



Camellia Baptist Weekday Education Ministry

PARENT HANDBOOK

2020-2021

Parents:

Once you have read and understand this handbook, please sign below and return to the office. This form will be placed in your child's file.

Thank You,
WEM Committee

Child's Name: _____

I have read and understand the policies as outlined in the Camellia Baptist WEM Parent's Handbook and agree to abide by such policies while my child is a student at Camellia WEM.

Mother's Signature: _____

Father's Signature: _____

Date: _____



(Revised July 2020)

TABLE OF CONTENTS

Introduction	3
Mission Statement & Statement of Faith	4
Admission & Enrollment	5
Fees	5-6
Curriculum	6-7
Staff Qualifications	7
Payment Policy	7-8
Illness	8-9
Medicine	9-10
Emergency Plan	10
Attendance	10
Arrival and Departure	10-11
Summer Enrollment/Vacation Credits	11
Student Withdrawal	11
Combining of Classes	11
Security Codes/Door Access/Video Monitoring	11-12
Discipline	12-13
Promotion Day	13
Inclement Weather	13
Snacks and Meals	13-14
Naps	14
Celebrations	14-15
Home/School Cooperation	15
Helpful Suggestions	15-16
Holidays	16
Administration	16
Non-License Statement	16
Non-Discrimination Statement	16
Extra Curricular Activities	17
School Calendar	18

Dear Parents,

You have truly honored us by enrolling your child in our Weekday Education Ministry here at Camellia Baptist Church. We are both grateful and joyful that you have placed your trust in us to care for and to help nurture your child at this very important time in their life.

Each and every child is special to us and we will strive to help him develop a wholesome attitude toward God, others, self, and work. By providing activities that are appropriate for his age and consistent with his stage of development and maturity, we will help him to grow spiritually, intellectually, emotionally, socially, and physically.

We pray that through our teachings and by our example, a seed will be planted that will one day guide your child to personally know Jesus Christ as their Savior. This is our ultimate goal. Thank you for allowing us to be a small part of your child's life as you seek to bring him up in a way that is pleasing to our Lord and Savior, Jesus Christ.

Please use this handbook to answer any questions you may have and to acquaint you with our program.

In Christ's Love,

WEM Staff



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Facebook: Camellia Baptist Weekday Education Ministry

Remind App: Text @wemkids to 810-10 to receive important information and center updates

OUR MISSION STATEMENT

The purpose of Camellia Baptist WEM is to extend the ministry of and help accomplish the purpose of Camellia Baptist Church. We are firmly committed to see our students develop to their full potential-spiritually, mentally, emotionally, physically, and socially. Thus in the future, they may impact this world positively for the glory of God. This is to be accomplished by providing quality, loving care, education with developmentally appropriate activities and guidance as well as providing a program of ministry and outreach to the families of the children enrolled.

“WE MAY NOT BE GIVEN THE JOY OF REAPING
THE HARVEST, BUT WE WILL PLANT THE
SEED AND NURTURE IT.”

Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons-Father, Son and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35) His sinless life (Hebrews 4:15, Hebrews 7:26), His miracles (John 2:11), His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, I Corinthians 15:4), His ascension to the right hand of God (Mark 16:19), and His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and thru faith alone are we saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:88-10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12: 12-13, Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 5:18)

ADMISSION

A child must be the appropriate age for the class as of September 1, of the school year enrolled. We promote in June using the age of the child of the upcoming September date.

All required forms must be completed and returned to the director **on or before** the child's first day. Required forms are:

1. Registration Application
2. Alabama Certificate of Immunization*
3. Affidavit-non-licensed
4. Discipline Form

***All students are required to have a current immunization form on file as long as they are enrolled in our center.**

Registration is not considered complete until the registration fee has been paid in full.

ENROLLMENT

All children enrolled in the three year old class must be potty trained.

Camellia WEM does not discriminate against children with special needs and accepts a limited number paring enrollment openings and the ability to meet the needs of the child. Camellia also allows for any needed therapists and special instructors to service the children on campus.

It is the strong recommendation of the Autauga County Public School System that twins and siblings that are in the same grade level be in separate classrooms. At the discretion of the parents, Camellia WEM will separate all twins and siblings of like age beginning in the 3 Year Old Classroom.

