

Wee Workshop Parent Handbook

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The School

Wee Workshop is a childcare facility for children from two weeks to twelve years of age with preschool curriculum included within the full day program. A separate preschool or Parent's Day Out program may be available at one or both locations. We provide a loving and safe environment in which your child will spend many happy hours.

Research has proven that a child's early years are important. It is our goal at Wee Workshop to make those years special. Your child will be cared for by our loving staff who are sensitive to your child's needs. All of our teachers are qualified and experienced in early childhood education.

Wee Workshop Philosophy

Our goal at Wee Workshop is to nurture the whole child. Our purpose is to provide a quality education program within a loving, caring atmosphere. Central to care is the presence of nurturing adults who give your child personal attention.

We believe that our program and services offer developmentally appropriate curriculum, and we strive to enhance social, emotional, physical, and intellectual growth in young children. Our program fosters curiosity and self-esteem by taking into account children's abilities and interests. We provide an environment that is safe yet stimulating and a curriculum that challenge the children through creativity, self-choice, and learning through play.

Discipline Policy

The disciplinary policy of Wee Workshop places emphasis on encouraging and reinforcing appropriate behaviors in young children. An effort is made to help children understand why certain behaviors are not acceptable, and suggestions for more desirable behaviors are offered. Physical punishment is never used, nor do we subject children to frightening, humiliating, embarrassing, shaming or emotionally harmful situations or remarks.

Below is the Behavior and Guidance/Disciplinary Policies adhered to by the Wee Workshop staff.

For Infants and Toddlers:

1. Distract the infant or toddler away from the activity that is not appropriate by presenting the infant or toddler with a better choice. (This technique is often called redirection.)
2. Ignore the infant or toddler's behavior if he or she is not in danger or causing someone else to be in danger.
3. Remove any item that could distract or instigate the behavior.
4. Use the word "no" sparingly. "No" should be used if an infant or toddler is approaching danger. Over using the word "no" causes an infant or toddler to learn to ignore the warning.
5. Understand that infants and toddlers are naturally curious about people and things – they are just learning. Infants and toddlers need to be allowed to explore the area safely.
6. Provide more than one of the more popular toys. Infants and toddlers may not understand the concept of sharing.
7. Place a toy or item in "time-out" instead of the infant or toddler. Infants and toddlers have short attention spans and are naturally active. Time-out for infants and toddlers is not most effective.

For Preschool-age Children:

1. Allow preschool-age children to make acceptable choices, and let the child learn from the natural consequences of the decision (as long as the consequences aren't dangerous). (The provider should be sure to offer choices that he or she can live with.)
2. Help the preschool-age children learn to solve problems. Make suggestions and allow the child to decide.
3. If preschool-age children are disagreeing, stand nearby but allow the children the opportunity to solve their own problems if no one is in any danger.
4. Time-out should only be used when all else fails. Over use of time-out causes the method to become ineffective. Time-out should allow the child the opportunity to cool off, calm down and reflect. The time-out space should be in a nearby and clearly supervised area.

For School-age Children:

Any of the above methods of guidance, plus

1. Involve school-age children in setting their own guidance.
2. Allow school-age children to suggest consequences for breaking the rules.
3. Involve school-age children in planning activities.

The disciplinary policy is strictly adhered to by the entire Wee Workshop staff. The use of physical punishment and/or the use of harsh, threatening or belittling remarks with a child is grounds for immediate termination. If for any reason we suspect that a staff member has violated our disciplinary policy, we will report it immediately to DCF.

Wee Workshop Programs

We have high expectations for the quality of the individual programs offered here at Wee Workshop. The following descriptions state the goals of each program. Each program has a weekly lesson plan, which can be made available to you. We will hold parent-teacher conferences twice a year in order to keep you informed of your child's progress.

Infant Program

The infant program is available for children from two weeks to twelve months and walking. The emphasis of this program is on sensory-motor, gross motor, self-help and language skills. Each infant receives an individual lesson plan. Children are encouraged to explore their environment, as well as exercise their independence through self-help skills.

Toddler Program

The toddler program is available for children who are twelve months and walking up to the age of two years. This program emphasizes sensory-motor, gross motor, self-help and language skills. Children are encouraged to explore their environment as well as exercise their independence through self-help skills such as brushing teeth, washing hands, and feeding themselves. Language skills are stimulated by the teacher asking questions and labeling objects for children. Children are also encouraged to use words as best they can when they need something. The program also incorporates songs and finger-play along with coloring, playdough, painting and puzzle working. Afternoons in the toddler room involve a nap as well as outdoor and indoor play times.

