

Introduction to Ebenezer Weekday Ministry

Mission

The mission and goal of Ebenezer Weekday Ministry of Ebenezer Baptist Church is to encourage preschoolers to develop socially, physically, mentally, emotionally, morally, and spiritually toward their God-given potential. Our purpose is to help preschoolers develop a basic Christian approach to living through example and day-to-day interaction. We believe children are created by God and have a spiritual capability of relating to God.

Philosophy

This center offers an enriched program meeting the highest standard of early childhood education. This program is geared to the individual needs of each child, which we believe to be the following:

The need to be loved and accepted unconditionally

The need to feel secure by being accepted as a member of a group

The need to develop a positive self-image by getting to know one's self

The need to gain approval and receive praise from peers, as well as, adults

The need to develop independence by assuming responsibilities and making choices

The need to be creative

The need to express ideas and emotions in a constructive way

The need to develop in all areas: social, emotional, physical, and intellectual at one's own pace

Organizational structure

The Weekday Early Education Ministries team (WEEM) is made up of members of Ebenezer Baptist Church and is under the direction of the Minister to Children. The WEEM team oversees the total operation of the Weekday program. The team is responsible for financial operations, personnel issues, program development, use of space and equipment and maintaining Weekday's function as a ministry of Ebenezer Baptist Church.

Education

Our Program

Ebenezer Weekday does provide a planned Christian curriculum and lesson plan. However, we do believe that children learn through play. The children are exposed to a variety of concepts: alphabet, numbers, colors, shapes, weather, feelings, and calendar. Many other areas are also covered such as safety rules, positive self-image, animals, seasons, plants, community helpers, etc.

Manners are reinforced on a daily basis. We encourage children to use amenities such as "Please", "Thank You", "Excuse Me", "Yes Ma'am", and "No Ma'am". Above all, we hope to teach your child socialization skills-the ability to get along well with others, including children and adults. This is an essential skill they will use for the rest of their lives.

It is our goal to promote a positive child care experience for the child and the parent. Emphasis upon Christian education will be an important part of each day's activities. An early morning devotional, inspirational stories, and songs will be included daily, and children will be taught Christian values through these instructional periods, as well as, through example.

Financial Policies

Fee Schedule

A registration fee is due when a child is enrolled. This is a **non-refundable fee**.

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Payment Procedure

Payments are due at the beginning of each week. If you are paying bi-weekly or monthly, payments should be made at the beginning of that time frame. Accounts that are delinquent may result in the child being removed from the program.

Checks that are returned for insufficient funds may be charged a \$25.00 fee. If two are returned within a six month period, all future payments will be required to be in the form of a cashier's check, money order, or cash.

Prices are subject to change with a 30 day written notice.

Vacation Policy

Children who attend for the school year only (August-May) or for the summer only (June-August) will be given one week of vacation. This must consist of five consecutive school days with no attendance during this time.

Children who attend year round (summer and school year) will receive two weeks of vacation to be used at any time during the year ("year" = first day of school through the last day of the summer program). This must consist of five consecutive school days with no attendance during this time.

Withdrawal Notice

A two weeks' notice is required when the child is to be withdrawn. Failure to give two weeks' notice will result in charges amassed during this two week per

General Information

Enrollment

All families wishing to enroll will submit an application, medical form, and South Carolina immunization record. On each application you are required to list any and all phone numbers where you may be reached in case of emergency. We should be able to reach you at any time of the day. Please notify the office in the event that your contact numbers change.

We are unable to provide drop-in care at any time.

Hours of Operation

Our hours of operation are 7:00am-6:00pm, Monday through Friday

Parents may arrive **no earlier** than 7:00am due to daily preparation for children, and must have children picked up by 6:00pm. There is a fee of \$3.00 per minute per child for every minute after 6:00 for frequent late pick-ups. Our employees have families also, and need to get home to them.

Per DSS regulations, children may not be left at the facility for more than ten hours per day.

Our instruction begins at 8:15a.m. Children should be here no later than 10:00 a.m., unless there is an unavoidable appointment scheduled. Please notify the office in advance if this must occur so that adequate staffing will be maintained.

Children may not come in once naptime has begun so as not to disturb those already sleeping.

Children who have an appointment that interferes with their class lunch time must be fed by the parent **before** returning to school.

The Weekday office should be notified if your child will be absent for any length of time in order for proper ratios to be maintained.

Snack/Lunch

Weekday serves a morning snack, lunch, and an afternoon snack. Monthly menus are provided.

All lunch boxes from home must have an ice pack due to lack of storage in our refrigerator.

Due to severe allergic reactions we are a **NUT FREE** facility. Please do not send any products containing nuts in your child's lunch box or for party items.

Holidays

Ebenezer Weekday is closed for the following holidays:

New Year's Day

Martin Luther King, Jr. Day

Good Friday

Memorial Day

July 4th

Labor Day

The Wednesday before Thanksgiving we close at 2:00

Thanksgiving and the day after

Christmas (3 days depending on where it falls)

One DSS Mandated Staff Training day (date to be announced on yearly calendar)

Half day students do not attend during FSD1 holidays (teacher work days, spring break, two weeks at Christmas, etc).

Inclement Weather

We will follow Florence School District 1 for inclement weather on the first day, and then announce further weather related closings on WPDE and WBTW, as well as, their websites, and on our Facebook group page.

School delays will be decided based on the weather situation involved.

Should we feel it necessary to close early due to weather, parents will be notified and expected to pick up their children within the hour. Safety is our top priority.

