

Aberdeen Wee-Learn  
Aberdeen First Baptist Church  
Weekday Preschool Education

"Providing, Nurturing, Encouraging"

"TRAIN up a CHILD in the WAY he should go and when he is old, he will  
not depart from it"

Proverbs 22:6

Parent Handbook  
2011-2012

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**Dear Parents,**

**The staff and I are glad you have chosen Aberdeen Wee-Learn Weekday Education. Your child is very special to us. We hope this year will be a significant building block in your child's life. This booklet has been prepared especially for you so that you may better understand the program we offer. Please read it carefully and keep it for continued reference during the year.**

**Our program is designed to help young children develop healthy self-concepts, to become independent individuals, and to use their eager minds to explore their world. Our curriculum, WEE-Learn, provides developmentally appropriate learning activities, emotionally, socially, and spiritually. Because children learn through play, many of the activities will appear to be just that. However, a learning concept is always involved.**

**We know that as parents, you are concerned with your child's**

development. Therefore, we encourage your participation and involvement. Please volunteer when the opportunity arises. Please, share your ideas, praises, and concerns with the teachers and me.

Thank you for allowing Aberdeen WEE-Learn to be part of your child's early years. The staff and I hope this year will be a significant building block in your child's life as he or she develops physically, cognitively, emotionally, socially, and spiritually. We look forward to working together to make this a positive experience for you and your child.

Linda Branscome,

Minister to Preschool and Children

## **MISSION STATEMENT**

- Aberdeen First Baptist Church exists to glorify and worship God, to proclaim the gospel of Jesus Christ and to serve and minister to our community in Jesus' name.
- The mission of the Aberdeen Wee-Learn is to encourage the physical, academic, emotional, social, moral, and spiritual growth of preschoolers by providing a high quality preschool education program.
- The Aberdeen Wee-Learn will provide learning activities and experiences appropriate to the age, skills, interests, and sophistication of preschool children.
- Physically, we will encourage the development of good habits

regarding nutrition and personal hygiene. We will also provide opportunities for preschoolers to develop appropriate motor skills.

- Academically, we will encourage skills needed for a successful transition to kindergarten. We will introduce colors, numbers, and letters in ways that preschool children can comprehend.
- Emotionally, we will encourage a positive self-image, evidenced by a sense of achievement, security, and self-confidence.
- Socially, we will encourage a sense of belonging and an appreciation of friendship. We will help preschool children develop compassion and understanding of the needs and feelings of others.
- Morally, we will encourage the development of honesty, kindness, faithfulness, and other virtues. We will teach self-discipline and respect for authority.
- Spiritually, we will introduce the basic tenets of the Christian faith through acquaintance with the stories of the Old and New Testaments. We will help preschool children develop a positive impression toward God, Jesus, the church, the Bible, and Christian people.

## **BASIC PRESCHOOL FACTS**

**What:** A half day preschool program

**Hours:** Tuesday, Wednesday, and Thursday from 9:00 to 12:00

We follow the Moore County Schools System calendar with regards to inclement weather (excluding early release days).

**Eligibility:** Aberdeen Wee-Learn Weekday Education is open to all children of race, color, national or ethnic origin who do not have special developmental or educational needs from 18 months old through 5 year old pre-kindergarten. Children under 24 months are placed in a class based on age and ability. Children between 30 -36 months and over are grouped in class determined by their age on August 31<sup>st</sup>, which is the cut-off date used by the NC Public School system.

**Registration Fee:** The one time-a-year registration fee of \$30 is a non-refundable fee that is charged for each child upon registration. This fee helps buy teaching supplies for Wee-Learn.

**Tuition:**

- The non-refundable \$100 tuition is due on the first Tuesday of each month. After the 2<sup>nd</sup> Tuesday there will be an additional \$10.00 late fee charge each week until the bill is paid.
- Please place your payment in a white envelope with your child's name on the outside of the envelope and give to the Director or place the filled envelope in the red basket at the Registration Desk.
- Families with more than one child enrolled in Aberdeen Wee-Learn are offered a small discount for the second child. Please speak with the director for further information.
- Tuition is based on yearly costs which are divided into nine equal monthly payments. There is no reduction in payment for holidays, vacations, or illness. Aberdeen WEE-Learn strives to provide

the finest possible program without profit or loss. Please talk with the Director if there is a concern about your payment.

