



# WeeOnes Parent Handbook 2025-2026

WeeOnes at Tabernacle Church  
7000 Granby Street  
Norfolk, VA 23505  
(757) 904-0747

# WeeOnes

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Dear Parents:

Welcome to WeeOnes Daycare! We are blessed and honored that you have chosen WeeOnes to care for and nurture your precious child. We look forward to working with you to provide an environment for your child to explore God's world, learn principles for living, and experience God's love.

WeeOnes is a childcare center that exists to serve as a ministry of Tabernacle Church of Norfolk, in which we collaborate with parents in providing a Christ-centered, loving environment for children to grow spiritually, academically, socially, and physically. Our goal is to provide your child with a clean, safe, comfortable environment where they can play and learn with guidance and loving care while here at Tabernacle Church of Norfolk. We are located at 7000 Granby Street, Norfolk, VA 23505.

WeeOnes is licensed by the State of Virginia as a Religiously Exempt Child Care Facility. Our maximum capacity is 93 children ranging in age from 6 weeks to 4 years old. There are at least two staff members on-site at all times who are CPR certified. We do hold public liability insurance through Tabernacle Church of Norfolk. The policies listed below are set forth by Tabernacle Church of Norfolk and WeeOnes Childcare and are in accordance with the State of Virginia Religiously Exempt Child Day Center regulations.

WeeOnes does not prepare any food on the premises. We serve morning and afternoon snacks, but no meals are prepared; all prepared food is provided by the parents.

Please read this "Parent Handbook". It will serve as a quick reference to the daily operating policies and procedures. Your familiarity with them will help make your child's day a most rewarding experience.

Feel free to contact [tawana.love@tabchurch.org](mailto:tawana.love@tabchurch.org) or [lhyoung@tabchurch.org](mailto:lhyoung@tabchurch.org) if you have any questions or wish to set up a time to meet.

Warm regards,  
Tawana Love, Tab Church Family Ministry Director  
Lizzie Young, WeeOnes Operations Manager

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"Children are a gift from the Lord; they are a reward from him." Psalm 127:3

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# Operations

The policies listed below are set forth by Tabernacle Church of Norfolk and WeeOnes Childcare and are in accordance with the State of Virginia Religiously Exempt Child Day Center regulations. These policies and accompanying contract become effective by the parent/guardian and WeeOnes Childcare once both parties have signed the attached contract.

## Admission Paperwork

Before assuming responsibility of caring for your child the following paperwork must be turned in:

- Signed Policy Handbook
- Registration Form
- Emergency Medical Authorization Form
- Over the Counter Medication Form
- Photo Release
- Shot Record
- Birth Certificate

**PLEASE NOTE: All forms must be updated annually no later than September 1.**

## Brightwheel

WeeOnes uses the Brightwheel app for our daily reports. This is an app you download on your phone. We update the information throughout the day so that you can see what your child is doing during the day. As your child progresses through the daycare, less and less information will be entered into Brightwheel. Teachers also do not have time to enter things as soon as they occur so they will “bulk” enter things at naptime or when they have a chance. Please do not message if you do not see something entered right at the time it should have occurred, the teachers are busy taking care of your children and will enter things as they can.

## Business Hours

Our hours of operation are from 7:00 a.m. – 6:00 p.m.

## Child Abuse/Neglect

By Virginia State Law, it is our responsibility, as childcare providers, to report any suspected child abuse. All our staff at WeeOnes are regularly professionally trained in accordance with state regulations. Your child’s safety is our utmost concern, suspected instances of abuse will not be ignored. In accordance with local and state law, WeeOnes employees are mandatory reporters of an instance of physical, sexual, emotional abuse, neglect, or exploitation.

## **Childcare Groups**

Infants

Waddlers

Little Toddlers

Toddlers

Young Two-Year-Old

Older Two-Year-Old

Pre-K 3 & Pre-K4

## **Organizational Structure**

Board of Elders

Senior Pastor

Family Ministry Director

Operations Manager

Lead Teachers

Assistant Teachers

## **Closures**

WeeOnes is committed to being open for our parents. We know how important our service is to you, but sometimes things beyond our control may cause us to close for an amount of time. If we must close due to inclement weather or for any other emergency reason, you will be notified via email, Brightwheel and the private Facebook groups.