2 to 3 and 2 ½ to 3 ½ Year Old Programs

The program offered for children 2 to 3 years old concentrates on developing skills in the areas of fine motor, gross motor, social, self-help and cognitive abilities. Children are exposed to numerous situations which will help develop the social skills of sharing, turn taking, cooperation and helping others. The program utilizes centers to encourage socialization. Each day, children participate in fine motor activities where they will work individually with materials such as puzzles, peg boards, and lacing cards.

The curriculum is well-balanced between structured and unstructured activities. Developmentally appropriate skills and concepts are reinforced during a teacher-directed activity each day. The curriculum incorporates songs, finger-play and books into each day. Art and music experiences are also included in the curriculum. Afternoons include a nap, snack and outdoor playtime.

3 to 4 Year Old Program

The program offered for three and four year olds concentrates on developing skills in the areas of fine motor, gross motor, social, self-help and cognitive skills. The daily routine is balanced between structured and unstructured activities. Songs, finger-play and books are incorporated into each morning's circle time as well as concepts reflecting the weekly theme. Each day, the children participate in fine motor activities where they work individually with materials such as puzzles, beads, peg boards and lacing cards. Socialization is encouraged during dramatic play and free choice play times. Developmentally appropriate skills and concepts are reinforced during teacher-directed activities. The curriculum also includes art, music and science experiences. Outdoor activities will be abundant during the summer months. Picnics, water play and nature walks are also included in the summer program if the weather permits.

4 to 5 Year Old Program

The program offered for four and five year olds concentrates on developing children's abilities in the areas of fine motor, gross motor, social, self-help and cognitive skills. Kindergarten readiness skills are taught in structured small groups. In addition to these small learning groups, your children will also participate in fine motor activities each day. During this time, your children work individually with materials such as puzzles, peg boards and lacing cards. Writing and cutting skills are also developed at this time. Socialization is encouraged during dramatic play and free choice play times. Songs, finger-play, books as well as concepts reflecting the weekly theme are incorporated into each day's circle time. Art, music, and science experiences are a part of the curriculum, which is well-balanced between structured and unstructured activities. Children will spend time outdoors both in the morning and in the afternoon. Afternoons also include a nap time and free choice play time. Outdoor activities will be abundant during the summer months, such as water play and days at the park.

Before And After School Program

The before and after school program is offered for children in kindergarten through the fifth grade. We reserve the right to refuse transportation during extreme weather conditions, for example heavy snow and ice. Our program offers your child a balanced day with quiet times, free play times and physical activities. Due to the more structured environment at school, children are given more freedom to choose activities while in our program. Children also spend time outdoors each day.

Summer Programs

Daily operations in our daycare classrooms continue during summer months. In addition, we also offer a full day summer camp for school-aged children. The camp operates with a different theme each week, around which special activities, field trips and projects are integrated.

Lunch Program

Wee Workshop provides nutritious meals and snacks which meet or exceed the applicable nutritional guidelines of the state. Payment for meals is included in your weekly tuition. All meals and snacks are prepared at our facility. Children who attend a full day receive a breakfast, lunch and afternoon snack. Due to the number of children we serve, we are unable to make special meals if your child's diet is restricted due to allergies or preference. You may provide a lunch from home if that is the case. Our menu is posted monthly, and there is a copy available for you at the front desk. There will always be a current menu posted on our website, as well.

Hours of Operation

Wee Workshop is open from 6:30 a.m. to 6:00 p.m. Monday through Friday. We are open year round, except for the following major holidays:

New Year's Eve – Close at 3:00 p.m.	Labor Day
New Year's Day	Thanksgiving
President's Day	Day After Thanksgiving
Memorial Day	Christmas Eve – Close at 3:00 p.m.
Independence Day	Christmas Day

Wee Workshop Daycare will be open unless severe snow conditions close businesses other than schools. Always call the center if in doubt; however, we do advise that if possible, you stay home with your child when schools are closed or bring them in late after streets are cleared and safe.

Children who are enrolled in the before and after school care program may receive full-day care for days when school is not in session. If your child needs to be in care with us during these times, please let the front office know as soon as possible. There is an additional fee of \$15.00 per day for school-aged children during these days. The total fee paid for the week will not exceed the weekly summer camp rate.

