



Family Handbook

Westview Early Explorers Preschool

Home of the Eagles

"Engaging All, Guiding Learners, Elevating Success"

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2023

Welcome

Welcome and thank you for choosing [Westview Early Explorers Preschool \(WEE Preschool\)](#) as your educational facility for your child. You have chosen an early childhood program that is designed to work with your family to better prepare your child for Kindergarten. As a state licensed exempt center, [Westview Early Explorers Preschool](#) offers high quality staff in a safe and nurturing environment where your child can learn and grow in every area of development from social interaction to gross motor skill development.

This handbook was designed to introduce the [Westview Early Explorers Preschool](#) program, policies and procedures to you. We welcome any questions, comments or concerns you have regarding these and would be happy to address them. Our doors are always open.

We also believe in creating relationships with the whole family. The Preschool is a home away from home and we want children to feel safe to explore in the classrooms. We welcome you to the [Westview Early Explorers Preschool](#) family and look forward to providing a secure foundation for your child's successful academic and social growth.

Thank you again for choosing [Westview Early Explorers Preschool](#) for your child.

Dara Macy and Misty Hailey

Directors

Westview Early Explorers Preschool

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Mission

Westview Early Explorers Preschool (WEE Preschool) offers quality education and child care services in a safe and nurturing environment. WEE Preschool will effectively prepare students for Kindergarten and nurture a love for learning as they continue their education for years to come. Our students will become lifelong learners and better members of their community due to our high quality, full day early childhood education program.

Curriculum

Westview Early Explorers Preschool utilizes The Blueprint Curriculum. The Blueprint Curriculum prepares young children for success in kindergarten and gives them a strong foundation in oral language and literacy with this scientifically based curriculum that is focused on the science of reading. This program not only addresses all developmental domains with theme-based units, children's literature, multisensory activities, scaffolded instruction and parental involvement but also creates an engaging environment with activity and play-based learning.

Westview Early Explorers Preschool also participates with Parents As Teachers Program (PAT). A parent educator will meet with your child and family to participate in this program. WEE Preschool PAT programs focus is to build strong communities, thriving families and children who are healthy, safe, learning and ready for school. For children ages 3-5 a developmental screening by area Parents as Teachers will be completed.

Class schedules- on the following pages are examples of each classroom schedule. These are subject to change depending on activities.

Screen Time Policy

Because we care about the health and well-being of the children in our care, we follow the American Academy of Pediatrics' Recommendations on Screen Time:

- Children under 2 should have no screen time
- Children age 2 and over should watch less than 2 hours a day total

The WEE Preschool understands that TV and other electronic media can be used to enhance the exploring and knowledge building experiences for children. Therefore, we are allowing up to 30 minutes of screen time a day for children age 2 and over.

Space Explorers (Infant/Toddler)

Schedule

7:00-7:45 Arrival in Classroom (Table Toys, Morning Songs)

7:45-8:10 Breakfast

8:00-8:20 Recess

8:20-8:30 Preschool Day Begins

8:30-8:40 Rise and Shine (Morning Songs)

8:40-8:45 Vocabulary & Shared Reading

8:45-9:00 Music/Movement

9:00-10:00 Centers/Reading/Rest time for infants

10:00-10:30 Recess

10:30-11:00 Whole Group Activity Circle

11:00-11:45 Wash Hands/Lunch

12:00-2:00 Nap

2:00-2:30 Snack/Center/Reading

2:30-3:30 Free Play/ Songs/ Reading

3:30- Preschool Day Ends/Dismissal

3:30 -4 Recess

4:00-4:30 Music/Movement

4:30-5:00 Recess/Toys in classroom/Feeding for Infants

5:00-5:10 Bathroom Break/Water Break/Wash Hand

5:10-5:30 Table toys

5:30 Final Dismissal

Underwater Explorers (Pre-K Prep 2-3's)

Schedule

7:00-7:45 Arrival in Classroom (Table Toys, Morning Songs/Videos)

