are the most significant adults in a child's life. We strive to create a mutual respect between parents and teachers, a partnership for the benefit of the child. We encourage communication between parents and teachers. Our doors are always open to parents.

## **Biblical Beliefs**

WeeSchool adheres to and forms the basis of classroom religious influence/instruction on the following as explained on our website in more detail:

**GOD** is the Creator and Ruler of the universe. He has eternally existed in three persons: the Father, the Son, and the Holy Spirit. These three are co-equal and are one God.

**PEOPLE** are made in the image of God and are the supreme object of God's creation. All of us are marred by an attitude of disobedience toward God called sin. Sin separates people from God and causes many problems in life.

**SALVATION** is God's free gift to us, but we must accept it. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty, and we are eternally secure.

**THE BIBLE** is God's Word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it has salvation for its end and is truth without any mixture of error.

**DISCIPLESHIP/EVANGELISM:** It is the duty of every born-again follower of Jesus Christ and of every church to endeavor to make disciples of all men everywhere.

**BAPTISM BY IMMERSION:** We believe that scriptural baptism is: (1) being completely immersed under the water and (2) after salvation.

**THE LORD'S SUPPER** is a symbolic act of obedience whereby believers remember the death of the Lord Jesus and anticipate His second coming.

We believe in giving the **TITHE**—10% of our gross income (not net income)—as the biblical standard of giving. The tithe is to be given as an undesignated offering to the “storehouse” ministry of a local church. According to the Scriptures, we are to give cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

**A NEW TESTAMENT CHURCH** of the Lord Jesus Christ is a local body of baptized believers who are associated by their common faith and fellowship with Jesus. A local church is to observe the two ordinances of baptism and the Lord's Supper.

**UNITY** is the responsibility of each believer who it so endeavors to live in fellowship with each member of the congregation.

## **Welcome**

FBCW WeeSchool welcomes students of any race, color, national and ethnic origin and is honored to take part in the education of each student.

## **Religious Practices**

The following could take place during your child's time at FBCW WeeSchool: prayer with the class, blessings before meals and snacks, chapel with Bible teaching, Bible songs, Bible memorization, pledges to the American flag, Christian flag, and the Bible, teaching on and visits from missionaries supported by FBCW, curriculum work based on Bible stories or principles, recognition of Christ's birth at Christmas and Christ's resurrection at Easter and recognition of Thanksgiving as a time to thank God for His blessings. October 31st is celebrated as a Farm Day & fall rather than Halloween. Valentine's Day and Mother's Day are also recognized. Holidays from other religious beliefs are not recognized in the school. Practices and traditions from other religions not in accordance with FBCW or that are disruptive to the programs, schedules, and expectations of the teachers and other students are not permissible.

## **Parent Handbook**

Each parent is responsible to read the WeeSchool Parent Handbook. Your signature on the Parent Handbook link states that you have read the handbook in its entirety, understand it, have asked the WeeSchool Administration any questions regarding the handbook, and agree to abide by the policies and procedures listed within.

## **Statement of Enrollment**

Children are generally enrolled in our school on a first come first served basis according to age group and vacancies. Enrollment opens first to those currently enrolled, second to those who attend the January Open House and alumni, and finally to the public. Families currently enrolled must be in good financial standing with the school to be considered for future enrollment. To be considered for admission, an Enrollment Application must be completed. Absolutely no monetary incentives, materials or services will be accepted to have children on the waiting list or to enroll children when spaces are not available. The WeeSchool does not accept any student whose enrollment application or other necessary paperwork is incomplete.

Prior to acceptance into any classroom, the administration may request an interview to evaluate the readiness of a child to transition into our program. Students are placed in a class based on age by September 1<sup>st</sup> with no exceptions. Students are placed based on class availability. If space is not available, students will be placed on a waiting list.

WeeSchool strictly follows the age requirements for each classroom. A student may be allowed to repeat one year of PreK if parents and WeeSchool Administration deem it necessary and beneficial for the student.

## **Statement of Acceptance**

The WeeSchool reserves the right to refuse any applicant we discern is not suitable for our program, to decline admission when we are not able to meet the special needs of a child or to make exceptions to the “first come” policy when special situations arise. By way of example, such refusal may be for anticipated disruption in the school due to incompatibility of religious beliefs and practices of children that differ from the beliefs and practices of FBCW, discipline issues, or when we believe that we do not have adequate resources to serve a child with special needs appropriately.

Students will not be enrolled without receipt of Immunization Form #3231, or a signed and notarized immunization exemption form provided by the WeeSchool office as well as an, Eye/Ear/Dental Form #3300 for children 5 years and older by September 1st.

## **Conditions of Enrollment and Acceptance**

FBCW WeeSchool is not prepared for students who have minor learning disabilities or behavioral, social, physical, or emotional challenges. Our classroom teachers strive to give equal attention to each student, yet they are not trained in the area of special needs, learning disabilities, or behavioral, social, physical, or emotional challenges. All students who are enrolled are expected to adhere to the classroom behavioral guidelines and expectations. In addition, all students are expected to be able to handle the structure of the classroom including but not limited to the ability to stay seated during seat work to prevent being a disruption to other students. To protect the learning environment of all students in the class, the classroom teacher and assistant are unable to devote one-on-one assistance to a child who may require continual redirection either emotionally, behaviorally, socially, physically, or academically.

We realize that some learning disabilities or behavioral, social, physical, or emotional challenges may develop over time. Classroom teachers and assistants continually monitor the progress of all students and give regular feedback to both parents and the WeeSchool Director. If we notice any of the above that causes us concern, those concerns will be shared in a parent conference at which time we will discuss whether our program continues to be a good fit for the student.

Where we welcome assistance from the Cherokee County special needs program as well as the private sector for students that have been through the assessment process and have received an IEP, we are not prepared to adhere to all the criteria, goals, and expectations within the students IEP due to the nature of our program.

If it is determined by the WeeSchool Director together with the classroom teacher at any time during the school year that our program is not a good fit, the student may be withdrawn, and a pro-rated tuition amount will be refunded at the discretion of the director. Enrollment fees are not refundable.

### **Statement of Dismissal**

The WeeSchool reserves the right to dismiss any student in its discretion when it discerns that continued enrollment in the WeeSchool Program is disruptive to the school, other students, or incompatible with the school's mission. Such reasons may include, but are not limited to: violation of classroom behavioral guidelines and expectations either of a serious or continual nature (such as bullying, kicking, biting, hitting, spitting, verbal misbehavior, continual willful refusal to follow directions, etc.), failure of parents or guardians to adhere to school terms and policies; misrepresentations or omissions by parent or guardian on enrollment forms or in other interactions with the WeeSchool personnel; failure to pay tuition and/or fees completely or timely, and school's inability to meet the special needs of a student.

Note: Families who are more than 30 days behind in tuition and/or fee payments are automatically withdrawn from the WeeSchool Program.

