

# THE WEE SCHOOL PRESCHOOL & MMO PROGRAM

IS A MINISTRY OF  
JOHNSON FERRY BAPTIST CHURCH  
MARIETTA, GEORGIA



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[www.johnsonferry.org/weeschool](http://www.johnsonferry.org/weeschool)

Kimberly Mayo - Director - Wee School  
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PRESCHOOL  
OF  
EXCELLENCE



Dear Wee School Families (new & returning),

Welcome to the 2023-2024 school year of the Wee School Program of Johnson Ferry Baptist Church. We are a creative preschool and a ministry of JFBC. We have been a part-time Preschool & MMO Program since January 1990.

Wee School offers a weekday program that combines the highest standards in early childhood education with a Christian environment filled with love & support. Our staff of caring, Christian ladies will "Share the Love of Jesus with you child.

Wee School is Bible-based. We use Wee Learn and Zoo Phonics Curriculum in addition to a variety of other learning materials. We also incorporate STEM activities into our school day. Wee School believes in the teaching of the "whole child". It is our philosophy that the spiritual, social, emotional, physical and intellectual well-being of each child should be encouraged and balanced.

Wee School encourages each child to participate in a variety of age-appropriate activities that include opportunities to socialize, investigate, play and express themselves independently as well as cooperatively in small groups

Wee School is a "well-child" program and we follow the CDC guidelines for disease prevention. We regularly disinfect against germs and use extra precautions when diaper changing and when around bodily fluids.

Wee School maintains an open-door policy. Please feel free to contact the school office if you have any questions or concerns. You may reach us through our direct phone 770/794-2997 or through the church receptionist @ 770/973-6561 ext. 2997. Our email address is [weeschool@jfbc.org](mailto:weeschool@jfbc.org).

Thank you for choosing Wee School for your child. For additional information, please visit our website @ [www.johnsonferry.org/weeschool](http://www.johnsonferry.org/weeschool).

Warm regards,  
Wee School Staff

## POLICIES

### Admission

Children, regardless of race, color, and national or ethnic origin, will be admitted to Wee School as space permits. Children should be at least 9 months of age on September 1<sup>st</sup> (of the current school year) to be admitted to the program.

Wee School has a limited number of openings in each age group. Once the enrollment is complete, a waiting list will be established. As openings become available, those on the waiting list will be notified immediately. The Wee School does not have the means to care for children who are physically or mentally challenged.

**We are sorry but there will be no "drop-ins" allowed.**

### Arrival and Departure

The School day begins at 9:30 a.m. and continues until 1:00 p.m. each day. In compliance with our licensure with the state of GA, we do not have early morning 'drop-off' or 'extended day' hours.

The first few days of school, August 9 - August 11, all students will enter the preschool at the fish tank desk & you will have the opportunity to walk your student so their classrooms. We ask everyone to be careful about keeping some distance when around others.

#### Beginning August 14<sup>th</sup>:

In the mornings, the students in our **Toddler classes** will be dropped-off at the double-glass doors on the **south end of the building** (just like we did for the Toddlers during the 2022-2023 school year). You will park your vehicle and walk toward the building between the small playground (with the dark colored shade cloths overhead) and the indoor playground. One of your child's teachers will greet your child at the glass doors and get them to their classroom. We found out that putting the little ones in a stroller makes it much easier transitioning from parent to teacher when you are leaving them at school.

Each morning, our **2's, 3's, 4's & 5's students** will be dropped-off on the **north side of the building** at the portico entrance. You will get into the drop-off line and our staff will unload your child from your vehicle and we'll help them get to their classrooms.

The church's Security team has asked that we wait until 9:15 to get in the drop-off line that leads to the portico area. If a line is formed too early, it blocks entrance to the building so other guests cannot easily enter.

Regardless of the age of your students, if you arrive at Wee School after "drop-off" has finished, you will bring your child inside the building to the desk by the fish tank (near our office) and our office staff will deliver your child to their classroom.

We encourage all of our students to arrive at school on time and to use the curbside drop-off. It makes it easier for the children to transition from parent to school.

