



Kristie Bell, Director

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Preschool Care

Monday-Friday

6:30am-6:00pm

Infant Care

Monday-Friday

6:30am-5:30pm

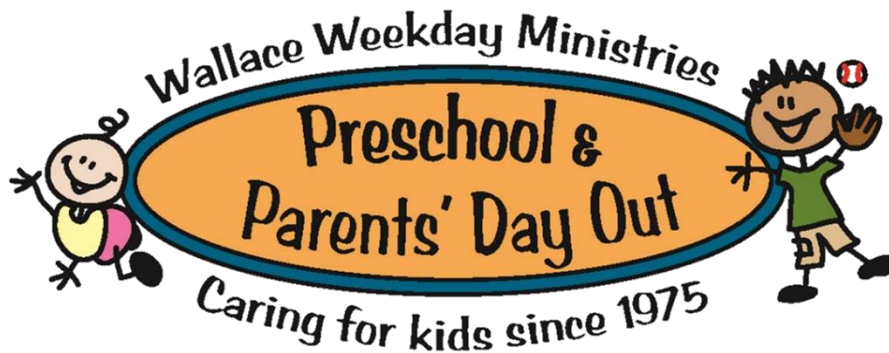
Parent's Day Out

Tuesday&Thursday

9:00am-2:00pm



*Preschool Care is a part of the Weekday Children's Ministries of
Wallace Memorial Baptist Church
701 Merchant Dr., Knoxville, TN 37912
wallaceknox.com*



Preschool Weekly Fees

Infants: \$200.00

Not Potty Trained: \$165.00

Potty Trained: \$150.00

Parents' Day Out Fee

\$140.00 Monthly

Other Fees

Registration: \$75.00 (one-time, non-refundable)

Activity Fee (including Infants): \$75.00 annually

Late Payment Fee: \$25.00

Returned Payment Fee: \$30.00



WALLACE WEEKDAY MINISTRIES PARENTS' DAY OUT REGISTRATION AGREEMENT

PLEASE READ COMPLETELY, THEN SIGN AND DATE AT THE BOTTOM OF THE AGREEMENT

DAYS OF OPERATION: Tuesdays & Thursdays, following Knox County Schools schedule.

DAILY SIGN-IN/OUT: You must sign-in and sign-out your child every day. You are required to enter the preschool with your child and must escort your child to their designated area each day.

REMIND TEXT: It is the parent's responsibility to sign up for the **REMIND** app/text messaging communication system. There is a direction sheet in this packet. It is also the parent's responsibility to update the REMIND program with new contact information as soon as possible.

ILLNESS/ACCIDENTS: You will be notified should your child become ill during the day and must pick him/her up promptly or make arrangement for an authorized emergency contact person to pick up. If/when your child is exposed to a contagious disease, please notify the Preschool Office as soon as possible for the health and safety of all the children. Your child will be re-admitted according to the re-admission criteria in the Policy Handbook. Wallace is not liable for illness or accidents occurring while in our care unless it can be proven that it was the direct result of staff negligence.

INCLEMENT WEATHER OR OTHER ISSUES: It is our policy to be open and provide preschool care whenever possible while considering the safety of our employees, the children and their families. However, inclement weather, major building issues or other events may disrupt operations from time to time. Be sure to sign up for the **REMIND** app/text message service to ensure that we are open or if we should have delays or early closings. No reduction in fees will be allowed.

LATE OR RETURNED PAYMENTS: The monthly fee is due on the first week of each month. A late payment fee will be charge to all accounts not paid by 6:00pm Friday. Failure to pay will result in your child not being able to attend on Tuesday or until the account is paid in full. Every account should have a \$0 balance by Friday. A returned payment fee will be applied to your account for a returned payment. After your 2nd returned payment, you will need to make arrangements to pay with cash, money order or approved credit/debit card.

CHARGES AND PROCEDURES FOR LATE PICK UP: Parents' Day Out drop off is at 9:00am. Pick up is 2:00pm. If your child is late being picked up, there is a \$5.00 late fee per child for every 5 minute increment (1-5 minutes late = \$5, 6-10 minutes = \$10, etc.). You must make contact with someone at the Wallace Weekday Preschool to let us know if you are going to be late. If no contact has been made by the parent or authorized person on the pickup list, then we are required to notify the Dept. of Children Services (DCS) by 2:30pm. Persons authorized to pick up a child must have proper I.D. Excessive late pickups will not be tolerated.

