



# **Weekday Early Education**

## **Parent Handbook**

Jesus said, "Let the little children come to me, and do not forbid them; for of such is the kingdom of God." Luke 18:16

WEEKDAY EARLY EDUCATION PRESCHOOL  
OF ACTON BAPTIST CHURCH  
PARENT HANDBOOK

Telephone Numbers and Address:

Wee School Office : 817-326-2949

Acton Baptist Church: 817-326-4693

Senior Pastor: Mark Roath, 817-326-4693

Physical Address 3500 Fall Creek Hwy  
Granbury, Texas 76049

Church Web Site: [www.actonbaptist.com](http://www.actonbaptist.com)

Children's Minister: Scott Eudaley

Weekday Director—Jordon Pomeroy

Direct number: 817-326-2949 cell: 817-716-3026

Email: [abcweeschool@actonbaptist.org](mailto:abcweeschool@actonbaptist.org)

Assistant Director: Shellie Riggs 432-770-4625

Wee Committee 2025-2026

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# WELCOME AND MISSION STATEMENT

Welcome to Acton Baptist Wee School, a ministry outreach of Acton Baptist Church to the children and families in our community. We are a Christian Weekday Early Education program designed for children ages 12 months to Pre-K4. Every child will be encouraged to reach their potential and their spiritual awareness through the opportunity to know Jesus Christ as Lord.

All ABC WEE Staff are vital team members in developing the whole child. All WEE team members are encouraged to continually grow as a Christian role model through: a devotional life, a prayer life, and being an active member in their local church.

Acton Baptist WEE School is an advocate for the family. Families are the center of faith development for their children. ABC WEE School partners with families in the child's faith and intellectual development.

## Program Structure

Acton Baptist Preschool is a nonprofit but self-supporting program of Acton Baptist Church which operates solely on tuition revenues. As a preschool, we loosely follow GISD holidays and holiday breaks. These holiday breaks include Thanksgiving, a two-week Christmas break, Spring Break, and Good Friday. While we align with GISD for major holiday breaks, we do not observe the occasional single-day holidays (such as random Mondays or Fridays) that GISD may take off.

## Age Requirements

Wee School enrolls children ages 12 months (self feeding and self walking) to 4 years (as of September 1<sup>st</sup>) and accepts 5 year old's who need an additional Pre-K year.

## Hours of Operation

Wee school is in session 12 months/year. Regular hours of operation are Monday—Friday from 9:00am to 3:00pm. If you sign up for extended care the hours are 8:00am and/or 4:00 pm. Premium care begins at 7:30. Early drop-off is from 8:30 to 8:55. Prices for these are on the Tuition/Extended Care chart.

**Please do not bring your child into the classroom until 9:00am.** The staff uses this time to get the room ready to receive the children. Please encourage your child to enter the classroom without you. The teachers will greet your child and get them engaged in an activity. If you have questions or information for the teacher, hand her a note with that information or see the Director/Asst. Director. The children need her attention and this

Please pick your child up promptly. Children become anxious when their parents are late. It is our church policy to have two adults present on location when a child is present. A late parent delays both the Teacher and the Director. Since unforeseen delays arise, please allow ample time when picking up your child. **After a 7-minute grace period, 3:07PM, your account will be charged 5.00 for extended care. The same applies to those that are late picking up their child from extended care. At 4:05, a 5.00 late fee will be charged. At 4:15 an additional 5.00 will be charged.**

## **Enrollment Requirements/Procedures**

All children (including 12-23 mos.) must be walking, comfortable drinking out of a cup and eating finger foods. To be enrolled in the 3 year old class, children must be toilet trained by 3 ½ . We understand that accidents will still happen, but 3's need to be able to use the restroom by themselves. Four year old's must be completely trained. Registration for currently enrolled students begins the second week in March. Registration for the public begins after Spring break. Current families will receive a link via email to the pre-registration form. The pre-registration form must be completed and submitted to WEE School. Families will receive a confirmation email and charges will be added to their account. Registration fees must be paid within 3 days to secure the reservation. Any fees not paid within 3 days can be released to the next person on the wait list. Registration forms from the public can be completed through the church website at [actonbaptist.com/about/weeschool](http://actonbaptist.com/about/weeschool). Once the forms are received, families will be notified of availability, the student will be added to the Headmaster software, and the registration fee will be added to the account. Registration fees must be paid within 3 days to secure the reservation. Any fees not paid within 3 days can be released to the next person on the wait list. Families can be added to the waitlist without incurring a fee.

