



Parent Handbook

FEE SCHEDULE

Registration Fees:

First child	\$50.00
Second child	\$40.00
Each additional child	\$15.00

Registration fees must be paid before admittance to our center. This is an annual fee, which covers accident insurance coverage for your child while at Daycare. The WEE center's year runs January 1st through December 31st.

Weekly Child Care

Infant through two year old care	\$120.00
Three and Four year old care	\$115.00
School age care (after school)	\$70.00
Each early dismissal or teacher workday	\$4.00
School age care (Summer and Holiday Weeks)	\$100.00

A discount of \$10.00 per week will be given to the second child in a family. A discount of \$15.00 per week will be given to each additional child.

If a Child attends two or more days during the week, the regular fee is due. If a child is present one day or absent an entire week, ½ of the regular fees are due. This ½ rate is limited to three (3) weeks a year.

Monthly Kindergarten Fees

Two year old kindergarten	\$175.00
Three and Four year old kindergarten	\$180.00

Kindergarten tuition fees are billed the first week of each month. Kindergarten tuition is a monthly fee no refunds are given for illness, vacation, inclement weather or holidays. This fee is for the children who attend kindergarten, but does not stay for child care in the afternoon. If your kindergartener eats lunch at the center there is a \$40 monthly charge for lunch. You cannot pay by the day. 2K who do not eat lunch must be picked up by 11:00 Those eating lunch must be picked up by 11:30. 3K and 4K who do not eat lunch must be picked up by 12:00, those eating lunch by 12:30. There is an additional charge of \$12 per child per day if picked up later than these times.

Kindergarten Curriculum

Two year old through Four year old kindergarten annual curriculum fee is \$60.00. The Kindergarten curriculum fee has been divided into two charges of \$30.00 each with payment due September 1st and January 31st.

Weekly Transportation Fees Per Family.

Greenwood Elementary	\$5.65
Dewey L Carter Elementary	\$7.92
McLaurin Elementary	\$6.79

Bus fees run from the first full week school to the last full week of school, regardless of vacation weeks.

Drop in Rates

Drop in rates apply to only one (1) day a week:

Drop in First Child	\$25.00
Drop in each additional Child	\$10.00

You should check with the WEE center a week prior to bringing a Child to make certain there is a spot available for that day.

You will be given a contract to sign concerning your weekly or monthly tuition. This form must be signed by both parents if applicable. If parents are unable to pay tuition due to economic conditions, they may submit a benevolence request form to the WEE Center committee. The Committee will consider the request and a reply will be given within three (3) working days.

Tuition Express

We will process the automatic payments/credit cards each Thursday by noon to be charged by your credit card or bank on Friday.

If we are not notified in advance of a vacation week, we will charge the full amount that week and a half rate credit will be reflected in the next week's ACH charge/credit card.

You will have online access to your balance and charges as soon as you register at the online site. You can also sign up for My Procure which allows you to pay online, see your billings, print off receipts and your year end tax information.

Drop-ins must be paid the day of the drop-in. (Cash or check will be accepted for these.)

There will be a \$25 fee on any payments presented to the bank that are not paid.

Hours of Operation and Late Pick Up fees

The WEE Center opens at 6:30am and closes at 6:30pm Monday through Friday. Please be sure your child is picked up by 6:30pm. Children should be left at the center no longer than ten (10) hours daily. If a child is left longer than ten hours

fees will be increased. Late charges will begin at 6:35pm and will be strictly enforced. Late fees are as follows:

6:35-6:45pm	\$5.00 per Worker
6:46-7:00pm	\$10.00 per Worker
7:01-7:15pm	\$15.00 per Worker
7:16-7:30pm	\$20.00 per Worker

Late Fees are to be paid to the workers at the time of pick up. If special circumstances arise, contact the Director. It is important that you communicate your situation with us.

Termination Policy

We reserve the right to terminate care for (but not limited to) the following reasons.

- Lack of compliance to handbook regulations
- Failure to pay on time
- Lack of parental cooperation
- Disrespect
- False Information given by the parent either verbally or in writing
- Consistent late pickups
- Physical or verbal abuse of any person or property
- Failure of child to adjust to the daycare after a reasonable time
- Inability to meet the child's needs.

Holiday Closings

The WEE Center is closed for the following Holidays:

New Year's Day	Good Friday
Memorial Day	July 4 th
Labor Day	Thanksgiving Day and the day after

Christmas Eve

Christmas Day

There is no fee reduction for weeks containing Holidays.

Closing Due to Inclement Weather

We will close for inclement weather when the public schools close for the first (1st) day only. After the first day we will reopen as soon as possible. Please pay attention to the WEE Center Facebook Page for announcements. If schools close during the middle of the day because of bad weather, we will remain open until the last child is picked up. Please come for your child immediately as staff must get home safely also. Charges for these days will follow normal policy. In the event that the Center is closed for three or more days fees will be prorated.

Messages

Please write any instructions you have regarding your child and give it to your child's teacher. This includes medication (on the form located in the classroom), someone else picking up your child, or any other special instructions.