Enrollment Procedures

Any child two weeks through twelve years old is eligible for enrollment regardless of race, color, national origin or religion provided that space is available and ratios are maintained. To enroll your child in our program, we require an annual non-refundable enrollment fee which guarantees a space for your child. This fee should accompany your completed enrollment application. In order to fulfill licensing regulations we must also have an authorization for emergency medical care and a health assessment signed by a licensed physician. These forms are contained in the enrollment packet and are available upon request from the front office. They must be complete before your child may attend the center.

Group care is not always the most appropriate child care option for every child. In the event that you need to cancel your enrollment, please give the director two weeks written notice in advance. If a notice is not received, you will be charged for two weeks of care. Wee Workshop reserves the right to disenroll your child from our care with a two week notice. If your child is exhibiting consistently disruptive or dangerous behavior, we will immediately disenroll your child. In all cases, no child will be disenrolled without conferences between the parents and the director.

Child Care Fees

All fee schedules are established by Wee Workshop and are subject to change at any time without prior notice to you.

Tuition fees are due by Wednesday for the current week of service. A \$10.00 weekly late fee will be assessed if payment is made after Wednesday. You may pay fees on a monthly or bimonthly schedule, as long as payment is received at the beginning of the month or two week period of service. If your account becomes delinquent, you will be notified of a deadline by which payment must be made. If payment is not made by that time, your child will be withdrawn from our program. On all balances that are 30 days past due, 1 ½% interest per month will be added.

A returned check fee of \$35.00 will be charged on all returned checks. After two returned checks, cash or money order will be required for three months.

You will be responsible to Wee Workshop for reimbursement of all attorney fees and court costs incurred in collecting fees or enforcing your enrollment contract.

Absentee Credit

Because staff assignments are based on enrollments, no credit will be extended for absences of only one or two days within the week. If your child is absent three or more days in one week, you pay only 60% of regular tuition. This absentee credit can be applied to your tuition one week out of the year. Holidays are included as absentee days. For those families enrolled year round, including summers, one week of vacation credit is given per year. The first vacation credit will be given after the child has been enrolled for a full year. For that week of vacation, no tuition will be assessed. A week of vacation credit is from Monday through Friday, one calendar week. Your child must be absent all 5 days for a vacation week.

Those families enrolled on a part-time basis, for example, three days a week, do not receive any vacation or absentee credit, and are required to pay their normal part-time rate.

Late Fee

Failure to pick up your child by 6:00 p.m. will result in a late fee of \$1.00 per minute, per child, beginning at 6:01 p.m. You will be required to pay the late fee immediately that evening. Wee Workshop reserves the right to increase this fee.

Clothing and Personal Belongings

Children will be participating in messy art projects and playing on the playground while they are in our care. Please dress your child in clothes which are comfortable and will allow them to fully participate in these activities. Also, remember to dress your child in clothing appropriate to the weather. It is our policy that the children will go outside every day, unless the weather is extreme. All removable clothing should be labeled with your child's name.

Each child needs to have in his or her cubbie in the classroom the following items:

- Two complete changes of clothing, including underwear and socks
- Toothbrush labeled with the child's name
- A sheet and small blanket for nap time for Toddlers through 4's – 5's.
- For Infants, Toddlers and two's only, an adequate supply of diapers or training pants.

Your child may bring a pacifier, pillow (small enough to fit in cubbie), stuffed animal or other comforting item for nap time. Please label everything with your child's name.

Toys

We ask that toys be brought to school only for special show and tell days; otherwise, please do not bring toys from home. Play guns, swords, knives, etc. are not to be brought to school. We try very hard to promote a loving atmosphere and feel the presence of such toys in the classrooms is a detriment to that goal. Also, gum, candy and money should always be left at home.

Health and Safety

Arrival and Departure

All children must be brought inside the center and taken to their classroom. You are required to walk your child to their classroom and notify the teacher of their arrival. Please be sure your child's teacher is aware you are picking up your child before you leave the classroom with your child. These measures help us provide for the safety of your children.

Children will only be released to those persons listed on the enrollment form. In the event that someone other than those listed needs to pick up your child(ren), you must notify the directors in advanced. They will then be required to show identification.

If your child will not be attending Wee Workshop on a specific day please call the center to inform them.