## **REGISTRATION AND SUPPLY FEE**

A NON-REFUNDABLE REGISTRATION AND SUPPLY FEE is charged for each child enrolling in the Preschool program. A child's place is **secured upon receipt of the registration fee and form**. The supply fee is due with the August tuition payment.

## **CLASS RATIO**

12-23 MONTHS	2 teachers: 12 children
2 YEAR OLDS	2 teachers: 10-13 children
3 YEAR OLDS	2 teachers: 12-14 children
4 YEAR OLDS	2 teachers: 12-14 children

**TUITION**

Annual tuition has been divided into 9 equal payments (September-May) with an additional short month payment in August. August tuition consists of the supply fee and tuition for days attended in August. The August tuition is due on or before the first day of school.

Tuition is due on the first day of the month and is considered LATE on the 10<sup>th</sup>. You may pay online through Headmaster software. Cash or by check. Checks should be made payable to Acton Baptist Church-Preschool. **A late charge of \$10.00 will be added on the 11<sup>th</sup>**, if the balance is outstanding on the 25<sup>th</sup>, an **additional fee of \$10.00** will be posted. If you need to make other arrangements for paying tuition please make those arrangements with the Director and in writing. Balances exceeding 60 days is grounds for dismissal. Drop in rate, per day, will be 30.00.

You also have the option of paying your tuition for the year at once or split up 50% in the fall and 50% in the spring. The split option is due September 1<sup>st</sup> and January 1<sup>st</sup>.

TUITION CHART

Days per week	Non-Refundable Registration	Yearly Supply Fee	Tuition Per Month (x9 pmts)	Tuition for Add'l Children
1	\$35.00	\$100.00	\$114.25 /28.56	\$104.25
2	\$35.00	\$100.00	\$203.50 / 25.43	\$193.50
3	\$35.00	\$100.00	\$304.00 /25.35	\$284.00
4	\$35.00	\$100.00	\$406.00 / 25.37	\$386.00
5	\$35.00	\$100.00	\$503.50 / 25.16	\$483.50

EXTENDED CARE COSTS CHART

Days per week	Premium Care \$25/month 3-5 days. \$15.00/month 1-2 days 8 AM extended care/ 8:30 Early Drop off- Daily Fee	AM Extended Care 8:00 - 9:00 Per Month	PM Extended Care 3:00 - 4:00 Per Month	AM & PM Extended Care Per Month
1	\$5.00 / \$3.00	\$15.00 / 3.75	\$15.00	\$30.00
2	\$5.00 / \$3.00	\$25.00 / 3.12	\$25.00	\$50.00
3	\$5.00 / \$3.00	\$35.00 / 2.92	\$35.00	\$70.00
4	\$5.00 / \$3.00	\$40.00 / 2.50	\$40.00	\$80.00
5	\$5.00 / \$3.00	\$50.00 / 2.50	\$50.00	\$95.00

Payments in cash must be placed in an envelope with the child's name, your name, and placed in the tuition basket in the office. Receipts will be given for cash payments and placed in your child's backpack.

## Withdrawals

Two weeks written notice must be given to the Wee School Director prior to a child's withdrawal. If it is not possible to give two weeks' notice, a fee equal to one-half the month's tuition can be charged. Please do not give notice to the teacher but directly to the director.

## ILLNESS

The program is designed for well children. A child who does not feel well enough to participate in normal preschool activities needs to be home. Please be aware that all preschool health policies are based on policy not circumstance, child, or family. To protect the health of our preschoolers and the staff, we are unable to care for any child who is brought to the church with any of the following symptoms:

Diarrhea within the last 24 hours

Nasal discharge other than clear, runny nose

Rash of unknown origin

Temperature above 98.6 within the last 24 hours (without meds)

Vomiting within the last 24 hours

If your child exhibits any of these symptoms while in our care, you will be contacted and asked to come and pick-up your child. Your child will be kept as comfortable as possible away from the other children until you arrive. Your child will be unable to return to school until he/she has been symptom free, without medication, for a minimum of 24 hours. \* Hand, Foot, & Mouth Disease– Children's leftover sores must be scabbed over (fluid free blisters) to return to school.

