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# Wee Care at Seaford Christian Academy

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## Parent Handbook



**WEE  
CARE**

at Seaford Christian Academy

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*Because Every Child is Precious*

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## **From Our Heart to Yours**

We welcome you to Wee Care at Seaford Christian Academy! We are pleased that you have chosen us to care for and educate your child. God has given parents, caregivers, and teachers the awesome responsibility of nurturing, training, and teaching the children that He entrusts to us, and we take this responsibility very seriously. Our prayer is that the children in our care will, at an early age, come to know, love, and serve their Maker and Savior, Jesus Christ.

As a ministry of First Baptist Church of Seaford, the primary goal of Wee Care at Seaford Christian Academy is to serve families that desire a Christian education for their children in a loving, nurturing, Christian environment. We believe it is a privilege and a sacred calling to assist parents in their children's education, spiritual growth, and character development.

We are blessed to have a staff that not only love children but also love God and His Word. Through songs, prayer, Bible stories, and Bible-based training and teaching, our staff members strive to partner with believing parents in their God-given mission to share the Gospel to their children.

Our teachers work to create a warm, loving, and secure atmosphere where your child can grow, learn, and thrive. Our full-time staff members are CPR/First Aid certified and receive training each year in child growth and development, health and safety, and curriculum.

Please take time to read this handbook and keep it for future reference, as you will want to stay familiar with its content. We thank you in advance for your cooperation. Please feel free to contact us with any questions you may have.

## **WHO WE ARE**

### **Purpose**

The purpose of the Wee Care program is to provide Christ-centered child care in a clean, safe, and stimulating environment; to assist the parents in the nurturing of their child's physical, emotional, and spiritual well-being.

### **Racial Discrimination Policy**

Our center admits children regardless of their race, color, national, or ethnic origin. Each child is granted all the rights, privileges, programs, and activities generally accorded or made available to all students at Wee Care at Seaford Christian Academy.

### **Open Door Policy**

Parents are always welcome to visit their child at any time of day. We urge you to volunteer in your child's classroom as often as possible; feel free to contact the teacher to discuss arrangements. Some opportunities for you to volunteer include participating in field trips, helping with classroom parties, making classroom materials requested by the teacher, reading stories, speaking to the class about your profession or hobbies, and donating materials for art projects. We encourage parents to ask questions and make constructive suggestions.

## **WHAT WE DO**

### **A Typical Day**

Children enjoy fun-filled days of age-appropriate activities. They are exposed to the alphabet, numbers and colors, in a fun, stress-free manner. They also enjoy a daily Bible time. Each classroom has an individual schedule posted. Children should be prepared to join in on the regular classroom schedule upon arrival.

### **Special Events**

#### **Sharing Time**

Teachers may choose to have a day for the children to share with their classmates something from home. This activity encourages the children to participate orally in Circle Time and enhances speaking skills.

Your child's sharing item should be labeled with his name and placed in his cubby until Sharing Time. Please do not allow your child to bring toy weapons, such as guns, knives, bow and arrows, or items that are fragile, expensive, or irreplaceable. If you have special instructions for handling an item, please inform your child's teacher.

## **Birthdays**

We encourage you to celebrate birthdays with your child and his classmates. We are happy to suggest healthy snacks, such as crackers, fruit or party mix instead of sugary snacks. If you would like to celebrate an occasion with your child's class, please discuss the time and event with the teacher. Because of allergies, please do not send foods for sharing that contain peanut products.

## **Thanksgiving, Christmas, Valentine's Day, and Easter Parties**

Children may have a party to celebrate these holidays. The teacher will post a sign-up sheet or may request for any parents who would like to provide goodies or help with the party.

## **Field Trips**

Field trips are planned to enhance the curriculum or to provide a change of pace for the children. Notice of such trips will be given well in advance. A permission form must be signed so that your child will be allowed to participate. Some field trips may have a cost involved.

## **HOW WE DO IT**

### **Hours of Operation**

- Monday-Friday, 7:00 AM – 5:30 PM
- **Please bring your child or children by 9:00 AM** to help the class maintain a consistent schedule
- Please consult the Wee Care calendar at [www.seafordchristian.org/weecare.html](http://www.seafordchristian.org/weecare.html) for a list of holiday closings.

### **Arrival and Departure Procedures**

Children are to be signed in and out each day upon arrival and departure. It is imperative that you properly sign your child in and out anytime that he is at the center. If someone other than you comes to pick up your child, please instruct him in the correct procedures, or ask him to seek assistance from the office.