Transportation

The WEE Center shall have on file written permission for transporting a child to school, on field trips, or other activities. All Drivers will follow DSS regulations regarding transporting children.

Confidentiality

All records pertaining to your child are kept confidential.

Admission

The WEE Center is licensed by the South Carolina Department of Social Services. We adhere to all regulations and therefore require certain forms to be on file for each child. The following must be on file and updated as appropriate before a child may begin attending the Center.

1. The child's health and personal history
2. Authorization for emergency medical treatment
3. Health insurance information

4. Authorization to dispense medication
5. Transportation authorization
6. Child pick-up form
7. Statement of health
8. DSS Form 2901
9. DSS authorization form for church daycare centers
10. Certificate of Immunization For daycare attendance
11. Discipline form
12. Contract for payment

Discipline

The WEE Center does not use corporal or physical punishment, instead acceptable behavior is encouraged by giving positive verbal awards. This reinforces a child's good feelings about his behavior and serves as an example to the other children to act in such a way to receive praise. Asking a child to stop and think about his unpleasant behavior enables that child to work on self control. When a child will not cooperate, a period of "Time-out" is the next tactic used. This allows the child to calm down and remember what behavior the teacher is asking for. If behavior problems persist the parent may be asked to come in for a conference to discuss what may be helpful to motivate their child to behave in an acceptable way.

Health

Each child is required to have on file a current health statement (DSS Form 2901) and a record of current immunizations. Please update our copy as your child receives immunizations.

No child who arrives noticeably ill, with a rash, or with a fever shall be admitted. When a child becomes ill during the day, the parent will be notified to come and immediately pick up the child. The child will not be allowed to return to the center until he has been fever free for 24 hours, without fever reducing medication, until the period of contagion has passed or until you bring a written

excuse from the doctor stating that the child is not contagious. In the event a child contracts a communicable disease and exposes the other children, notice of such exposure will be communicated to the parents.

A child will not be admitted to the center with the following conditions. If the condition begins at the center, the parent must come in and get their child immediately. **Please understand the WEE Center's director has the final decision as to whether or not a child is ready to return.** The conditions are:

1. Symptoms of possible severe illness, such as; unusual lethargy, irritability, persistently crying, difficulty breathing, or other unusual signs.
2. Uncontrolled diarrhea, increased number of stools, increased stool water and/or decreased form that is not contained by the diaper or toilet use. The child may not return until he is diarrhea free for 24 hours
3. One or more episodes of vomiting. The child may not return until vomiting has stopped for at least 24 hours.
4. Mouth sores with drooling, unless a doctor determines that it is not infectious
5. Rash with fever or behavior change. The child may not return until a doctor determines that the condition is not contagious.
6. Conjunctivitis (pink eye) defined as pink or red conjunctiva with white or yellow discharge. The child may not attend daycare until 24 hours after treatment has been initiated.
7. Scabies or other infestation. The child may not attend daycare until 24 hours after treatment has been initiated
8. Head Lice the child may only return after treatment and all visible signs of infestation are gone.
9. Impetigo. The child may not return until 24 hours after initial treatment.
10. Streptococcal pharyngitis (strep throat)- the child may return 24 hours after initial treatment and must be fever free for 24 hours.
11. Pinworm infection- the child may return 24 hours after treatment has been initiated
12. Ringworm infection. The child may not return until 24 after treatment initiated

13. Chicken pox. The child may not attend for 6 days after onset of rash or until all lesions have dried and crusted and the child is fever free. We must have a doctor's excuse prior to re-admittance.
14. Mumps the child may not attend for 9 days after the onset of gland swelling and must have a doctor's excuse.
15. Hepatitis A virus. The child may return one week after onset of illness or as directed by a doctor.
16. Abdominal Pain. Persistent or intermittent pain that causes the child to be irritable or cry.
17. A temperature of 101 degrees or higher. The child must be fever free for 24 hours, or have a written excuse from a doctor that the child does not have a communicable illness.

If your child is ill and runs a fever during the night, please do not bring him to the center, until a doctor has examined him and found that he is non-infectious.

If your child attends our after school program and is unable to attend school, he will not be admitted to the center. We are only equipped to care for the well child.

Medication

Medication or medical procedures shall be administered to a child only when there is a written, signed and dated request from the parent. Medication logs are located in each class room for your convenience. Prescription drugs and other medications must be in the original container and clearly labeled with the child's name and dosage. We cannot give prescription drugs to a child unless his name is on the container. Medicine must be kept in the medicine cabinet located outside of the WEE Center office. Ask staff for assistance since this cabinet is kept locked at all times.

Dress

Children should be dressed in durable, comfortable play clothes. Shoes must be worn at all times. Please send at least one extra complete outfit for your child. Children two years and younger need to have several changes of clothes. If your child has an accident and does not have a change of clothes the parent will be

called to bring clothes. Coats, hats and, sweaters should be marked with the child's name. We cannot be responsible for hair bows, ribbons, or any other article of clothing.