- **Returned Check Fee:** There will be a \$20 charge for returned checks. Payment for the amount due and the returned check fee must be paid in cash. After the second returned check, tuition payments may be paid by cash/money only.
- **Optional Expenses:** Photos, T-shirts, and field trips
- **Withdrawals:** A thirty day written notice is required for withdrawals from First Baptist WEE-Learn. Parents are responsible for all tuition due through the notice period.
- **Dismissals:** Aberdeen Wee-Learn reserves the right to dismiss a child for non-payment, failure to keep health and immunization information current, habitually breaking program policies and procedures or for reasons resulting from a child's inability to adjust to group experiences.

**Mailing Address: First Baptist Aberdeen Church**  
**Wee-Learn Weekday Education**  
**P.O. Box 1066**  
**Aberdeen, NC 28315**

**Phone: 910-944-1421**

Please Note: There is an answering machine on this line to answer calls when no one is in the office. Please leave a message and follow the full direction of the answering machine before you hang up. You may leave the Director a message by dialing 114 and following directions completely.

**Class ratio:** 10 children and 2 teachers in each classroom

## **PRESCHOOL BASICS**

### **1. Preschoolers Are:**

- Creative in order to express themselves
- Curious about everything - eager to learn
- Imaginative- expressing what is uppermost in their minds as they play
- Imitative as they step into the roles of persons, animals or objects
- Active!
- Literal-minded in their interpretation of words, thinking in terms of what they have seen and experienced
- Sensitive to their "emotional environments"

### **2. Preschoolers Learn:**

- Through relationships with their parents, teachers, and other children
- By doing - Experiencing first hand
- Through the senses - touching, tasting, smelling, hearing, feeling
- By repetition - practicing new skills over and over
- Through satisfaction as they have success
- Through play - the work of the child!

### **3. Preschoolers Need:**

- Love - unconditionally
- Acceptance to feel respected
- Trust that is developed by adults meeting needs promptly
- Security provided through consistency and familiarity
- Independence to choose among appropriate options and discover his/her unique gifts
- Guidance that patiently and lovingly teaches what is right and wrong

## **BASIC SPIRITUAL FOUNDATIONS**

As listed in our mission statement, Aberdeen Wee-Learn strives to help preschoolers develop a basic Christian approach to living through example, Bible stories and prayer. Below is a list of the concepts that are used in our teaching:

### **God:**

- God is a person
- God made people
- God loves people
- People talk to God
- God wants people to  
Worship Him

### **Jesus:**

- Jesus is God's Son
- Jesus was a baby
- Jesus had a family
- Jesus loves people
- Jesus helped people
- Jesus Grew

### **Bible:**

- The Bible is a special  
Book
- The Bible tells about  
Jesus

### **Church:**

- I know other adults & children  
at church
- I can be a helper at church
- People go to different church

- The Bible helps people know how to live
- I can learn Bible verses
- The Bible has many stories
- The Christmas story is in the Bible

buildings  
People at church love & care for me

### Self:

- I am important
- I am important to God
- I can do many things
- I can make choices
- God wants me to take care of my body

### Family:

I am a member of a family  
Family members help one another  
My family loves me  
Families work & play together

### Others:

- People love me
- People take care of my needs
- I can be nice to others
- I can help others
- Some things belong to me  
some things belong to others
- People have different jobs

### Natural World:

God made people  
God provides food for people & animals  
God made the earth & sky  
God made the seasons  
God wants people to care for the things he made

## SEASONS AND HOLIDAYS

Seasons and holidays are an important part of the curriculum at Aberdeen Wee-Learn. During these special times of the year we choose to emphasize God's natural world and the beauty of each season. Holidays are celebrated with age appropriate activities and art projects as part of your child's day. Our emphasis will be:

**Fall:** We will celebrate using pumpkins, leaves, harvest, scarecrows, pilgrims, and turkeys.

We will avoid ghosts, witches, skeletons, devils and monsters.

**Winter:** We will focus on the birth of Baby Jesus, the nativity, giving, snowflakes, snowmen, hibernation of animals and valentines.

We will avoid Santa Clause.

**Spring:** We will emphasize new life, baby animals, eggs, the wind, shamrocks, flowers, rain, and rainbows.

We will avoid the Easter Bunny.

Parents can help us by being aware of these topics and keeping them in mind when planning special activities for the children.

## TEACHING THROUGH ACTIVITIES

Since preschoolers are active learners, our staff seeks to provide a variety of large and small group activities that encourages growth in all developmental areas. Some of the activities that preschoolers will have opportunities to choose include:

- **Blocks** – These are transformed into whatever the child imagines. As preschoolers build with blocks, they have many opportunities to think, plan, work together, solve problems, take turns, be patient, and be helpful.
- **Books** – A preschooler enjoys books that relate to things experienced. Through listening to books being read, a child becomes more aware of self and others. Sharing a book with a friend can provide feelings of security and belonging. The book area can also provide quiet times of reflection.
- **Science and Nature Materials** – Preschoolers learn as they have firsthand, sensory experiences. These experiences help the child become more aware of the world and to appreciate and learn to care for the world.
- **Music**– Enjoyment is the most often thought of as the benefit of music. Music has a natural appeal that draws a child to participate. Through this appreciation the child learns vocabulary, concepts, motor skills, and social behavior.
- **Puzzles and Manipulatives**– Puzzles are materials which present difficulties to be solved through mental ingenuity, patience and physical coordination. Besides being fun, puzzles offer opportunities for preschoolers to recognize, associate,

match, classify, follow directions, and accept responsibility.