Tuition and fees will still be expected to be paid on time and at the normal rate. If the building is not open, you can still pay online. If WeeOnes is closed for longer than two weeks due to unforeseen circumstances, the church elder board will make a decision about tuition reduction or cessation.

## **Communication**

Communication is very important. The WeeOnes' staff wants to be sure that we can share openly any concerns or questions that may arise. We feel that we are a team raising your child. If we can work together then your child can feel secure in knowing they have many people who love them very much. We all grow to love each child in our care and are always glad to have a chance to be a part of their lives. It is important that there is a similar childcare philosophy between us. Questions, feedback, or discussions of any kind that affect a positive outcome for the child are always welcome. Sensitive issues should be discussed during a conference. Please call the office to schedule one whenever you feel it is necessary.

## **Damages**

It is expected that your child be respectful of property and furnishings. A certain amount of "wear and tear" is normal, but if your child intentionally damages any property through destructive behavior or roughness, you will be liable for 100% of the replacement costs. This reimbursement is due with your next monthly payment.

## **Dress Code**

All children are required to wear weather appropriate clothing. Please remember we will go outside as much as we can each day the weather permits. **For safety reasons all children must wear closed toe shoes that are properly fitted. If your child arrives in the wrong shoes you may be asked to bring back a proper pair of shoes.** This means sandals that cover the toes or sneakers with socks. Crocs and Jellies are not permitted. The only exception to this rule is the infant room.

## **Facebook Pages**

WeeOnes maintains a private Facebook Page for every room in our center. These pages are private and are only accessible by approved people. Only the parents of the children in the room will have access to that room's pages. The Family Ministry Director and Manager maintain these pages and must approve all pictures and posts. WeeOnes uses these pages to show you what your child is doing during the day and also to communicate important information such as closings and delays. Please contact the Operations Manager to be added to your child's page.

## **Holidays**

A list will be provided each year of these days no later than September 1. Tuition is still due for holiday closures with the exception of one week at Christmas Break and the week of July 4 where no tuition is due.

## **Inclement Weather**

In the case of extreme weather, WeeOnes will follow Norfolk Public Schools. If conditions allow us to be open, we will. You will be notified either way via BrightWheel, email and private Facebook groups. This applies to closings, delays and early releases related to inclement weather, not for holidays or non-weather-related incidents. We will try to make every effort possible to stay open and cannot make this decision quickly, please give us time to make this decision before contacting us. We will let you know as soon as we have made a decision. Tuition and fees are still to be paid on time and the normal rate during any closure.

## **KeyFobs**

WeeOnes is a secure facility. Parents will be issued 2 KeyFobs at enrollment and one additional card can be purchased for \$15. If this card is not for a family member you must pay the \$12 background check fee before we will issue the card. If your card is lost or damaged, please let the Operations Manager know as soon as possible and we will replace it for a fee of \$15. KeyCards should not be shared among other families; if you are found doing so, it is grounds for termination of care.

## **Meals & Snacks**

If your child is full-time, they will receive a snack twice a day. Please provide snacks in your child's lunch boxes.

Children who choose not to eat will not be served again until the next scheduled meal or snack. If your child will be arriving after mealtime, please feed them before they arrive.

**If your child arrives before 8:30 a.m. and you have provided breakfast, we will happily serve them.** Arriving after this time, children must eat breakfast at home. By age two, lunches are picnic style, no heating or refrigeration is provided. You may use ice packs from home to keep the lunches cool. All children by the age of two must be able to feed themselves completely. Please do not pack a lunch that your child cannot eat by themselves at this age. If your child needs utensils please be sure to pack them. Please make sure all things are prepped and ready for your child to eat (If your child needs his or her grapes cut please bring them that way).

**\*\*\*Special Diet/Allergies:** If your child requires a special diet due to allergies, medications, etc., it will be the responsibility of the parent to provide snacks for their child. Healthy snacks and meals are encouraged, i.e., no candy, soda, etc.