## POLICIES - continued

### Arrival and Departure - continued

In the afternoons, all of our students will be picked-up at their classroom door, offering you the opportunity to chat with the teachers and other parents. You should park your vehicle and come to the fish tank area and enter the preschool at those doors. If someone other than you will be collecting your child @ 1:00, please notify your child's teacher or the school office. Please let this person know that they should carry identification so that we can insure that your child has permission to be released to them.

The Wee School is dismissed at 1:00 p.m. All children should be picked up promptly at 1:00. **A late fee of \$10.00 will be collected for tardy arrivals between 1:05 - 1:15. If you arrive after 1:15, an additional \$1.00 per minute will be assessed. You must pay this fee to remain in good standing with Wee School. If you are late more than 3 times, Wee School reserves the right to remove your child from school. Please be prompt.**

### Birthdays

Our families may choose to 'acknowledge' their child's birthday at Wee School. We would ask that you review the following information so that you will be familiar with the guidelines pertaining to this topic.

1. Parents should contact their child's teacher at least one week in advance if they would like to send in a 'treat' to share with their child's class. A 'treat' should be limited to a cookie, rice krispie treat, crackers, pretzels, etc.
2. Your child's teacher will provide you with information such as the number of children in the class, their names, allergies of any children, etc.
3. We are sorry but "treat bags" and/or party favors are not allowed. This should just be a remembrance, not a substitute for a home party.
4. Typically, the food treat will be distributed during lunchtime. You may send the treat in with your child at drop-off time or you may bring it to the fish tank desk area & the office will deliver it to the classroom for you.

### Class Celebrations

All class parties will be held on church property. Your child's teachers will supply info for planning. A CLASS PARTY GUIDELINES & PLANNING sheet will be shared.

### Curriculum

Our three-year-old & four-year-old classes are introduced to and utilize Zoo-phonics & other age-appropriate tools for learning. These curricula form the basis for introducing and teaching Emergent Literacy skills (the foundation for reading and writing).

## POLICIES - continued

### Curbside Drop-Off (aka 'Carpool')

Please refer to information under the heading **Arrival and Departure**.

### Discipline

Wee School makes every effort to ensure that each child who enrolls in our Program will have an enjoyable time. If a child has difficulty adjusting to the school setting, we will work with him/her to feel more comfortable. If all of our attempts fail, Wee School reserves the right to remove a child from the Program.

We believe that children should feel safe while attending school. Children who continue to be physically or emotionally aggressive may not be allowed to continue at Wee School.

Rather than have rigid guidelines pertaining to discipline issues, such as 'zero tolerance', Wee School reserves the right to handle these issues as they arise.

If, after a reasonable amount of time, the child exhibiting any of the behaviors that are not appropriate, the Wee School reserves the right to withdraw the child from the Program.

Behaviors that are generally regarded as 'inappropriate' include, but are not limited to, biting, hitting, kicking and spitting. Dangerous behaviors include, but are not limited to, throwing objects at another student or teacher and/or using as an object as a weapon against another student or teacher. Also, language unsuited to a preschool environment and disrespectful behavior to teachers or other adults are not permitted at Wee School.

Please speak with the office if you have questions pertaining to this topic.

### Emergencies

In case of an emergency, Wee School will make every attempt to contact you. If immediate medical attention is required, and we are not able to reach you (or anyone listed on your child's Emergency Card) your child will be taken to the nearest emergency room to administer any necessary treatment.

It is extremely important that you keep the school informed of any changes in your child's official records. This would include your emergency contacts, parents' place of employment, home phone numbers and cell phone numbers, etc.

### Enrichment & STEM Classes

All Wee School classes, beginning with our Toddler-ages, will be offered a combination of Music and/or Creative Movement classes each week.

## POLICIES - continued

### Enrichment & STEM Classes - continued

- Our 3, 4 & 5-Year-Old classes will attend Science class.
- Our 3, 4 & 5-Year-Old classes will also attend "Chapel".
- Our 4 & 5-Year-Old classes will be offered Art class.

These Enrichment/STEM classes offered to all of our classes are intended to enhance the regular classroom activities planned by your child's teachers.

