

**PRIVATE. FAITH-BASED.  
ALL ABOUT CHRIST**



# **PARENT HANDBOOK**



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**LOCATED IN:  
FIRST REFORMED CHURCH  
420 CENTRAL AVE NW  
ORANGE CITY, IA 51041  
(712) 737-4909  
USE THE WEST DOORS**

## OTHER POLICIES:

Policies regarding child safety (abuse, abduction, biting, disasters, incompetent transportation, intruders, poisoning, and unauthorized access) are written in detail in the policy manual. All staff members are orientated on procedures yearly. Staff is also trained and current in mandatory reporting of child abuse and blood borne pathogen disease control requirements. Yearly continuing education classes are required of all staff to encourage excellence in teaching and caring for your child.

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# MISSION AND CORE BELIEFS

The mission of Wee Blessings is to embrace each child as a unique and precious creation from God. We commit to provide an environment that displays the love of Jesus Christ to every individual.

Wee Blessings provides preschool-aged children with a child-centered environment that encourages learning through creativity, movement, singing, discussion, observation, reading, and playful experiences. Our desire is to guide children as they grow in their knowledge of our Lord and Savior, while establishing a solid foundation that cultivates a lifelong love of learning.

The **3-year-old class** provides a safe and exciting First Adventure to School. Christ is put in the center of all we do as children are given the chance for multiple learning experiences throughout the school year. This is a great precursor for the **4-year-old class**. Students learn valuable skills to take with them during the school years ahead, as well as learn about our awesome and amazing God!

The **4-year-old class** goes on an adventure through the alphabet. Children look forward each week to learning a new letter and sound, as well as a Bible character trait as they explore God's amazing world from apples to zebras in the Ultimate Alphabet Adventure.

## **NOTICE OF NONDISCRIMINATORY POLICY**

**THE WEE BLESSINGS PRESCHOOL ADMITS STUDENTS OF ANY RACE, COLOR, NATIONAL AND ETHNIC ORIGIN TO ALL THE RIGHTS, PRIVILEGES, PROGRAMS AND ACTIVITIES GENERALLY ACCORDED OR MADE AVAILABLE TO STUDENTS AT THE SCHOOL. IT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, OR NATIONAL AND ETHNIC ORIGIN, IN ADMINISTRATION OF ITS EDUCATIONAL POLICIES, ADMISSION POLICIES AND OTHER SCHOOL ADMINISTERED PROGRAMS.**





# REGISTRATION PROCEDURES

**WEE BLESSINGS PRESCHOOL ACCEPTS THREE, FOUR, AND FIVE YEAR OLD CHILDREN. FOR THE THREE YEAR OLD CLASS, THE CHILD MUST BE THREE BY SEPTEMBER 15 AND COMPLETELY TOILET TRAINED AT LEAST 2 WEEKS PRIOR TO THE FIRST DAY OF SCHOOL. FOR THE FOUR YEAR OLD CLASS, THE CHILD MUST BE FOUR BY SEPTEMBER 15 AND MUST BE COMPLETELY TOILET TRAINED AT LEAST 2 WEEKS PRIOR TO THE FIRST DAY OF SCHOOL**



- Tuition for students attending the 3 year old class is \$125.00 each month.
- Tuition for students attending the 4 year old class is \$160.00 each month.

Tuition payments are automatically withdrawn each month from your checking account. You may also choose to pay the year in full with a check. This must be done during paperwork night in August. Tuition is required regardless of absenteeism. Wee Blessings Preschool is a non-profit organization.

After September 1, registration is assumed to be for the entire year. An early exit fee equal to one month's tuition is charged if a child is withdrawn during the school year except for conditions of extended illness or family relocation.

Registration for the following school year shall take place in the winter, February or March. Any requests outside those dates must be made to the board and will be decided on a case-by-case basis. Registration shall be on a first-come first-serve basis on that date. Current families will be given the opportunity to pre-register their children for the next second year at Wee Blessings and also additional children in their family to enter the program. Parents will be informed of the date in their child's newsletter.

The child must be in good health and pass a physical examination by a medical doctor or health care provider within 12 months prior to the start of preschool. The family dentist's name must be listed on the Medical Consent form, but a dental exam is not necessary prior to preschool entrance. The State requires these forms to be on file at the preschool on the first day of class. If paperwork is not on file the first day of class, the child may be asked to stay home until all paperwork is at the preschool.

The child must be current with required immunizations. The Iowa state law requires the immunization form be completed, signed by health care providers and parents, and on file at the preschool by the first day of class.

A nonrefundable registration fee of \$125 for both 3 and 4 year olds is due at the time of registration. Tuition will be collected in the months, September-April.