## **Moving Classrooms**

Moving Up is always an exciting time for parents and children. We usually do move ups in August and January. Just because your child has had a birthday during the year it does not automatically mean they will move to the next classroom. We use developmental guidelines to determine who moves up in the younger rooms (Infants-Twos). Our three and four-year-old rooms are determined by the Norfolk public-school guidelines of age, which means your child must be three or four by the public school cutoff (September 30) in order to be in that room in Fall. If your child is moving up, you will receive a letter at least a month in advance informing you that they are moving and also including a letter from the next room's teacher.

We follow the school calendar for Norfolk Public Schools in relation to the beginning and end of our school year. This may mean that if your child goes to another school system (public or private) we may end our year before or after their school system. Rising Kindergartener's last day of care will be our last day of the school year in August. If your child is not attending Norfolk Public Schools, this day may be before their first day of school.

We do sometimes do a move up in the summer due to enrollment, but this is not always necessary in all rooms, you will be notified if your child is moving up in the summer.

## **Online Payments**

Payments may be made online via **Brightwheel**

**ACH:** A payment is only considered an online payment if it comes directly out of your checking account, if you enter a card number into the system (even if it's a debit card) it is considered a credit card payment and credit card fees will apply. The fee for ACH payments is 0.6% (with a lowered minimum fee of \$0.25 and a maximum of \$2) of the total amount paid.

**Credit Card:** Any payment method where you enter a card number into the system, even a debit card, is considered a credit card payment. To calculate your fee for these payments, use the following method, the fee is 2.95% of the total transaction plus \$.30.

## **Open Door Policy**

While your child is here, you can always be assured that the door is open to you. We encourage you to feel comfortable stopping by or calling to check on your child at any time. However, please keep in mind that the start of the day is very important and sets the tone for the entire day. This is not the appropriate time to discuss serious issues with your child's teacher or to socialize. We kindly ask that you take our daily schedule into consideration when dropping in or calling. The teachers are not always available for extended conversations during class hours, as their primary focus is on the care and education of the children. If you need to speak with a teacher regarding concerns or updates, we recommend scheduling a time that allows for a more thorough discussion without interrupting classroom activities. Our goal is to maintain a balance between being accessible to parents and ensuring that the children receive the full attention of their teachers.

## **Potty Training/Accidents**

We will assist in potty training with the understanding that it will only work if we work together. Your child will not learn if they train while in our care and not at home.

Please keep in mind that training at home is completely different from training at school, there is more activity and more things to distract them. Many children potty train easier at home and school takes a little more time due to all of the distractions.

### **In order for us to begin potty training at school your child must meet the following criteria:**

- Your child must be in the Young Two room in order to begin potty training, the other classrooms do not have a bathroom and cannot accommodate potty training.
- You **MUST** be working on potty training at home; we cannot do this alone.
- Your child should be able to communicate to us that they need to go to the bathroom a majority of the time. At the beginning of training we understand that it will not be every time they need to go, but they need to begin telling us they need to go.
- After the first accident of the day, your child will be placed in a Pull-Up. For health reasons, we cannot have bodily fluids on the floors of the classrooms.

If we feel that your child is not ready to be potty trained, we reserve the right to tell you. If this happens, we will pause potty training at school for a period and then try again at a later date.

Some current potty-training guides suggest "naked training". We cannot accommodate that at school, all children must wear underwear or a pull up. This is for health reasons.

Clothing should be easy to manage to encourage self-help skills. Buckles, belts, overalls and suspenders, and onesies when in a hurry to use the bathroom may create a problem. **Pull-Ups must have Velcro sides.** We also require that each potty-training child have **3 changes of training pants and clothes including socks and one pair of shoes.**

It is our goal and strong desire to have all children potty-trained by the time they reach the three-year-old classroom. Children in our three (3) year old class will be expected to be either fully potty trained or seriously working on being trained. This means your child should not be in diapers or have a wet pull-up every time they are checked or asked to use the potty. A change of clothes should be in their bin for accidents. Children will not be allowed to move up to our PreK room if they are not fully potty trained. When they come home in their spare clothes, a new

change of clothes will need to come back the next day. If they have an accident and no clothes are in their bin you will be called to come pick them up.