Health Check

Teachers will assess each child's health on a daily basis. Any child showing signs of illness will be isolated and kept as comfortable as possible until they are picked up. Sick children must be picked up within one hour of the initial phone call. These control measures are one way to keep illness from spreading throughout the center.

Exclusion Policy

In order to protect the entire classroom as well as your own child, your child will be excluded from Wee Workshop whenever he or she displays any signs of illness, including:

- a temperature above 100.5
- an upset stomach within the last 12 hours
- an intestinal disturbance with diarrhea or vomiting
- discharge from eyes or ears
- profuse green nasal discharge
- any lesions with drainage

In general, any child with these symptoms will be excluded from the center for a full 24 hours after the disappearance of the symptoms without the aid of medication, or must have a note from a doctor indicating that the child is well enough to attend school. If there is a question about bringing your child, check with the directors beforehand. If your child is well enough to attend the center, then he or she will be expected to participate in all activities of the day including outdoor play.

Please advise teachers of anything that might affect your child's behavior and/or health while at school; for example, any medications your child is taking, restless night or less sleep than usual, excited about a special activity, new living arrangement, new baby, etc.

You are required to notify the center directors immediately after an exposure to a contagious disease. If your child becomes ill with a contagious disease, such as chicken pox or pink eye, the center will follow the recommendations of the Kansas Health Department.

Sick Children

Children who are sent to school ill or become ill while at the center will be excluded from the classroom in order to help control the spread of illness throughout the center. They will be kept as comfortable as possible in our front office until they are picked up. You will be contacted and your child must be picked up within one hour.

Medicines

The Wee Workshop staff does not diagnose, recommend treatment or treat illnesses. Wee Workshop will only administer prescription medications with written consent of the parent or guardian together with written instruction from the physician. In addition, the medication must be in the original container. You must complete a medical release form with the date and time the medication is to be given to your child.

Wee Workshop will not administer non-prescription medications for your child more than three consecutive days unless otherwise instructed in writing by the child's physician. In addition, we will only administer the recommended dosage. We suggest whenever possible, that you arrange to give your child his or her medication right before you leave to bring your child to the center.

Accidents

When an accident occurs, the child's teacher or the director will administer first aid and TLC, but Wee Workshop is not responsible for subsequent treatment. Any further care is the responsibility of you and your physician. An accident report will be filled out and a copy will be given to you, which must be signed and returned to the office. Depending on the severity of the injury, you may be required to pick up your child. If immediate medical attention is needed, the child will be transported by ambulance to your hospital of choice. Wee Workshop is not obligated to pay for emergency care that any child receives.

Child Abuse Statement

It is the legal obligation of all Wee Workshop staff to report each and every time we have reason to suspect any incidences of child abuse or neglect to the Kansas Department of Social and Rehabilitation Services.

Severe Weather Procedures

Should a tornado occur or a severe storm warning be given, all children will be taken to our cafeteria, which serves as a storm shelter. For the safety of your family, should a severe weather event arise, we recommend that you do not come for your child. The staff will be prepared with activities for the children until the storm has passed. Storm drills are conducted once a month, April through September, so that all children are familiar with the procedure and location of the shelter. The severe weather plan is posted in each classroom.

Fire Safety

Each month a fire drill is conducted to make sure children know the evacuation procedure. A fire evacuation plan is posted in each classroom.

Your Child's Adjustment

Most children have some fears and misgivings about being away from their parents. Your child may need some time to adjust to this new situation. Help prepare your child for these changes by talking about them in advance. If your child is hesitant at separation time, a cheerful good bye kiss from you, a smile and a reassuring word that you will be back after work will help ease the separation. Our caring staff will take it from there. You are encouraged to call and check on your child's adjustment throughout the day if you are concerned. Chances are that your child will be absorbed in the activities of the day, and you can relax and concentrate on your job.

Communication

Wee Workshop values open communication between parents and staff. We value your insight and opinions regarding the care your child receives. Please feel free to visit with your child's teacher or the director if you ever have any questions or comments about your child's day, the care he or she receives while here, or how certain situations are handled. We are here to make your child's day the best it can be, and we would enjoy hearing from you about how this can be achieved.

Negotiating Differences

If you feel that your opinions or comments are not being adequately addressed by your child's teacher please speak with the director. The director will then schedule a conference with you and your child's teacher where differences can be addressed. If there still remains a need to negotiate differences, another conference will be scheduled where the director will be present.