7:45-8:10 Breakfast

8:10-8:30 Recess

8:30 Preschool Day Begins

8:30-8:45 Rise and Shine Calendar Time

8:45-9 Shared Reading Time

9-9:15 Music/Movement

9:15-9:30 Centers in Shared Center Room

9:30-9:50 Whole Group Circle

9:50-10:00 Bathroom/Wash Hands

10:00-10:30 Recess

10:30-10:40 Bathroom Break

10:40-11:00 Journals

11:00-11:30 Centers/Small Group in the classroom

11:30-11:40 Fine Motor Practice

11:40-11:50 Bathroom Break/Wash Hands

11:50-12:15 Lunch

12:15-12:30 Bathroom Break

12:30-2:30 Naptime

2:30-2:45 Snack

2:45-3:10 Free Play and Individual Bathroom Breaks

3:10-3:30 Recess

3:30- Preschool Day Ends/Dismissal

3:30 -4 Recess

4:00-4:30 Music/Movement

4:30-5:00 Recess/Toys in classroom

5:00-5:10 Bathroom Break/Water Break/Wash Hand

5:10-5:30 Table Toys/Story Time/Video in Classroom

5:30 Final Dismissal

Jungle Explorers (Pre-K 4-5's)

Schedule

7:00-7:45 Arrival in Classroom (Table Toys, Morning Songs/Videos)

7:50-8:10 Breakfast

8:15 Bathroom Break/Wash Hands

8:30 Preschool Begins (Table Toys)

8:35 Calendar/Rise and Shine

8:45 Journals–Journals

9:00 Shared Reading

9:15 Art

9:30 Recess

9:50 Bathroom Break/Wash Hands

10:00 Snack in classroom

10:15 Unit Vocabulary & Shared Reading

10:30 Language and Literacy Circle

10:45 Center Time

11:15 Classroom Centers/ Groups/ Bathroom Break

11:45-12:10 Lunch

12:10-12:45 Recess/ Bathroom/Wash Hands

12:45-2:30 Rest Time

2:30 Bathroom Break

2:45-3:00 Snack in classroom

3:00-3:30 Table Toys/Centers/Goodbye Songs

3:30 Dismissal of Preschool Only Students

3:30-3:50 Recess for After School students

3:50-4:00 Bathroom Break

4:00-4:15 Shared Storybook Reading

4:15-4:30 Music Movement

4:30-5:20 Centers

5:20-5:30 End of Day Songs/Videos/ Bathroom Break

5:30 Final Dismissal

Rest Time

We follow safe sleep guidelines for our infants at WEE Preschool. All staff members have been safe sleep trained; therefore, all infants will be placed on their backs for any rest time while under our supervision. The only exception to this is

when there is a written note from the child's physician that specifically states an alternative sleep position.

For our 2-5 year old students we do require them to be able to rest quietly for an hour on their cots. If at an hour they are still awake, we will allow for a quiet activity to take place on their cots until rest time is over.

****Please have your child here by 8:30 a.m. to ensure they are able to participate in the preschool routine/schedule with their class. If you need to pick-up your child prior to 2:30 p.m. please notify your child's teacher so we can make a seamless transition so as to not disrupt nap time for others.****

Programs

WEE Preschool offers a variety of options to best fit the needs of your child and your family. We offer infant and toddler care for ages Birth-2 years old. We offer Preschool Prep for 2-3 year olds, Pre-K classes for our 4-5 year olds, child care and summer camp. WEE Preschool would be happy to work with your schedule to help accommodate any request.

The **focus** of our infant and toddler classrooms is to love and nurture your child as we prepare them to move into our preschool prep program. Our goal is that they have a secure relationship with caring and loving adults, where they feel safe and free to explore and learn.

The **focus** of the 2-3 year old class will be socializing and potty training; therefore, you will need to send your child in pull-ups to help aid in this process if they are ready. You may send diapers if your child is not ready to engage in the potty training process; however, our two year old teacher will only work on potty training if you send pull ups. Along with potty training we will be working on increasing our social skill development and incorporating academics to better prepare students for our Pre-K class and Kindergarten.

The **focus** of the 4-5 year old class, PreK, is kindergarten readiness as well as social emotional learning to increase their problem solving skills in different environments.