FEES

Registration:

Children enrolling in Camellia Baptist WEM must pay a registration fee of \$100.00 at the time of enrollment, and then annually, usually in February, until enrollment ceases. Registration fees are due for each child enrolled. **Registration fees are non-refundable.** Registration fees cover a currently enrolled student's summer care and does not require an additional fee. Registration for SUMMER CARE ONLY or for the current school year, after January is \$50.00.

Students (1 yr.-5 yr.) will be given a supply list of specific items that will be needed.

Book Fees:

All 3-5 year olds will be required to pay a yearly book fee to cover the purchase of the ABEKA workbooks that are used in the preschool portion of our program. Book fees are listed below:

3 year old	\$40.00
4 year old	\$85.00
5 year old	\$125.00

Classes/Tuition:

Age as of September 1	Days/Weeks of Attendance	Max Enrollment per Class	Tuition Rate
6 wk-6 mo	M-F	5	\$150.00/week
6 mo-12 mo	M-F	5	\$150.00/week
Creepers(Toddler I)	M-F	5	\$150.00/week
Crawlers(Toddler II & III)	M-F	7-8	\$150.00/week
Climbers (Toddler IV & V)	M-F	8	\$140.00/week
3 YR Daycare	M-F	11	\$135.00/week
4 YR Daycare	M-F	14	\$135.00/week
3 & 4 YR Preschool	M-F am	14	\$160.00/month
5 YR (Kindergarten)	M-F am (1/2 day)	18	\$135.00/month
5 YR (Kindergarten)	M-F (full day)	18	\$135.00/week
After School	M-F	18	\$65.00/week

*The K-5 class has a maximum of 18 positions. Occasionally, due to enrollment, we are able to offer a combined Advanced K-4/K-5 class. Any positions not filled by 5 year old students may be filled by 4 year old students, at the parent's request using the following criteria: 1)The number of four year old students considered will be based on available openings not filled by 5 year olds, 2)The child must be turning 5 years old by December 31 of the current year, 3) Each candidate meeting the above criteria will be tested and those with the highest scores will be advanced, 4) Advanced K-4 students will participate in the graduation exercise held in May.

CURRICULUM

Bed babies and the younger toddlers use the faith based Pinnacle Curriculum. Two, three, four, and five year olds use the **ABEKA** curriculum, published by Pensacola Christian College. This curriculum provides an approach to learning based heavily on the phonics method.

Sign Language, Music, Bible, Art, and Physical Education are a part of the weekly schedule for each class.

- Bed babies are exposed to God's love through tender loving care. They are exposed to music, pictures, books, and manipulatives suited for their age.
- Toddlers, through continued exposure, learn God loves them and that they are special. Teachers encourage the sharing of time, space, attention, and material. Activities are offered which will develop large and small motor skills. Toddlers are also exposed to various units of study through hands-on activities.
- Twos have as their emphasis, correct social development. As the children learn to play with others, sharing and taking turns is emphasized. They are taught that each of them is special and loved by God. Activities necessary for large muscle development are practiced, as are finger plays which begin small muscle coordination. Letter recognition, basic shapes, colors, and numerals are introduced as well as the unit studies being expounded upon.
- Threes are taught with a strong hands-on approach. They work with manipulative objects to enhance eye-hand coordination. Sharing and the acceptance of self and others is encouraged through oral directions and demonstrations. Recognition of basic colors, shapes, numerals, letters, and the child's printed name are taught in the beginning emphasis on academics. The child is exposed to a vast amount of art material and encouraged to experience it.

- Fours continue with social and physical development begun earlier, but having a stronger emphasis on academics. They are taught to recognize the alphabet and are introduced to the phonetic sound of each letter. Their concept of numerals is expanded as is their knowledge of shapes and colors. They focus on Social Studies and Science units-First Thanksgiving, American Flag, plant growth, etc. They are taught the correct formation of each letter. Students are introduced to the concept of reading.
- Fives incorporate Bible Teachings with a more traditional approach to education. Phonics is given a great importance. Workbooks are used for phonics, math, handwriting, science, and social studies.

QUALIFICATIONS OF STAFF

Child Care workers/teachers who have primary responsibility for the care of a group of children shall be at least 19 years of age and shall have a high school diploma or GED. A minimum of one year's experience in child care is recommended.

Preschool teachers/workers must be trained in the ABEKA curriculum.