### **Withdrawal by Parent**

To withdraw your child from WeeSchool, a 30 day advance written notice is required to be submitted to the WeeSchool front office in a timely manner either in person or through email which secures your withdrawal. Verbal withdrawals are not accepted as an official form of withdrawal. Tuition and fees must be current through the last month attending and are still due for withdrawals that occur without a 30-day advance written notice. Tuition and fees are non-refundable in the event of withdrawal. Any parent desiring to re-enroll in the same school year should follow the regular WeeSchool enrollment process which includes repayment of the enrollment fee. Parents who withdraw without a 30-day advance written notice or who withdraw with a balance due may not be eligible for re-enrollment.

A parent who goes through the official withdrawal process then has a change of mind may rescind their withdrawal. This should be done in writing and given to the WeeSchool front office. If the spot is still available, the student may continue at the discretion of the WeeSchool Director. However, if the spot has been filled then the student will be placed on the waiting list until a new spot opens. The re-enrollment fees will apply.

### **Waiting List**

When all spots in a classroom are full, parents have the option of being placed on a waiting list. No monies are accepted or required for the waiting list. When an opening becomes available, the WeeSchool office will call the first person on the list, wait 24 hours for a return call from the parent then will move to the next name on the list. No response to calls by the WeeSchool office when there's an opening will result in removal from the waiting list. If more than one choice is available for the requested age group, then a child may be placed on more than one wait list. At the discretion of the WeeSchool Director, a child may be placed at the top of the waiting list for ministerial purposes which could affect a person's place on the waiting list.



## **Class Placement and Student Assessments**

Following enrollment, student assessments may be conducted by FBCW WeeSchool personnel for the purpose of classroom placement. If we determine that a group of students are assessed at the same or similar academic level, we may decide class placement based on assessment and not birthday, if the birthday falls within the breakdown for any age group. FBCW WeeSchool will always honor the September 1<sup>st</sup> birthday requirement and will not advance a student to a class that is not within their age/birthday range.

## **Late Pick Up Policy and Fees**

The school day ends at 12:45pm for MMO – PreK classes, and at 1:15pm for T5 and Kindergarten classes. Arrival after the time of dismissal is considered late. A late pick up fee of \$1 per minute per child is payable at the time of pick up. Late fees not paid at the time of pick up will be added to the next tuition statement. Repeated late pickups and/or refusal to pay late pick up fees may result in withdrawal from the WeeSchool program.

The WeeSchool front office closes at 1:15pm. The WeeSchool administration will call 911 as well as FBCW Security to assist with any child not picked up when it is time for the office to close or should efforts to contact a parent or emergency contact be unsuccessful.

## **WeeSchool Staff Meetings/Early Dismissal**

WeeSchool will dismiss at Noon the first Thursday of certain months for a faculty meeting. The school calendar will reflect the faculty meeting dates. The WeeSchool will provide a special snack on early dismissal days, so it is not necessary for students to bring a lunch box.

## **Policy & Procedure Changes**

The WeeSchool reserves the right to add to and/or change its policies and/or procedures from time to time without notice and each parent agrees to be bound by such policies and procedures.

## **Privacy/Social Network Statement**

To protect the privacy of our students, FBCW WeeSchool Administration requests that teachers, parents, and family members only post your own child on any type of social network when/if posting pictures taken at WeeSchool. In addition, it is suggested that FBCW WeeSchool employees refrain from befriending and accepting friend requests from parent/family members of FBCW WeeSchool students through various social networks during the school year.

## **Teacher Introductions and Visitation**

As teachers return to work in August for Pre-planning, they will contact parents via phone or email to introduce themselves.

WeeSchool families may be contacted during the school year for the purpose of inviting to Sunday school and Worship as well as special events such as Sounds of the Season, Easter, women's events, men's events, concerts, etc.

## **Teacher/Friend Requests**

Requests for specific teachers will not be accepted due to staff changes, limited space and availability, birthday breakdowns in the classroom, assessment results and student ratios.

A parent may request that their child be placed in the same class as another friend their age. A request may only be for 1 specific friend, must be in writing, must be received from both parties, and must be received at the time of enrollment. Class placement for friends will be based on the youngest birthday. Friend requests are approved and denied based on birthday of students, enrollment, space, staffing, student ratios, assessments, and teacher recommendations.

## **Parent/Teacher Conferences**

Parent/Teacher conferences are conducted annually for all PreK parents for the purpose of sharing the progress of each student. They will also be held when concerns over a student arise. Administration may also be present at parent/teacher conferences. It is required that at least one parent attend each scheduled parent/teacher conference.

Parents may also request a conference with the teacher or administration at any time during the school year.

## **Communication**

To avoid verbal communication from being misunderstood or forgotten, we recommend that all communication from parents be through Brightwheel, email format, or handwritten notes to either the classroom teacher or the WeeSchool front office.

If it is necessary to contact the WeeSchool front office by phone, please leave a message if we do not answer and we will return your call as soon as we are able. The WeeSchool front office is a busy place, and we assist many families either by phone or walk up so we are not always available to answer immediately.

I understand that any information I share with my teachers or other WeeSchool staff may be shared with the WeeSchool Director as well.

## **Curriculum Policy**

Curriculum is covered through tuition payments and is the property of First Baptist Church Woodstock WeeSchool. Upon early withdrawal of a student, curriculum will remain the property of the school and will not be sent home. Curriculum worksheets will only be sent home through the current month paid.

## **Class Sizes**

- MMO: 8
- 2's: 10
- 3's: 14
- PreK: 15
- Transitional 5's: 15
- Kindergarten: 15

Note: Class sizes are subject to change without notice.

## **Fundraisers and Community Service**

WeeSchool may use the following fundraisers for the purpose of raising funds/collecting items for our WeeSchool and Preschool:

- Scholastic Book Fairs and Book Orders

WeeSchool participates in various community service projects such as:

- Food Drive for the FBCW Food Pantry
- FBCW Caring Christmas collection of new socks, hats, gloves, and undies
- Change drive/item collections for Missions Projects

## **WeeSchool Discipline Policy**

WeeSchool uses first redirection and second the “time-out” method of discipline – one minute per year of age. Even toddlers can understand this method and can be placed in a “time-out” crib. Occasionally children are brought to the WeeSchool office for time out. Continual discipline issues will result in a phone call home from the teacher and in extreme circumstances, a phone call from the WeeSchool administration requesting that the student be picked up early. In the case of repeated discipline issues, WeeSchool administration may request a parent conference to discuss the issues and discuss the next course of action, which may result in suspension or dismissal from the WeeSchool program.

Incident forms are filled out on each incident that occurs while in school. Incidents may include but are not limited to hitting, kicking, biting, throwing, spitting, scratching, misuse/abuse of school property, verbal misbehavior, and continual refusal to follow directions. Incident report forms are to be signed and returned to school the following school day.

## **Classroom Behavior Management**

3-year-old classes will use a smiley face/frowny face behavior communication form that will go home in their folder each day. Pre-K, T5, and Kindergarten classrooms will offer a form of classroom behavior management which utilizes a visual color system as well as a tangible method of changing colors throughout the day by moving an item such as a clip, stick or pompom, etc. should the behavior continue. Students will know what color they’re on throughout the school day and can earn items back through good behavior. Colors and items may vary by class.