# A TYPICAL DAY AT PRESCHOOL

## SCHEDULE AND CLASS SIZE

The Wee Blessings Preschool operates Monday through Friday. The 3 year old class meets Tuesday and Thursday at 8:30-11:00am. The 4 year old class meets Monday, Wednesday, and Friday from 8:30-11:00am. Afternoon sessions for both classes, 12:30- 3:00pm, are offered if enrollment permits. Maximum class size for the 3 year-old class is 12 students and 16 students for the 4 year-old class. The school year runs from September through early May. A full school year calendar is distributed early in the year as well as monthly event calendars.

## SUPPLIES

A supply list and daily schedule is given to parents. Newsletters are sent home with the students regularly to inform parents of topics being studied, special things to bring to school, field trips scheduled and any other information necessary for families to know.

## SNACKS

The parents of each child provide snacks according to the schedule provided. A snack suggestion list is included in the fall school letter or open house. Each child is allowed to bring a special treat on the day he/she celebrates his/her birthday or half-birthday. All children and staff wash their hands before eating snacks.

## UNLIMITED COMMUNICATION

Parents are encouraged to communicate any concerns or questions with the teacher before or after class and via Class Dojo.

## DRESS CODE

Play clothes are recommended, as we will have snacks and do various art projects at school. No flip flops, and please wear shorts underneath dresses.

## PICK-UP AND DROP-OFF

Parents are responsible for bringing their child to and from the preschool, or for making car pool arrangements. Only persons listed on the Pick-Up Permission Form are allowed to pick up the child from preschool unless notified by the parent. Parents must escort their child to the preschool.

Please drop your child off for the a.m. session between 8:15 and 8:30 and the p.m. session between 12:15 and 12:30. (No earlier than 8:15/12:15 as the door will be locked before than). Students can be dropped off at the classroom door. At the close of the day pick them up at the outside doors. The teachers will bring the students to the outside doors and call students for dismissal as parents arrive. Please stand next to your car or on the sidewalk to watch for your child to come out. Refrain from cell phone use during this time. If there is a change in transportation, please let us know!

\*Please note that the late pick-up policy warrants a \$5 charge for every 5 minutes you arrive after the posted pick-up time.

# POLICIES AND PROCEDURES

## POTTY TRAINING

### 01.

**YOUR CHILD MUST BE POTTY TRAINED PRIOR TO SCHOOL WITH NO ACCIDENTS. YOUR CHILD SHOULD BE ABLE TO:**

- TELL THE TEACHER HE/SHE NEEDS TO GO TO THE BATHROOM.**
- GO TO THE BATHROOM (BOTH URINATING AND BOWEL MOVEMENTS) ON HIS/HER OWN. THIS INCLUDES REMOVING CLOTHING, SITTING ON THE TOILET, WIPING, PUTTING CLOTHING BACK ON, FLUSHING, AND WASHING HIS/HER HANDS.**
- BE AWARE OF THE NEED TO GO TO THE BATHROOM WITHOUT REMINDERS FROM TEACHERS. TEACHERS WILL PROVIDE A DESIGNATED BATHROOM BREAK TIME, AND OUTSIDE OF THOSE TIMES THE CHILD MUST BE ABLE TO TELL TEACHERS WHEN HE/SHE NEEDS TO GO.**
- WEAR REGULAR UNDERWEAR (WILL NOT BE IN DIAPERS OR PULL-UPS).**

**IF PROBLEMS ARISE, THE TEACHER WILL BE IN CONTACT WITH PARENTS. IF ISSUES PERSIST, THE CHILD MAY BE POTENTIALLY REMOVED FROM THE PRESCHOOL FOR ONE MONTH DURING WHICH TUITION WILL BE PAID IN FULL.**



## CONFERENCES

### 02.

Parent-Teacher conferences are scheduled once a year similar to the MOC-FV conference schedule. In the fall (October-November) a report card will be sent home. A Parent Teacher conference will be held in the spring (February, March or April.) Either teacher or parent may arrange additional conferences at any time.

## FIELD TRIPS

### 03.

Parents are notified of field trips throughout the school year if one is taken.

## WEATHER

### 04.

Check Class DoJo or the MOC-FV school district for weather related announcements. The snow day policy is: If MOC-FV has a 2 hour late start, doors will open for the morning class at 10:00 with class running until 11:30 am. If an early out is announced, doors for the afternoon class will open at 12:00 and will run until 1:30 pm when MOC-FV usually lets out. Wee Blessings is canceled if MOC-FV school day is canceled. The first 2 snow days will be made up. If there are additional snow days to follow, those days will not be made up. Teachers will inform parents of any make-up days to be added to the schedule.