Within 30 days after employment, child care workers/teachers shall have read the Autauga County DHR Standards and signed off on them, as well as have at least 12 clock hours of training in child care and development through participation in workshops, meetings, video tapes, or one-to-one consultation. Training in child care should include at least 1 hour in each of these areas:

1. child development
2. health, safety and universal precautions
3. quality child care and licensing
4. the child care professional and the family
5. language development
6. positive discipline and guidance

PAYMENT POLICY

Camellia WEM accepts payments by cash, check, money order, or card. Payments are also accepted though ACH and our online portal. NON-FAMILIAL PAYMENTS ARE NOT ACCEPTED. **All payments are to be made in the office.** Payments should **not** be given to a staff member or left in a **child's bag or folder.** Payments that are not placed in the check box located in the office cannot be guaranteed. If a receipt is needed or you are paying in cash, please see the director or the assistant director.

- There will be a \$30.00 service charge for all returned checks.
- Payments by card or ACH will incur a 3% convenience fee on the transaction amount within 3-5 business days.
 - This includes ALL card and ACH payments, including but not limited to swiping your card at the sign in computer, having someone in the office manually input your card, paying using the online portal, and automatic draft.
 - Ex: A payment of \$130.00 using a debit or credit card will incur a 3% convenience fee of \$3.90 to be added to the child's account within 3-5 business days.
- Tuition **must** be paid in a timely manner. Anyone more than 2 weeks **in arrears** will have their child removed from the program.
- If account balances are not **current** at registration time, your child's annual fee **will not** be accepted until your account is settled, putting your child's spot for the next year in jeopardy.

- We must receive one week's written notice prior to withdrawal from the program or a full week's tuition will be charged.
- When there is more than one child in a family, a discount is applied to the account. The youngest child pays the full tuition rate. Each additional child receives a 10% discount off of the tuition. Ministerial staff of local churches are offered a 33% discount in tuition off the first child, and 10% for every child thereafter. (Proof of employment on church letterhead must be submitted.) *Credits applied to the child's account for lack of attendance CANNOT be applied after the child's last date of physical attendance at the center. (Ex: ½ week credit applied for withdrawal notice without child attending)*

Full-Time Students:

- **Weekly tuition is due on the Friday prior to the week of attendance.** It is considered delinquent after 6:00pm on that day. If the tuition is not paid by the following Friday, a \$25.00 late fee will be assessed. If the tuition is not paid by the Friday following that, the student will not be admitted to daycare on the next Monday. The account must be brought current before the student will be readmitted to daycare.
- If a child is here only **one day** or is absent an entire week, the charge is ½ price (***limit of 3 weeks at ½ price-August to July***). If the child is here two or more days, the full weekly tuition is due. For record keeping and staffing, please let the office know at least one week in advance if you plan to use this discount.
- **Holidays, severe weather closings, and/or closings related to health/safety conditions (Ex: closures due to illness outbreak such as strep, flu, and or COVID-19) do not affect the amount of the weekly tuition.**
- Children not picked up by closing time (6:00pm) will be charged an additional \$1/minute per child. Children brought in earlier than opening time (6:00am) will be charged at the same rate. This amount will be added to your weekly billing.

Part-Time Students:

- **Tuition is due the first of each month, August-May.** Monthly tuition is considered delinquent after the 10th of the month. A \$25.00 late fee will be rendered after the 10th.
- *Tuition will not be pro-rated for the partial months of August and May.*
- Children brought to preschool before 8:00am and/or picked up after 12:15pm will be considered in extended care and charged at the rate of \$5.00 per hour (\$30.00 max per day). Lunch is served and the cost of a plate is \$2.00.
- Extended care charges are to be paid within one week from the date billed.
- **Holidays, severe weather closings, and/or closings related to health/safety conditions (Ex: closures due to illness outbreak such as strep, flu, and or COVID-19) do not affect the amount of the monthly tuition.**

ILLNESS

A CHILD MUST BE KEPT HOME OR WILL BE SENT HOME IF HE HAS:

1. An oral temperature of 100 degrees.
2. Conjunctivitis or "pink eye"
3. Severe bronchitis
4. Unidentified rashes
5. Impetigo
6. Severe diarrhea (3 or more cases)
7. Vomiting

8. Contagious diseases such as measles, chicken pox, strep throat, influenza, COVID-19, etc.
9. Head Lice

When a contagious disease/condition has been introduced into the center, parent(s) of each exposed child shall be notified.

The center urges parent(s) to notify the center when their child is known to have been exposed to a contagious disease outside the center.