REMOVAL FROM THE PROGRAM: The Director of Wallace Weekday Ministries reserves the right to terminate the enrollment of a child due to discipline, parent intoxication, parent misconduct toward staff, and family divorce/conflict that disturbs or interrupts the activities and/or atmosphere of the Weekday Ministries program. The parent or guardian is liable for the acts of the child while under the care of the Wallace Weekday program. All payments are nonrefundable if a child is dismissed from the program.

WITHDRAWAL FROM PROGRAM: A 2 week notice must be given to withdraw from our program. **Your account must be paid in full on Tuesday to continue the last week.**

INTERVIEWING CHILDREN AND INSPECTING RECORDS: The State of Tennessee (DCS & DHS) has the authority and right to interview children or staff, to inspect and audit child and facility records and to observe the physical condition of the children in the preschool without prior consent of parent or Wallace.

We must have a signature on file as part of the registration policy.

I have read the above policies and agree and understand the terms of Wallace Memorial Baptist Church's Weekday Ministries policies and procedures. I understand my signature must be on file before the application is processed and my child is enrolled.

Parent/Guardian Signature: _____ Date _____

Director Signature: _____ Date _____



WALLACE WEEKDAY MINISTRIES PRESCHOOL CARE REGISTRATION AGREEMENT

PLEASE READ COMPLETELY, THEN SIGN AND DATE AT THE BOTTOM OF THE AGREEMENT

DAILY SIGN-IN/OUT: You must sign-in and sign-out your child every day. You are required to enter the preschool with your child and must escort your child to their designated area each day.

REMIND TEXT: It is the parent's responsibility to sign up for the **REMIND** app/text messaging communication system. There is a direction sheet in this packet. It is also the parent's responsibility to update the REMIND program with new contact information as soon as possible.

INCLEMENT WEATHER OR OTHER ISSUES: It is our policy to be open and provide preschool care whenever possible while considering the safety of our employees, the children and their families. However, inclement weather, major building issues or other events may disrupt operations from time to time. Be sure to sign up for the **REMIND** app/text message service to ensure that we are open or if we should have delays or early closings. No reduction in fees will be allowed.

ILLNESS/ACCIDENTS: You will be notified should your child become ill during the day and must pick him/her up promptly or make arrangement for an authorized emergency contact person to pick up. If/when your child is exposed to a contagious disease, please notify the Preschool Office as soon as possible for the health and safety of all the children. Your child will be re-admitted according to the re-admission criteria in the Policy Handbook. Wallace is not liable for illness or accidents occurring while in our care unless it can be proven that it was the direct result of staff negligence.

ABSENCE DUE TO ILLNESS: 2 half-price sick weeks are allowed per calendar year. A return to school notice from your doctor will be required. You must fill out a form along with the return to school doctor statement to receive credit on your account. The form is located in the lunch room.

VACATION: One vacation week is allowed per calendar year. You must fill out the form and return it to the Preschool Office to receive credit on your account. Forms are located in the lunch room.

HOLIDAYS: The Preschool will be closed on the following holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving (Thursday & Friday), and the week of Christmas. I understand that **no reduction** in fees will be allowed.

LATE OR RETURNED PAYMENTS: The weekly fee is due and payable on Monday of each week. A late payment fee will be charge to all accounts not paid by 6:00pm Friday. Failure to pay will result in your child not being able to attend on Monday or until the account is paid in full. Every account should have a \$0 balance by Friday. A return payment fee will be applied to your account for any returned payment. After your 2nd returned payment, you will need to make arrangements to pay with cash, money order or approved credit/debit card.

CHARGES AND PROCEDURES FOR LATE PICKUP: Preschool Care is open from 6:30am until 6:00pm. If your child is late being picked up, there is a \$5.00 late fee per child for every 5 minute increment (1-5 minutes late = \$5, 6-10 minutes = \$10, etc.). You must make contact with someone at the Wallace Weekday Preschool to let us know if you are going to be late. If no contact has been made by the parent or authorized person on the pickup list, then we are required to notify the Dept. of Children Services (DCS) by 6:30pm. Persons authorized to pick up a child must have proper I.D. Excessive late pickups will not be tolerated.

