



We Won't Just Ask for Your Trust... We'll Earn It!

Wee Kids at Rancocas Valley HS
520 Hedding Jacksonville Road
Mt. Holly, NJ 08060
On-Site TBA
609-518-7529 Main Office
www.weekidsehc.com

Mission Statement

Our mission is to create a unique and positive educational environment built on sound research, experience, qualified educators and caregivers. This environment will help foster academic excellence, instill a love of active learning and provide social experiences that enable all of our students to acquire a foundation of skills for lifelong achievement.

Introduction/Philosophy

The Staff at Wee Kids Early Learning Center would like to welcome you and your child to our Educational Program. We believe that children are our greatest asset and should be treated with the highest level of respect, care, and guidance.

At Wee Kids, play and learning go hand in hand. Our highly trained, experienced and caring staff will implement our creative curriculum and help to develop your child's physical, social and educational growth.

You, as a parent, are very important to us, and we encourage you to visit at any time. There will be opportunities provided during the year to share your skills and talents with us. You are always welcome to participate in class parties, trips and various other activities. Parent conferences can be scheduled as needed to share your child's needs and progress. We also encourage you to meet with us any other time you believe it to be necessary regarding any special concerns that you may have.

We at Wee Kids are here to serve you and we wish you and your child many happy hours of learning and play.

Schedules/Calendar/Hours

Wee Kids ELC is open Monday-Friday 7:00 AM to 5:00 PM. We follow the Rancocas Valley High Schools (RVHS) closing schedule and we will have staff there for Teacher In-service days.

We understand that an occasional lateness when picking up your child is unavoidable. We ask that you call the program supervisor if you will arrive after 5:00 PM, and also pay a late fee of \$1.00 for every minute that you arrive after 5:00 PM. Payment is due at the time you pick up your child.

Tuition and Fees

An annual registration fee is charged at the start of enrollment to cover administrative costs. Tuition is a yearly charge (Sept. - Jun.) that is calculated on a weekly basis and must be received on the first day of attendance each week. If tuition is not paid by closing at the end of the first day of the week, a late fee will be charged. Your normal weekly fee can be paid on a monthly or semi-weekly basis if you prefer. The same late fee policy applies if tuition is not received at closing of the end of the first day of the month. **In order to maintain the high quality program we provide, we must budget for on-going costs associated with our teaching staff, facility and educational needs. To cover these costs, we will always charge a full week's tuition with no allowances or deductions for absences and vacation days.** Payment can be made through Myprocare.com, Mastercard, Visa, Discover, Cash or a check payable to Wee Kids Early Learning Center. A \$30.00 returned check fee will be charged and we reserve the right to refuse future payments by check. Receipts will be issued at time of payment if requested.

Enrollment

Enrollment is open to children 6 weeks to 5 years of age. It is our policy to accept children in compliance with the Americans with Disabilities Act (ADA), and any other applicable local, state or federal laws pertaining to the provision of services to those with disabilities. We consider each child's situation on an individual basis and ask that you discuss your child's special needs with the Director prior to enrollment.

School Emergency Closings

There will be no care on days that the RVHS has an emergency closing. If there is a 2 hr. delayed opening, Wee Kids will open at 9:00 AM. Closing information will also be posted on our website at www.weekidself.com. If there is an emergency early closing, you will be contacted and asked to pick your child up as soon as possible.

Security and Safety

In order to promote the safety of employees, children and center visitors, as well as the security of its facilities, Wee Kids uses the following policies and measures:
Fire and Emergency Lockdown drills are conducted each month and evacuation times are recorded.

Parent Social Media Policy

Wee Kids ELC uses the Wee Kids website, Procure, Kid Reports App and Facebook as social media/networking outlets. Posting of photographs or videos of children on any social media site or app, unless designated by the Director, is prohibited including, but not limited to photographs or videos of children obtained through handheld devices, computers, video monitoring systems, childcare monitoring apps, or any other electronic device or transmission. Any breach of the center's Policy on the Use of Technology and Social Media identified, must be promptly reported to the Director. Posting of private or sensitive company, staff or prior staff, and/or enrolled or previously enrolled children/family information is prohibited. Staff/parent communication is limited to center approved outlets. Vulgar or abusive language, disparaging remarks and/or references of a disparaging manner, personal attacks of any kind, or offensive terms targeting individuals or groups is prohibited.