- Parents will be notified if their child becomes ill at the center or begins to run a temperature. Arrangements should be made for the child to be picked up within a one hour time period.
- ****Any child that is sent home with head lice MUST be rechecked by office personnel BEFORE they will be readmitted into the classroom.****
- **If your child has been on a prescription medication less than 48 hours, you must have a doctor's note stating that the child is not contagious and may return to daycare. Without a doctor's notice, a child will not be readmitted to the center until they have been symptom free for 24 hours or have been on an antibiotic for 48 hours.**
- **Because of the severity of some of these illnesses in recent years, Camellia WEM will follow the CDC recommended guidelines before the child can be readmitted to the center. If your child is diagnosed with one of the following contagious diseases, they must be out of the center for the recommended time. A doctor's note WILL NOT override this.**
 - Flu: 5 days
 - RSV: 3 days
 - Pink Eye: 24 hours (after beginning medication)
 - Strep Throat 24 hours (after beginning medication)
 - Covid-19 14 days *plus a negative test result*

MEDICINES (Prescription and Non-Prescription)

Medicine can only be given to your child if you complete and sign a medicine authorization form. Medicine forms must be filled out on a weekly basis. These may be obtained from the office.

Doctor's notes allowing the center to administer a prescription medication for an extended period of time must be updated once a month (Exception: Epi-pens can be updated every 6 months)

Please note:

****Prescription medications CANNOT be administered without a doctor's note, stating the specific dosage times and duration the medication is to be taken. (This includes nebulizer treatments)****

****We CANNOT administer more medication than the directions call for on the bottle without a doctor's note. This applies to prescription as well as non-prescription medication****

- Medication may only be administered at lunch time unless otherwise prescribed by the doctor.
- Tylenol or other fever reducing medications cannot be administered in order to control a fever without a doctor's note.
- **All medications MUST remain in the locked medicine cabinet. NO MEDICATIONS CAN REMAIN IN THE CLASSROOMS OR IN DIAPER BAGS.** We cannot take a chance of any child being able

to reach any medications. This is for the health and safety of the children. Parents: Please take the medicine to the office in the mornings and get the medicines from the office in the afternoons. Medicines requiring refrigeration will be kept in the office refrigerator.

- Items such as *diaper rash ointments, oragel, teething tablets, and gas drops* are considered medications. A medical authorization form will have to be signed in order to administer these medications.
- If a doctor advises that your child remain inside, refrain from running, etc., a written notice should be sent to your child's teacher.

EMERGENCY PLAN

In case of a medical emergency with a child, an attempt will be made to notify the parents immediately. If the parents cannot be reached or if the situation warrants, 911 will be notified and they will determine if the child should be transported to the appropriate facilities to receive medical assistance. Parents will be responsible for any and all medical expenses.

ATTENDANCE

Attendance is kept at the center on a daily basis both manually and electronically. While attendance is not mandatory for your child to promote to the next class, for Kindergarteners, failure to attend school could result in the receipt of a Preschool Certificate rather than a Kindergarten Diploma. K5 Students need to be in attendance at least 135/180 School Days (75%) of the year and show cognitive recollection of the curriculum objectives through our evaluation process.

ARRIVAL & DEPARTURE

Camellia Baptist WEM is open from 6:00am until 6:00pm with Preschool in session from 8:00am until 12:00pm. Upon arriving, all children must be delivered into the hands of his/her teacher. The staff cannot be responsible for the child's safety if this policy is not adhered to. DO NOT SIMPLY OPEN THE DOOR AND ALLOW YOUR CHILD TO ENTER THE BUILDING UNATTENDED.

The Department of Human Resources of the State of Alabama require that all children enrolled in our program be signed in and out on a daily basis by parent or authorized person over the age of 16. If not using the touch screen on the computer, the State of Alabama required that complete signatures must be used and not just initials. Parents utilizing carpool services must sign in/out at that time.

Anyone who is not signed "IN" or "OUT" will be charged a fee of \$5.00 per occurrence.

- Staff members ARE NOT authorized to sign children in/out, unless they are included on the child's authorized pick up list.
- Please let us know, in writing, if possible, if someone other than usual is to pick up your child. If we do not have proper authorization, YOUR CHILD WILL NOT BE RELEASED.
- Students enrolled in the preschool (3-5) must be brought in and signed in by an adult, except for the time slot of 7:45am to 8:00am on the days that the Kindergarten is in session. During that 15 minute interval, a staff member will meet your child at the door with the drive thru and assist your child inside. DO NOT let your child out of the car without a staff member present.
- Students who are enrolled only in the preschool program, which is dismissed at 12:00pm, will be assisted to their cars from 12:00pm-12:15pm. Please remain in the car line for the safety of

all children. Please use the cardboard numbers you are issued for identification. Parents or guardians must sign their child in or out on the clipboard provided during carpool.