### Fees

You will receive a separate sheet that will reflect our fees.

#### Registration Fee:

There will be a registration fee due for each child at the time of registration. The registration fee is non-refundable.

#### Advance Tuition:

The Advance Tuition that you have already paid is your child's tuition installment for **May 2024**. It is not applied as August 2023 tuition. If you withdraw your child from prior to May 2024, with 30-day notice, we can apply your Advance Tuition to your child's last month of tuition or it can be refunded to you.

#### Monthly Tuition Installment:

Beginning August 1, 2023, all tuition monthly installment payments will be made through [MyBrightWheel.com](https://www.MyBrightWheel.com). Through this website, you will choose to make monthly installments either using your debit/credit card or ACH bank check. You may also arrange autopay from your bank account so that it pays automatically each month. The first monthly installment for the 2023-2024 school year is due in **August** and the last installment is due in **April 2023**. Your Advance Tuition (that was paid previously) will cover the last month of school, which is the May 2024 installment.

Tuition is payable on a monthly basis. It is due on the first of each month. You will receive an email reminder from BrightWheel 7 days prior to the upcoming month.

If payment is not received by BrightWheel by the 10<sup>th</sup>, you must notify the Director of your intentions to pay in order to keep your child enrolled in school. If your child's tuition is not paid by the 10<sup>th</sup> of the next month, your child will be withdrawn from Wee School.

The tuition is firmly set; it will not fluctuate due to holidays or months with 5 weeks. There will be no refunds due to student absence or illness.

#### Late PM Pick-up Fee:

Please refer to the section regarding Arrival and Departure.

## POLICIES - continued

### Health/Immunizations

An up-to-date Immunization Form is required for all children enrolling in Wee School. There are no exceptions. No child will be allowed to attend WS until we have this form on file.

The Wee School is considered a "Well Child" program. If your child shows any signs of illness, which would include, but not limited to, runny nose, red throat, cough, unexplained rash, fever, vomiting and/or diarrhea, he/she should be kept at home. If any of these symptoms appear while your child is at school, parents will be notified to come get their child. If we are not able to reach either parent, we will contact one of your emergency contacts to have them come collect your child.

**A child should be free of these symptoms for 24 hours before returning to school.**

If your child has an allergy of any kind, please see that the office has written information explaining the allergy and what your child's reactions could be.

Measles, mumps, chicken pox, or any other communicable disease should be reported to the school office at once. We want to give the other families in your child's class a 'heads-up' so that they can watch for symptoms.

If your child is under a doctor's care and needs to take medication during the school day, you must come to school and administer the medication yourself. The staff at Wee School cannot dispense medication to your child.

### Helpful Words for Preschoolers

Children do best when they are able to communicate with their teachers and/or classmates. We have created lists of "words" that will help your child to feel more comfortable while at school. The lists have been created for each different age-level to help your child, especially while at school.

We would ask all of our families to work on the list of words/phrases, that is age-appropriate for their children. You will receive a separate page with the lists of words.

The benefits are three-fold:

- It would be very useful to the children to have this vocabulary.
- It would help them to more easily and quickly adapt to school.
- It would help them to feel more comfortable & not so fearful while they are away from their parents.

### Lunch & Snacks

Lunchtime is a regular part of the Wee School Day. Once your child is old enough to feed him/herself, lunches should include finger foods and a drink. We encourage you to pack a healthy lunch for your child. **Please do not send candy or soda in your child's lunch.**

## POLICIES - continued

### Lunch & Snacks - continued

Wee School does not routinely serve a daily snack to the students. There are occasions that your child's class will participate in a cooking or food preparation activity. Your child's teacher will post a notice on the door of the classroom as a reminder.

### Parent Visits

At the time of this Parent Handbook printing, final decisions have not yet been made regarding this topic. Once guidelines are decided upon, an information sheet will be shared with our families.

For the last two school years, we have continued to encourage parents visits, story-readers, celebrations and other activities that includes the family members. Your child's teachers will plan activities during the school-day which will allow you to join your child's class in participation of these outdoor activities.

Parent conferences may be scheduled at any time. They can be done in-person & by phone, or whichever if preferred.