Wee Kids parents/guardians may receive or transmit communication in the following approved forms:

Email, Text Messages, KidReports Messages, Procure Emails/ Texts, Website Updates

Wee Kids parents/guardians may receive or transmit communication through the approved outlets:

Center Cell Phone, Center Computer, Center Tablet

Wee Kids parents/guardians may only communicate the following content through the approved outlets:

Illness, Accidents, Injuries, Request for Supplies, Child's Daily Updates, Emergency Closures, Photographs

Wee Kids ELC will pursue violators of this policy and seek prosecution for possible defamation under the fullest extent that the law provides.

NJ DYFS Expulsion Policy

Wee Kids ELC abides by the NJ State Expulsion policy which is outlined in DYFS form 10:122-6.8 and is contained in your enrollment pack.

Withdraw From Program

Wee Kids reserves the right to terminate care for any child in the event a parent cannot fulfill the financial obligation or any of the other terms agreed upon in the enrollment contract, or if it is determined that the child's physiological and/or psychological needs cannot be met by Wee Kids Early Learning Center.

Naptime

Please provide a crib size sheet and blanket (approx. 50"long) and label each item with your child's name. They must be small enough to fit in a bag in your child's drawer (located in classroom). These items will be sent home each weekend to be laundered and must be returned to school the first day of each week.

Birthdays

If you would like to provide a special treat for your child's birthday please check with the teacher for allergy information. We will have the class sing "Happy Birthday" during snack time!

Meet Your Teacher Day

You will have a chance to visit and meet your child's teacher. Please look out for information regarding this special day. It's a great time to ask questions and meet other parents in the class!

Wee Kids Website

Please check our website at www.weekidsele.com regularly for schedule, camp, etc. information. Also, please enjoy the pictures and videos we post to the site!

Tuition Discounts

Wee Kids offers 10% discounts for the following:

- Sibling- Receive 10% off one of your children
- Military
- Law Enforcement

State Subsidies for Tuition Fees

Wee Kids accepts County and State subsidized payments for tuition. Families are required to pay any balance due after the subsidies are applied. Please call our office for more information.

Discipline Policy

The Staff at Wee Kids wants to help your child learn self-control in a positive manner and it is our policy to never embarrass or humiliate your child. We do not allow the use of corporal punishment, harsh language, or any type of physically abusive treatment. If disciplinary action is necessary, children will be removed from the conflicting situation and placed in a "Chill Out Chair". Chill out periods will last no longer than 2-3 minutes and children are encouraged to think about their behavior before returning to the group or activity. Disciplinary action will not be taken for failing to eat, sleep or soiling oneself.

The Staff at Wee Kids care about the safety of your child and request that you do not allow your child to enter or leave the building unattended. When dropping off or picking up your child, please park in a designated spot walk into or out of the building holding your child's hand. Please inform any previously authorized guardian of these safety policies. Please also notify Wee Kids if someone other than you will be picking up your child. You will be asked to fill out a form at registration listing all those who are allowed to pick up your child from school. These people should be able to care for your son or daughter in the event that you cannot be reached. Please update us on any changes of address or telephone numbers that may occur during the course of the year. The safety of your child is of utmost importance to us.

Arrival, Dismissal and Policy On the Release Of Children

Each child may be released only to the child's custodial parent(s) or person(s) authorized by the parent(s), to take the child from the program and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

If a non-custodial parent has been denied access or granted limited access to a child by Court Order, the Center shall secure documentation to the effect, maintain a copy on file and comply with the terms of the court.

If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the centers closing, the center will ensure that:

1. The child is supervised at all times.
2. Staff members attempt to contact the parent(s) or authorized pick-up contacts; and
3. An hour after closing time, provided that other arrangements for releasing the child to his/her parent(s) or authorized person(s) have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the **24 hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873)** to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick up.