- Preschool students remaining after 12:15pm will be placed in the daycare program and charged for extended care. If you know your child will need to stay in extended care for the day, please let the office know ahead of time.
- **If your child will be in attendance after 9:00am on any given day, please call and inform the office.** We use attendance records to schedule our teachers for the day. This is especially important if you need a lunch or snack for your child AND during the holidays and summer months.

****For the safety of the children, all doors, except the double doors at the second level front entrance, are locked at all times. Staff are not allowed to open any doors for parents and visitors for any reason.*

SUMMER ENROLLMENT/VACATION CREDITS

Students enrolled in our full time daycare program are required to pay tuition year-round. This includes the summer months, whether the child is in attendance or not. If your child is not in attendance at all or only one day during the week, the vacation weeks of half-price tuition can be used (3 allotted weeks August-July). This policy also applies to new enrollees who do not wish to start until the Fall but want to secure their child's enrollment position.

STUDENT WITHDRAWAL

A student's withdrawal from our center requires a ONE WEEK WRITTEN notice or a full week of tuition will be charged. **The Student Withdrawal Form must be filled out and submitted to the WEM Office in order for the withdrawal process to be completed.** Credits applied to the child's account for lack of attendance CANNOT be applied after the child's last date of physical attendance at the center. (Ex: ½ week credit applied for withdrawal notice without child attending). Refunds for overpayment of tuition can be issued. Usually, a refund can be received within two weeks of submission of the Student Withdrawal Form.

COMBINING OF CLASSES

If your child is present at the center after school hours, he/she will most likely be combined with other classes of similar age during the times the teachers are cleaning their classrooms from the day's activities. There may also be times that classes are combined because we have a low number of children (usually during holidays) or because a teacher is absent. Please be assured that all classes will remain in ratio during times of combining. If you need assistance locating your child, please stop by the office.

SECURITY: DOOR ACCESS, SECURITY CODES AND VIDEO MONITORING

- Camellia WEM has a door security system in place. Each person will be issued a code for access to the door. This code is to be kept confidential. Codes are only active during the hours of 6:00am-6:00pm. Type the code into the keypad and pull the handle on the door on the right. If you do not have a code, there is an intercom system installed where you can be

“buzzed” into the building. Anyone authorized to pick up your child can be “buzzed” into the building with the proper identification, however, if this person will be picking up/dropping off regularly, it will be necessary for a code to be issued to them.

- The use of the codes is only to grant access into the building. Each family is still required to sign in and out on the computer. We have several parents, grandparents, etc. who have several children in our center, therefore the records from the door access are not sufficient for our records.
- Once security codes have been issued, it is imperative to the work efficiency of the center and the administration that families use their authorized security codes for access into the center. Please do not rely on the staff to answer the door. If you forget your code, please see the office.
- At times, it may be necessary that the code for the door be changed for security reasons. If this occurs, you will be issued a new code as soon as possible.

AUDIO/ VIDEO MONITORING

Camellia WEM has installed audio/video cameras throughout the facility to ensure the safety of the children and staff. These cameras are installed and networked to allow Camellia WEM staff the ability to monitor the facility.

DISCIPLINE

The faculty of Camellia Baptist WEM have the responsibility and authority to teach while maintaining a quality learning environment. Our discipline policy is designed to accomplish this goal. Children are offered opportunities for success that develop within them character and discipline. Teachers will use positive opportunities to encourage good behavior in students. The Preschool teachers will mark the “Weekly Performance Report” daily for parent review. Infant and Toddler teachers will mark a “Daily Activity Sheet” for parent review. Routine disciplinary matters will be handled as follows:

1. Positive Counseling with Teacher
2. Redirection of behavior
3. Separation from others
4. Counseling with Administrative Staff
5. Parent Conference with Teacher and Administration

At times, disciplinary matters may be sent home. These need to be signed by the parents and returned to the office the next day.

Everyone should respect each other and each other's property. Any behavior which may damage or deface property is frowned upon and will be dealt with accordingly. Parents may be held financially responsible for loss or damage to property.