Each child is required to have an updated immunization form with the Doctor's signature or official office stamp. These forms are available online or from the pediatrician's office. Inoculations must be up to date. If not, a statement signed by the physician stating that the child is in the process of receiving them or giving valid reason for not receiving inoculations must be on file.

No child will be allowed to start school without an immunization record or an Exemption form from the state. (TB testing is not required by Hood County for children to attend preschool.)

Texas Childcare Minimum Standards requires every child in the Brown Bear/Green Frog (Pre-K) class is required to have a vision and hearing screening yearly. This can be done by your child's physician.

Vaccine Preventable Diseases—Employees are not required to be immunized against vaccine preventable diseases. Employees who show symptoms of flu or other illness should not come to work, and notify their supervisor of their absence as soon as possible.

## **MEALS & FOOD ALLERGIES**

If your child has a physician diagnosed food allergy the State requires an Allergy Emergency Plan be completed and signed by physician before the start of care. Please provide a snack that will meet his/her needs. Parents must provide a lunch and a spill proof cup. Lunches should include a protein, a fruit and/or vegetable. **Please limit sweets.** A parent provided lunch means WEE school is not responsible for the child's nutritional requirements.

A two-component AM snack, including a grain and a fruit or vegetable, is provided by the school. Snacks are also provided for children enrolled in PM extended care; the PM snack will include the grain for the day and 100% apple juice. The snack list will be posted on the Parent's Board across from the office. If you would prefer for your child to bring his/her own snack due to allergies, please let the teacher know that it is in his/her backpack or lunch. Fresh water is provided throughout the day in the classroom and outdoors.

## **PARENT / CHILD INTERACTION & Special Services**

Parents are welcome to visit the Center at any time during operating hours to observe their child. They may participate with their child on special occasions, such as birthdays, Thanksgiving, and end of school picnics. There are designated spaces for nursing mothers within the church to feed their child. Family pets are not allowed at school. Children who require special services may be seen by their therapist while at school. Teachers will work to implement recommendations received from the professionals to help the child progress in their therapy. A parent who requests special services must provide the child's Individual Educational Plan from a qualified professional so the teacher can meet the child's needs in classroom and outside activities.

## DISMISSAL OF A CHILD

WEE School reserves the right to dismiss any child if, after entering, he/she is unable to participate in group experiences or if fees have not been paid. If your child is dismissed from the WEE School program for a behavioral issue, you will receive a pro-rated refund of tuition paid.

## BAD WEATHER CLOSINGS

In case of inclement weather we **follow the decision of the GISD**. If GISD closes, we will be closed. If GISD delays opening, our classes will also delay by the same time. Once GISD makes a decision you will be notified via remind and email. The Wee School will not make up bad weather days, nor do we discount tuition for these occurrences. If Granbury ISD chooses Good Friday as a bad weather make-up day, ABC Wee School will not be in session. As a church school we will observe Good Friday.

## REST TIME

All children at WEE School will have a rest time scheduled into their day. All children except Pre-K need to have a small blanket for rest time that fits in their cubby box. It must go home with them at the end of each week (the last day the child is at school). To promote safe sleep, no child is allowed to sleep with blanket over their head. Each child is assigned a mat with a number to use for the year. If your child tears up or damages the mat provided, a mat fee of 25.00 will be charged to your account. The center is not, and will not be responsible for any items brought from home, including jewelry.

## BIRTHDAYS

If you would like your child to celebrate his/her birthday at Wee School, please notify the teacher one week in advance. Cupcakes can be brought for children in the four (4) year old classes. Please bring cookies for those in the younger classes.

## SCHOOL PICTURES

Preschool pictures are taken annually through an outside vendor. Staff stay with children while being photographed. There is no obligation to purchase, and is provided as a service to the families. We do take pictures of the children for special projects and an end of school video for Spring Sing and graduation.