## **Bullying**

FBCW WeeSchool takes bullying seriously and will address bullying behavior on a case-by-case basis. Eyesonbullying.org defines bullying as:

- Deliberate – the intent is to hurt someone
- Repeated – the same victim is targeted again and again
- Power imbalanced – chooses victims seen as vulnerable

Young children are learning how to behave in social settings. The WeeSchool staff addresses behaviors that could be seen as bullying and turns them into teachable moments on how a child should behave. Normal

discipline methods of redirection, time out, phone call home and parent conference are followed. In addition, behaviors that are deliberate and on-going that do not improve may result in child being placed on probation, and in extreme circumstances being withdrawn from the WeeSchool program.

### **Habitual Biting**

Habitual biting may be dealt with at the discretion of the WeeSchool Director. We will use the time out method of discipline – one minute per year of age. If biting becomes habitual, we will schedule a meeting with the parent to determine the next course of action. Examples of further action may include but are not limited to child being sent to the office for time out, child being sent home early, child being placed on probation, and in extreme circumstances child being withdrawn from the WeeSchool program.

### **Mandated Reporter**

According to Georgia law, WeeSchool staff is required to report any suspected abuse or neglect to the Georgia Department of Human Services. WeeSchool staff completes mandatory abuse training annually.

### **Immunization Policy**

Cherokee County in conjunction with the State of Georgia requires a current Certificate of Immunization Form #3231 on all children attending school. The WeeSchool office will give advance notice when the #3231 is due to expire. A student may not attend school without a current DPH Form #3231 or DPH Form #2208 on file in the WeeSchool office.

In addition, children entering a T5's or Kindergarten class and who are 5 years old or older by 9/1 are required to have a Vision/Hearing/Dental DPH Form #3300 before starting WeeSchool.

Children who are not immunized, who are on a delayed immunization schedule, or whose immunization Form #3231 is expired are required to have a notarized Affidavit of Religious Objection to Immunization DPH Form #2208. This form does not expire.

Per Georgia law, children who are not immunized may be excluded from attending school in the event of a vaccine preventable disease outbreak. WeeSchool administration will notify you should an outbreak occur in the WeeSchool. FBCW and FBCW WeeSchool will not be held liable should a child who is not vaccinated become ill with a vaccine preventable disease. Tuition and fees are not reimbursable for any time missed from school.

### **Health, Illness, and Injuries**

For the protection of your child, the other children in the program and the WeeSchool staff, **we request that parents not bring a child to school that either appears to be ill or has been ill in the past 48 hours.** We ask that a visual health check be conducted using the symptoms listed below before coming to school. Children must be fever free without medication and symptom free for 48 hours before returning to school.

- Fever of 100 degrees or higher
- Continuous runny nose/sneezing
- Runny, pink, or infected eyes

- Vomiting and diarrhea
- Sore or scratchy throat
- Coughing/croup
- Symptoms of Hand/Foot/Mouth: bumps/blisters around and/or inside mouth, on face, hands and/or feet
- Symptoms of childhood diseases (chicken pox, scarlet fever, mumps, measles, whooping cough)
- Skin infections such as ringworm, impetigo, staph, or any unexplained rash
- Symptoms of Covid-19 (fever, sore throat, cough, difficulty breathing, shortness of breath, chills, muscle pain, congestion, nausea, or lost sense of taste or smell)

Should a child become sick or injured during the school day, the WeeSchool administration will contact parents using information provided on the emergency contact list. Please inform the WeeSchool office immediately of any changes in personal or emergency contact phone numbers and make necessary corrections in the Brightwheel app.

Parents who are called to come pick up their child are expected to respond to their child's needs by coming immediately. In the event a parent or emergency contact cannot be reached or a parent/emergency contact refuses to or is unable to come pick up their child, WeeSchool administration will call 911 and FBCW Security for assistance.

Children who incur minor injuries will be taken to the WeeSchool office for assessment and first aid. In the event of a serious injury, WeeSchool administration will call 911 and the parent immediately.

Any head or facial injuries will require immediate contact of the parents. With other types of injuries, parents will be contacted if needed.

Accidental injuries will be reported to parents using an Accident Report Form. Parents are asked to sign the form and return it to the WeeSchool office either before leaving with their child or the next school day if the report goes home in the school bag. Accidents that occur at the very end of the school day or while at carpool may cause a delay in the accident report going home. In these instances, WeeSchool staff will give verbal explanation of the accident/incident at the time of pick up and the accident/incident form will go home the next school day.

## **Medication**

We require that medication be given at home or before/after WeeSchool. If medication is absolutely necessary during school hours, a medical form should be completed.

The medical form grants permission to FBCW WeeSchool personnel to supervise a child in taking the prescribed medication. By signing the medical form, it is understood and agreed that you release and discharge FBCW and its employees and volunteers from any and all liability in case of an accident, injury, damage, or any other mishap in connection with administering and supervising of taking said medication. This includes any side effects, illness, or other injury which might occur to a child. You hereby release aforementioned from any liability because of injury or damage, which might occur.

- All medications must be in the original container.
- Benadryl must be in the original package and must be in pre-measured doses.
- Parent/Guardian must provide specific instructions (including drugs and related equipment) to the WeeSchool personnel.
- It will be the responsibility of the parent/guardian to inform WeeSchool of any changes in pertinent data. New medications, prescribed or over the counter, will not be given unless a new form is completed.
- All medications are to be taken directly to the WeeSchool office. Children may not have medication in their possession or their school bags. Exceptions to this are Epi-pens and/or inhalers.
- The WeeSchool office staff will keep a record on each medication administered. This record will include child's name, date, medication administered, time and signature of personnel who supervised.

WeeSchool personnel will not administer medications except in emergencies and then only with written permission from the parents on a medical release form, which includes written instructions indicating dosage, time of administration, name of child, and prescribed medication. Emergency medication must be in its original container. Epi Pens and emergency inhalers will be placed in a bag provided by the WeeSchool and kept in the classroom for quick access. All other medications will be kept in a secure location in the WeeSchool medical room. Other FBCW preschool ministries do not have access to medications kept on hand for the WeeSchool.

### **Security, Medical Alert and Emergency Medical Procedures**

A security situation denotes that there are specific instructions that need to be followed for the drop-off and/or pick-up of a WeeSchool student due to very unusual or extreme circumstances (i.e., custody matters, etc.). In these circumstances, a written note from the parent or guardian must be on file in the WeeSchool office as well as copies of any legal documentation showing proof of custody, restraining order, etc. The WeeSchool office will also make copies of legal documentation for the FBCW Security Department to keep on file in the event the WeeSchool office needs to contact them for their support in a security issue. It is the responsibility of each WeeSchool family to keep the WeeSchool office up to date on and informed of any security situation.

A medical condition denotes that there is an allergy, chronic condition, or temporary condition that WeeSchool staff needs to be aware of. In this event, the parent or guardian is responsible to:

- Fill out the appropriate medical form and return to the WeeSchool office.
- Put the security or medical situation in writing for the teacher and the WeeSchool office and discuss with both.
- Provide copies of official documents to the WeeSchool office for security situations.
- Keep the WeeSchool office updated with current telephone numbers, emergency contacts and addresses.