SEVERE OR ABUSIVE BEHAVIOR

The following policy will be adhered to in the case of a child that is exhibiting severely abusive behavior. Severe behavior is defined as behavior that is excessive or puts the child himself/herself, the teacher, or another child in danger. This may include, but it is not limited to: hitting, kicking, pushing, biting, etc. of a staff member; hitting kicking, pushing, biting, etc. severely of a class member; excessive defiance of teacher; endangering themselves or a class member.

1. At the first offense, we will follow the above discipline policy and a behavior form will be sent home to be signed.

2. At the second offense, the child will be suspended from the center for a period of 3 working days. There will be no charge for the time the child must be out. A child on suspension will not be allowed to participate in center activities during the time of suspension. This includes class parties, field trips, etc.
3. Upon readmission, if a third offense occurs, the child will be removed from the center for a period of no less than three months. Upon readmission, if the child exhibits any type of severe behavior, he will be permanently removed from the center.

PROMOTION DAY

Each year, on the first school day after Memorial Day, all children are promoted to the next age group/classroom. On some occasions, especially with the Infants and Toddlers, it may be necessary for a child to be promoted at a later date. This is based on development and maturity. You will receive a "Big Kid Letter" making you aware of your child's promotion at least a week before it occurs. This letter will contain any information necessary in preparing you and your child for their big "Promotion Day". The Administration of Camellia WEM understands that this can be a very stressful time and makes every effort to make this transition as smooth as possible for the students and the parents. Please address all questions and concerns to the office. ***Students moving to the 3-5 year old classes MUST be potty trained by the beginning of the school year.***

INCLEMENT WEATHER

Camellia Baptist WEM is open except in case of extremely severe weather. Our center will follow the same closing as the Autauga County School System in cases of severe weather. In cases where this is not possible, the center will close at the director's discretion. Please check WLWI FM 92 (240-9274), WAKA, WSFA (*Listed under Camellia Baptist Preschool and Kindergarten*) or if possible look for a Facebook or Remind posting. When necessary, your child's teacher will contact you by phone. Weekly fees are not affected by these closings.

SNACKS AND MEALS

Students enrolled in the 3, 4, or 5 year old classes need to bring their own morning snacks. These should consist of a nutritious food such as raw vegetables, cheese & crackers, fruit, etc., and a beverage such as milk or juice. **No CARBONATED or CAFFINATED beverages, chocolate, candy, or gum!! All drinks should be sent in a non-spill container. You may purchase these at any discount store for less than one dollar.** Lunch boxes, bags, and cups need to have the child's name on them.

ALL Drinks need to be in a non-spill cup to protect the center's carpeted flooring.

Younger students are furnished with a morning and afternoon snack by the center. All students are furnished an afternoon snack by the center. A hot lunch is furnished for all students eating "table food". A menu will be sent home once a month informing you of the upcoming lunches. If your child decides to bring his own lunch instead of eating ours, please let us know that morning. We are always open to suggestions from parents for new and improved meals.

- If your child requires a special diet, **YOU** are responsible for furnishing the necessary food.

- Breakfast is not furnished at Camellia. However, if you send a breakfast, we will be sure your child has the opportunity to eat it. PLEASE NOTE THAT CLASSES BEGIN AT 8:00AM AND BREAKFAST MUST BE FINISHED BY THAT TIME.

NAPS

All children present will have a nap/rest time after lunch each day. Any student present during nap and not sleeping in a baby bed will be furnished a mat. You are required to purchase your child a "Kid Napper" to be used at naptime. "Kid Nappers" MUST have an **attached** pillow and blanket. These may be purchased at places such as Walmart, Turtle Shell, Davies School Supply or online. Be sure to label all nappers so we can ensure children are placed on the right one each day. Your child may bring one SMALL nap toy or security item for naptime. Keep in mind that this is naptime; therefore the toy should not make "noise". It is for holding, not playing with. School age children present when public school is out will be required to rest for a brief time and then permitted to participate in quiet activities, such as reading. Nap time will not exceed 2 ½ hours as outlined in the Department of Human Resources Minimum Standards.

ALL ITEMS BROUGHT FROM HOME SUCH AS LUNCH BOXES, KID NAPPERS, JACKETS, ETC. NEED TO BE LABELED WITH YOUR CHILD'S NAME.

CELEBRATIONS

Special Celebrations:

The children will celebrate many occasions throughout the year. There will be special activities going on for Mother's Day, Father's Day, July 4th, and many other special occasions. Camellia WEM invites you to come and share these "Fun Days" with us.