**Photographs are never used on social media.**



## RESTROOM POLICY

We have adjoining bathrooms in the classrooms for easy access anytime children are in the classroom. When coming in from the playground, the older children use the gym restrooms. Children enrolled in the 3 year old classes should be potty trained by 3 ½. Your child needs to be independent and able to take care of their personal hygiene needs in the 3 and 4 year old classes. This includes wiping themselves and pulling up their own pants. Please work on these self-help skills at home so that they do not encounter problems while at school. We know that accidents happen during school hours and for this reason your child should always have a complete change of clothes in their bag. **PLEASE mark ALL personal items for easy identification, such as lunch box, coats, sweaters, gloves, blankets, etc.**

## MEDICATION & FIRST AID / HEALTH CHECKS

School policy is that NO medication is administered at the school. The ONLY EXCEPTION is the use of an Epi-pen for severe allergies. Please make every effort to give your child their medication before and after school. If this is not possible, a special request may be presented to the Director. Each situation will be evaluated separately. The first dose of medication will never be administered at school.

Classroom first aid involves cleansing wounds and applying Band-Aids. An “Accident Report” will be completed and sent home in the child’s lunchbox. A copy remains in the office. In case of a more serious accident/injury, an immediate attempt is made to reach the parent. If a parent cannot be reached, the person listed on the child’s registration form as the emergency contact is contacted. If necessary, an ambulance will be called to take him/her for emergency treatment.

Health Checks—Teachers will assess each child at drop off time to address any bumps, scrapes, or bruises visible. Every child is required to have a physician signed health statement.

Please send your child to school with sunscreen applied. Teachers can reapply children’s sunscreen and Natural Super Salve bug spray with parental consent on the admission form. If your child has sunscreen or bug spray restrictions please send appropriate sunscreen/repellent to school to be applied.

## **RECORDS / FORMS**

According to the state standards, we keep a file on each child with information required by the state. You will receive an email with forms to be completed and submitted to the school before "Meet the Teacher" night via Jot Forms no later than the 1<sup>st</sup> day of school. These must be completed before your child may attend.

If you are opting out of shots for your child, please check with the State of Texas, Department of Health and get the necessary paperwork required. Children may not attend school without proper documentation of immunizations/exemptions.

## **TRANSPORTATION / WATER ACTIVITIES**

We provide no transportation for students. Water activities are reserved for 3 to 5 year old's and consists of sprinklers and splash pools not exceeding 16" of water for the end of year fun. Classroom sensory tables are used for all children except the Butterfly class.

## **FIELD TRIPS**

Childcare Licensing does not allow any activities outside of the fenced playground, gym, or the WEE school building. While in our care, children may participate in supervised activities that take place within or immediately adjacent to these approved areas. These activities include sidewalk chalk on the concrete outside of the gym by the playground; for children ages 3 and up, a nature walk around the perimeter of the church with two teachers supervising (one leading and one following), eating lunch at the picnic tables outside the gym by the playground, and walking to the Prayer Garden on the northwest side of the building to rake leaves under the supervision of both teachers. Children in the Bumblebee class and up may visit the pumpkin patch located in the grassy area of the parking lot, supervised by two teachers. Additional activities include walking to the sanctuary to sit in a pew, hear a Bible story, and sing chapel songs, as well as participating in the July 4th parade, during which children will ride in toy cars, bikes, or walk (school-age children) from the back of the gym to the front of the church, escorted by all teachers with supervision positioned at the front, middle,

## Physical Activity

Acton Baptist WEE school promotes physical activity. Physical activity is critical to the optimal growth and development of young children. Physical activity during early childhood has been linked to positive health, improved motor skill development and continued physical activity later in life.

All classes participate in a minimum of 90 minutes of moderate to vigorous active play each day. This includes: running, climbing, dancing, skipping and jumping. This is accomplished outside on the playground, inside the gym, or the classroom with structured or teacher led activities that promote movement over the course of the day. Children are supervised based on the child's current stage of development as well as their physical, mental, emotional and social needs. Please dress your child in clothing that allows for movement and shoes appropriate for climbing.

Examples of inappropriate clothing/footwear include:

- Footwear that comes off while running or that provide insufficient support for climbing
- Clothing that can catch on playground equipment, such as drawstrings, loops or long dresses that the child steps on, then cannot get up.

In the case of inclement weather, too hot or too cold, children will play in the gym with balls, riding toys, and space to run freely. Guidelines for extreme weather conditions are as follows. Children will play in the gym for wind chill temperatures below 45 degrees, or temperatures above 94-98 degrees with a heat index of 102 to 106 degrees.