- **Art**- A child uses creative materials as a means of expression, not to make pictures. Preschoolers enjoy many satisfying experiences as they successfully manipulate a variety of art materials. Art is therapeutic, develops muscle control, sparks creative thinking, and teaches new concepts.
- **Homeliving and Dramatic Play** – Homeliving activities help a preschooler develop many aspects of life. These materials are perhaps the most inviting because they relate to what a child does at home. The young child gains awareness of how it feels to be in the role of a community worker or another family member. Developing acceptable social skills and learning to get along with others are a few of the benefits of homeliving.
- **Group Time**- This experience contributes to the children's social development, providing opportunities for them to do things together. The children are encouraged to follow directions and take turns, thus becoming more aware of the rights and interests of others.

## ARRIVAL AND DEPARTURE

- Children will begin being admitted at 8:55 AM. **The time prior to this is for teacher preparation.**
- Please enter the parking lot in front of the new educational wing off Poplar Street. You may park in the handicapped parking spaces. (In the event Poplar Street is closed, please enter the upper level parking lot from Highway # 1) Please walk your child to the classroom by entering the double glass front doors on the ground level of the preschool wing. The exit door on Montfort will remain locked from the outside due to safety reasons.
- Please sign in your child on the dry erase board inside the door to the classroom. It is important that you write the name of the person who is allowed to pick up your child each day.
- It is important that your child arrive on time each day. This will help your child to adjust more quickly to the routine and develop a habit that will carry into formal school years.
- It is important that parents arrive promptly at 12:00. Late arrival of a parent can cause insecurities and anxieties in young children. Please call if

you are having difficulty in arriving by 12:00. A late fee of \$1.00 per minute will be charged for children picked-up after 12:10 PM.

- Please be sure that you list on your registration form the names of all persons other than yourself who are authorized to pick up your child. We will only release your child to those persons listed on your form.

## **SNACKS AND BIRTHDAYS**

- Nutrition is important therefore we request parents to provide a healthy snack each day for their child. Please **DO NOT** send nuts, candies, carbonated or red drinks. These will **NOT** be served.
- Label all containers and drinking cups.
- Please include a napkin.
- **Birthdays!** Birthdays are a very special day in the life of your child. We encourage parents to send a special treat to be enjoyed during snack time. You may choose store prepared cupcakes or follow the "safe snack list". Children with summer birthdays may want to schedule a "half-birthday,"-celebrated during the school year. Please coordinate birthdays with your child's teacher and the Director.

## **BEHAVIOR MANAGEMENT POLICY**

Praise and positive reinforcement are effective methods of positive guidance. When young children experience positive interactions with adults they develop healthy self-concepts, learn problem-solving abilities and self-discipline.

Based on this belief we will practice the following:

- Praise, encourage, set limits, model appropriate behavior, modify the classroom environment to prevent problems, listen, provide alternatives, redirect, allow natural consequences when appropriate, respect needs, feelings, and desires, ignore minor misbehaviors, explain on the child's level, be consistent.

- We will not:

Use any form of physical punishment, make fun of, threaten or otherwise abuse verbally, deny food or rest, leave alone or unattended, allow discipline of children by children.

- "Time-Out":

When a child has not responded to other positive guidance techniques, we will use "time-out." This will consist of a quiet space that is out of the main activity of the classroom but is in the teacher's sight. After a brief interval of no more than five minutes the child will return to his or her regular activities. This time allows the child to exercise self-control. With the help of the teacher, older preschoolers can begin to examine situations and learn to make better choices.

## **FIELD TRIPS**

Field trips are used to enhance the curriculum planned for our four year olds. Signed permission slips are required for each child. Parents are asked to drive and to chaperon. There must be one seat belt per child in a car along with an appropriate or legal size car seat. Children are allowed to ride in back seats only.

## **HEALTH PROCEDURES**

- Each child must have a completed Immunization Record on file with his folder. We do not accept children who have not had up-to-date immunizations.
- Please be sure the emergency numbers are listed and accurate.
- Make sure all allergies are listed on your child's health form.
- Parents will be notified if their child should become ill at school. The child will be taken to the Minister of Preschool & Children's Office until a parent

or authorized person arrives.