Our guidelines for arrival and departure include the following:

- Parents, legal guardians, or siblings middle school age or above should bring the child into the building. Children may be released from the center with a brother or sister in middle school or above. If anyone other than a parent or legal guardian will be coming for your child, please notify the teacher in writing that morning. The child will not be released without this written notification from you. If the teacher does

not recognize the person picking up the child, a photo ID will be required.

- Check your child in and out on the sign in/sign out sheet.
- Take your child by the hand when escorting him into and out of the building each day, and do not allow him to run ahead to his classroom or your car.
- Children are taken to class by a staff member.
- Leave a number where you or an emergency contact can be reached if we are unable to contact you at your normal location.

### **Best Fit Policy**

Class placement is typically based on age. Once your child has been in his or her new classroom for one month, class placement will be evaluated. At that time, we reserve the right to recommend other options or placements for your child.

### **Lost and Found**

Please label your child's belongings. Articles found at the school and Wee Care will be placed in the lobby. Articles found will be turned in to the office. Items remaining at the end of each semester will be donated to charity.

### **Jewelry**

Babies, toddlers, and preschoolers often put small objects in their mouths, which could present a choking hazard. Therefore, we request that children do not wear any jewelry (earrings, barrettes, necklaces, bracelets, etc.).

### **Clothing and Personal Belongings**

Please dress your child appropriately for the weather and season. The children will go outside every day unless it is rainy or extremely hot or cold. Once your child is walking well, he should wear shoes with closed toes and heels. Athletic shoes (tennis shoes) are recommended since the children are involved in many climbing activities. We do not recommend sandals or dress shoes. Flip-flops, jellies, sandals, boots, and cleats are dangerous and are not allowed.

Children are active, and there will be some activities planned that may be a little messy. Please dress your child in clothes appropriate for art activities and outdoor play.

Please do not allow your child to bring personal items such as toys to class except on a specified Sharing Day. If your child needs a comfort or transition item, please talk with your child's teacher.

Please keep a seasonally appropriate set of clothing, including socks, and underwear, in your child's cubby or backpack. In addition, please provide several clean bibs for use at meal and snack time. Consult with your child's teacher for her specific recommendations.

Children rest on napping cots provided by Wee Care. Each child will need to provide a backpack in which they can store a small pillow, blanket, and comfort item to be used at nap time. This bag will be sent home at the end of each week for laundering.

### **Fingernails**

Please keep your child's fingernails trimmed and well-groomed at all times. Regular trimming will reduce the incidence of children scratching themselves or others and will also help reduce the exposure to germs. This is especially important for children age 2 and under.

### **Placement and Promotion**

In general, promotion is based on age and classroom availability. Final decisions regarding placement and promotion are made by the administration.

### **Potty Training and Diapers**

Wee Care requires the use of disposable diapers rather than cloth diapers. Potty training begins at home. When parents begin potty training their child both night and day, 7 days a week, please notify the classroom teacher, who will be happy to assist. All children who are in the process of being potty trained must use disposable training pants while at the center until they are completely trained. School policy requires that children be accident-free for two weeks before going without training pants. Please provide a sufficient number of disposable training pants for the time the child is in our care. We consider potty training appropriate to begin no earlier than the age of 2.

Children should be fully potty trained to be placed in the three-year old class. Teachers will work with children throughout the year; however, in order for your child to be promoted to the three-year old class in the fall he must be fully potty trained (accident free for at least two weeks). This means that he should be able to express to our staff the need to use the restroom. We do not consider a child to be potty trained who has to be periodically placed on the potty without notice or is relying on training pants.

### **Snacks**

Children will have two snack times each day. Parents should plan to provide at least two snacks daily.

From time to time your child's teacher may ask for volunteers to provide a special snack to be shared with your child's class. Any food allergies must be specified in writing. Because of allergies, please do not send foods for sharing that contain peanut products.

### **Meals**

Children will be fed during the scheduled lunch period. We ask that parents pack a drink and a well-balanced, healthful lunch. Since this is a vital meal, please do not send food that the child does not eat at home. Send simple, age-appropriate finger foods. We cannot offer firm, round foods to children younger than 4 years of age. Examples of such foods include grapes, hard candy, nuts, peanuts, and popcorn. Hot dogs may be served if they are cut lengthwise and quartered. Grapes may be served if cut into halves. If you have more than one child at the center, please pack each child's lunch separately.

### **Medical Needs**

Children who are ill may be sent to the school office. Parents will be asked to pick up their child if he/she is too sick to stay at the center. By the law of Delaware, school staff is unable to administer medications to children. Parents are welcome to come to the school to administer medication to their child as needed.