We want to support you and your child in this new phase of life. When you think your child is ready to move into underwear, we are happy to discuss this with you and will move them into underwear when we both feel the time is right. If your child is in the Young Two room and is training, we will require rubber training pants over the underwear. However, we cannot let them have constant accidents in their clothes or on the floor because of sanitation issues. If this is the case, we will have them wear rubber training pants or go back into a Pull-Up for a short time.

### **Safe Sleep Practices**

WeeOnes always practices safe sleep according to the American Academy of Pediatrics. This consists of the following practices:

- Infants will sleep in cribs, not bouncy seats, swings or car seats. If a child falls asleep someplace other than a crib, they will be transferred to a crib as soon as they are asleep.
- The cribs/pack and plays will be void of any blankets or toys when a child is sleeping.
- Children will always be in eyesight while sleeping and will be monitored closely, nothing will be draped on the crib which may obstruct seeing the child.
- We will swaddle your child until they can turn themselves over, after that we request for them to have a sleep sack which frees their arms. Once your child can stand up, we will no longer put them in a sleep sack.
- Children in the Waddler Room and up will sleep with shoes on, this is in case of an emergency and the need to evacuate.

### **Sibling Policy**

If a parent becomes pregnant while their older child is enrolled, WeeOnes will try to make or hold a spot for the new sibling in our Infant Room. In order to maintain financial stability, the following policy is in effect. If the sibling reaches the age of 6 weeks and the family is not ready to enroll their child full-time into the daycare and pay the full room rate by the start date, WeeOnes may reserve the right to give that spot to another family. WeeOnes must do this in order to make a budget because the ratios are so low in our Infant Room. If the older sibling is withdrawn from care before the younger sibling begins, WeeOnes reserves the right not to guarantee the younger sibling a spot.

## **Staff – Child Ratios**

In order to provide the best possible care for your child, we adhere to staff-child ratios required by the State of Virginia (8VAC20-790-670). These ratios are guidelines to determine the number of staff needed to properly care for the needs of the children at this Center.

<b>Age</b>	<b>Staff/Child Ratio</b>
Infants - 16 Months	1 adult:4 children
16-24 Months	1 adult:5 children
2-3 Years	1 adult:8 children
3-5 Years	1 adult:10 children

## **Supplies**

Parents are responsible for supplying:

- Bottles, Formula, Baby Food
- Diapers/Pull-Ups & Wipes
- A full change of clothing (weather appropriate)
- Blanket and sheet – These will be sent home each Friday for you to wash and return the following Monday for the exception of Infant and Waddler Rooms.
- Snacks for the day
- Any other supplies your child’s teacher requests.

## **Toys**

We provide a wide variety of playthings. We ask that no toys be brought to daycare from home. Anything brought will be sent home with whomever is dropping off.. This policy is for the concern of all children in our care. Children often have a hard time sharing the toys they bring from home.

The ONLY exceptions to this policy are:

- A special blanket OR stuffed animal/Doll to be used during nap time. This will be put up and ONLY used for the appropriate time. Once your child reaches the PreK4 class no lovies or stuffed animals will be permitted as we are trying to get your child ready for “big school”.

## **Tuition & Late Fees**

Parents please understand that your tuition payment is an advance payment for the following week of care. Tuition is due no later than the close of business every Friday. If you do not pay the Friday before care your child will not be able to come to WeeOnes until you have paid, an administrator will be at the door each Monday to make sure that tuition is paid that has not been paid. Parents please understand that your tuition payment covers the spot that is being held within the classroom. This is not based on your child’s attendance, illness or your vacation plans.

If fees are not paid by Monday morning drop-off, your child will not attend childcare. Your child's spot will be considered open. You will run the risk of your childcare spot being filled by another family on our wait list. There are no refunds in fees for absences due to a child's illness or any other reason. Full fees are required regardless of whether or not your child attends. We understand that unexpected circumstances may arise, so please contact us immediately if you cannot make payment by Friday. so we can offer solutions or payment arrangements.