Summer Camp- Our summer camp program will be available for all current students. If your child will not be attending summer camp your fees will be as follows:

Infants-Toddlers: Half of current tuition each week as spot fee for summer. This can be paid weekly or all at once.

2-5 year olds: 2 weeks nonrefundable tuition (equivalent to current tuition days) as a spot fee for the summer months. This is due the last Friday preschool is in attendance. Age as of July 31 will determine your summer camp spot fee.

Parent Involvement

At WEE Preschool we welcome parent involvement. It is imperative as a parent to be actively engaged in your child's education starting in early childhood. Your child's teacher will send home daily communication with you in his/her folder. Taking time to ask your child about their day will allow them to reflect on things that they learned and did during their busy school day.

WEE Preschool also offers a variety of learning experiences through center functions, classroom celebrations and daily interactions at school. We want each family to get the most out of their child's educational experience while with us at WEE Preschool, and the best way to do that is through involvement.

Enrollment

To enroll your child in WEE Preschool your child's paperwork for the State of Missouri, our center paperwork, yearly contract, medical exam and shot record copies, birth certificate, food program verification, along with an initial orientation visit for transitioning must be completed before your child's first day. After

completing the child's enrollment packet, we will need for you and your child to spend time visiting our Preschool which will aid in adjusting to our routine and will help us get to know your family as you begin to get to know ours, these will be short 15-20 minute visits. Parents must stay in rooms with their child. Parents are encouraged to ask any questions at that time. You can set up an appointment with the center before your first day.

There is a nonrefundable \$30 enrollment fee per child or \$50 per family. These payments can be divided up over three weeks if needed. A \$30 registration fee(\$50 per family) will occur each year in March(Friday before spring break) for current students. There will be a \$35 (pre-K) school supply fee due by September 1 for all students in the 2-5 year old room.

Items necessary prior to attending WEE Preschool:

- State enrollment form
- Medical Exam Form
- Immunization Records
- Birth Certificate
- Food Program Verification Form
- Infant/Todler Care form filled out for each student.

Authorized Persons to Pick-Up

Persons that are authorized to take your child from our care are the individuals listed on your Missouri Child Enrollment Form. We will not release your child without a written student release or a verified phone call. We will need to see a picture ID in order to verify the identity of the individual before your child will be released from our care.

Signing In and Out

Please make sure you are signing your child(ren) in and out each day at the front desk. In your child's enrollment packet there is a section asking for your child's "typical time schedule." This is helpful to ensure that our teachers are scheduled according to your schedules. If there will be a change in your child's schedule, please let the staff know at least one day before so we can adjust any teacher schedules as necessary.

****Please check your child in at our welcome desk. If you have any trouble checking your child in or out, please let an administrator or teacher know so that we can fix your child's time card.**

Supervising Children

WEE Preschool requires that all children be supervised while on the premises whether enrolled children or not. A child is classified as an individual under the age of thirteen by our definition. It is against our policies to leave any child unattended. This includes inside the building, on the playground, and even in the parking lot. Children will be supervised at all times to prevent any harm or danger to them or anyone else.

If they are not a child enrolled in WEE Preschool and brought by a parent/family member to an activity, it is the persons responsibility to supervise the child NOT preschool staff.

Abuse and Neglect Policy

Abuse and Neglect Reporting as a licensed exempt child care center, we are mandated by the Division of Family Services to report any and all suspected cases of child abuse and / or neglect.

Illness Policy

As a licensed exempt facility we abide by all rules and regulations established for determining when a child is sick. Please consider our illness policy when your child is not feeling well. The policy is a state mandated regulation and helps to prevent the spread of contagious diseases. We may ask you to take your child to the doctor for a diagnosis because we are not licensed physicians and only use symptoms to suspect contagious diseases.

Westview Early Explorers Preschool is fortunate to have a Registered Nurse located within Westview School. If a child is not feeling well, the nurse will assess the situation and determine the course of action. If the nurse determines the child needs to go home due to illness, you will still be charged for attendance for the day.

