



FIRST BAPTIST CHURCH



crayons

113 N Harvey Street
Washington, NC 27889
946-8074



WEEKDAY EARLY EDUCATION HANDBOOK

2021 - 2022



ABCDE

The ABC's of Wee School

ZFYGXHWIVJUKLTMSQPONR

Alphabet we learn from you,
Blocks and puzzles help us too.
Counting we know one to ten,
Down and up and back again.
Every one learns their name,
Friends together playing games.
God is praised in songs and prayers,
He and she both learn to share.
Instruments make lots of noise,
Just like jumping girls and boys.
Keeping in line is important too,
Leaders know just what to do!
Manners make us good as gold,
Nice to all, do as you're told.
On those bright and sunny days,
Playground time brings, "Hoorays!"
Quiet when someone speaks,
Respect is stressed every week.
Studying birds and plants and such,
Taking trips we love so much.
Understanding shapes and colors -
Vibrant painting done with others.
Wee School brings out the best in us,
X-tra loving teachers is a plus,
Year in, year out - all the while,
Zest in teaching brings our smiles!

By: Tammy Condrey 06'

First Baptist Church ~ WEE School

113 N Harvey Street, Washington, NC 27889
Phone: 252-946-8074 ~ Fax: 252-946-6934

Dear Parents,

Through the establishment of the Weekday Early Education ministry more than four decades ago, First Baptist Church (FBC) made a commitment to the children of Beaufort County.

The WEE School is dedicated to the physical, social, emotional, educational, and spiritual development of two, three, and four-year-old children.

The WEE School is a part of the First Baptist Church Christian education ministry. The WEE School Committee along with the Director of Children's Ministry, oversees the daily operation of this ministry.

We are excited that you have chosen the First Baptist Church WEE School program for your child, and we look forward to another great year. Please pray for the staff, your child, and the church as we minister together during the 2021-2022 school year.

This year will offer unique blessings and challenges for all of us. We look forward to a great year!

“Train up a child in the way he should go; and when he is old, he will not depart from it.”

Proverbs 22:6

In Christ's Love,

The First Baptist WEE School Staff
First Baptist Church, Washington

FIRST BAPTIST CHURCH STAFF 2021-2022

Greg Barmer
Pastor

Joy Stallings
WEE Director & Children's Ministry

Jesse Davis
Minister of Music

Taylor Head
Youth Minister

Teresa West
Church Secretary ~ WEE School Registrar

WEE SCHOOL STAFF 2021-2022

Sarah Modlin
Teacher - 2yr. Class
Ph: 916-6252

Pauline Taylor
Teacher Assistant 2yr. Class
Ph: 214-0981

Kate Oliver
Teacher - 3yr. Class
Ph: 617-7792

Cynthia Harrison
Teacher Assistant 3yr. Class
Ph: 341-9505

Crystal Modlin
Lead Teacher - 4yr. Class
Ph: 944-5891

Misty Taylor
Teachers Assistant 4Yr. Class
Ph: 945-9840

Chrissy Rhem
Teacher - 4yr. Class
Ph: 402-5659

Megan Cleve
Teachers Assistant 4Yr. Class
Ph: 558-6755

WEE SCHOOL COMMITTEE 2021-2022

Joy Stallings
WEE School Director
Ph: 944-8072

Crystal Modlin
Lead Teacher WEE School
Ph: 944-5891

Debbie Harris
FBC Preschool Director
Ph: 258-8034

(Full Committee to be posted in September)

2021-2022 WEE SCHOOL SCHEDULE

TWO & THREE Year Old Classes - Mon./Wed. or Tues./Thurs. 9:00 to 12:00 noon

Tuesday/Thursday Classes begin on Tuesday, September 7

Monday/Wednesday Classes begin on Wednesday, September 8

FOUR Year Old Classes - Monday - Thursday from 9:00 to 12:00 noon

Classes begin on Tuesday, September 7

Drop off will be Vehicle drop off from 9:00am – 9:15am*. We ask that you enter from the Second Street entrance and form a single line to our covered entrance. WEE School Staff will unload your child and escort them to class. To make it easier on all, please have your child seated behind the driver or passenger seat, on the second row. Please do not block driveways on 2nd, Main, or Academy Streets. *Note: Time frame is subject to change. Doors will be locked at 9:15am. Children are not to be left at school before 9:00am.

The WEE School Entrance and Drop Off will be closed and locked at 9:15am. After 9:15am, you will need to bring your child to the FBC Church office using the Harvey Street entrance.