### **Withdrawal/Termination**

A two-week notice is required to withdraw your child from care. Once you have notified the Operations Manager that you are withdrawing you are still responsible for tuition for the next two weeks, whether or not your child attends. Likewise, WeeOnes will provide a two-week written notice to the parent if we are no longer able to provide care for your child(ren).

Childcare termination will be necessary for any of the following reasons (but not solely limited to):

- Parents failure to comply with the policies set forth in this book.
- Destructive or hurtful behavior from a child that persists even with parent cooperation in stopping the behavior.
- Non-payment of childcare fees or late and/or recurring late payment of fees.
- Inability to meet the child's needs without additional staff.
- If parents knowingly/consistently bring their ill child to school.
- Parents consistently arrive late to pick up their child.
- Masking symptoms due to an illness with over-the-counter medications. A sick child should recuperate fully at home during an illness so that the other children and the provider do not risk unnecessary exposure. Please keep in mind your teacher is not paid for sick days.
- Disrespectful communication, including yelling, cursing, gossiping or speaking about someone behind their back in a way that causes harm, whether by sharing private, unverified, or malicious information, or using derogatory language toward staff or other parents.

### **Child-Based Termination:**

WeeOnes' teachers are responsible for informing the Operations Manager of serious concerns they have for a child in their classroom. When it is determined there are concerns for a particular child in the classroom, the Lead Teacher will informally communicate with the parents, Family Ministry Director and Operations Manager via incident or accident report. If the problem continues, a minimum of three (3) written observations of the child will be recorded. Parent conferences will be encouraged if the problem remains unsolved. The Operations Manager will contact the parents in person, by telephone, or by a letter sent home with the child. The Operations Manager will arrange a mutually convenient time for a conference with the Operations Manager, teacher and parents. After the conference, should the problem seem irresolvable, the Operations Manager will decide whether the child must leave the program for the safety of him/herself, the other children and the staff. The parents will receive a written

statement from the center including the reason for termination, summary of WeeOnes observations, interventions made by WeeOnes, and all efforts made by WeeOnes.

### **Parent-Based Termination:**

It is crucial that we all work together to set a positive example for the children in our care. We are committed to demonstrating the values of kindness, understanding, and cooperation in all interactions. To maintain a safe and welcoming environment for everyone, we expect that all families model respectful and mature behavior at all times. After the initial incident, if any disrespectful or unproductive behavior is observed, it will be promptly documented, and a meeting will be scheduled with the Family Ministry Director and Operations Manager. This meeting is an opportunity to discuss the incident, express concerns, and work collaboratively to find a positive resolution. During the meeting, an action plan will be developed to address the behavior. This plan will include clear expectations for future conduct and may involve additional support or resources as needed. The goal is to move forward in a constructive manner, ensuring that the values of kindness and cooperation are upheld. A follow-up meeting may be scheduled to review progress and ensure that the agreed-upon actions are being implemented effectively. If disrespectful or unproductive behavior continues after the resolution process, and it becomes evident that a positive outcome cannot be achieved, WeeOnes reserves the right to terminate childcare services. A two-week notice will be provided to allow the family time to make alternative arrangements.

We take these matters very seriously and are committed to ensuring that WeeOnes remains a safe and welcoming environment for everyone. By working together, we can set the best example for our children and foster a community of respect and understanding. To maintain positive communication and resolve issues effectively, parents can address concerns and complaints about their child's care in the following appropriate ways:

- **Schedule a Private Meeting:** If a parent has a concern, they should schedule a time to meet with the Lead Teacher or Operations Manager privately. This ensures that the issue can be discussed in detail without disrupting the classroom or other children. If there is a need to involve other staff, that can be arranged upon request.
- **Express Concerns Calmly and Respectfully:** Parents should approach concerns in a calm, respectful, and non-confrontational manner. This helps create a productive environment for resolving the issue.
- **Focus on Solutions:** When bringing up a concern, it is helpful to discuss potential solutions. Rather than just stating the problem, suggesting ideas or asking for guidance can lead to a quicker resolution.
- **Document the Issue:** For ongoing or serious concerns, it's helpful for parents to document incidents or concerns in writing. This provides clarity and ensures that nothing is forgotten during discussions.
- **Be Open to Feedback:** Parents should also be willing to listen to feedback from the teacher or administration. Sometimes issues arise from misunderstandings, and being open to different perspectives can lead to better outcomes.
- **Use Email or Brightwheel for Non-Urgent Matters:** For less urgent concerns or questions, parents can use email or Brightwheel as a formal way to communicate. This

allows both the parent and staff to respond thoughtfully and keep a written record of the conversation.