Westview Early Explorers Preschool is also fortunate to be able to offer Freeman Telemed Services. This service allows your child to be seen by a doctor/nurse practitioner/physician's assistant to determine any diagnosis/medication needed. The parent is required to attend but it can be by phone/video with the child, school nurse, and physician in the privacy of the medical office located in Westview School. (There is a fee for this service that Freeman Health Center charges through your insurance)

See our illness policy on page 12 for the state mandated timelines.

The following guidelines are used when making a decision about sending your child home or readmitting him/her to the classroom after an illness. The center director reserves the right to amend the following at any time.

Illness	May Return
Fever of 101.4 or higher	When fever is gone for 24 hours without medication
Vomiting	24 hours and No longer vomiting
Diarrhea two or more times	24 hours and no more diarrhea or doctor's note
Earache/draining/pain in ear	When treated
Pink eye (until treated)	Doctor's written permission
Head lice	After Treatment
Influenza	With doctor's written permission
Unexplained rash	With doctor's written permission
Strep infection	24 hours after antibiotic treatment
Impetigo-until treated	With doctor's written permission

Medication

We are happy to give your child medication when needed during his / her time at school. To give medication a Medication State Form must be completed by the parent or guardian, which allows the staff/nurse to administer the medication. All medication must be in its original container. The name of the medication, the dosage, the dates, and the times, with a proper signature is the only way medication can be given to your child. If there is any dispute on the amount and frequency of any medication WEE Preschool does reserve the right to not administer medication until worked out with the parent or guardian. WEE Preschool requires that all

medication must be in its original bottle, labeled, and given to staff/nurse for proper storage. It is not acceptable to leave any medication in a child's reach, so please check all bags for the safety of all children.

Nutrition

WEE Preschool is part of the Food Program through the State of Missouri.

The Child and Adult Care Food Program (CACFP) assures that nutritious meals and snacks are served to children and eligible adults enrolled in child care centers, family child care homes, after school programs, emergency shelters, and adult day care programs by providing reimbursement for meals that meet minimum nutritional standards.

CACFP requires that well-balanced meals are served and good eating habits are taught. The program also provides training and technical assistance on nutrition, food service operations, program management, nutrition education and recordkeeping.

CACFP is administered by the Missouri Department of Health and Senior Services (DHSS) and funded by the U.S. Department of Agriculture.

WEE Preschool will provide Members Mark Gentle Formula for our students ages birth-12 months old. If you would like our teachers to feed your infant anything other than Members Mark Gentle Formula you will need to provide that each day. We provide breakfast and lunch. We also provide an afternoon snack for our students. Along with our regular afternoon snack we will have certain snacks that will tie into our learning and curriculum. *In addition, we would like to offer morning snacks. This is made possible with the donations from parents.* All school provided snacks and meals meet state requirements. Please make yourself aware of your child's scheduled snack and lunch times so he/she does not miss out. Menus are posted on the Westview website, www.wc6.org.

Allergies

All food allergies need to be listed on the State Medical form signed by your child's doctor. This is very important to ensure that your child is not given food that can cause a reaction. *If there is nothing listed by the doctor, the center will continue to offer all foods to your child.*

Outside Food/ Party Treats

Due to the nature of children having high allergies in the building we must be aware of all food brought into the school. If your child brings outside food they are only allowed to eat it during meal times. Please be aware of allergies within your child's classroom before sending in treats/food with your child. We provide all meals unless a special physicians request has been made to the director and the plan is discussed on what is best for the individual and what the school can allow. All special treats need to be store bought and in the original package to ensure all children in our care are safe. Please talk to your classroom teachers or the director if you are uncertain about any type of food.

Supplies

List of supplies needed on a daily basis from home:

Infant Classroom Specific Needs: bottles, formula/breast milk(if not using school provided formula), pacifier, extra clothes, diapers, diaper cream, wipes, swaddler (if approved).

All Students- Rest Time: each child is required to rest on their cot for at least 30 minutes, but no longer than 1 hour. We will provide the crib sheet and blanket.

