

# Enrollment Information

To enroll, complete and return the enrollment form along with your enrollment fee. Each class will be filled according to enrollment. Your child will be enrolled as soon as your forms and fees are received by us. If classes are full you will be put on a waiting list and notified when a class is available. If a class placement does not become available, your enrollment fee will be refunded. In August you will receive notification about the start of classes and an invitation to open house.

## IT PAYS TO ENROLL EARLY!

Enrollment fee is \$120.00 (1/1-6/1) \$150 (after 6/1)

Tuition is due the **1<sup>st</sup> of every month**, September through May.

Tuition is as follows:

- |  |                 |
|--|-----------------|
| * 3 year old program                     | \$200.00/month* |
| * 4/5 year old program<br>(MWF ½ day)    | \$235.00/month* |
| * 4/5 year old program<br>(MWF full day) | \$415.00/month* |

\*A \$10.00 fee will be added for each day tuition is late after the seventh of the month.

\*TTh and MWF ½ day classes meet 9:00 am to noon

\*MWF full day meets 9:00 am to 2:30 pm

A child must be 3 years old to enroll and **must** be potty trained.



# WEE School

Weekday Early Education  
encourage  engage  educate

## Parent Handbook



Central Baptist Church  
601 North Central, P.O. Box 66  
Eureka, Missouri 63025

(636) 938-5577 — (636) 938-7160 (fax)

[www.weeschoolebc.org](http://www.weeschoolebc.org)

Revised 12/2022

WEE SCHOOL  
CENTRAL BAPTIST CHURCH  
601 NORTH CENTRAL AVENUE  
P.O.BOX 66  
EUREKA, MO. 63025  
938-5577 - 938-7160 (FAX)

WEE DIRECTOR-----Pam Dubuque  
WEE ASSISTANT DIRECTOR-----Cheryl Sullivan

**WEE EDUCATIONAL PHILOSOPHY AND POLICIES**

WEE program purposes are to provide opportunities for each child to develop spiritually, mentally, physically, emotionally and socially, to gain in problem-solving ability, and to become confident learners. These are accomplished by providing learning and developmental experiences consistent with Christian principles and state recommended curriculum guidelines. WEE introduces your child to shapes, colors, letters, and numbers, provides experiences with scissors, crayons, markers, glue, and paint, presents age-appropriate social experiences, and focuses on basic principles of Christian living.

**ENROLLMENT FEES -----\$150.00 ANNUALLY**

This fee helps pay for all supplies used during the school year and is non-refundable. Your child is not enrolled until the enrollment fee is received. Please note: when you enroll your child we expect it to be for the school year. The registration packet is available and can be completed online.

**CLASSROOMS**

Classroom enrollment will be limited to first come-first serve enrollment. Minimum class size is dependent on physical space. If the class your child would be in is full, you will be put on a waiting list until there are enough students. At that time, you will be notified that the class is available. Please get your paperwork in quickly to reserve a spot.

**SUPPLIES**

Each child needs to bring a FULL SIZE backpack and a change of clothes to be kept at school.

**TUITION**

The monthly tuition fee is due on the first day of the month. Please make checks payable to CBC WEE School. After the 7th day of the month, a \$10.00 fee will be added to the amount due for each day tuition is unpaid. After 60 days in arrears, the family must have paid one month's tuition and have a plan in place for making the account current, or the child will not be allowed to attend school. Tuition fees are the basis for the school budget, therefore, no refunds will be given due to illness or missed days. Please place tuition checks or cash in the tuition box located in the church foyer. Tuition payments may also be made on line. Those who pay their year in FULL by August 15th will receive a 5% discount. Members of Central Baptist Church are eligible for a 25% reduction in tuition or a 5% reduction for the full year's tuition payment. If a family enrolls multiple children, there will be a 15% reduction in monthly tuition.

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WEE School is a ministry of Central Baptist Church. We desire to assist families in their growth in the knowledge of God and His salvation through Jesus. In light of that desire, we invite all families to be a part of what we offer at Central Baptist Church!