If the parent(s) or person(s) authorized by the parent(s) appear to be physically impaired and/or emotionally impaired to the extent that, in the judgment of the Director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

1. The child may not be released to such an impaired individual.
2. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
3. If the center is unable to make alternative arrangements, a staff member shall call the **24 hour State Central Registry Hotline 1-877-NJ- ABUSE (1-877-652-2873)** to seek assistance in caring for the child.

Medical - Injuries and Illnesses

If your child sustains a nonserious injury, the parent will be notified verbally at pick up and/or by accident report form. If the injury is determined by Wee Kids staff to be serious, the parent will be notified immediately. If immediate medical attention is required, paramedics will be called to transport your child to the nearest hospital and the parents will be notified immediately. Staff will not administer treatment, whether actual or therapeutic in nature, without notifying the management team on staff. **All** treatments will be documented on an accident report form and made available to parents at pick up. There will always be staff that are CPR/BLS certified.

All required health information must be signed by a doctor and submitted prior to child's admittance to school. If your child should receive an immunization booster at any time during the year, please send proof of this so that we can keep our medical information up to date. If your child shows signs of illness, please do not send him/her to school. Notify the school that your child will not be attending that day. If your child becomes ill at school, we will immediately notify you, the parent, to pick up or have the child picked up by an authorized guardian. If your child is in severe pain or discomfort, has acute diarrhea, episodes of acute vomiting, elevated oral temperature of 101.5, lethargy, severe coughing, yellow eyes or jaundice skin, red eyes with discharge, infected or untreated skin patches, difficult or rapid breathing, skin rashes in conjunction with fever or behavior changes, skin lesions that are weeping or bleeding, mouth sores with drooling, stiff neck or generally does not feel well; your child cannot be in school.

Your child must also be fever free for 24 hours, before returning to school. If a child is symptom free or has a doctor's note stating that he/she is no longer a serious health risk to, (himself/herself or another) the child may return to school. If your child has one of the communicable diseases listed below, he/she may not return to school without a doctor's note stating that the child is no longer contagious: Chicken Pox, German Measles, Whooping Cough, Hepatitis A, Shigella, Strep Throat, Lice, Hemophilus Influenza, Meningococcus, Tuberculosis, Giardia Lamblia, Salmonella, Impetigo, Scabies, Measles, Mumps, Campylobacter, Shingles, Escherichia (reportable diseases as specified in NJAC 10:122-7.10a). If your child is exposed to any reportable disease at school, you will be notified immediately.

We will not administer any medication unless we have received written authorization and instructions from the parent. All medication must be in original containers and clearly labeled with your child's name and dosage amount. A medication form must be filled out with the name of medication and instructions on how/when to administer it. This form must be handed directly to a staff member upon child's arrival at school and kept with the onsite supervisor.

Mandatory Flu Shot

All children enrolled at Wee Kids must have a yearly flu shot before December 31. This is a state mandated immunization and is part of our yearly inspection. If your child does not have the immunization, and is not exempt with a doctors note, then he/she may not attend school during flu season which is from December 31 until March 31.

Nutrition/Lunch and Snacks

We serve two peanut free snacks daily with 100% fruit juice or water. Some snacks include low sugar treats such as whole wheat pretzels, fruits and vegetables. We sometimes prepare a special snack during craft/cooking time so let us know if your child has any food allergies. **Please label all lunch boxes, containers or thermoses with child's name.** Wee Kids has installed microwaves in each classroom providing you with the option of serving a variety of different foods to your child. **Please do not send lunches that need excessive time to prepare (1 minutes or less),** as this takes the aide's time away from the children.

Physical Activity

We believe that movement is essential to all parts of your child's development. Activities like climbing, dancing, running and jumping help to develop your child's gross motor skills which also contribute to muscle development and coordination. We provide 60 minutes per day of physical activity on the playground or equivalent and in our classroom through interactive lesson plans during inclement weather.

Clothing

Please dress your child in play clothes. Sneakers are a comfortable and safe choice of shoes for your child's active day of play and learning. Please provide warm outerwear on cool days as we try to play outdoors as often as possible. We understand that accidents can happen so we ask that you provide a full set of extra seasonal clothing, clearly labeled with child's name for us to keep at school.