Birthdays:

Each child's birthday will be recognized at the center. For your child's birthday, you may wish to send a special snack and juice to be shared by the class. This is encouraged as we try to make birthdays special. Please contact the child's teacher to make arrangements. **Center liability prohibits bringing in any outside persons or groups for entertainment.** Birthday invitations will be passed out at the center only if there is an invitation for ALL the students in that class. Names and addresses of all students may be released if the parents have signed a name release form.

Class Parties:

Individual classes may schedule parties for Thanksgiving, Christmas, Valentine's Day, Easter, and end-of-the-year. Teachers will notify parents concerning help with these.

Field Trips:

Each PRESCHOOL class will be allowed to plan ONE field trip each school year. Your teacher will notify you ONE MONTH prior to the Field Trip so that you can make plans to attend. In order for your child to participate in the Field Trip, the following conditions must be met:

- A permission slip **MUST** be signed and turned in ONE WEEK prior to the field trip. Late permission slips will not be accepted. **NO EXCEPTIONS!**
- Each child must be checked out from school attendance and transported to the site of the field trip by a person on your child's authorized pick-up list. This person cannot be a WEM Employee unless that person is your child's legal guardian/parent.

- If you choose for your child not to participate in the field trip and cannot make other arrangements for him/her for that day of school, your child will be placed with another classroom or substitute teacher and provided alternative educational activities for the day.

PLEASE refrain from bringing siblings to the center's celebrations.

HOME/SCHOOL COOPERATION

1. Children are provided with toys at the center. PLEASE DO NOT ALLOW YOUR CHILD TO BRING TOYS FROM HOME, unless they are specifically requested by your child's teacher on show and tell day. Toy weapons (guns, knives, etc.) are not allowed at any time.
2. Security toys are permissible for nap time only. (Only one item of small size per child, please)
3. Books, recordings, special toys, and other items of interest to the child's teacher are encouraged but should be cleared with the teacher ahead of time. The CHILD'S NAME SHOULD BE ON EACH ITEM.
4. Keep in mind that because we are a Christian center we DO NOT celebrate Halloween or St. Patrick's Day. Therefore, we do not watch videos, read stories, or use materials that contain monsters, ghosts, etc.
5. Parents of infants must supply the following items: Formula*, Baby Food, Facial Wipes, Disposable Diapers, Junior Food, Wipes, Bottles (plastic), extra clothes.
 *The State Department of Health requires that all bottles be fully prepared and labeled with your child's name. Staff members are not allowed to mix formula.
***You will be notified in advance of any needed supplies by your child's teacher. There will be a charge of \$1.00 per diaper if the center's diapers have to be used.**
6. Child's work/art should be taken home daily.
7. All children are to come to school fully dressed for the day with their clothes and their shoes (ALL children of walking age are required by the Health Department to wear shoes). Teachers are not responsible for changing children from their pajamas into their clothes. This should be done before the child is brought to the center.
8. **Open-backed and/or open-toed shoes are not allowed** due to safety hazards as suggested by the Autauga County Fire Department.

HELPFUL SUGGESTIONS

1. Dress your child in comfortable play clothes... and remember, we might get dirty during outside time or during art play.
2. All children of walking age are **required to wear shoes at all times**. Choose your child's shoes with care. They do run and play outside. **All shoes must be closed-toe, closed-heel. If your child's shoes do not fit in this category, they may be sent home to change. This includes flip-flops, some crocs, and some sandals. These shoes are extremely dangerous on the stairs and playground equipment.**
3. Jewelry is easily lost and highly discouraged.
4. Have your child bring a jacket if it will possibly be needed. We try to go outside for a few minutes each day. PLEASE LABEL ALL SWEATERS AND JACKETS.
5. Mittens go on easier than gloves.
6. LABEL ALL ITEMS BROUGHT FROM HOME.
7. Pants with elastic waistbands are easier for children who are potty training to handle.

8. Jumpsuits and overalls are cute, but may be frustrating for a child to handle, especially those who are potty training.
9. If this is a year to buy a new winter jacket, you might consider one with an attached hood so that it won't get misplaced easily.
10. **The most effective teaching time is the beginning of class; therefore, it is important that your child be on time in order to benefit from attending class. Class time begins at 8:00am.**

HOLIDAYS

WEM:

The center will be closed the following holidays: New Year's Day, MLK/Lee Day, President's Day, Good Friday, Memorial Day, July 4th, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and the day after, Christmas Eve, and Christmas Day. We will also close on the Friday that the CWE teacher's conference is held (date to be announced-normally the 1st Friday in May)

****If any of these holidays fall on a Saturday, the center will be closed on the preceding Friday. If the holiday falls on a Sunday, the center will be closed on the following Monday.****

PRESCHOOL:

Preschool will observe all the major holidays that the public school system observes. **Note that not all teacher in-service days scheduled for public school will be observed by our center.** Please check the school calendar on the back of this handbook for the exact dates.