Sunday -

Sunday School for all ages - 9:00 am

Children's Church (ages 4-2<sup>nd</sup> grade) - 10:15 am

Worship Services - 8:00 and 10:30 am

Wednesday -

Children's Activities (ages 4-5<sup>th</sup> grade) - 6:30pm

Youth Activities - 6:30 pm

Bible Studies for Women, Men, and Couples - 6:30 pm

Healing Grace - medical clinic for the uninsured

For more information, feel free to talk to Pam Dubuque or Cheryl Sullivan, call 636-938-5577, or see [cbcserves.org](http://cbcserves.org)

## **CLOTHING**

Please help your child select comfortable play clothes for school. When weather permits, we play outdoors, so please dress your child in weather appropriate clothing that can get dirty. Tennis shoes and shoes that tie are preferred so they are able to run and play without fear of tripping or falling. Tennis shoes are best for playtime in the gym. Girls need to wear shorts under their dresses, even when wearing tights.

## **DISCIPLINE**

The goal of discipline is to direct students toward acceptable behavior. This helps develop self-control and maintain order necessary to accomplish academic and social growth. Discipline is viewed as opportunity for instruction.

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

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

When conflicts arise, verbal suggestions for improvement are discussed. If inappropriate behavior continues, re-direction and other positive discipline is used.

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

Positive behavior is continually rewarded by verbal praise, reward certificates, hugs, and written praise on classroom work.

## **FIELD TRIPS**

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

## **BIRTHDAYS**

If your child would like to share a birthday celebration by bringing the class special refreshments, WE'D LOVE IT!!! Snacks may **not** be homemade. Please be aware of any classroom food allergies (ask the teacher for acceptable snack suggestions).

## **PROGRAMS**

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

## **SHARING TIME**

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

## **ILLNESSES**

Do not send your child to school if he/she has a temperature, rash, diarrhea, or has been vomiting in the last 24 hours. He/she cannot return to school until 24 hours free of symptoms and must have a doctor's note. If your child becomes ill while at school he/she will be isolated from the other children. You will be notified immediately and are expected to pick up your child as soon as possible.

## **MEDICATION POLICY**

WEE will only administer prescription medications. It must be in the original prescription container and be accompanied by a note from the physician giving correct dosage instructions and permission for school to administer the medicine. Prescriptions must also be accompanied by a note from the parent giving permission for the school to administer the medicine. All medications and notes should be handed to a teacher or the director when the student arrives at school.

## **COMMUNICATION**

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

## **SNOW POLICY**

We generally follow Rockwood School District snow cancellations.. If Rockwood determines to have a virtual day instead of cancelling, WEE cancellation announcements will be given on TV stations 2, 4, and 5 and on the Facebook page (if you have not "liked" and joined the page, please do so!! CBC-WEE School). We do not dismiss classes per Rockwood academic schedule, only the inclement weather schedule. There are no make-up dates for snow days.

## **DROPPING OFF CHILDREN**

Please do not drop your child off or arrive before 8:50 without prior approval of the director. School doors are open at **8:50** and locked at **9:15**. Anyone needing access to WEE School after that time should enter through the church office and the WEE office will be notified. School begins at 9:00am.

## **PICKING UP CHILDREN**

Each student will be provided a card for his/her vehicle. Place the card on the passenger visor of your car and your child will be brought out to your car. Additional signs may be purchased for \$1. If you choose to park and walk up to the entrance, please be patient until your student is brought out. Students will only be loaded into vehicles from the church side of the pick-up area. In the event that your child needs to be picked up early or by a person different than normal, please notify the teacher in writing at the beginning of the day. If you are picking up your child early, you will have to come inside to the church office. No child will be released to someone not known by the WEE staff.

## **SNACKS/LUNCHES**

Each child is to bring his/her snack/lunch every day. We encourage a healthy snack. Students must bring a small water bottle with water only in it. Teachers will let class parents know of any food allergies of which to be aware. Please refrain from sending items with the allergen in them.

## **INFORMATIONAL NEWSLETTER**

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

## **MEMORY**

Students will learn a different Bible verse and a nursery rhyme each month. Throughout the year they will also be learning poems and songs on various topics.

## **EMERGENCY INFORMATION FORMS**

An Emergency Form is required by the State of Missouri and is kept in each child's file. Missouri requires that each item be completed. These forms are then utilized for field trips as required by the State of Missouri.