Please pick up your child by 12:00 noon. Your child is much more distressed if you are delayed than we are! After 12:00 noon child will be in the church office for pickup. If late pickup becomes habitual a late fee may occur.

LIST OF DAYS WEE SCHOOL WILL NOT BE IN SESSION

SEPTEMBER 6	Holiday (Labor Day)
NOVEMBER 1	BCS Workday
NOVEMBER 11	Holiday (Veterans Day)
NOVEMBER 24-25	THANKSGIVING
DEC.20 - 30	CHRISTMAS (School resumes Jan. 4th)
JANUARY 3	BCS Workday
JANUARY 17	Holiday (Dr. Martin Luther King, Jr. Day)
FEBRUARY 7	BCS workday
FEBRUARY 21	BCS workday
April 18-21	EASTER BREAK (School resumes on April 25)
MAY 19	Last Day of School

The dates listed above are tentative. If there are changes, we will send a note home to explain the change. Information will be posted on our WEE School Facebook group page and via the Remind App.

INCLEMENT WEATHER POLICY

First Baptist WEE School will follow decisions made by the Beaufort County Schools for inclement weather closings and delays. Please watch local news stations for BCS closing information. A decision regarding whether school is open or not will be made by 7:00 AM. This information will be posted on our Facebook page and sent out via the Remind App.

If bad weather begins during school hours, you may pick up your child at any time.

- When Beaufort County Schools are closed, FBC WEE School will be closed.
- When Beaufort County Schools declare a 1-hour delay, FBC WEE School will operate on a regular schedule 9 - 12:00 noon.
- When Beaufort County Schools declare a 2-hour delay, FBC WEE School will follow a 1-hour delay schedule with school beginning at 10:00 and concluding at 12:00.
- When Beaufort County Schools declare a 3-hour delay, FBC WEE School will be closed.

If Beaufort County Schools makes up a day lost due to inclement weather and that day falls on a Monday –Thursday before May 13, 2020 then WEE school will also make up the day. If there are any questions, please feel free to call WEE School at 946-8074.

CHURCH FUNERALS - In the event a funeral is scheduled during WEE School hours, you will be notified in advance. All attempts are made to not have a funeral during WEE School hours but there are always exceptions and we want to meet the needs of the families involved.

WEE SCHOOL discourages enrolling 3 year olds more than two days per week. If parents request that the child come four days per week and there are openings in these classes, the WEE School committee will consider that request. The Tuition would be adjusted accordingly.

EXCEPTIONAL CHILDREN'S POLICY - First Baptist Wee School is not equipped to accommodate children with special needs. We do not have the resources or staffing necessary to ensure the success of exceptional children. This includes, but is not limited to, emotional, medical or physical requirements over and above those typically required for children of the same chronological age. If after enrollment a child is determined to have an exceptional need, the director, in conference with the parents, will work to determine the least restrictive environment. WEE School will offer assistance in referral to appropriate agencies. At all times, the overall safety and needs of all the WEE school children will take priority in our decision making.

*If your child has an IEP or an IFSP or receives special services, please make our staff aware prior to the start of school. We will meet with you to discuss a plan of action.

TELEPHONE / EMERGENCY CALLS - Please call us only in the event of an emergency. Teachers and aides stay in the classrooms with the children and should not be disturbed except for emergencies. Teachers will call parents asap if an emergency arises at WEE School. Be sure all of your contact information is kept up to date.

WHAT OUR PRE-SCHOOL PROGRAM OFFERS YOUR CHILD

A pre-school program is not a substitute for the home, but serves as an educational experience supplementing the home. In pre-school education, every effort is made to develop the whole child -- INTELLECTUALLY, PHYSICALLY, SOCIALLY, EMOTIONALLY, and SPIRITUALLY. Academic & Intellectual goals are derived from the Abeka curriculum.

TWO-YEAR-OLDS - Goals

1. Working together, sharing, helping, participating:
playing with play-dough, blocks, cutting, puzzles, finger painting, painting and coloring, housekeeping, learning the parts of the body, reinforce potty training, teaching manners, sharing, being friends and other activities.
2. Playing indoors and outdoors
Walking, jumping, catching balls & bean bags, playing on slides, and playing with toys.
3. Language activities
Listening to stories (including Bible stories and nursery rhymes), finger plays, mimic adult life situations; examples: playing drive thru, grocery store cashier, playing mommy and daddy, playing school - teacher.
4. Musical activities
Singing songs, working with instruments, listening to music.