### **Illness Policy**

If your child becomes sick during the day or develops a fever in addition to other symptoms of illness, you will be called to pick him up immediately and have the child checked by your pediatrician. Children will be excluded from the center if they have a fever accompanied by other symptoms of illness. A fever is defined as an axillary temperature of 101 or above for children over 4 months. When a child is sent home, he will not be allowed to return to the center until he is symptom-free for a full 24 hours and feeling well enough to join in all regular classroom activities. Please understand that decisions are made for the safety and welfare of all the children.

To protect your child and to prevent the spread of illnesses, we will not accept a child if he displays any of the following:

- Copious amounts of yellow or green nasal discharge
- Unusual eye or ear discharge
- Complaints of pain
- Rash/Impetigo
- Conjunctivitis (Pink Eye)

- Diarrhea and/or vomiting
- Croup
- Infectious/contagious diseases, including lice

In the case of infectious/contagious diseases (including, but not limited to, Hand/Foot/Mouth Disease, Chicken Pox, Fifth Disease, Strep Throat, or Head Lice), please contact our office so that the appropriate information and notification can be given to the parents of children who are at risk due to exposure.

<b>Illness/Infection/Symptom</b>	<b>Should You Stay at Home?</b>	<b>When You May Return</b>
Chicken Pox	Yes	When all the pox have scabbed over and are dry
Cold	No (without fever) Yes (with fever)	See fever guidelines
Hand/Foot/Mouth Disease	Yes	With doctor's note
Diarrhea (3 or more loose stools in a 24-hour period.)	Yes	24 hours after last diarrhea symptoms
Ear Infection	No (with physician's diagnosis)	
Fever Axillary temp of 101 and accompanied by another symptom of illness.	Yes	Free of fever for 24 hours without fever-reducing medication
Fifth Disease	If fevered or with behavior changes	Free of fever for 24 hours and able to participate in the normal classroom routine
Impetigo	Yes	When all sores are dry and can remain covered
Head Lice	Yes. Please notify your child's teacher so the other parents can be notified and checked.	After treatment and removal of all nits in accordance with our "No Nit Policy"
Pink Eye	Yes	24 hours after first treatment and when

		there is no discharge from or redness in the eye, or when there is a medical note
Unidentified weeping rash	Yes	When rash is gone, unless a physician approves readmission
Ring Worm	Yes	Must be on medication for 48 hours or have a medical note
Roseola	Yes	After the rash and fever are gone, or with doctor's note
Strep Throat	Yes	48 hours after beginning treatment and once the child is fever-free for 24 hours
Thrush	No, but treatment should be sought	
Vomiting (two or more incidents in 24 hours, or one incident if accompanied by fever)	Yes	24 hours after the last vomiting
Mumps	Yes	When all swelling is gone and at least 5 days after the onset of parotid gland swelling.
Pinworm	Yes	24 hours after initial treatment
Measles	Yes	4 days after onset of rash
Rubella (German Measles)	Yes	7 days after onset of rash, or have a medical note
Salmonella	Yes	When you have a medical note or until diarrhea resolves. Three negative stool cultures are required for Salmonella.

Pertussis (Whooping Cough)	Yes	When you have a medical note documenting diagnosis plus have completed 5 days of antibiotics
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**Accident**

Our staff will do everything reasonable to safeguard your child. If or when accidents happen, they will be documented. If you have any questions regarding a minor scrape or bruise, please contact your child’s teacher.

**Emergency Information**

In the event of a serious accident or emergency, the Emergency Medical Services (EMS) will be contacted. Parents will be notified immediately. It is important that we have current contact information at all times in case of an emergency. Please notify the office of any changes in your address, telephone numbers, or place of employment.

**Biting**

Although biting sometimes occurs among young children, it will not be tolerated at the center. If your child is bitten, the teacher will clean the site and notify you. The name of the biter will not be released, but his parents will be notified. The following is an outline of the corrective strategies that we use:

- For infants and toddlers, positive teething activities will be provided to comfort and soothe their gums.
- When children bite out of frustration, behavior will be redirected to another activity or they will be shown an alternate way to ask for what they want. We encourage the use of language in expressing wants and needs.
- If a child bites two times in one day, the parents will be notified and may at the discretion of the teacher or principal, be asked to come and get the child for the remainder of the day.
- In order to ensure the safety of all the children, if all attempts to stop biting fail, we reserve the right to temporarily or permanently suspend the biting child from the center.