### School Calendar & Closings

Once our school year begins, Wee School will follow the approved Cobb County school calendar. The two exceptions are:

Cobb School Asynchronous Days - Wee School will be open as usual.

When Good Friday falls on a day that Cobb schools are in session, Wee School is closed.

Wee School Calendars can be downloaded from our website or stop by the Office for a copy.  
[www.johnsonferry.org/weeschool](http://www.johnsonferry.org/weeschool)

In the event of bad weather, please listen to the news reports regarding school closings. If Cobb schools are cancelled for that day, Wee School is also closed.

In the event that the weather changes while your child is at Wee School, please listen to the local news reports for closings and return to Wee School to get your child.

If Wee School is closed due to inclement weather, the school office will be closed also.

If Wee School is closed due to inclement weather, the Wee School Board of Directors will determine if and/or when a 'make up' day will be added to the Wee School calendar. Because Wee School offers so many different class options, special attention will be needed in determining if and/or when 'make up days' will be scheduled.

If Cobb County schools have a delayed start time, due to inclement weather, Wee School will also have a delayed start time. **Wee School's 'delayed' start time will be 10:30.**



## POLICIES - continued

### School Calendar & Closings - continued

You will likely receive a message by text or email alerting you to unscheduled school closings and/or unscheduled school-day delayed start times.

### Student Directory

Each year we create a Class Directories for the use of our Wee School families. You should submit a completed Directory Permission Slip if you wish for your child's information to be included in the Class Directory. These Directories can be very helpful when you want to contact another student in your child's class (ie: birthday parties, play dates, etc.).

The Student Directories will be made available for the sole use of our families for school related business only. **It should not be used for solicitations of business or sales of any type.**

The Class Directories will not be distributed for any other use of purpose.

### Student Records

Each student must have a completed Registration Form, Inclement Weather Policy & Form, Medical Information & Release Form, Media Permission Form, Code of Conduct & Well-Child Policy Form, up-to-date Immunization Form & an Emergency Card on file **before he/she may attend Wee School**.

Please remember that it is your responsibility to keep your important information "current". If the need arises, we must be able to reach you immediately.

If any of the information listed on these records changes, please inform your child's teacher and/or the school office ASAP. We'll need to know any/all changes in your home phone number, work phone numbers, cell phone numbers, emergency contact names & numbers, e-mail address, etc.

### Supplies

Every child should bring their Wee School tote bag to school with him/her every day. Please be sure to include the following items **that have been clearly labeled with your child's name**. We cannot be responsible for lost items.

### Children 2 years and older

1. A complete change of clothes (including socks and underpants or diapers).
2. Lunch: please pack a nutritious lunch in a container of some type. The lunch should include healthy foods cut into manageable-sized pieces. Please include a beverage with a hard exterior (fewer spills). **Please no red juice or soda**. We also ask that you not send candy for your child. He/she will not be allowed to eat it during Wee School.

## POLICIES - continued

### Supplies -continued

#### Children 9 - 23 months

1. A complete change of clothes **appropriate for the season.**
2. Disposable diapers. (At least 3 daily.)
3. Disposable wipes in a container.
4. Plastic bottles or a drinking cup with a lid. Be sure to label both the lid and cup or each piece of the bottle.
5. Lunch: babies using baby food should bring unopened jars of food. Be sure to include a spoon and a bib. Older children should bring their lunch in a lunch box or some other container to keep the items together. Lunch should be nutritious and consist of finger foods cut into bite-sized pieces. Please include a beverage with a hard exterior (fewer spills). **Please no red juice or soda.** We also ask that you not send candy for your child. He/she will not be allowed to eat it during Wee School.

**We have no facility for warming food. Please use a thermos if you need an item kept at a particular temperature.**

### Withdrawal from Wee School

If you decide to withdraw your child prior to the end of the school year, May 2023, you **MUST** give the school a 30-day written notice.

It is not sufficient to tell your child's teachers if/when you plan to withdraw your child from Wee School. You must inform the school office.

Any unused tuition can be applied as your child's last month of tuition or it can be refunded with the 30-day notice.