THREE-YEAR-OLDS - Goals

1. Learn sharing, courtesy, and respect for the rights of others.
2. Be a good follower as well as a good leader.
3. Listen and follow directions when others are talking.
4. Accept a share of responsibility.
5. Overcome fears, feelings of insecurity, shyness, etc.
6. Participation in short study units such as colors, shapes, holidays (especially Christmas and Easter), senses, seasons.
7. Know first and last name.
8. Recognize numbers 1-10 and letters A-Z and be able to use them.
9. Listen to and learn stories, Bible stories, and nursery rhymes.
10. Sing songs, work with instruments, and listen to music.
11. Observe nature - birds, plants, animals, and weather.
12. Learn to participate in all phases of our class day.

FOUR-YEAR-OLDS - Goals

Primary goal for 4yr. olds is to ensure readiness for Kindergarten.

Specifically:

1. Continue the social objectives begun in the three-year class.
2. Alphabet & word recognition - capital and lower case.
3. Correct printing of student's name and recognition of other names.
4. Counting and recognition of numbers 1 - 20.
5. Colors - recognition of primary and secondary colors.
6. Seasons / Holidays - Characteristics of each season at appropriate time.
7. Senses & Manners
8. Study Nature - birds, plants, animals, and weather.
9. Typical geometric shapes
10. Listen to and learn stories, Bible stories, nursery rhymes, songs.
11. Sing songs, work with instruments, and listen to music.

Methods include a combination of free play, creative movement, imaginative play, teacher-oriented discussions, pupil-oriented discussions, field trips, playground play, crafts, and paperwork. Please feel free to ask your child's teacher any questions you may have.

YOUR CHILD'S NEEDS

1. **Breakfast** - A child needs a nourishing breakfast at home to begin his/her day.
2. **Comfortable Clothes** - Dress your child in "play clothes" - just as they would wear at home. Shoes are important please do not allow your child to wear **"clogs", "slides", or "flip-flops"**. This type of footwear does not stay on well and can contribute to falling. We also prefer that your child **not** wear **"boots"** as these will throw children off-balance. Little girls **should not wear long dresses**. Our children are busy - they play action games to help develop coordination. We also suggest that rainwear consist of a raincoat with a hood or a rain hat - **no umbrellas, please!** If your child is still in diapers, please see that these items are sent in your child's book bag. *If your 2 year old is being potty trained, please send an extra set of clothes in their book bag.*
3. **Label Belongings** - Mark your child's outer wear (coats, sweaters, hats, raincoats, etc.), books, etc. with his/her name before bringing them to school.
4. **Personal Treasures** - Please do not allow your child to bring toys to school. They may bring **ONE** toy on show and tell day. They are encouraged to bring things from Nature like flowers, plants, or leaves. Books which are appropriate to be read or enacted at story time are a good thing to send from time to time. Short, well illustrated stories are the best.
5. **Snacks** - Beginning **September 20th**, parents will be asked to provide snacks for the children. Teachers will give parents instructions for bringing snacks. *
6. **Birthdays** - Children may share special refreshments with their class on their birthday. Please check with the teacher a few days in advance and let her know if you are going to provide special refreshments. ****Due to current conditions, it is in everyone's best interest that only two adults attend birthday parties.***
8. **Book Bags** - Please have your child bring their book bag to school each day as he/she will have papers to take home almost every day.
9. **Child Sickness** - When your child is sick please keep them home where he/she can receive the best care. ***If your child has a fever, he/she should not be sent to school. Children should have had no fever for 24 hours without the use of fever reducing medicine prior to returning to WEE school.***
10. **Head Lice Policy** - Young children are subject to contagious childhood conditions of many kinds. Head lice is considered to be a contagious infestation of an insect population. Lice breed rapidly and the adults jump from one person to another in as little as 3 days after a child is infested. FBC WEE School follows the Beaufort County of Schools Policy regarding Head lice. That policy is as follows:
 - A. Children with active head lice are not allowed at school.
 - B. If active lice are discovered at school, the child's parents will be called to pick up their child. The child will be separated from others until the parent arrives.
 - C. Parents should consult a health-care professional for screening and treatment of their child's head lice.
 - D. Children may return to school after treatment and the removal of all active lice.
 - E. Please present verification of treatment to your child's teacher.
11. **Parental Support** - Share in your child's happy anticipation of going to school. Encourage and show interest in their work and look at all of his/her papers. Help your child **to be on time** and **to attend regularly**. Children will always want your reaction to whatever they do. It does not matter if what they do is correct. It does matter that you show interest.