- **Address Concerns Promptly:** It's best not to wait too long to address concerns. Timely communication prevents small issues from becoming bigger problems.

## Drop-off/Pick-up Procedures

### Drop-off Procedure

Parents, if your child begins to cry at your departure from school, please kiss him/her goodbye and let the teacher take over. For some children this is their first experience with school, we find crying is not uncommon and usually stops in a matter of minutes after the parent leaves. If it persists, you will be contacted immediately.

Parents, it is highly recommended that your child is in class no later than 8:30 a.m. Every classroom has a planned day of activities and/or curriculum that begins promptly at 8:30 a.m. after all the children have adjusted and settled in for the day. Receiving your child after this time on a consistent basis is disruptive and distracting and proves to be harder on your child since they have a harder time adjusting.

Drop-off and pick-up times are not good times to discuss serious problems. Little ears and minds hear and understand everything. We cannot discuss a child in the presence of anyone, but their parents. Topics that concern day-to-day events or light-hearted discussions are fine. If you need to discuss something with your teacher(s), you may set up a time to meet with them.

### Arrival

Arriving on time is important for your child's learning and also social wellbeing. **Please make sure your child is here by 9:30 am** (especially in the Young and Older Two, Three and Four-Year-old rooms). If your child arrives after 9:30am they are missing critical learning and social time in the classroom. It is also disruptive for the teachers and other students in the classroom when a child enters the room during their learning time. This is also to help them prepare for Kindergarten as well.

### Late Dismissal/Penalty Fee

WeeOnes closes at 6pm, if you arrive later than 6pm you are considered late and you will receive an invoice the day following the late pick-up. There is an extra fee of \$25.00 per child after the first five (5) minutes and \$1.00 for every minute thereafter that your child is not picked-up on time. Please provide payment for this extra fee with your tuition payment. Care will not recommence until such late fees are paid in full. Please be on time daily. If you know you are going to be late, please contact us and let us know and you may not be charged a late fee, but chronic lateness for incidents will cause you to pay the late fee.

## **Legal Custody**

For verification of legal custody, we must have a copy of the court order recognizing the parent who has legal custody of the child, as well as visitation schedules. Otherwise we will have no choice except to release the child to the parent having legal custody.

## **Nap/Quiet Time**

All children will be required to lie down for a nap/quiet time each day. We will not force your child to sleep but they must lie down quietly. **Children are not to be picked up or dropped off during naptime (12:30 – 2:30)** If you have an appointment scheduled during this time and cannot reschedule it please let the teacher know at drop off so that we can arrange it so the class is not disrupted during naptime. Chronic scheduling of appointments at naptime will not be allowed and you may be asked to keep your child with you until after the appointment.

## **Pick-up Procedure**

Once you arrive, you are now responsible for your child on our premises. Please do not let your child be unsupervised outside of their classroom. Children should not be running through the halls or visiting other classrooms. Also, please do not let your child leave the security doors without you. Children should be checked out of their classrooms by an adult, not an older sibling. This is to make sure that an adult has “custody”

To ensure the safety of your child, only you or your designate(s) may pick up your child. Phoning the office to let us know someone other than you will be picking up your child is fine as long as that person has a picture ID with him/her and is on the designated list when picking your child up. If they do not have a keycard when picking up, please have them push the intercom button and a staff member will let them in after verifying identity.

## **Child Behavioral Guidelines**

### **Behavioral Goals**

While here only positive encouragement is enforced. Children will NOT be subject to spanking, hitting, kicking, or to, verbal, emotional, or physical punishment. We believe the most effective ways that WeeOnes can reinforce positive behaviors are: Praise, Respect, Re-Direction, and Positive Reinforcement. We don't play “REF”; we use strategies to engage children in their own problem solving. During conflict it is important for children to feel respected, secure, loved, important and special. They need to know we are always available to listen and help. Our goal is to coach the children so they can negotiate compromise, brainstorm and work it out together. We will redirect, give three warnings and then we will use a “time-out.”