No reductions in weekly fees are given due to inclement weather or natural disasters.

We reserve the right to close for repairs or staff trainings.

Emergency Evacuation Plan

In the event that Ebenezer Baptist Church has been exposed to hazardous conditions and must evacuate, DSS has designated our evacuation site as the Florence Civic Center. Children will be transported in the safest manner available. Parents will be notified after our arrival at the FCC.

Arrival and Departure

All children must be accompanied by an adult into or out of the building when they arrive or depart. Please do not send elementary age siblings in to get your child. They will not be allowed to leave without an adult present. We do not have adequate staffing to walk your child out to you in the parking lot.

All children must be scanned in and out.

Children may never be left unattended in the parking lot.

Children may be picked up by only those on that child's enrollment form. Parents must call if someone not on the list is picking up. That person must stop by the office to present identification before the child will be released.

Parking Lot Guidelines

Drive slowly in the parking lot as children are prone to be unaware of their surroundings.

Parking in the fire lane is strictly prohibited!

Always park in a parking space, never along the sidewalks!

Do not leave cars running while coming in to pick up or drop off.

Do not allow children to run in the parking lot as other drivers aren't always watching.

Field Trips

Children may not remain at the center while their class is on a field trip. If you choose for your child not to participate in a field trip, you must make other arrangements for your child as all the teachers in that grade level will be on the trip.

Each child must have an adult accompany them on all field trips (except for After School or Day Camp children-grades 5K-6th grade). Parents must drive their own vehicle on field trips or car pool with other parents. Church buses do not belong to Weekday and therefore are not always available for our use.

Clothing/Personal Items

Each child will need to keep an extra change of clothes/underwear in their cubby or a book bag that is brought daily. (large zip-lock bag labeled with name) Please remember to replenish these as needed as we don't keep many extra clothes.

Please make sure your child has a light jacket for cool mornings on the playground.

All sleep time items (sheet, blanket, pillow, small sleep toy) must be small enough to fit in child's Ebenezer Weekday bag. Please make sure these are labeled with child's name.

Parents are responsible for providing whatever diapers/pull ups their child needs. Pull ups must have velcro sides for easier access when changing or potty training. Please label all packs with the child's name.

All sippy cups must be clearly labeled with child's name.

Flip flops, sandals, and crocs must have a strap around the heel for children in 4K and below.

Toilet Training

Toilet training will begin in our 2K classes as children begin showing interest. Success will only happen if this is a team effort between teachers and parents. Children should be dressed in loose clothing that is easily accessible and should have several spare sets of clothing at school. If all spare sets are used, parents will be called to bring more.

Pull ups/diapers are not allowed in our 3K program at all. Children who are not completely potty trained will not be able to attend our 3K program; nor will they be allowed to stay in 2K longer to continue potty training. Children must come to school in underwear and remain in underwear throughout the day without the use of pull ups or diapers with very minimal accidents to remain in 3K.

Toys

Toys, games, books, etc. may be brought ONLY on days planned by the teacher. Any toy brought to school is done so at the risk of the parent. Ebenezer is not responsible for missing or damaged toys.

Birthdays

Birthdays will be celebrated with equal attention being given to each child on their special day. Parents may send special treats for snack, such as: cake, cupcakes, cookies, ice cream, or ice pops, but nothing more elaborate than that.

Illness Policy

It is important to safeguard the health of all children in the center by adhering to the following policy:

Each child will be given a daily health inspection upon arrival by his/her teacher or the staff. If the child is showing signs of an illness, the child may not be admitted to the center.

Children who develop a sickness or injury during the day will have to be picked up immediately. Your child should be picked up within 15-20 minutes from the time you receive the call.

Children may not attend our program if the following symptoms are present:

Fever elevated 100.0 + (should be free of fever for 24 hours without medication)

Vomiting and/or diarrhea (should be free from vomiting/diarrhea for 24 hours without medication)

Any symptoms of the usual childhood diseases: scarlet fever, German measles, mumps, chicken pox, whooping cough, sore throat with fever, croup, any unexplained rash, pink eye and other eye infections

Any infections without treatment: boils, ringworm, impetigo, head lice, etc.
Proof of treatment needed.

Medication Policy

We can administer medication that is “prescribed.”

For any non-prescription medicine, either the product chart must list a specific dosage for the age of child or a note from the doctor must accompany the medicine for the specific dosage.

Please fill out our written authorization form, specifying the time, dosage, and dates.

All medication must be brought in its original container with the original label specifying your child’s name, and time and dosage requirements per your physician.

Medication needs to be given to the teacher so that it may be kept in a locked container.

If your child needs certain medications at the center at all times, such as inhalers or epi pens, a written authorization form must be filled out and kept on file.

If your child receives daily injections, parents and/or guardians are responsible for administering these medications during center hours.

We cannot administer medication to reduce or eliminate fever.

Discipline Policy

We praise and give positive reinforcements to our children here at EWM, and want them to feel nurtured and loved at all times. When children receive positive and understanding interactions from adults and others, they develop good self-concepts, problem-solving abilities, and self-discipline. We do give timeouts and implement loss of privileges when inappropriate behavior happens such as: biting, kicking, spitting, slapping pinching, screaming or disrespect to teachers occurs. If this does not stop the physical/ disrespectful actions or words toward students or staff, your child will have to stay home for an amount of time determined by the Director. If behavior such as biting continues, your child will be dismissed from the program.