## BITING POLICY

Periodically, in the very best preschool programs, outbreaks of biting occur in the younger classes. This can happen even when the teacher is right there. When it happens, it is pretty scary, frustrating, and stressful for all involved. However unfortunate, it is a natural phenomenon with developing children.

Here is our policy:

## **Policy for the Biter**

The child will be firmly told NO and separated from the bitten child.

A note will be sent home to the parents with names omitted and the teachers will not discuss this with other parents. The parents of both parties will be informed via text or phone call to avoid discussing at the door during pick-up.

In the event of continued behavior, the parents will be called in for a conference with the Director and will possibly be asked to remove the child from school for a designated period of time or complete removal of the child from the program.

## **Policy for the Bitten Child**

Love that child, hug them and calm them. Administer first-aid to the area if needed, ice will be applied. A note will be sent home with the child to the parents.

## **CHECK-IN/OUT**

We have a computer check-in system in the reception area of the school. Please check your child in before taking them to class. The teacher's record keeping at the door will serve as the official record of attendance. Please remember to sign your child out at the end of the day before going to the classroom to pick them up. If you need help with the computer please ask a staff member.

For safety purposes, only those listed on the enrollment forms as designated person for pick up will be permitted to leave with your child/children. If a circumstance should arise for someone other than those on your list, you will need to call the office and update the list. We require a valid ID for identification of an individual we do not recognize. Please inform those you have designated to pick up of our policy.

## Curriculum

All classes, 1's through pre-kindergarten use the WEE Learn Curriculum as the basis for teaching. Teachers enhance the curriculum with other resources. Though we do not teach church doctrine, we do teach God's love and dependability through Bible stories, songs, and other experiences. The children will learn through: Bible teaching principles, learning centers, special activities, Chapel, and music. Our program is developmental. The children will learn through daily activities, academics, indoor and outdoor play.

## COMMUNICATION

The WEE office is open Monday through Friday from 7:30 am until 4:00 pm. You are always welcome to come by the office if you have questions or concerns about your child, teachers, or the center's policy and procedures. Any changes in policies or procedures will be communicated to parents via email and hardcopy. You may also call the office directly at 817-326-2949. If we are away from the phone, please leave a message and we will return your call as soon as possible. If you would like to schedule an appointment with the director and/or the teacher, please do so through the office. Email communication is also available at: [abcweeschool@actonbaptist.org](mailto:abcweeschool@actonbaptist.org).

Your child's teacher will keep you informed of classroom activities in several ways. All teachers post a weekly lesson plan and electronic calendars are emailed monthly to share with you the thematic units they will be studying and to alert you to any special activities. Teachers of younger preschoolers will send home a daily activity report during the first semester. All teachers will post information regarding daily activities outside the door. For all ages, be sure to check your child's backpack for special notes daily. The preschool office will send out emails and /or reminds for special events or school/class wide notification.

Please, **DO NOT** call/text your teacher on her cell phone during school hours. It is against state regulations for teachers to use their cell phones during school hours except for the direct benefit of the child. If you need to get a message to the teacher, **please call the office and the message will be relayed.**

## PARENTS RIGHTS—PARENTS MAY:

Enter and examine the child care facility during its hours of operation and without advance notice.

File a complaint against the child care facility.

Review the child care facility's publicly accessible records.

Review the child care facility's written records concerning the parent's or guardian's child.

Receive inspection reports and information about how to access the child care facility's online compliance history.

Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child.

## Parents rights continued

Be given the contact information for the child care facility's local Child Care Regulation office.

Obtain a copy of the facility's policies and procedures handbook.

Review the facility's staff training records and any in house training curriculum.

Inspect any video recordings of an alleged incident of abuse or neglect involving their child provided that:

- video recordings of the alleged incident are available; the parent or guardian does not retain any part of the video depicting a child that is not their own;
- and the parent or guardian of any other child in the video receives prior notice from the facility

Parents may exercise these rights without receiving retaliatory action by the facility.