In case of a medical emergency or serious injury or accident, WeeSchool Administration will contact the name(s) listed on the enrollment application under Emergency Information. If we are unable to reach the parent(s) and must go to the next name on the emergency contact list, it is understood that those persons listed are to assume responsibility for the child and it's the parents' responsibility to make them aware of this. If the

WeeSchool is not able to reach a parent or an emergency contact, 911 will be called and we will follow the recommendations of the emergency personnel.

If 911 is called and transportation to the hospital is necessary, they will transport to the nearest hospital, or the hospital recommended by the emergency personnel.

By filling out and signing the Emergency Information section of the enrollment application, parents/guardians agree to authorize the hospital to provide emergency medical and/or surgical treatment. You also agree to release FBCW, FBCW WeeSchool Administration and its employees, the emergency/rescue personnel, the physician and the hospital and staff from any and all liability in connection with the transportation and/or treatment of the child.

### **WeeSchool Security Procedures**

Closed circuit security cameras are located throughout the building, parking lots, playgrounds, and classrooms.

Interior secured doors remain closed when WeeSchool is in session.

FBCW Security personnel may supervise the drive thru, parking lots and church campus.

### **Severe Weather and Fire Emergency Plans/School Closings**

Severe weather and fire emergency plans are posted in each room a red emergency backpack containing various emergency supplies is located under the classroom sink. In the event of an emergency, please note that WeeSchool staff is instructed to keep all children together. Any parent that arrives at the school during the emergency should assist the teacher until the emergency is over.

If the tornado sirens go off during drop off/pick up, carpool will be shut down while staff and children follow the severe weather plan. If carpool is shut down, anyone waiting on a child to be removed from or placed in their car may leave their vehicle where it is and join us in seeking safety until the warning has passed. Children will not be removed from or placed in vehicles and staff will be following emergency procedures during this time. Parents who opt not to stay while tornado sirens are going off may certainly leave if they choose. Parents who leave their cars where they are will not be asked to move them until the warning has ended. Once it is safe to do so, and if necessary, WeeSchool staff will resume carpool.

Severe weather and fire drills will be conducted regularly.

FBCW WeeSchool will follow the Cherokee County School closings as announced on radio or TV due to weather conditions; however, if Cherokee County has a delayed school opening, WeeSchool will remain closed, as we are only a half-day program. If Cherokee County schedules make up days, the WeeSchool calendar will remain the same and we will not add days to our calendar.

No refunds are allowed for sick days, severe weather days, holidays, emergency closings, unforeseen closings, planned closings or anytime the school is closed.

### **Emergency Evacuation Procedures**

In the event of an emergency evacuation of a school in the Cherokee County School District, FBCW will act as an emergency center that will house the students until parents pick them up. If this should occur during the

WeeSchool day, please be advised that the church campus will be locked down and Neese Road will be closed to all traffic except school buses. ALL parents will be directed to enter the church campus via the main entrance on HWY 92 and park in the parking areas in front of the main worship center. ALL parents will be required to enter the main worship building through the main doors to pick up their children. WeeSchool staff will be manning the information desk to the left of the main desk. The WeeSchool staff will verify carpool number/ID and the child will be brought up from the preschool department and given directly to the parent. A carpool number, key chain tag or picture ID will be mandatory. Parents should not attempt to go down to the preschool department or drive around to the preschool because the church will be locked down.

## **School Security and Visitors**

For school security, please follow these steps when entering the building:

- Arrive after 9:15am or before 11:45am. No one will be allowed inside the atrium during carpool times.
- Call the WeeSchool office after you've entered the large atrium. Our office number is on the sliding door.
- Wait in the atrium while the WeeSchool office staff comes to assist you.
- Have carpool number, key chain tag, or personal ID ready to show the WeeSchool office staff if checking in or checking out.
- Anyone dropping off or picking up a child must be 16 years of age or older.
- If a child was upset when dropped off, a parent/guardian may call to request that the WeeSchool office staff check on the child at any time during the school day.
- A screening procedure is carried out on all WeeSchool staff and volunteers before working or volunteering in the WeeSchool Program.

## **Potty Requirements**

All children enrolled in a 3-year-old, PreK, T5, and K class must be potty trained and able to accomplish the following on their own:

- Use the toilet in the bathroom
- Wipe self
- Pull up clothes – minimal assistance may be given for zippers and buttons
- Flush the toilet
- Wash and dry hands

Children in these classes who come to school in a diaper or pull-up will not be changed during the school day as we do not have diaper changing stations in these classrooms. For sanitary reasons, a parent will be called to come to the school to change their child should a pull-up become soiled.

Children who are enrolled in a 3-year-old class and above who are not able to accomplish the above or who have 2 or more accidents in a week are still potty training and may not be ready for school.

WeeSchool does not place older children who are not potty trained in younger classrooms.

Children who are enrolled in a 2-year-old class and younger are not required to be potty trained and the teacher may request that a change of clothes be kept at school. However, if you are potty training your 2-year-old, please let your teacher know and she will be happy to work with your child at school.



## **Diapering**

Children who are enrolled in a 2-year-old or Mother's Morning Out class will have diapers changed throughout the school day as needed. Children should only come to WeeSchool in a disposable diaper, not a cloth diaper. WeeSchool provides gloves, wipes, and wax paper for staff to use when changing diapers. Parents are responsible for providing disposable diapers.

Prescription and non-prescription diaper creams may only be applied after a medical form has been completed by a parent.

## **School Dress Code**

Children should wear washable, comfortable clothes and shoes according to the seasons keeping in mind that all classes go to the playground on a regular basis.

Clothing items such as jackets and sweaters should be labeled with the child's name on the inside. Items left in the classroom will be placed in the Lost and Found area in the Preschool lobby behind the fish tank. Lost and Found items are cleaned out monthly and are donated to the FBCW Clothes Closet.

Shoes with wheels or noise makers, while fun and cute, are not allowed. In these cases, parents will be asked to bring a change of shoes for their child.

All children in a 3-year-old, PreK, T5, and Kindergarten class will have PE once a week. Tennis shoes are requested for PE days.

All children in a 3-year-old, PreK, T5, and Kindergarten class are to wear the appropriate undergarments under their clothes. In addition, we request that shorts or leggings be worn underneath girl's dresses.

## **Backpacks, Communication Folders and Lunch Boxes**

The WeeSchool will provide a backpack for each child to carry to and from school each day. A communication folder will be kept in each backpack and is a means of communication between teachers and parents. Parents are responsible for checking the backpack and communication folder each day and keeping them cleaned out.

If a backpack is lost or damaged, the WeeSchool office will be glad to replace it for a fee of \$15.00.

Parents are asked to provide a lunch box labeled clearly with the student's name on the outside of the lunch box.

## **Children with Food Allergies**

Parents are responsible for informing the WeeSchool office and classroom teacher of any food allergies. Teachers will then pass that information along to the rest of the class for use when planning birthdays, special snacks, and parties. Only the allergy is stated when giving out this information and not the student's name. Students with allergies are always welcome to bring their own special snacks.