- Children must be free from contagious illness for 24 hours and/or released by their doctor before returning to Wee-Learn.
- Minor injuries will be cleaned and covered. An accident report form will be completed and placed in your child's file, and a copy sent home.
- Medications will only be given to children that have specific health concerns by their parents only. Please see the Director for information.

### **INCLEMENT WEATHER POLICY**

- Aberdeen Wee-Learn will close when Moore County Schools close. Tune in to widely used radio or television stations for information.
- When Moore County Schools open on a 1 hour delay, Aberdeen Wee-Learn will open at regular time, 9:00 AM. If Moore County Schools open on a 2 hour delay then Aberdeen Wee-Learn will open at 10:00 AM.
- If threatening weather begins after Wee-Learn opens, please return as soon as possible for your child.

### **YOU CAN HELP BY . . .**

- Volunteering in your child's classroom
- Putting your child's name in all personal items
- Contacting the Teacher or Director after class hours with your praises,

suggestions, concerns, or questions. We encourage open communication.

- Dressing your child in clothes that are appropriate for the weather, that can become soiled, and that encourage your child's independence. Select shoes that can be firmly fastened or tied.
- Sending an extra set of clothes that may be kept in the child's book-bag in the classroom
- Sending enough diaper wipes to allow for "extra" accidents
- Keeping current phone numbers and addresses on file
- Notifying Wee-Learn if your child will be leaving with anyone other than his/her parents. Identification will be required
- Providing your child with a book-bag and checking it daily for notes, monthly newsletters, field trip notices, home work, and beautiful art work
- Not sending toys, especially weapon-type toys. Children's favorite toys can become lost or broken. Your teacher will offer suggestions for items that can be brought for show and tell and sharing

## **ABOUT OUR STAFF**

Aberdeen Baptist Wee-Learn employs six teachers that teach three classes of preschoolers from 12 months to pre-kindergarten age children three days a week. The Director is the Minister of Preschool and Children for First Baptist Church of Aberdeen who oversees the everyday operation of the ministry. A Wee-Learn preschool committee is made up of members of First Baptist Aberdeen and the Minister of Children and Preschool also serves in an advisory and policy-making capacity. The members of the committee bring experience in the following ways: child development, teaching, business and finance, counseling, social work, and church representation.

The teaching staff at Aberdeen Wee-Learn is dedicated to the education of the young child. All teachers have a significant training and experience in early childhood education. All teachers are encouraged to continue their education in early childhood education during the school year. All teachers are required to be certified in CPR.

## **PRESCHOOL DIRECTORY**

Aberdeen Baptist Wee-Learn will provide you with a student-parent-teacher directory. Please use this directory to help form car pools, plan play groups, or address invitations. Be sure to sign the Preschool Directory Permission Form so that your child's name may be published.

## **CALENDAR 2011-2012**

### **HOLIDAYS**

2011	Thanksgiving Holidays . . . . .	November 24 & 25,
2012	Christmas . . . . .	December 16, 2010 - January 3,
2012	Parent-Teacher Conferences . . . . .	January 17,
2012	Spring Break . . . . .	April 6 - April 13,
2012	Easter . . . . .	April 8,

## **LAST DAY OF CLASSES**

May 24, 2012

### **Safe Snack List**

Please pick items from this list for our classes due to food allergies. If your snack contains peanuts, tree nuts such as walnuts, almonds, pecans, cashews, etc it may cause an allergic reaction for some children. Please help us make our church a safe place for all children.

Sun Chips

Post Cereal-Honey Combs-Cinnamon Honey Combs

Gold fish

Oreo's plain

Cheese snacks

All Fresh Fruit

Sunmaid Raisins

Back to Nature Chocolate Cookies and Oreo Cookies

Dole Fruit cups

Teddy Grahams

Name Brand Cheese Puffs and Cheese It

Nacho Cheese or Ranch Doritos

Name Brand Saltine Crackers

Lays Potato Chips

Name Brand Lucky Charms

Name Brand Popcorn

Name Brand Pops Cereal

Name Brand Cheetos

Name Brand Clifford and LIFE Cereal

Name Brand Fruit Loops

Murray Brand Vanilla Wafers

\*Birthday Day Party Treats\*

Pet Brand Ice Cream Sandwich's

JELLO Pudding cups-Chocolate-Vanilla

Breyers Chocolate and Vanilla Ice Cream

Whip Cream in Can Only

Kellogg Home Made Rice Krispie's

Butter and Jet Puff marshmallows

Kellogg Rice Krispie's