## **PARENTS SHOULD CONTACT THE OFFICE IF:**

1. You have changes in phone numbers, address, emergency information or email address
2. Your child contracts a contagious childhood disease following a day at school, flu or COVID-19
3. Your child has any medical changes
4. To report an absence
5. You and your family have a specific prayer request so we can pray for you
6. Your family needs any type of ministry assistance offered by Acton Baptist Church.

## **DISCIPLINE**

The staff of WEE School is committed to providing a positive learning environment and uses discipline procedures set by the state licensing policies. This policy involves redirection, then time-out and then the parents will be notified. If your child exhibits extreme aggressive behavior you will also be notified. Your child can be removed from the WEE program, for the balance of the semester, after three (3) extreme aggressive behavior notifications. Your child will be welcome to return to school at the beginning of the next semester if there is space available.

## **ABUSE AND /OR NEGLECT**

As child care professionals, the staff at ABC Weeschool is required by law to report any suspected abuse or neglect of a child to the Texas Department of Family & Protective Services. Our staff is required to receive a minimum of one hour of training each year on prevention, recognition and reporting child abuse. To increase awareness, literature about abuse & neglect, is posted on the parent bulletin board and offers information on community organizations and actions a parent of a child who is a victim of abuse or neglect should take to obtain assistance and intervention. Any person having cause to believe a child's mental or physical health or welfare has been adversely affected by abuse or neglect is mandated by law to report such concerns to the Texas Department of Protective and Regulatory Services. For more information or to make a confidential report:

**Child Abuse/Neglect Hotline: 1-800-252-5400**

## **PROCEDURE FOR PARENTS TO CONTACT Child Care Licensing, DFPS.**

Child Care Licensing:

1501 Circle Drive  
Suite 310  
Fort Worth, TX 76119  
800-582-8286  
817-321-8604

Parents reserve the right to see the most recent licensing inspection report which is posted in the entrance of the preschool \*Parents may review the state of Texas licensing Minimum Standards on the licensing website: <https://www.dfps.state.tx.us>

## **Texas Dept of Family & Protective Services:**

2270 Mall Circle, Fort Worth, TX 76116 817-989-3000

## **EMERGENCY PROCEDURES**

As a safety precaution, WEE School conducts fire, tornado, and active shooter drills. In the event of severe weather, always check the local television and radio stations. We will follow the GISD determination on bad weather closings. In the case of power outage, frozen pipes, etc. that cannot be restored within 2 hours, parents will be called to pick up their child/children. Staff members take CPR/First Aid Training as part of their teaching responsibilities. ABC Wee School Emergency procedures are outlined in this handbook on the following pages.

# **Acton Baptist Wee School**

## **Emergency Procedures**

**FIRE EMERGENCY:** Fire drills will be done monthly. All fire drills will be documented in the fire drill log which will be kept available at the facility. Immediately upon discovery of any kind of fire in the building, the fire alarm will be sounded. Ringing bells will be used for practicing fire drills if maintenance superintendent is unavailable to activate the fire alarm. Note: The electrical fire alarm in this building is monitored by the fire department. They are notified automatically upon activation. Upon hearing the fire alarm, staff members will immediately react as follows:

All children will be instructed to form a single file line. (Some classes may proceed holding hands 2x2 with the child immediately beside them).

**ONE TEACHER** will immediately take the children, along with the daily attendance log, out through the closest approved exit (door or window). The second teachers follows behind the group ensuring all children have left the room. Our designated meeting place will be the parking lot behind the gym.

If it becomes necessary to move farther away due to excessive heat, fire department activities or any other reason, all children will be moved to the grassy area behind the church. Again, all children will be instructed to walk 2x2 or form a single line and hold hands with the child immediately in front and the child immediately behind.

Once at the designated meeting place, the teacher will instruct the children to sit down quietly and proceed to take roll using the daily attendance log. If any child is unaccounted for, the fire department personnel must be advised of this immediately upon their arrival. **DO NOT LEAVE THE REST OF THE CHILDREN UNATTENDED FOR ANY REASON. RE-ENTERING A BURNING BUILDING IS STRONGLY DISCOURAGED.** The teacher will reassure the children and make every effort to maintain composure at all times.

Do not separate the children. Keep them together and stay with them at all times. Do not release the children to anyone other than their parents or other designated guardian as outlined in their enrollment forms.