REGISTRATION AND INSURANCE INFORMATION

Two-Year Olds - The child must be 2 on or before August 31. The registration fee is \$115.00 (includes \$5 insurance & \$15 Abeka book fee) and must be accompanied with the completed application. Registration is an annual fee and cannot be refunded.

Three Year Olds- The child must be 3 on or before August 31. Registration fee is \$115.00 (includes \$5 insurance & \$15 Abeka book fee) and must be accompanied with the completed application. Registration is an annual fee and cannot be refunded.

Four Year Olds- The child must be 4 on or before August 31. Registration fee is \$115.00 (includes \$5 insurance & \$15 Abeka book fee) and must be accompanied with the completed application. Registration is an annual fee and cannot be refunded.

If a child is newly enrolled in WEE School after January 1, of the current school year, the registration fee will be half of the full year registration.

The registration fee is used to purchase materials and supplies for the year as well as summer start-up expenses.

FACTS TO REMEMBER

1. A copy of your child's immunization record, a notarized application, a copy of your child's birth certificate and the registration fee is required to complete the WEE School registration. Please make sure these are on file in the church office.
2. Parent-teacher conferences are scheduled as needed. Your child's teacher will notify you if a conference is requested.
3. Please read all notes brought home by your child. Check his/her book bag every day.
4. No visitors including relatives are permitted to come to class with your child without prior arrangements with the teacher.
5. Please do not ask the teachers or church staff members to provide transportation to and/or from school for your child.
6. **If you desire to speak with your child's teacher personally or arrange an appointment, please call the personal phone numbers listed at the front of the handbook or wait until after 12:00 noon when all the children have been picked up. Parents may leave a written message at the church office or with any of the WEE School Staff.**
7. **Car Pools** - If your child is in a car pool, please notify the teachers so they will know the proper person to release your child to. If your child is to go home with another child, please send a note of instructions, giving the day of the visit, and stating who is authorized to pick up your child. It is easy for the children to get confused. **We will NOT permit a child to be picked up by someone we do not know until we are satisfied that you have authorized that person to pick up your child.**

8. **Holidays are observed with parties.** At the beginning of the school year, parents are asked to help with special parties in their child's class. We understand that parties are a special time and appreciate that our parents want to be involved. Please note that due to safety concerns, we **DO NOT ALLOW BALLOONS on the premises**, unless used by the staff for decorating purposes. ** Due to current conditions, it is in everyone's best interest that seasonal class parties will be for students only.*
9. **Christmas Program and Graduation** - Our annual Christmas program will include all classes. And Graduation will be for 4yr olds only both programs will be held in the morning at 9:30am.
10. **Absences** - Please notify your child's teacher when he/she will be absent. Your child's classmates get concerned and the teachers find that it reassures them to be told why their friend is absent. **Teachers will call if we don't know why the child is absent. Please be sure we have current and accessible contact information.**
11. **Registration for the next school year** begins February 1, 2022. **Class space is always offered to currently enrolled students first.** Completed applications are taken on first-come, first-served basis until the classes are full. **A completed application includes: a notarized application, the registration fee, and a copy of your child's birth certificate and immunization records.**

A CHILD'S SPACE IS SECURED WHEN THE APPLICATION IS COMPLETE AND THE REGISTRATION FEE IS PAID.

Registration for students for the 2022 - 2023 year:

- Beginning February 1, 2022; registration will be for returning students only.
 - Open registration for new students begins on February 15, 2022.
12. **The first day of school** will always be the Tuesday or Wednesday immediately following Labor Day Monday. A letter will be sent to each home in August with details about the upcoming year .
13. **Scholastic Book Club** ~ is offered to families to purchase high quality books at a discounted price for their children each month. A stapled packet of books available for order is sent home along with the order due date. Parents can order their books online or return order forms with check payable to Scholastic. All book orders returned to school should be given to Crystal Modlin.

WEE School benefits from points earned through book orders and uses those points to receive free books from Scholastic for our WEE School library. We have built a wonderful library from Scholastic book points and utilize this literature daily in teaching our students.

BOOK FEE

We use the **ABeka Preschool Curriculum**. To offset the cost of this program and to provide each child with a personal consumable workbook, we require that each family pay a **annual Book Fee of \$15.00** for each student enrolled. Book fee is included in the registration fee.