If something of a more serious nature or a persistent behavior should occur that is of concern to us or a threat to the safety of others, we will need to discuss it with you so that we can jointly decide on a course of action that is followed at home and here at WeeOnes. If the problem cannot be resolved, arrangements must be made for the child to receive care elsewhere.

## **Biting Policy**

Even though biting is a natural behavior for young children, it is not an acceptable one. Children who bite are not mean or bad. More often, they are frustrated by their inability to convey or verbalize their feelings. We can help children learn more acceptable ways for expressing themselves using several positive strategies.

1. We comfort and administer first aid to the child who was bitten. It is important to give that child lots of affection and attention.
2. We inform the biter of the unacceptable action. After attending to the bitten child, we tell the biter, "I can't let you bite. Biting hurts." We use FIRM but not HARSH words and facial expressions.
3. We redirect the biter's behavior. We show the biter an alternative behavior. We help them learn to substitute biting with positive behavior. We demonstrate how to use soft touches. When necessary, we move the biter to a less frustrating area and engage him/her in a different activity.
4. We work cooperatively to prevent biting. Together, parents and staff identify reasons for a child's biting and implement positive behavior management strategies to extinguish the negative behavior.

**If a child is identified as a chronic biter, he/she will be "shadowed". This means that one staff member is assigned to that child and is responsible for intervening before biting occurs.**

If the child continues to bite despite our interventions and is in the Older Two room and above, he/she may be asked to withdraw from our program for a period of time determined by the Operations Manager.

## **Medical Matters**

### **Child Illness/Sick Policy**

Under no circumstances should a parent bring their child to care sick (**fever of 100.5° F or higher, vomiting, diarrhea, sore throat, continuous coughing, runny nose other than clear, draining eyes or ears, unexplained rash, lice, etc.**) If the parent is not sure their child is well enough to attend a childcare call and discuss it with the Operations Manager. We completely understand and are sensitive to the fact that parents have to work or have other obligations that require them to leave their child in our care. Each child will be assessed daily at drop-off and if we determine they are too ill to attend we reserve the right to ask you to take them home. We ask that the parent contact the school if their child is unable to attend due to illness.

### **WeeOnes' Protocol for Illness Prevention & Containment**

#### **Colds:**

Colds are a common occurrence. However, there are some symptoms that warrant keeping a child home. These include but are not limited to: bad cold with hacking or persistent cough, green or yellow nasal drainage, productive cough with green or yellow phlegm being coughed up. These symptoms may be present with or without a fever. If their overall effect is different, i.e., sluggish, groggy, listless and is a non-participator, we ask that you keep your child at home. If your child just has a cold, please notify their teacher. We encourage extra fluids and proper hand washing. If there are cold medications you know will make your child more comfortable, we will administer them with your written permission. Please do not expect a teacher to keep a child with a cold indoors. If your child cannot participate in the ordinary daily routine, he/she is probably too sick to be in school. Fresh air with proper attire is always healthy.

**Diarrhea:**

Diarrhea due to illness is highly contagious. Children above the age of two will be sent home immediately if they have diarrhea. If your child is younger than two and has 3 or more diarrhea episodes, or any uncontained (outside the diaper) diarrhea while at WeeOnes, you will be called to come pick him/her up. If your child has diarrhea due to antibiotics, you will be asked to come pick them up from the daycare. Our care providers use gloves while changing diapers and use proper hand washing techniques between diaper changes. The changing table is also disinfected after every diaper change. Please understand that germs from diarrhea can be spread through carpets, toys, swings, and direct contact. It is very difficult to keep from spreading these germs to other children. Loose stools have many causes; a child should not attend school until the bowel movements have normal consistency. This reduces the chance of leakage and contamination.