**Discipline and Guidance**

*“Train up a child in the way he should go:  
and when he is old, he will not depart from it.” Proverbs 22:6*

Our prayer and desire is for the children to develop a tenderhearted love for God as we guide them in developing rules of behavior which are consistent with Scripture. Controls and limits are a necessary part of this process.

Teachers will strive to promote acceptable behavior by modeling it themselves and reinforcing appropriate behavior through positive comments and praise. Teachers will communicate with parents concerning their child's behavior.

### **Expectations / Acknowledgements:**

1. Parents and teachers must work together in helping the child to obey.
2. A child must learn to obey the first time he is told to do so.
3. Even though a child's actions may be age-appropriate, those actions may require discipline.

### **Consequences:**

1. Age-appropriate time out
2. If inappropriate behavior continues, parent/teacher conference
3. Parents will be called and required to come to the school within one hour of the call to privately counsel their child for the following:
  - Cursing or indecent language
  - Fighting which includes biting, kicking, spitting
  - Defiance (the child understands what is asked of him, but the child refuses to obey)
  - Destruction of personal property or another person's property
  - Continual disobedience

*The goal of this parent meeting is to see a remorseful spirit, a change in behavior, apology made to teachers/students involved, and for the child to return to the class and make the right choices.*
4. When classroom discipline methods, parent meetings, and parent visits do not produce the desired behavior in the child, parents will be asked to remove their child from Wee Care.

### **Student Insurance and Injury**

In case of injury to a student or an unexpected illness, the student will be treated in the office. If the parents are not available, the family physician or a designated relative or neighbor will be contacted. **It is the responsibility of the parent to provide accident insurance for their children.** Please be sure that your child is covered. If parents are leaving their children in the care of another family member or other adult, please leave a notarized statement giving them permission to sign for any emergency treatment that may be necessary. Please notify the office to let us know who is responsible for your children while you are away. This is very important in case of serious accident or illness.

**No accidents or injuries are covered by the school's insurance.**

### **Parent-Staff Communication**

Open communication between parents and staff is encouraged. Serious questions or problems should be directed to your child's teacher rather than room assistants; please feel free to discuss your child's progress with his teacher during normal operating hours. Should you have a problem that cannot be resolved with the teacher, please speak with administrator. Complaints will be handled promptly and confidentially.

We want to hear from you and are available to answer your questions. Your suggestions and comments are always welcome.

If you have a comment or concern about our program, please adhere to the following guidelines:

- Call or visit the office
- The office will work with you to resolve your issues by developing a plan of action that is appropriate for you and the program.
- In rare instances, an issue may arise that cannot be resolved to the mutual satisfaction of all parties involved. Under such circumstances, it may be necessary for you to withdraw your child from Wee Care.

### **RenWeb**

RenWeb School Management Software gives you, the busy parent, an opportunity to get more involved in your child's progress and future success – all via the Internet!

RenWeb ParentsWeb is a private and secure website set up for our school to allow you to see complete information specific to your child. You can view your child's conduct, as well as other useful school information. You can also communicate with teachers and other staff online whenever necessary. All you need is an Internet-capable computer or smart phone.

Please email [info@seafordchristian.org](mailto:info@seafordchristian.org) if you have any problems or questions creating an account. Together, we can continue to improve our children's development as well as our communication at the center and at home.

RenWeb Home is a mobile App for Apple and Android devices that provides access to ParentsWeb with the conveniences of an App for an annual subscription per household.

**[WWW.SEAFOORDCHRISTIAN.ORG](http://WWW.SEAFOORDCHRISTIAN.ORG)**

The website is updated regularly to keep parents informed of school-wide events, the school calendar and other pertinent information. Many questions can be answered by consulting the site, and parents are encouraged to check it regularly.

### **Photographs and Publicity**

Parents are asked on the application to grant or deny permission to allow their child to be photographed for the school website, newspapers, and publicity for Wee Care.

We ask that parents not photograph or post photos of Wee Care children (other than their own) on social networks such as Facebook.

### **Financial Information**

#### **Registration**

A \$50 registration fee per child is required when registering for each school year and is non-refundable.

#### **Fee Schedule**

Fees are based on 46 weeks and then divided into 12 monthly payments, or 24 semi-monthly payments. Six weeks are not billed to allow for scheduled closings, holidays, and weather-related closings. We are not able to issue credits or refunds due to weather-related closings. Please refer to [www.seafordchristian.org/weecare.html](http://www.seafordchristian.org/weecare.html) to view the Fee Schedule.