TUITION

1. Amount:
Two-Year-Olds (two days per week) ----\$100.00 per month
Three-Year-Olds (two days per week) ----\$100.00 per month
Four-Year-Olds (four days per week) ----\$125.00 per month
2. Tuition is due the first class day of each month for all ages beginning in September, and should be paid prior to the end of the month. No monthly bills/statements are mailed out. Tax receipts are available upon request.
3. There is a \$10 late fee if tuition is not paid by the end of the current month. Children will not be permitted to continue in WEE School if tuition payments are two months past due. The WEE School Director will contact parents directly about overdue accounts.
4. **All tuition payments must be placed in the envelopes provided. Please complete all information on the envelope to ensure that your payment will be credited to your child's account. Please DO NOT put tuition checks in your child's book bag as they may get lost. We are not able to accept credit/debit cards for payment.**
5. Please make checks payable to **"FBC WEE SCHOOL"**. Add the Child's Name on the memo line of the check. Ex: Jane Smith - May Tuition.

Tuition Payment may be mailed; taken to the church office or handed to the WEE School Staff during Drop Off.

6. If you prefer to mail your child's tuition, the address is: **First Baptist Church WEE School, 113 N. Harvey Street, Washington, NC 27889.**
7. No refund of monthly tuition can be made. Even though your child may have to be absent, the expenses of the program continue. If a child must be absent from class for a long period of time please discuss tuition issues with the WEE School Director.
8. If you have two or more children in the WEE School, you receive a \$5 tuition discount per child per month (this does not include registration).
9. If you decide that your child must be withdrawn from school, please notify the staff prior to the first of the month. Should it be necessary to withdraw your child after the month has started, **full tuition for that month will be required.**

2021-2022

DROP-OFF AND PICK UP PROCEDURES

DROP-OFF

1. Drop off will be Vehicle drop off from 9:00am – 9:15am*. We ask that you enter from the Second Street entrance and form a single line to our covered entrance. WEE School Staff will unload your child and escort them to class. To make it easier on all, please have your child seated behind the driver or passenger seat, on the second row. Please do not block driveways on 2nd, Main, or Academy Streets. *Note: Time frame is subject to change.

(Possible exception for 2yr olds only)

PICK - UP

- ♦ Two year olds will be picked up from the playground. On inclement weather days, two's will be picked up from the bottom of the ramp under the covered entrance.
- ♦ Three year olds will be picked up from the playground. On inclement weather days, Three will be picked up from their classroom exterior door.
- ♦ Four year olds will be escorted by staff to the steps under the covered entrance for pick up.

Parent's should park and walk up to the area where your child is. The teacher/aide will release your child to you at that point. Please be patient and understanding that the teacher/aide can only release one child at a time to ensure we know which children have been picked up. Please do not call for your child to come to you from the vehicle.

Due to liability issues, our insurance will not allow us to put your child in the car and secure them in the child restraint seat. This must be done by the parent or guardian.

Once your child is released - the child is your responsibility. Please be aware of where your child is at all times. Please share all pick up and drop off information with whomever will be transporting your child.

Thanks for insuring that your child is safe and happy.

DATES OF UPCOMING EVENTS

September 7 & 8	First Day of School
September 8	FBC Library
October 13	FBC Library
October 14	Fire Prevention / Fire Department Visit
October 27 & 28	Pumpkin Patch /Southside Farms
November 1	School's Out - BCS Workday
November 10	FBC Library Visit
November 11	School's Out/ Veteran's Day
November 22 & 23	Thanksgiving Parties
November 24 & 25	School's Out - Thanksgiving Break
December 8	FBC Library Visit
December 14 & 15	Christmas Parties
December 16	Christmas Programs @ 9:30am
December 20 - 30	School's Out - Christmas Break (Resumes Jan. 4)
January 3	School's Out - BCS Workday
January 12	FBC Library Visit
January 17	School's Out - Martin Luther King Holiday
February 2	FBC Library
February 7	School's Out - BCS Workday
February 14 & 15	Valentine's Parties
February 16	Dental Health Visitor
February 21	School's Out - BCS Workday
March 9	FBC Library
April 13	FBC Library
April 18 - 21	School's Out - Easter Break
April 27 & 28	Spring Pictures
May 4 & 5	Strawberry Picking / White's Farm
May 19	Last Day of School

TBD (To Be Determined)

FIRST BAPTIST CHURCH



WEEKDAY EARLY EDUCATION

113 N Harvey St.

Washington, NC 27889

Church Office 946-8074

Fax 946-6934

FBC Church website address

www.thefirstbaptistchurch.com

or join us on Facebook

FBC WEE School, Washington, NC