Water Bottle: We do ask that each child bring their own labeled water bottles filled with water daily. We do have a water filling station to re-fill water bottles throughout your child's day.

Clothing: each child is required to keep one to two changes of seasonally appropriate play clothes in their cubby or classroom storage area in case of any accidents or spills during exploration. If items are soiled, new ones must be brought on your child's next day of school. We keep a small supply for individuals that may occasionally forget their supplies at home. If we have families borrowing items frequently we will ask for them to launder and return our items.

Toileting—if your child is not yet potty trained, he/she is required to have pull-ups and wipes at school. If your child is being potty trained, please supply plenty of clean clothes as they acquire this new skill.

Potty Trained--We understand children of all ages will have an occasional accident. Therefore, older students are asked to have at least 1 change of clothing.

Definition of: Potty Trained

Children who can successfully and consistently make the choice to use the toilet without prompting; being vocal and alerting staff when and if they need to use the restroom. The children need to be able to pull up and down their clothing and use little or no assistance from teachers. This must be visible for several weeks for a child to be considered toilet trained. This is a requirement to be able to move into a program without the changing facilities.

Inclement Weather

Our center is typically open from 7:00 A.M. to 5:30 P.M. If there is inclement weather, uncontrollable circumstances, such as loss of power, heat, etc.... and teachers are unable to report to work or stay at work, we may have to close or will have limited space available due to State Ratio Regulations. Please make sure that you remain fully aware of the weather and road conditions to allow yourself plenty of time to safely pick up your child(ren) on time. In the event we would have to

close, we will post the most up-to-date information on our school app/facebook/live feed page as well as class dojo. We will follow Westview School's closing policy. If Westview School is closed due to inclement weather so will our facility. In certain situations we may be able to provide a late start. Parents will be notified the night before if at all possible so that other arrangements can be made. There is no tuition reduction for holidays or for center closures.

Fire and Tornado Drills

Our classrooms have monthly fire drills and quarterly tornado drills in accordance with State Guidelines.

Special Events

We hold special events throughout the year to encourage parent involvement in our school. We feel that your involvement can make your child's discoveries and successes so much more important. Please make sure to get as involved as you can in their experiences and events here. We will have all special events communicated to you early in the year so that arrangements can be made for you to attend if possible.

Injuries, Incidents, and Accidents

If your child is injured in our care, the child will be taken to the school nurse to assess the situation and you will be notified immediately. If there is an injury an Incident Report will be completed by the teacher and director. Any written forms of communication are to be signed by a parent and left at school. If you would like a copy please let us know. We will be more than happy to make one for you.

Behavior Management

When helping children work through problems, we speak to the child at his/her level to gain information on how to effectively solve the problem. Whenever

possible, we redirect children to a new activity. If a solution or agreement cannot be reached, children may be required to take a quiet break from an activity. We utilize a “Think Chair” or “Safe Seat” to reflect. Our teachers focus on redirection and discussion techniques that are age appropriate when the child is ready to talk about their feelings. In the event that children use force to solve a problem, the child will be encouraged to help attend to the child they have hurt. If aggression continues after we have researched many avenues and our safe environment for all children is compromised this may result in the child being asked to withdraw from our facility. If the child is physically aggressive toward staff and students that cause physical harm toward any of their peers or staff members this may result in immediate discharge from our facility.

School-Wide Behavior Plan for Severe Behaviors: If a student has three purposefully physical aggressive incident reports sent home within a one month time frame, the family will be called in to meet with the teacher and directors to come up with a behavior plan. Following the behavior plan being implemented if there are three incidents within a 2 week period the child will be suspended after the third incident. The suspension will last 2 days. Following the suspension, if there is another incident within another six months from that time this may result in your child being discharged from our facility.

If a student is having a difficult time following the expectations of WEE Preschool and our staff cannot calm this student this may result in a call to the parents for immediate pick up.

Safety is our utmost concern at WEE Preschool. We care a great deal about the safety of our faculty, staff and students; therefore, we take purposeful physical aggression very seriously. At WEE Preschool we look at situations and how they could be a teachable moment for students to reflect on their behaviors and how to appropriately respond and react in the future.