****Weekly and/or monthly fees are not affected by holiday closings.****

ADMINISTRATION

The Weekday Education Ministry of Camellia Baptist Church is supervised by the Weekday Education Ministry Committee. The committee is composed of 5 elected members of Camellia Baptist Church. The pastor, one other staff member, the director and assistant director of the daycare all serve as ex-officio members of the committee. Parents should feel free to contact any member of the committee with any questions or complaints concerning the operations of the facility, AFTER you have spoken with the Administration of Camellia WEM first and are not satisfied with the result or handling of your concerns. Names and phone numbers of present committee members are available in the WEM office.

NON-LICENSED STATEMENT

We have chosen not to be a state (Department of Human Resources) licensed daycare. A daycare operated by a church is exempt from the control of DHR. However, we have sought to follow their guidelines. We have city, fire, and health approval. DHR requires us to have each parent sign an affidavit stating that you are aware that we are not licensed.

NON-DISCRIMINATION STATEMENT

It is the policy of Camellia Baptist WEM to admit all students regardless of race, color, national, or ethnic origin.

EXTRA CURRICULAR ACTIVITIES

MUSIC: All classes will participate in music twice a week with our music teacher during the school year.

CHAPEL: Chapel is held on Wednesdays during the school year. All children are invited. Chapel is held in the sanctuary with a member of Camellia's Ministerial Staff leading.

FLIP FACTORY: The Flip Factory is a 28 foot enclosed trailer that has been specifically designed and built into a preschool gym. The program offers gymnastics classes to children 2-7 years of age. Registration and payments must be handled through the Flip Factory.



Camellia Baptist Weekday Education Ministry

2020-2021 School Calendar

Teacher Pre-Service	July 27-Aug 7
Open House... Th, M, Tu @ 6:30pm	August 6, 10, 11
Preschool Begins	August 12
Labor Day (Daycare/Preschool CLOSED)	September 7
School Pictures (Individual)	September 3-4
Columbus Day (Daycare/Preschool CLOSED)	October 12
Parent/Teacher Conferences (Preschool)	October 19-23
Veteran's Day Holiday (Daycare/Preschool CLOSED)	November 11
Thanksgiving Holidays: (Preschool CLOSED)	November 23-27
(Daycare CLOSED)	November 26-27
Preschool Christmas Program... Thursday 6:30pm	December 10
Christmas Parties	December 18
Christmas Holidays:	
Preschool CLOSED	December 21-January 3
Daycare CLOSED	December 24-25
New Year's Day Observed (DAYCARE CLOSED)	January 1
Preschool Resumes	January 4
MLK/Lee Day (Daycare/Preschool CLOSED)	January 18
Class Pictures/K-5 Cap and Gown Pictures	February 12
President's Day (Daycare/Preschool CLOSED)	February 15
Mid-Year Parent/Teacher Conferences	February 22-26
Spring Break Holidays (Preschool CLOSED)	March 29-April 2
Good Friday (Daycare/Preschool CLOSED)	April 2
Easter	April 4
Field Day (3-5 year old classes)	April 23
CWE Teacher's Conference (Daycare/Preschool CLOSED)	April 30 or May 7 TBD
Teacher Appreciation Day	May 4
Preschool End of Year Program (K-5 Graduation)	May 13
Last Day of Classes for Preschool/Class Parties	May 14
Memorial Day (Daycare CLOSED)	May 31
Promotion to New Classes	June 1
Summer Session Begins	June 1
Independence Day Observed (Daycare/Preschool CLOSED)	July 5

School Wide Theme Days

August 21	Open House Theme Day: Camp Out! (Dress like your going camping)
September 11	Wacky Tacky Day (How tacky can you be?)
November 6	Team Colors Day (Support your favorite sports team)
January 15	Super Hero/Princess Day (NO WEAPONS!)
March 5	Dr. Seuss Day (Dress up like something from a Dr. Seuss Book)
May 7	Pajama Day (No sleeping in class!)
July 9	Hawaiian Day (Let's have a Luau!)