## **Birthdays**

WeeSchool recognizes each child either on or near their birthday. Summer birthdays are usually recognized in May. Advance arrangements with the teacher may be made if you would like to provide a special store-bought pre-packaged birthday treat. Please adhere to the WeeSchool Food Guidelines in this handbook when planning your birthday treat. The classroom is not the place for birthday balloons, gifts, or goodie bags. Anything above and beyond a small special snack should be planned after school at a time and place to be determined by the parent.

## **Parties & Programs**

Parties are a special time for preschool children and are for students only. Teachers will have sign-up sheets available at Open House in August for parents who wish to help plan classroom parties. We ask that you only sign up for one party to allow everyone the opportunity to participate. When planning food for the party, please pay special attention to the list of foods to avoid in this handbook as well as any food allergies in the classroom. WeeSchool celebrates fall with Farm Day, Thanksgiving as a “Friendsgiving”, Christmas, Valentine’s Day, Easter, and Year End in most classrooms. We will also have special days that we celebrate dads and moms.

Parents are invited to attend Farm Day (which takes place outside), the Christmas Program, Easter Egg Hunts, special event for dads, Muffins with Mom, Mom’s Tea, and Graduation. If a parent is unable to attend, please send a grandparent, aunt, uncle, or friend in your place, so your child is not the only child without a parent present. If you know in advance that you or someone else cannot attend, we recommend keeping your child home that day so as not to upset them when they see other parents in attendance.

## **Lunch**

All students will have a lunch time built into their schedule each day. Parents will be responsible to pack a nutritious lunch following the WeeSchool Food Guidelines in this handbook. The WeeSchool does not have additional lunches on hand for those who forget their lunch box. It’s the responsibility of each parent to provide lunch for their child even when a lunch box is forgotten.

All students should be able to feed themselves, hold their own cups, and open each item and/or container in their lunch box without assistance.

The following suggestions may help when packing a lunch:

- Keep foods simple and use packaging that is easy to open.
- Transfer foods from difficult to open packaging and containers to something that is easier to open.
- Prepare foods that do not have to be heated. (Teachers do not have access to microwaves.)
- Allow your child to assist you when preparing and packing their lunch.
- Consider adding foods that come in interesting shapes and colors such as broccoli “trees” or cauliflower “clouds”. Sandwiches can also be cut into shapes using cookie cutters.
- Adhere to the “Examples of Appropriate Items” and the “Specific Food/Drink Items to Avoid” lists below. Items that should be avoided will be returned home unopened.

## WeeSchool Food Guidelines

### Examples of Appropriate Items:

- Applesauce cups
- Pudding cups
- Jell-O cups
- Yogurt
- Mini bagels
- Fresh fruit – DICED – bananas, apples, oranges
- Small sandwiches or roll ups – cheese, ham, turkey
- Pretzels/chips
- Cheese cubes or string cheese
- Raw vegetables – DICED
- Graham crackers
- Vanilla wafers
- Cheez-Its
- Goldfish
- Clear juices
- Water

NOTE: Diced means cut in ½ then cut in ½ again to avoid choking.

### Specific Food/Drink Items to Avoid:

- Peanut butter, nuts, or any nut products, soy butters, nut butters, seed butters, home ground butters, cookie spreads, or if it looks like, smells like, or has the consistency or general appearance of peanut butter, or if WeeSchool staff questions what it is, it will be returned home unopened.
- Popcorn
- Hard candy
- Suckers
- Honey
- Chocolate
- Tomatoes (must be halved then quartered at home)
- Marshmallows
- Grapes (must be halved then quartered at home)
- Hot dogs (must be diced – halved then quartered into very small bites at home)
- Red drinks or foods containing red dye
- Milk, almond milk, and any other substitute milk products. Questionable liquids will be replaced with water.

No metal pull-top containers and no knives, plastic or otherwise.

## Class Directory & Photos

Each classroom creates a directory for their own classroom which consists of child's name, parent names, phone number and email address. These lists are used for communication purposes and party planning. For the privacy of each child and parent on the directory, the lists are not to be distributed or shared with anyone outside of the classroom for any reason.

Some classroom teachers may take photographs and/or videos of their students that they will share only with parents in their class. Photos and videos taken during special events may be used for school/church purposes which may include display on school website, display on WeeSchool and preschool FB pages, display on classroom bulletin boards, or any comparable situation that may apply. Some classroom videos may be used specifically for the purpose of teacher training and posted on the preschool website.

Permission is granted or denied on the enrollment application. Parents have the option to make changes to their permission to grant or deny the school's ability to use picture and/or videos in writing to the WeeSchool office.

## Brightwheel and Parent App

WeeSchool stores all our student and family data in Brightwheel which offers a parent app. An invitation to the parent app is sent once the enrollment process is complete. Each family is responsible for signing onto the Brightwheel app and maintaining accurate information such as address, phone numbers, etc.

## WeeSchool Tuition Policy and Procedures

The WeeSchool program is a non-profit organization supported by the enrollment and tuition of its students.

- Tuition is due the 1<sup>st</sup> of each month, beginning August 1<sup>st</sup> and ending May 1<sup>st</sup>. Tuition is still due August 1<sup>st</sup> even though school has not yet begun.
- A grace period of 5 school days is given before late fees are added. Late fees are assessed per child enrolled. Loss of misplacement, or not receiving a tuition envelope will not change the tuition due date nor will it constitute the late fee being waived. Late fees can be avoided by communicating payment delays and difficulties with our bookkeeper before the payment due date.
  - Late fee charges are as follows:
    - 1<sup>st</sup> time: \$15
    - 2<sup>nd</sup> time: \$20
    - 3<sup>rd</sup> time: \$30
    - 4<sup>th</sup> time: Automatic withdrawal from the WeeSchool program
- The amount due is constant regardless of the number of days in the month, holidays taken, fall, winter, and spring breaks, unplanned closings due to inclement weather, water or power outages, emergency closures, and closures to prevent the spread of illness.
- Discounted rates are not offered for family vacation, extended trips, or illness.
- A \$10 monthly discount is given for each additional sibling.
- Discounts are not given for paying tuition in full.
- All late pick up and late tuition fees that are added to the tuition statement are to be paid in full when tuition is due.
- The budget year for WeeSchool runs from October 1<sup>st</sup> to September 30<sup>th</sup>. If you wish to pay your child's tuition in full, we ask that you pay monthly for August and September, and then pay the balance in October.
- Students are automatically withdrawn from the WeeSchool if tuition falls 25 days behind, payments are consistently late, or the agreed upon terms for payment are not met including payment of all late tuition and late pick up fees.
- If you are unable to pay your tuition on time, it is important to communicate with the WeeSchool bookkeeper who will assist you with a payment plan.