Once the children have been accounted for, arrangements have been made with the Acton United Methodist Church 3433 Fall Creek Hwy, Granbury, Tx 76049 to take the children into their facility and out of the weather and other dangerous elements during the emergency.



## **Tornado Warning**

Should weather conditions deteriorate and a tornado warning is issued, the Director will immediately initiate the following procedures, which must be followed without delay.

Sound the tornado alarm. (air horn) Upon hearing the alarm, staff members will immediately react as follows:

The teacher will take all the children, flashlight, and the daily attendance log to the supply room for the Butterflies, 2's and 3's. Pre-K Classes (4's & 5's.) Will go to the kitchen supply room. Once in these rooms, the children will be instructed to sit down along the wall. They will be instructed to keep calm and quiet while the teacher takes roll. The children will remain in these closets until such time as the tornado warning is cancelled.

Do not separate the children. Keep them together and stay with them at all times. Do not release the children to anyone other than their parents or other designated guardian as outlined in their enrollment forms.

Asst. Director immediately upon hearing the tornado alarm will bring the phone & 2 way radio to the supply closet and assist the teacher in keeping the children reassured, calm & quiet.

Director will have 2<sup>nd</sup> two way radio and immediately begin a systematic search of the facility to make certain that all children went to their designated location. Systematic search will include lavatories, furniture, etc. Anywhere a frightened child may have hidden. Once the search is completed, or conditions warrant taking immediate shelter, Director will proceed to the Kitchen supply to help with the 4's and 5's.

## **SERIOUS ACCIDENT OR INJURY**

In the event that any child is seriously injured or becomes seriously ill while in attendance at the facility, the following procedures will be followed:

TEACHER will remain with the sick or injured child. Emergency first aid is to be administered as necessary:

Ensure and maintain an open airway

Control any bleeding with direct pressure

Ensure proper circulation as necessary. (CPR)

Reassure the child and keep him calm and quiet until the emergency medical personnel take over the child's care.

Director will immediately call 911 and report the emergency.

Our exact address is: 3500 Fall Creek Hwy

Granbury , TX 76049

Telephone: 817-326-2949

We are located across the street from Acton United Methodist Church.

Once the proper emergency medical personnel have been contacted, the parents of the sick or injured child must be immediately notified. (See child's enrollment form for proper emergency contacts and telephone numbers). If conditions do not warrant immediate notification of EMS, the parents will be contacted immediately and notified of the situation.

It will be the responsibility of the Director to make certain that all emergency medical personnel are properly directed to the injured or sick child.

If the Director has to accompany the child to the hospital, the Asst. Director or designated teacher will remain in charge of the facility.

## INTRUDER/LOCKDOWN

If the intruder is noticed by the office staff, an all call will be made through the phone system to lockdown. The director will alert staff and lockdown procedures will begin.

- If the intruder is already inside the building, a hand signal (finger circling in the air) shall be made to the first staff member seen. That staff member will pass on the hand signal to others throughout the building and will call 911 and lockdown procedures will begin
- If a weapon is present or suspected—**DO NOT CONFRONT**. Alert a staff member verbally or with hand signal (circling finger in the air) to contact 911 and initiate intruder lockdown procedure.

One teacher calmly and quickly moves children into classroom bathroom. One teacher barricades the door then joins the class in the bathroom. Teachers maintain (as best they can) a calm, quiet atmosphere keeping alert to the emotional needs of the children

Butterfly teachers will barricade themselves in the classroom away from the windows and door.

Upon arrival, the local police in conjunction with the Director/Designee, will assume controlling responsibility and may evacuate the building per police standard operating procedures.

Teachers will keep all children in the bathrooms until an all clear signal (Jesus lives) has been given by director or law enforcement. No children will be released to parents until an “all clear signal” has been called. When “all clear signal” is heard the Director/Asst Dir will apprise the staff of the situation and counsel with the children. Normal activities will resume as soon as possible.

Director will apprise parents of all “lockdowns” whether practice or real.

Acton Baptist Church and the Wee School thank you for trusting us with your child. We love your kids and we love what we do. We invite you to join us for Sunday services, Sunday School (for adults and children), as well as Wednesday night activities. Special programs sponsored by the church will be advertised on the counter by the check in computers.

Welcome to our Wee School Family,

Love Is Spoken Here.