Biting Policy

Biting is a normal developmental stage for children. However, the Department of Social Services Child Care Licensing Division requires WEE Preschool to provide the safest and healthiest environment for all the children in its care. Biting can occur for many reasons: teething, a lack of language, frustration, want of attention, being overly tired, or simply wanting to see the reaction of another.

The WEE teachers and staff will be working in the classrooms to avoid biting.

- We try to understand the cause of biting to proactively prevent further occurrences.
- We will be shadowing students with biting tendencies
- We will provide quick responses to children who bite by explaining that biting hurts, we do not bite our friends, etc.
- We are open to implementation of parent approved behavior plans.

The WEE Biting Policy:

- **The 1st bite** will result in an age-appropriate discussion with the child, An incident report will also be completed and placed in the child's file
- **The 2nd bite** will result in a talk with the teacher, an incident report, and a scheduled discussion with parent(s). A copy of the incident report will be placed in the child's file. The child will be shadowed. That means the child will always be near or within an arm's reach of a classroom teacher. A required parent teacher meeting will also be held as soon as possible, usually within a day of the biting incident.
- **The 3rd bite** will result in an incident report, and the child will be sent home for the rest of the day. A copy of the incident report will be placed in the child's file.
- **The 4th bite** will result in being sent home for the rest of the day, and the child must remain home for one day more. A copy of the incident report will be placed in the child's file.

- **The 5th bite** will result in suspension of enrollment for six months. The child may then return to WEE Preschool if there is an available position. A copy of the incident report will be placed in the child's file.

School Pictures

In the fall, we have professional photographers come in to take each child's photograph. This is a voluntary program. Please let us know if you do not want your child's photo taken or posted on any of our social media platforms.

Parent Teacher Communication

Our teachers send home Daily Reports to let you know what your child has been doing during their busy day. In addition to these reports, we have a Parent Information Board in our entryway that contains what we are learning about, a monthly menu, a yearly calendar of events and other important information about our center. School App/SeeSaw App will also be utilized in each classroom to aid in communication and posting of pictures of activities.

Attendance Policy

All families are required to pay their child's (ren's) first week tuition on the first day your child is in attendance. This includes days your child is absent or on vacation. Attendance is vital for consistency purposes. Again, we would like all students to be in attendance by 8:30 a.m. to ensure they are receiving as much of our academic hours as possible. This will help with their daily routine, scheduled meal times, academics and nap time. Thank you for your cooperation in this matter.

Payments/Registration Fees

Upon enrollment at our center there is an initial registration fee of \$30 per child or \$50 per family due. Following that, there is an annual registration renewal fee of \$30 per child or \$50 per family due the Friday prior to spring break each year. A school supply fee of \$35 will be charged for ages 2 and up to cover all school

supplies for the year. This will be due the first Friday in September (or the first day of enrollment if after at WEE Preschool).

Payment Methods

WEE Preschool will accept cash, check, or credit card, or automatic withdrawal from your checking or savings account to pay for your child's tuition. Payments received through automatic checking will be charged a \$1 processing charge per transaction. Payments received through debit/credit card payment will be charged a 2.5% processing charge per transaction. **Payments will be processed weekly. Families have the option to pay bi-weekly or monthly as long as payment is received in advance.** All families are required to have a TUITION EXPRESS FORM on file, even if this form of payment is not utilized.

State Assistance: WEE Preschool does accept limited state pay subsidies. Families who qualify for state assistance will be required to pay the full amount of their child's tuition until WEE Preschool receives authorization paperwork. All of our state pay families are then responsible for paying the co-pay after the sliding scale is determined by the state. In addition, families are responsible for any full day rate if your child misses more than 5 days a month.

State Adoption Subsidy: WEE Preschool does have limited spots for adoption subsidy families. The adoption subsidy does not cover the daily rate of WEE tuition. If you choose to enroll your child and use the adoption subsidy, you must be willing to voluntarily pay the difference between the adoption subsidy rate and our daily rate.