Meals and Snacks

A nourishing, tasty lunch prepared under strict sanitary conditions is served daily, as well as morning and afternoon snacks. Please give your child breakfast before coming to the daycare. Any foods brought into the daycare must have the child's name on it. We cannot serve it to the child if his name isn't on it.

School Pick Up

It is imperative that you call the center when your child is not to be picked up at school.

Accidents

In the event of a serious accident to the child, teachers are to notify the director immediately. When the nature of the injury is such that time is of the essence, the director may call an ambulance, or take the child to the closest emergency room for treatment. The child's folder (located in the office) should accompany the child or be brought by a staff member immediately. The director will call the child's physician and parents. For minor injuries that require first aid only, a staff member certified in first aid will administer or supervise the first aid given to the child. For all injuries an ouch report form will be completed and signed by the witness to the injury and the director. One copy will be sent home and one copy will be kept in the office. In some cases of minor injuries, the parent will be called.

Fire and Tornado Precautions

Fire drills are conducted on a regular basis. The teachers evacuate the children according to the fire escape plan and DHEC requirements. Teachers carry the class emergency book and class roll with them as they leave the building. A weather radio is located in the baby room. In the event of severe weather while we are open, safety measures will be taken and the children moved to an appropriate place, if necessary.

Arrival and Release of Children

Please hold your child's hand while in the parking lot and do not allow him to go outside alone. Never leave your car running.

For safety's sake, children must always be left in the care of an adult, with the children being brought directly to the child's classroom. Children must never be left without a teacher present.

If someone other than a parent will be picking up a child we must have WRITTEN permission from the Parent. The person must bring identification to have the child released to him.

It is very important that one calls early each day when your child is not attending Daycare.

Tracking

Children are tracked from the time of their arrival to their departure from the center. Tracking sheets are used to note the time of arrival and departure and track the children's location while on the premises or on field trips.

Parent Meetings

The director or your child's teacher may want to talk to you from time to time. These meetings will be announced in time for you to make necessary arrangements. Please contact the director if you have questions or concerns.

Withdrawals

If a child needs to be withdrawn from our center, a two week notice is required so that the vacancy may be filled by another child. If it is possible to give more notice it would be appreciated. Tuition must be paid in full when a child leaves.

Things from home

We ask that children not be allowed to bring toys from home. If an item is brought to daycare, we will not be responsible if it is misplaced or broken. A child

is allowed to bring a stuffed animal to sleep with at naptime. On days when we have “show and tell” please give careful consideration to what you allow your child to bring. **We cannot be responsible if an item is damaged or lost.**

Game/App Policy

Ratings for games/apps that can be played at WEE Center:

DS Games: E

Google Play: Everyone

Apple: 4+

If a game/app is unrated, it must be approved by the teacher before being played.

The children will be allowed to play their games/apps during designated times. This time is scheduled and has a designated location. This location will be monitored by a teacher during the duration of game/app time.

If a child plays a game/app that does not comply with our rating qualifications, the consequences are as follows:

1-Reminder of policy

2-Parents and child are reminded of the policy

3-The child will not be allowed to bring game/app systems back to daycare.

Birthdays

We will be happy to serve cupcakes or cookies provided by the parent on your child’s birthday, at the regular designated snack times. Any other plans must be approved by the director.

Kindergarten

Kindergarten begins at 8:30 am. Please respect the teacher and your child's best interest by not interrupting class in session.

Visitation in center

No one except parents of babies and toddlers are allowed in those rooms. If relatives come to visit babies or other children, one must call ahead and tell the director that they are coming. The guest will be allowed to visit the child in the hall or the director's office, not in the child's classroom. No older siblings are allowed in these rooms. Please pick up your baby or toddler before getting your older child.

Congestion in the hallway or classroom

4:00 pm until 6:00pm is the busiest time of the day. Children are excited to see their parents and are ready to go home. You can help limit congestion by entering and exiting as carefully as possible. Please limit conversations in the hallways during this time.

Feel free to talk to your child's teacher about concerns or problems but respect the fact that the workers must watch other children while attending your needs. Help us by contacting the teacher between 12:30 and 2:30 pm or by writing a brief message to the teacher.

Guide for parents of babies

Label everything that you bring into the center (bottles, bottle lids, pacifiers, jars of baby food, wipes, packages of diapers, etc.). Be sure your child's name is legible on each item.

Baby formula and juice must be prepared and labeled for single use. Any excess formula, juice or food shall be discarded after each feeding.

Each baby will be fed according to his schedule. Before your baby is brought to the center fill out the infant information sheet. This helps us make your child as contented as possible.

If a baby is started on a new food, it is advisable for parents to try it at home first. Parents can watch for reactions and see if your child will eat or drink the new food.

Be sure enough diapers are brought for the day or one may bring a package to leave at the center. We will notify you when the diapers are low. If your child runs out of diapers or wipes after you have been reminded, you will be contacted at work to bring more.

If your baby is enrolled at a young age, you will leave him with more confidence if you visit the center prior to his admission. This gives you an opportunity to get acquainted with the care giver and to tell us of your infants' likes and dislikes.