## Tuition Payment Procedures

Tuition may be made in the 4 following ways:

- **Check** – Please make checks payable to: **FBCW WeeSchool**. If tuition is paid by a third party, please note the student's name in the memo line. If payment is being mailed, it should be addressed to:  
FBCW WeeSchool

11905 Hwy 92  
Woodstock, GA 30188

- **Cash** – Cash is ONLY accepted in person at the WeeSchool office during normal office hours of 8:45am – 12:45pm. A written receipt is given for all cash payments.
- **BillPay check from your bank** – If you are paying by BillPay, payments must be made out to **FBCW WeeSchool** to ensure payment is posted correctly. If **FBCW WeeSchool** is not noted, your check could be directed to the wrong department. It needs to be dated so that it reaches our office by the 1<sup>st</sup> of the month, or you will be subject to a late fee.
- **Online credit card** – Tuition may also be paid online. There is a convenience fee that is applied at the time of payment. To pay online, you will have to log in to the parent app through Brightwheel. It will notify us that you paid online.
- You will receive an email with your ledger attached each month about 2 weeks prior to payment being due.
- A (red) tuition envelope with your child’s name and class assignment will be sent home in the school bag 10 days before tuition is due. Only tuition payments should be placed in the red tuition envelope. If the red envelope is misplaced, let the bookkeeper know that a new envelope is needed.
- Tuition checks will be processed by the FBCW Finance Department using remote deposit technology, which converts checks into an electronic transaction and is then sent directly to your bank the day it is received in our office.
- There will be a \$20 fee on all returned checks. If we have checks returned multiple times all future payments will need to be made in cash.
- If you are unable to pay your tuition on time, it is important to communicate with the WeeSchool bookkeeper who will assist you with a payment plan of action. Stacey Hayes can be reached by email at [Stacey.Hayes@fbcw.net](mailto:Stacey.Hayes@fbcw.net) or phone at 678.494.2662.

## **Carpool**

Carpool is a service we provide to our WeeSchool families to keep the drop off and pick up process smooth and organized. All families are required to participate in carpool for drop off and pick up without exception.

There will be 2 separate carpools in both the morning and afternoon. Please arrive on time for your specific carpool time. Also, please make sure to be in and stay in your correct lane assignment.

We will come to you, so please remain inside your vehicle. Only your child’s teacher, assistant, classroom sub, specials teachers, or office staff will assist you for both morning and afternoon carpools. If a child is too upset to get out of the car, we may ask you to move into one of the reserved WeeSchool parking spots where we will assist you. If this happens, don’t give up! Your child will become familiar with us and the routine of carpool.

## **Carpool Hanging Tags, Key Chain Tags, and Map**

Every child will be assigned their own carpool number that will be used for the entire school year. You will receive up to 2 carpool tags that are to be hung from the rearview mirror. Every carpool tag will also have a class mascot sticker as well as a label on the bag of the tag with your lane assignment. Additional carpool tags may be requested and are \$5 each. We expect each person in possession of a WeeSchool issued carpool tag to be familiar with the guidelines and instructions and to follow them accordingly.

Every child will also receive 2 key chain tags. These are not to be used in place of a hanging carpool tag in the carpool line. Key chain tags are only to be used when a parent needs to walk in for check in and check out.

Please inform the WeeSchool office immediately if a carpool number is lost or stolen. A new number will be issued, and a new rear view mirror tag and key chain tag will be sent home in the child's backpack within 2 school days. While you are without a carpool number, please be prepared to show appropriate ID. WeeSchool staff will not recognize any carpool tags other than those we issue.

Carpool maps are provided at the August Open House in the carpool packet. The carpool route is clearly marked on the map. Each person who drops off and picks up is required to follow the designated route. Failure to comply with the carpool policies, procedures, and routes clearly marked on the carpool map may result in a loss of carpool privileges.

### **Extended Day Carpool: 8:25 – 8:35am and 1:05 – 1:15pm**

#### **Kindergarten, T5's, PreK Extended Day and their siblings**

- All children in the classes listed above will be removed from vehicles at 8:25am and again at 8:30am. Anyone arriving after 8:30am will need to park in a reserved WeeSchool parking space, call the WeeSchool office at 770.926.9158, and we will come assist you. Please do not walk them in.
- All children will be placed in vehicles at 1:05pm and again at 1:10pm. The late fee of \$1 per minute per child begins at 1:15pm for the extended day carpool.
- This carpool will run the opposite direction underneath the preschool drive under. The line will form in the Warehouse parking lot beyond the retention pond. Please avoid the parking lot behind the B Building (gym). Please do not block any entrance into any parking area.
- **Extended Day Lane Assignments:**
  - Left Lane: PreK Extended Day and their extended day siblings
  - Middle Lane: T5's and their extended day siblings
  - Right Lane: Kindergarten and their extended day siblings

### **Regular Carpool: 8:45 – 9:00am and 12:30 – 12:45pm**

#### **MMO, 2's, 3's, and PreK**

- All children in regular carpool line will be removed from vehicles between 8:45 and 9:00am.

- Children in regular carpool line will be placed in vehicles between 12:30 and 12:45pm. The late fee of \$1 per minute per child will begin at 12:45pm for all children in regular carpool.
- **Regular Carpool Lane Assignments:**
  - Left Lane: MMO and 2's and their siblings
  - Middle Lane: 3's and their siblings
  - Right Lane: PreK and their siblings
- **Note for regular carpool: all vehicles with siblings will always go to the youngest child's lane, even if the youngest child is not attending on any given day.**

### **Step by Step Instructions for Drop Off and Pick Up**

1. Follow the provided campus map and enter the campus via one of the three acceptable entrances as marked on the map. All lanes merge at the main drive-in front of the main worship center between HWY 92 and Gunnin Rd. at the sign for Senior Adult parking and KidzStock (not to be confused with the incorrect entrance to KidzStock from Neese Rd.).
2. Hang your carpool number from the rearview mirror. Carpool numbers for multiple children will already be attached together for you. Please remove your carpool tag once you've been assisted.
3. Watch for WeeSchool staff approaching your vehicle, directing traffic, and calling numbers.
4. Be familiar with your lane assignment and pull into that lane when motioned to do so by WeeSchool staff. The lane you are assigned will never change and will be on the back of your carpool number. Our lane assignments are: Right Lane, Middle Lane, and Left Lane.
5. As you begin to move under the drive under, please put cell phones down and focus on your child and WeeSchool staff. Please follow all hand signals and directions given by WeeSchool staff.
6. Place vehicle in PARK once all vehicles have pulled under and stopped. Be aware that staff and children must pass between vehicles.
7. When the whistle blows the first time, your teacher/assistant will come to your car to assist your child. Always stay with your vehicle! Make sure your child is ready to go with shoes and jackets on, backpack on, and lunch box in hand.
8. When the whistle blows for the second time, you will be motioned to pull forward lane by lane to exit the drive thru. Always stay in the lane you've been assigned unless WeeSchool staff moves you to a different lane.

### **Going Home with a Friend**

If a child is going home with a friend, a written note is required by **BOTH** parties. If the WeeSchool office does not receive a written note by both parties, a note may be faxed or emailed to the WeeSchool office by the party that didn't send in a note. If two notes are not received in the WeeSchool office before 10:00am, students must be picked up separately.

## **Dogs and Pets in Carpool**

For the safety of our staff and students, vehicles with a dog or large pet will not be allowed to enter the carpool line. WeeSchool teachers will not be allowed to assist a vehicle containing a dog or large pet.

## **Car Trouble during Carpool**

If you have car trouble anywhere in the carpool line, please notify WeeSchool staff and we will contact FBCW Security personnel to assist you.

## **Car Seats**

We highly recommend for the purpose of safety and protection that every child be placed in an age and weight appropriate car seat.