Tribal Assistance: WEE Preschool also accepts Tribal Pay. Once authorization is received by the tribe, each family is responsible for paying the tribal and WEE Preschool co-pay to cover the remainder of the cost of tuition.

Tuition and Late Fees

Tuition is due on the first day your child begins our program at drop off. This is due the first day of the month the child attends. ***Weekly payments will be due by Friday at 10:00 a.m. for the following week.*** A back-up plan authorization form for all families will be required to keep on file. This form of payment will only be charged if your account isn't paid by Friday at 10:00 A.M of the current week (or if the parent chooses automatic withdrawal). Having the back up plan in place allows you the freedom of knowing your child's spot is always available if you happen to forget your payment the day it is due. If the form of payment is not confirmed, your child will not be able to attend our facility until payment is confirmed. Charges will occur for the days that are missed due to lack of payment. Families who have multiple students attending our program will receive a multi-family discount if their students are full time students. Families will take \$5 off tuition on additional children.

Returned Checks/Insufficient Card Balance

Any form of payment that is returned for non-payment must be paid in cash, or with a money order or cashier's check along with a \$25 charge that will be added to the account. Payment must be received before your child can return to WEE Preschool. After a second check returns for nonpayment, families will be required to pay with cash.

Late Pick Up Fees

Our center closes at 5:30 P.M. If your child is here after this time, a late fee will be charged a flat fee of \$20 in addition to \$1/minute. Please make sure you contact the school number at 417-776-2425 if you know you are going to be late. We understand that emergencies may arise; therefore, if you contact us ahead of time we can make accommodations accordingly. Being consistently late may result in dismissal from our program. Any children still in our care 30 minutes after closing

without any contact from parents will be turned over to the Division of Family Services and proper authorities will be notified.

Delinquent Accounts

If an account is delinquent for more than two weeks and no plan of repayment is made with facility, your child's enrollment will be terminated. In order to re-enroll your child, all fees must be paid and a new enrollment fee will be charged.

Payment Information

Fees and Tuition (2023)

Classtime is Monday-Friday 8:30 am -3:30 pm

(Students must be at school by 7:45 to receive breakfast. All students need to be in class by 8:30)

Classrooms	2 days a week	3 days a week	4 days a week	5 days a week
Infant/Toddler	XX	XX	XX	\$200
2 years until potty trained*	\$100	\$130	\$165	\$200
Potty Trained Until K entry	\$100	\$110	\$140	\$170

Classtime plus daycare (anytime after 3:30 pm-5:30 pm)

Classrooms	2 days a week	3 days a week	4 days a week	5 days a week
Infant/Toddler	XX	XX	XX	\$225
2 years until potty trained*	\$135	\$165	\$ 200	\$235
Potty Trained Until K entry	\$135	\$145	\$ 175	\$215

Tuition rates will increase by 2% each year in January

*Potty Trained are children who can successfully and consistently make the choice to use the toilet without prompting; being vocal and alerting staff when and if they need to use the restroom. The children need to be able to pull up and down their clothing and use little or no assistance from teachers. This must be visible for several weeks for a child to be considered toilet trained. This is a requirement to be able to move into a program without the changing facilities.

-Record of attendance is required for state licensing, federal food program and financial assistance. The keypad **MUST** be used when clocking your child in and out.

-Tuition is charged for days your child is scheduled to be at the WEE Preschool. No refunds will be made for absences.

-Late Payment Policy- a \$20.00 fee for late tuition payment is charged and children cannot attend school until their tuition is fully paid. Tuition is also due for days missed if children are not in attendance due to tuition nonpayment

-Tuition is assessed when the WEE Preschool is closed for scheduled holidays.

Holidays

Our center will be closed on certain holidays and for teacher training days. Please refer to your current school calendar and contract for those dates. If the holiday listed falls on a Saturday, we are closed on the Friday before and payment is still expected. If a holiday listed falls on a Sunday, we are closed the following Monday and payment is still expected. *** Dates listed below families will not be charged. Paid holidays in **Bold** are as follows:

Labor Day

Thanksgiving and the Friday following

Winter Break

(Week Long Break Between Christmas Eve and New Years Day)

Memorial Day

Week of the 4th of July

3 Days of Professional Development as required by the state. Parents will be notified in advance of these days.

****We will have three early out days for Professional Development and three early outs for holidays during the year so please refer to your school calendar for those as well.****

When WEE Preschool is closed for holidays tuition will still be processed. As the holiday/break approaches, information will be sent out to let parents know which date it will be processed.