**DISCIPLINE**

**05.**

If a child misbehaves at preschool, he/she is given verbal instruction in appropriate behavior. The staff members may redirect play or separate children as necessary. If verbal correction and play redirection are not effective, the child is given time in the thinking chair. (A child sits quietly for a short period of time). A parent is notified to pick up their child if misbehavior continues. Staff supervises play and may join in to encourage appropriate play. Inappropriate behavior includes: shouting, fighting, playing roughly with toys, throwing toys or hurting others.

**DISCHARGE**

**06.**

If at any time, the preschool determines it is incapable of meeting the child's individual, academic or behavioral needs, a parent conference will be held and it may be necessary for the child to leave the program in order to find a more suitable learning environment.

**DISASTERS**

**07.**

The fire and tornado disaster policies are posted in the classroom. Parents are notified in the case of a disaster and told where to pick up their child. Fire and tornado drills are held each month according to the plans described in the policy manual.

**STUDENT HANDBOOK**

All parents should read through the parent handbook before classes commence. This handbook represents an abbreviated form of the extensive Policy Manual which determines the administration of Wee Blessings Preschool. This handbook contains the information parents need to understand major policies and rules used in the preschool. Any parent may request a copy of the entire policy manual.

**ILLNESS**

**08.**

A child with a fever, diarrhea, in a nauseated condition and/or contagious state **must not** be brought to preschool. If your child has been diagnosed with a contagious disease, please advise the preschool. Children must be **fever free** without medication for at least 24 hours before returning to preschool. Children with fevers may not be given medication in order to mask the fever. Please contact the teacher prior to the start of class if your child will be absent due to illness or other reasons. If a child becomes sick and/or feverish while at school he/she is isolated and parents are notified to pick up their child. Parents are notified if a contagious disease is spreading throughout the preschool.

**ACCIDENTS**

**09.**

Medical advice is secured from the Orange City Area Health System for accidents requiring medical attention. Parents are notified as soon as possible if medical attention is required. One staff member comforts, cares for the child, and administers first aid while the other staff member calls the child's parents and the doctor or hospital (if necessary). All staff members are First Aid and CPR certified.

If a dental emergency arises, the appropriate first aid measures are taken and the child's parents are notified. The child's dentist is contacted if the incident requires it or the parent requests it.

**10.**



# MEET THE TEACHERS



## MORGAN SWIER

### 4'S TEACHER

Morgan has taught at Wee Blessings for 10+ years! She had a teaching position in Texas prior to moving to Orange City. Morgan graduated from Northwestern College in 2006 with an elementary education degree and endorsements in both early childhood and reading.

Morgan is married to Dan, the head men's soccer coach at Northwestern, and mom to three young daughters, Brooke, Eva, & Kate. She enjoys gardening and spending time outside with her family.

Morgan brings a wealth of early childhood experience to Wee Blessings as well as a passion for teaching children about God's love and grace in a child-centered environment.



## JENNY BRUXVOORT

### 3'S TEACHER

Jenny's heart for hands-on learning paired with faith-based instruction has found a home at Wee Blessings preschool. She has had 3 children go through our preschool program and loved it! Jenny has previously taught in the MOC-FV School District and also in Africa & California.

Jenny is married to Riley Bruxvoort who works at the Iowa Army National Guard as the training NCO in LeMars. They have 4 children - Kaylea, Adalyn, Elsie & Clara.

Jenny has brought so much energy to her role at the preschool, and we are blessed to have her on staff.



## KATIE JELTEMA

### 4'S TEACHER'S AIDE

Katie is the aide for our 4-year-old classroom. She had previously been an aide for our 3-year-olds classroom with Mrs. Swier. She was a para at the Orange City Elementary before working at the preschool.

Katie is married to Jon, who is a regional sales manager for Innovative Oncology Services. They have 3 kids - Austin who is married to Allison, Luke, and Adyson.

Katie has a deep love for Jesus and the children she works with. Her smile and energy is contagious to those she's around.



## BECKY HIEMSTRA

### 3'S TEACHER'S AIDE

Becky is the aide for our 3-year-old classroom. She has also worked in a daycare setting and has been busy raising her 5 kids! She also runs her own business called "Millie Jean". She is a photographer and creates customized graphics for apparel.

Becky is married to Eric Hiemstra who owns Hiemstra Lawn Care here in Orange City. They have 5 children - Jayden, Teygan who is married to Makya, Heydan, Ameyah, and Kaseyn.

The children love her fun personality and servant heart. Becky's love for Christ shines through her interactions and care for the students.