**Fever:**

We consider any temperature over 100.5 a fever, with the only exception that if your child is teething age (6 months-two years) we consider anything a fever that is over 101. Your child must be fever free for 24 hours without the use of medication before you can send them back to school. Please do not mask these symptoms with pain relievers and send them to school.

**Hand/Foot and Mouth:**

If your child is diagnosed with hand/foot and mouth, they must stay home until they are fever free and have no new active blisters for a minimum of two days and all blisters have scabbed over for the protection of the other children. This is a highly contagious disease that spreads very quickly. Many pediatricians will have different criteria for your child to return to care, the above is WeeOnes' policy and will be held to.

**Lice:**

If your child is found with lice you will be called to pick them up immediately. They may not return to care until they are treated properly with all nits removed. When they do return to care they will be checked daily for 2 weeks by the Operations Manager before being allowed to enter the classroom. This is for the protection of the other classmates and staff as this is a highly transferrable not to mention difficult condition.

**Pink Eye:**

If your child is diagnosed with pink eye, they may return to care after being on eye drops for 24 hours, BUT if the eyes are still actively draining you will be called immediately to pick them up. This is a highly contagious infection that spreads very quickly with busy hands.

**Rashes:**

A rash is usually a sign of a viral illness. It may also be a reaction to a medication or chemical (plant, detergents). If your child has an unusual rash associated with a fever, it is best to keep your child at home until you have had a chance to discuss the condition with your child's physician. Please do not send your child to WeeOnes with an active rash until you have a doctor's note stating they are not contagious. Most viral rashes are not contagious, so parents should use their own common sense. For example, if your child has an allergic rash and is taking

an antihistamine to prevent itching, it might be a good idea to keep them home since these medications tend to make kids sleepy. Your child may not be permitted to stay if they have an actively weeping rash or sores. For poison ivy, oak and sumac, the rash needs to be able to be contained and covered at all times.

### **Sick Child Pick Up Policy:**

If your child develops any of the above symptoms while in our care, you or your alternate will be required to pick up your child immediately. If the child is not picked up within an hour of the phone call, a \$5.00 fee for every 15 minutes or portion thereof a charge will be assessed. If we have to call a parent to pick up a child that has been dropped off for care too ill to participate in the day the child will also be required to stay at home the following day. Your child may return to care 24 hours AFTER symptoms of illness end.

### **Strep Throat:**

If your child is diagnosed with strep throat, they must remain at home until after 48 hours from the start of their antibiotics, as recommended by the Center for Disease Control.

### **Teething:**

There are many signs your child is teething, such as a low grade fever. If your child has a fever over 101, that is not considered teething. If your child can not be consoled, and Orajel or pain reliever does not work you will be called to pick up your child.

### **Vomiting:**

If your child vomits while at daycare, you will be called immediately to pick him/her up. If your child vomits at home, please keep them home. Please keep your child home for 24 hours after the vomiting has stopped. When children return too soon, there is a much higher rate of recurrence and contagiousness.

### **Medical Emergencies**

Minor bumps and scrapes are inevitable; we make every effort to keep your children safe through supervision and childproofing. Minor injuries will receive appropriate first aid, and if an emergency injury or illness occurs, you will be contacted immediately. If we are unable to contact either parent, the emergency contact numbers supplied will be called to make the medical decisions for your child. If necessary your child will be transported by ambulance to the nearest hospital. Parents are responsible for costs involved in emergency medical treatment, including transportation if required. An injury report will be provided to parents at pickup, regardless of how minor or major an incident is.

### **Medication**

Child Care regulations prohibit us from giving your child medication of any kind unless you have filled out and signed Permission to Administer Form. All medication must be in the original, labeled container. Blank permission to administer medication forms are available from your child's teacher or the Operations Manager.

# Appendices

## Tuition Rates and Fees

An annual fee of \$125 is charged per child and is due by August 31. The Tuition Rates for the 2025-2026 school year are as follows:

<b>Room Name</b>	<b>Weekly Rate</b>
Infant	\$280/week
Waddler	\$280/week
Little Toddlers	\$280/week
Toddler	\$280/week
Young Two-Year-Old	\$260/week
Older Two-Year-Old	\$260/week
Pre-K 3	\$250/week
Pre-K 4	\$250/week