Contracting out Employees

Soliciting an employee from our facility whether for hire or a favor for outside childcare is prohibited. We view our staff as educators and we want to keep a professional relationship with all our families. If an agreement for outside child care is made with one of WEE Preschool employees, Westview Early Explorers Preschool, directors, and other employees can not be held legally responsible for any actions by the parents, child, or the contracted employee.

Social Media

WEE Preschool strives to provide a professional, educational learning environment for the families enrolled. We request that all communication between families and teachers take place in a private manner at school, over the phone, or through school emails.

Withdrawal Policy

Prior to withdrawing your child from our center, we require a two week written notice. This allows us to prepare your child and his/her friends for their departure. If proper notice is not given you may be required to pay two weeks tuition to reimburse Westview Early Explorers Preschool for the time lost in enrolling new students. If parents are not cooperative with staff and directors of Westview Early Explorers Preschool this may result in your student being discharged from our facility immediately.

Summer/Vacation Policy

For current families, if your child will not be attending our summer camp, but will be returning in August a holding fee will need to be paid by the last official day of preschool in May to ensure their spot will still be available. The holding fee is nonrefundable and non-transferable.

The holding fees are as follows per age group:

Infants-Toddlers: Half of current tuition each week as spot fee for summer. This can be paid weekly or all at once.

2-5 year olds: 2 weeks full tuition as a spot fee for the summer months. This is due to the last Friday preschool is in attendance.

Age as of July 31 will determine your summer camp spot fee.

For new families, if you are enrolling your child during our spring open enrollment for the Fall there is a \$35 registration fee (\$50 for families) as well as a commitment fee equivalent to two weeks tuition. This amount will be put toward your first week's tuition. This payment can be spread out over a 3 week period. This is a non-refundable fee if you choose to withdraw your child before our Fall semester begins.

Vacation Days

Once your child has attended our facility for at least six months your family will qualify for 5 (or equal to the number of days your child attends per week T/TH = 2, MWF = 3) unpaid vacation days. These days must be used within one calendar year. You must submit your vacation dates the Friday prior to using them. These vacation days may not be used for paid holidays that are already laid out in our school calendar. Also, these days are only to be used when the child will **not** be in attendance.

**** Westview Early Explorers Preschool Family Handbook is subject to change; however, you will be notified when changes are made. You will also be given plenty of notice prior to these changes going into effect.****

Westview Early Explorers Preschool is operated by Dara Macy and Misty Hailey. Macy and Hailey are both certified teachers with a passion for early childhood education.

Westview Early Explorers Preschool offers quality education and child care services in a safe and nurturing environment. WEE Preschool will effectively prepare students for Kindergarten and nurture a love for learning as they continue their education for years to come. Our students will become lifelong learners and better members of their community due to our high quality, full day early childhood education program.



Westview Early Explorers Preschool

Quick Look Weekly Payment Information

Fees and Tuition (2023)

Classtime is Monday-Friday 8:30 am -3:30 pm

(Students must be at school by 7:45 to receive breakfast. All students need to be in class by 8:30)

Classrooms	2 days a week	3 days a week	4 days a week	5 days a week
Infant/Toddler	XX	XX	XX	\$200
2 years until potty trained*	\$100	\$130	\$165	\$200
Potty Trained Until K entry	\$100	\$110	\$140	\$170

Classtime plus daycare (anytime after 3:30 pm-5:30 pm)

Classrooms	2 days a week	3 days a week	4 days a week	5 days a week
Infant/Toddler	XX	XX	XX	\$225
2 years until potty trained*	\$135	\$145	\$200	\$235
Potty Trained Until K entry	\$135	\$145	\$175	\$215

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