REMOVAL FROM THE PROGRAM: The Director of Wallace Weekday Ministries reserves the right to terminate the enrollment of a child due to discipline, parent intoxication, parent misconduct toward staff, and family divorce/conflict that disturbs or interrupts the activities and/or atmosphere of the Weekday Ministries program. The parent or guardian is liable for the acts of the child while under the care of the Wallace Weekday program. All payments are nonrefundable if a child is dismissed from the program.

WITHDRAWAL FROM PROGRAM: A 2 week notice must be given to withdraw from our program. **Your account must be paid in full on Monday to continue the last week.**

INTERVIEWING CHILDREN AND INSPECTING RECORDS: The State of Tennessee (DCS & DHS) has the authority and right to interview children or staff, to inspect and audit child and facility records and to observe the physical condition of the children in the preschool without prior consent of parent or Wallace.

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I have read the above policies and agree and understand the terms of Wallace Memorial Baptist Church's Weekday Ministries policies and procedures. I understand my signature must be on file before the application is processed and my child is enrolled.

Parent/Guardian Signature: _____ Date _____

Director Signature: _____ Date _____



Wallace Weekday Ministries SECURITY ACCESS SYSTEM RULES

- Each family will receive one security card and an access code.
- This card will activate the doors to the **Wallace Weekday Preschool Area during operational hours only**. Please remember the more people who have your card or access code, the less secure our system becomes.
- Please use your card or access code every day instead of requesting access via the intercom daily.
- Should you lose your card, you must report this to the Preschool Office immediately so it can be deactivated to protect the integrity of our security system. There will be a **\$10.00 replacement fee added to your bill**.
- At the end of your participation in the program, your card will be deactivated and it will need to be returned.

I HAVE RECEIVED MY SECURITY CARD, READ THE ABOVE INFORMATION AND UNDERSTAND THE POLICY.

PARENT (GUARDIAN) SIGNATURE

DATE



Required Permission Form

My child has my permission to:

***Please initial next to each one that applies to your child.**

_____ Have their picture taken by Wallace Staff

_____ Have their picture posted at the Preschool or used on a DVD that may be given to all Preschool and PDO families

_____ Have their picture in promotional material for the center

_____ Have their picture posted on Social Media or the church website

_____ Have "Neosporin" type ointment applied if necessary

Child's Name: _____

Parent Signature: _____

Date: _____

WALLACE WEEKDAY MINISTRIES

DISCIPLINE POLICY



Children do display and will occasionally be exposed to aggressive behavior. This may take the form of biting, hitting, pushing, or kicking. The staff uses various techniques to limit and correct such behavior, but parents must understand that when children are in a group setting, the exposure to aggressive behavior is greater than it might be at home. The purpose of discipline is to help children learn acceptable behavior and develop inner controls. When re-directing or guiding a child's behavior, the age, intellectual development, emotional make-up, and past experiences will be considered and consistency will be maintained in setting rules and limits for children. **Corporal punishment is not consistent with this objective and is prohibited on the campus.** The following is a list of some alternative forms of discipline that will be used:

- **Model appropriate behavior.**
- **Tell the child what he/she can do.**
- **Establish eye contact with the child when talking to him/her.**
- **Give the child choices whenever possible.**
- **Encourage the child to problem solve and try to work out conflicts.**
- **Re-direct a child to another activity.**
- **Remove the child from the situation until he/she can gain control of him/herself.**
- **Isolate the child from group.**
- **Call a parent to come for the child if the child cannot regain control of self.**
- **If behavioral problems continue, parent meeting, written notice, suspension and dismissal of child.**

LIMITS OF BEHAVIOR

- **You may not hurt others.**
- **You may not hurt yourself.**
- **You may not hurt staff.**
- **You may not damage school property or equipment.**

If a child is having more difficulty than usual with discipline in the **classroom**, the behaviors displayed by the child will be discussed with the parents along with specific techniques being used by the staff to help guide the child to more appropriate behavior. **SUPPORT from parents with their discipline at home and of our discipline in preschool is expected.** Aggressive behavior that is harmful to themselves, other children or teachers will be documented and signed by the parent(s). Situations that continue to include harmful behaviors will be evaluated by the Weekday Ministries Director in considering the safety and well-being of all children. The Director will be involved in any final decision to remove the child from the Preschool program if the behavior continues to be harmful to other children and/or staff.

Parent must read and sign this Discipline Policy

Parent's signature

Date

Parent's signature

Date