According to Georgia law:

- ALL children under the age of 8 whose height is less than 57 inches must ride in the backseat of a car. A child is safer in the back and farthest away from the force of an airbag. Remember that airbags are designed to save adults, and since they deploy with great force, they can be fatal to children.
- Children under the age of 8 are required to be in either a car seat or a booster seat suitable for their age and height.
- If there is not a back seat in the vehicle (e.g., a truck) or if other restrained children are in the back seat, Georgia law permits a child under the age of 8 to sit in front if restrained in the proper car seat or booster and the child weighs at least 40 pounds.
- Georgia's Primary Safety Belt Law allows law enforcement officers to issue a citation if they OBSERVE a seat belt offense. They do not need to stop the driver for another traffic violation first, as in some other states.
- Violating these laws can result in a fine of up to \$50 and one point against your license *per improperly restrained child*. A second incident may double the fines and points.

For more information regarding the car seat requirements in the State of Georgia please visit <https://consumer.georgia.gov/child-car-seats>.

WeeSchool staff is unable to buckle children into their car seats for insurance purposes.

## **Parking on Campus**

Please Park in one of the several parking lots around the FBCW campus. Security may take steps to discuss any parking violations with the person driving the vehicle that is parked in an inappropriate parking place. Inappropriate parking places include but are not limited to handicap spots, reserved parking spots, curbs, the other side of the drive under, the road or anywhere else that impedes the flow of traffic or emergency response vehicles or causes a safety concern.



## **Late Arrivals**

When arriving after carpool has closed in the morning, please park in a parking space, bring your child to the WeeSchool atrium and sign in. WeeSchool staff will then take them to their classroom. A WeeSchool staff person will be available to assist with late drop offs until 9:30am.

**Late drop offs are not accepted after 9:30am. We will look forward to seeing you the next school day.**

## **Early Check Outs**

If a child needs to be checked out of school early, please arrive before 12:00pm. Please remain in the atrium, call the WeeSchool office to tell us you are here and who you are here for, sign in on the Check Out sheet, and be prepared to show a carpool number, key chain tag, or valid picture ID which will be mandatory before a child can be released. Early check outs that occur after 12:00pm may be asked to wait to receive their child until after their class has reached its designated afternoon carpool location.

A parent may also give the WeeSchool teacher advance notice of an early check out and the student will be ready for pick up in the WeeSchool office at the requested time which can be any time before 12:00pm. Students still in the office waiting on a parent after 12:00pm will be taken back to their teacher while the office assists with afternoon carpool.

## **Approved Pick-up List**

WeeSchool students will only be released to those who are on the approved pick-up list or emergency contacts listed in Brightwheel. If they do not have a WeeSchool hanging tag or key chain tag, a valid picture ID will be required before a child will be released.

Please communicate to the WeeSchool office when you have given your carpool number to someone who is not on the approved list for pick up. If they have a carpool hanging tag or key chain tag but the WeeSchool staff does not recognize the person picking up, the child will not be released until we have received verbal confirmation from a parent. If they are not approved by a parent for pick up, the WeeSchool office will contact FBCW Security personnel and if necessary 911.

## **WeeSchool Office Staff and Contacts**

Director: Jo Cherie Sproul  
JoCherie.Sproul@fbcw.net  
770.926.9158

Office Assistant: Amy Rohrer  
Amy.Rohrer@fbcw.net  
770.926.9158

Bookkeeper: Stacey Hayes  
Stacey.Hayes@fbcw.net  
678.494.2662

Office Assistant: Angi Rampley  
Angi.Rampley@fbcw.net  
770.926.9158

WeeSchool Wellness Coordinator: Michele Conyer  
Michele.Conyer@fbcw.net  
678.494.2660

Main Church Office: 770-926-4428

WeeSchool Fax Number: 770-591-3104

WeeSchool Website: [www.fbcw.org/WeeSchool](http://www.fbcw.org/WeeSchool)

WeeSchool Facebook & Instagram: @FBCWWeeSchool

## 2-Year-Old Scope and Sequence

## Curriculum: ABC Jesus Loves Me

**The 2-year-old program** is designed to provide social, emotional, spiritual, physical, and intellectual learning experiences through interactive play activities, art, music, circle time, playtime, and story time. We work on large and small muscle development, hand-eye coordination, and a variety of social experiences. Following are our goals for the school year:

### Intellectual

- ❖ Introduce colors
- ❖ Introduce alphabet
- ❖ Introduce counting 1 to 10
- ❖ Introduce matching items
- ❖ Names familiar objects
- ❖ Knows animal sounds
- ❖ Identifies parts of the body
- ❖ Memorizes simple songs

### Personal, Social and Emotional Development

- ❖ Learns to take turns
- ❖ Learns to share
- ❖ Plays beside other children
- ❖ Learns to follow directions
- ❖ Dresses self after bathroom use
- ❖ Puts on coat and shoes
- ❖ Helps clean room at the end of the day
- ❖ Helps clean up after snack
- ❖ Potty training

### Spiritual Development

- ❖ Develops concepts about God
- ❖ Develops concepts about Bible
- ❖ Jesus Loves Me

### Gross Motor Skills

- ❖ Kicks large ball
- ❖ Walks backwards and sideways
- ❖ Runs
- ❖ Hops on both feet
- ❖ Jumps in place on both feet
- ❖ Balances on a line
- ❖ Climbs
- ❖ Toss ball underhand
- ❖ Learn to paint in an up and down motion
- ❖ Drink out of a regular cup
- ❖ Carry and hang their own book bag

### Fine Motor Skills

- ❖ Starts blocks
- ❖ Introduction to scissors (after Christmas)
- ❖ Turns single pages of a book
- ❖ Strings beads
- ❖ Sorts by color and size
- ❖ Uses crayons, marker, and glue appropriately
- ❖ Paints using smaller strokes
- ❖ Initiates circular motion with a crayon

### 3-Year-Old Scope and Sequence

Curriculum: Abeka

Students turn 3 by September 1<sup>st</sup>

Students placed in classrooms by birthdate

The 3-year-old program is designed to provide social, emotional, spiritual, physical, and intellectual learning experiences through play, art, music, PE, Chapel, Bible time, story time, centers, circle time, and structured teaching time. Following are our goals for the school year:

#### Social and Emotional Development

- ❖ Share and take turns
- ❖ Plays with other children
- ❖ Helps other children when asked to do so
- ❖ Helps clean up classroom
- ❖ Helps clean up after snack
- ❖ Learns to follow directions from someone other than parents

#### Spiritual Development

- ❖ Develops concepts about God
- ❖ Develops concepts about Jesus
- ❖ Develops concepts about the Bible

#### Intellectual Development

- ❖ Recognizes and writes first name
- ❖ Recognizes upper case alphabet
- ❖ Sorts objects
- ❖ Rote counts 1 to 20
- ❖ Recognizes numbers 1 to 10
- ❖ Matches, sorts and names colors
- ❖ Tell own stories
- ❖ Matches objects with pictures
- ❖ Puts pictures in sequence
- ❖ Knows basic shapes
- ❖ Answers questions from stories
- ❖ Follows 3 step directions
- ❖ Understands simple positional concepts
- ❖ Uses language to communicate