#### **Payment**

SCA uses the FACTS Management Company to collect and process payments. Parents may choose to make monthly or semimonthly payments through FACTS from a checking or savings account. Payments may be made by credit card for an additional convenience fee. Payment dates can be scheduled on the 5th and/or the 20th of each month. To sign up for a FACTS payment plan, please go to FACTS and follow the prompts.

#### **Fees**

Registration Fee per Student (Non-refundable) \$50

FACTS Annual Fee per Family \$45

Insufficient Funds Fee Per occurrence \$30

Late Payment Fee For Payments 10 Days Late \$25

NOTE: Late Fee is \$10 per child for picking up 5:31-5:45 PM.

Late Fee is \$20 per child for picking up 5:46-6:00 PM.

Late Fee is due at pick up or within 24 hours.

SCA Closes promptly at 5:30 PM. Habitual lateness may jeopardize your child's place in the program.

**Financial Assistance:** Applications are made online at FACTS Tuition Aid. The amount of financial assistance provided is based on the need of the applicant and the available funds. Families desiring financial aid are required to re-apply each year.

### **Holidays and Closings**

Martin Luther King Day

Presidents' Day

Easter Break (Good Friday, Monday - Friday Following Easter)

12:00 Closing Last Day of School Year

Memorial Day

Independence Day

Labor Day

Fall Professional Development Day

Columbus Day

Veterans Day

Wednesday-Friday of Thanksgiving Week

12:00 Closing the Day Before Christmas Break

Christmas - New Year's Break (see calendar)

### **Absences and Vacations**

Please let your child's teacher know of extended absences because of illness or vacation.

### **Late Pick-ups**

We close promptly at 5:30 p.m. The late pick-up fee is \$10 for every 15 minutes thereafter. If you find yourself in an emergency situation that will alter your pick-up time past 5:30 p.m., please call 302-339-0703 and inform the Wee Care staff immediately. The late pick-up fee is due within 48 hours of incident.

### **Returned Checks**

The fee for a returned check is \$30.

### **Withdrawals**

Two weeks of paid written notice must be given upon withdrawal. A written notice of withdrawal must be given to the office at least two weeks prior to withdrawal. Normal child care charges are incurred during the two-week period regardless of attendance.

## **Suspension and Termination**

Wee Care at Seaford Christian Academy reserves the right to suspend or terminate the attendance of any child for violation of any of the Wee Care's policies, rules and regulations, or for reasons that the administration considers detrimental to the Wee Care community, my child, or to other students and staff of Wee Care.

## **Crisis Management and Evacuation Procedures**

### **Fire Drills**

Fire drills are held each month in accordance with fire safety regulations.

### **Tornado/Bomb Threat/Lock-Down/Response to Media/Emergency Staffing**

Wee Care has written plans on file for the aforementioned situations. Feel free to view a copy of these plans from the office.

## **Wee Care Emergency Medical Plan for Adults and Children**

Medical conditions under which emergency care and treatment are warranted

- Serious fall or head injury
- Any obvious break in arm or leg
- Unconsciousness
- Seizure
- Allergic Reaction to a Bee sting
- Breathing emergency
- Anaphylactic reaction
- Heart attack
- Medication error
- Hemorrhaging

Steps to be followed in a medical emergency

- Call 911.
- Contact the office.
- Contact the administration.
- Contact the parents.
- Give appropriate care until emergency help arrives.
- Consult the Medical Release form.

Hospital or source of health care to be used

- Nanticoke Memorial Hospital
- Peninsula Regional Medical Center

Transportation

- Sussex County EMS

# WEE CARE HANDBOOK AGREEMENT

**Child's Name (printed clearly):** \_\_\_\_\_

The Wee Care Handbook is posted online at  
[www.seafordchristian.org/weecarehandbook.html](http://www.seafordchristian.org/weecarehandbook.html).

I understand that I am responsible for knowing and abiding by all rules and policies of the Wee Care child care center.

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Thank God for little children,  
Bright flowers by earth's wayside,  
The dancing, joyous lifeboats  
Upon life's stormy tide.

Thank God for little children;  
When our skies are cold and gray,  
They come as sunshine to our hearts,  
And charm our cares away.

I almost think the angels,  
Who tend life's garden fair,  
Drop down the sweet wild blossoms  
That bloom around us here.

It seems a breath of heaven  
Round many a cradle lies,  
And every little baby  
Brings a message from the skies.

Dear parents, guard these jewels.  
As sacred offerings meet,  
A wealth of household treasures  
To lay at Jesus' feet.

- Frances E. W. Harper

*But Jesus said, Suffer little children, and  
forbid them not, to come unto me: for of  
such is the kingdom of heaven.*

Matthew 19:14



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