#### Physical Development/Gross and Fine Motor Skills

- ❖ Hops – both feet together, on one foot, and gallops
- ❖ Walks down steps on at a time alternating foot
- ❖ Walks forward and backward and changes directions on command
- ❖ Throws a large ball underhanded, rolls, and catches a ball
- ❖ Moves spontaneously to music
- ❖ Uses crayons, markers, glue, and scissors
- ❖ Puts together parts – puzzles, small manipulative toys
- ❖ Spoons and pours from one small container to another
- ❖ Draws pictures
- ❖ Strings beads
- ❖ Dresses self
- ❖ Completely potty trained
- ❖ Washes and dries hands
- ❖ Feeds self

## PreK Scope and Sequence

Curriculum: Abeka

Students turn 4 by September 1<sup>st</sup>

Students placed in classrooms by birthdate

The PreK program is designed to provide social, emotional, spiritual, physical, and intellectual learning experiences through play, art, music, PE, Chapel, Bible time, scripture memorization, organized centers, organized teaching time, and seat work. Following are our goals for the school year:

### Phonics

- ❖ A – Z letter and sound recognition
- ❖ Blending a consonant with a vowel
- ❖ Sounding blends and one-vowel words
- ❖ Marking short vowels
- ❖ Reading sentences on chalkboard
- ❖ One-vowel rule
- ❖ Two-vowel rule
- ❖ Marking long, silent, and short vowels
- ❖ Reading circles
- ❖ Building speed in reading

### Writing

- ❖ A – Z letter placement
- ❖ Letters, blends, words
- ❖ First and last names

### Number Recognition

- ❖ Counting 1 – 100
- ❖ Shapes/colors
- ❖ Number concepts 1 – 20
- ❖ Writing numbers
- ❖ Number family concept
- ❖ Concept of larger and smaller
- ❖ Concept of more and less

### Bible Units

- ❖ A – Z Bible verse memorization
- ❖ Walk through the Bible stories
- ❖ Psalm 23 memorization
- ❖ Luke 2:7 – 14 memorization

### Theme Units

- ❖ All about me
- ❖ Weather
- ❖ Community helpers
- ❖ Nutrition
- ❖ Plants
- ❖ Insects

Note: Reading groups begin in January for students who are ready to begin learning to read.

**Transitional 5's Scope and Sequence**  
**Students turn 5 by September 1<sup>st</sup>**  
**Students placed in classrooms by birthdate**

**Curriculum: Abeka**

**The T5 program** is designed to provide social, emotional, spiritual, physical, and intellectual learning experiences through play, art, music, PE, Chapel, Bible time, scripture memorization, organized centers, organized teaching time, and seat work. Following are our goals for the school year:

The Transitional 5's class uses the Abeka curriculum and picks up where students left off in PreK. This class will move quickly through review of the K4 concepts then build on those concepts using the K5 curriculum.

**Phonics**

- ❖ A-Z letter and sound recognition:
- ❖ Blending a consonant with a vowel
- ❖ Sounding blends and one-vowel words
- ❖ Marking short vowels
- ❖ Reading sentences on chalkboard
- ❖ One-vowel rule
- ❖ Two-vowel rule
- ❖ Marking long, silent, and short vowels
- ❖ Reading circles
- ❖ Building speed in reading

**Writing**

- ❖ A—Z letter placement
- ❖ Letters, blends, words
- ❖ First and last names
- ❖ Writing simple sentences
- ❖ Journal writing

**Number Recognition**

- ❖ Counting 1—100
- ❖ Counting by 5's and 10's
- ❖ Shapes/Colors
- ❖ Number Concepts 1—20
- ❖ Writing numbers
- ❖ Number family concept
- ❖ Concept of larger and smaller
- ❖ Concept of more and less
- ❖ Pattern and sequence
- ❖ Simple addition and subtraction

**Bible Unit**

- ❖ A—Z Bible verse memorization
- ❖ Walk through the Bible stories
- ❖ Psalm 23 memorization
- ❖ Luke 2:7—14 memorization
- ❖ The Lord's Prayer - memorization

**History**

- ❖ Thanksgiving – Pilgrims and the Indian Helpers
- ❖ My Country – President's Day, Washington and Lincoln, American Flag, Pledge of Allegiance
- ❖ Children from around the world

**Science**

- ❖ Color wheel
- ❖ Animals
- ❖ Plants
- ❖ Insects

**Theme Units**

- ❖ September – Apples
- ❖ October – Community Helpers, Fall
- ❖ November – Thanksgiving
- ❖ December – Christmas
- ❖ January/February – Winter, snow, ice
- ❖ March/April – Spring, St. Patrick's Day, Easter

## Kindergarten Scope and Sequence

Curriculum: Abeka

Students turn 5 by September 1<sup>st</sup>

Students placed in classrooms by birthdate

The Kindergarten program is designed to provide social, emotional, spiritual, physical, and intellectual learning experiences through play, art, music, PE, Chapel, Bible time, scripture memorization, organized centers, organized teaching time, and seat work. Following are our goals for the school year:

- ❖ **Language Arts: Phonics**  
Students enjoy the varied activities as they learn and review vowel and consonant sounds, blends, one- and two-vowel words with special sounds, and sentence comprehension.
- ❖ **Language Arts: Reading**  
Twelve small readers that are an excellent introduction to reading. The stories and word pages are correlated with the phonics sounds that are presented in class, beginning with one-vowel words, and then progressing to two-vowel words. Kindergarteners are thrilled with how rapidly they can move from one reader to the next. Students will gain a firm foundation in reading and develop a love for books that will last a lifetime.
- ❖ **Language Arts: Language**  
Provides an interesting way to teach children the concept of opposites and the difference between positions such as over, under, in, and out. Helps to develop skills in picture interpretation and vocabulary development.
- ❖ **Language Arts: Handwriting**  
Students learn to write the letters as they learn what sound the letters say.
- ❖ **Language Arts: Poetry**  
Introduces students to the wonderful world of poetry with familiar, enjoyable poems that evoke laughter, paint a picture with words, and touch children's sensitive hearts.
- ❖ **Numbers**  
Number concepts and formation through 100, addition and subtraction combinations, number sequences, number words, telling time, and working with money.
- ❖ **Social Studies**  
Introduces kindergarteners to community helpers, beginnings of American history, interesting features of countries around the world, and simply geography.
- ❖ **Science**  
Units on the five senses, the weather, seasons, seeds, animals, and the seashore all show the amazing wonders of God's design in the world He has created.
- ❖ **Developmental Skills**  
Aids students in the development of writing readiness, hand-eye coordination, visual perception, listening and thinking skills, and good character.
- ❖ **Bible**  
Students will learn stories about God's creation of the world and about the life of Christ while viewing beautifully illustrated cards. Age-appropriate applications are included in each lesson.
- ❖ **Arts & Crafts**  
Introduces students to basic concepts of art and gives them a variety of opportunities to build upon concepts that have already been taught such as coloring, painting, tracing, drawing, cutting, and gluing with a variety of materials. Month-by-month projects correlate with academics, Bible teaching, and the seasons and holidays.