



PARENT HANDBOOK

2024-2025

8726 Braddock Road, Annandale, VA 22003

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Office Hours:

Monday - Friday

9:00 am – 3:00 pm

*** As of February 2024, this handbook is accurate. The WEE Center reserves the right to make any changes necessary to ensure the safety of the children and staff.**

Public Disclosure Statement

The Code of Virginia Section 63.2-1716 allows child day centers operated by a religious institution the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the religious exemption law. The statements below have been prepared and are included to meet the requirements of the exemption law.

Exemption: In compliance with the Code of Virginia, Parkwood Baptist Church Weekday Early Education Center (WEE Center) is religiously exempt from licensure and is classified as a Religiously Exempt Child Day Center.

Qualifications of Personnel: Staff position descriptions are posted for your review. Requirements are kept on file in the school office should anyone desire to read them.

Description of Facilities: Parkwood WEE Center is in the lower-level B-wing of Parkwood Baptist Church. The size of the building is 25,000 square feet. The school uses six classrooms, a music room, the library, and the multipurpose room. The Fellowship Hall, Sanctuary and Commercial Kitchen are available on an “as needed” basis. Outdoor play areas consist of two fenced playgrounds with age-appropriate equipment, a contained grass area and wooded paths.

Enrollment Capacity: The maximum number of children in attendance each day is 86. The local building inspector and zoning permits dictate the figure.

Health Requirements for Staff: All employees are certified by a practicing physician to be free from any disability that would prevent them from caring for children. In addition, each has tested negative for tuberculosis. Documentation is on file in the school office.

Public Liability Insurance: Parkwood WEE Center is covered by public liability insurance that provides coverage in the event someone sues for personal or bodily harm suffered during the operation of the school because of negligence. Parkwood Baptist Church manages the insurance requirements.

Licensing

The Weekday Early Education Center is regulated through the Virginia Department of Education, as a Religiously Exempt program. As such it is exempt from state licensure and the qualifications of personnel employed. Annually the WEE Center meets the Virginia Department of Education requirements as a Religiously Exempt Child Day Center. The WEE Center is inspected by Virginia Dept. of Education, the Fairfax County Health Department and the Fairfax County Fire Department. Each year, staff members must be certified by a practicing physician to be free from any known disability that could prevent or impact on their ability to care for young children. All lead teachers have a college degree or a minimum of 5 years’ experience, are certified in Pediatric First Aid and CPR and are required to attend at least 12-16 hours of training in early childhood development each school year.

What is the WEE Center?

The Parkwood Weekday Early Education (WEE) Center is a ministry of Parkwood Baptist Church. It began as a Mother's Day Out program in 1971 and grew quickly into a preschool serving up to 130 families. The Church provides spiritual, financial, and physical support for the WEE Center programs. The WEE Center operates under standards of the Virginia Department of Social Services and is inspected regularly by the Fairfax County Health Department and the Office of the Fire Marshall.

Our Mission

As a Christian preschool, the WEE Center strives to meet the individual needs of each child in an environment where children are loved, lives are enriched, and God is glorified. Together, our mission is to help children develop a love for God, for learning, and for working with others.

Our Curriculum

We use the WEE Learn Curriculum, Conscious Discipline, and teacher planned activities to focus on the following areas:

- **Cognitive, Social, Physical, and Communication Skills**
- **Personal Development including Respect for Others, Faith in God, Self-Esteem, and Moral Character**
- **Independence and Self-Control**

Our Program

The WEE Center staff provides a wide variety of developmentally appropriate activities for our students. The children's natural curiosity is stimulated by teacher-directed and child-initiated activities. The program includes both individual and group experiences that are appropriate for the child's developmental level, encompasses a variety of learning styles, and encourages creative exploration and play. Each child is encouraged to learn at his or her own pace through a program of daily activities that include:

- **Learning centers**
- **Creative art**
- **Music**
- **Movement**
- **Literacy**
- **Math**
- **Science**
- **Outdoor exploration**
- **Classroom discovery**

In addition to a regular daily schedule filled with activities, special events help round out our program. These include:

- **Weekly chapel time**
- **Gardening projects in the school garden**
- **In-house field trips**
- **An extended After-School Program**

Our Staff

All staff members have a personal relationship with Christ. They are loving individuals who, by example, help the children build healthy, positive attitudes toward God, self, and others. Each lead teacher has a college degree or a minimum of five (5) years in early childhood education. All staff members receive extensive annual training in child development and education and are routinely trained and certified in First Aid and Pediatric CPR. At least one staff member who is trained in Medication Administration is always on site.

Our Classes

Each classroom is staffed with a lead and an assistant teacher. The children to teacher ratios meet or exceed those required by the Virginia Department of Education and Social Services (VDSS). **Classes that are under enrolled may be combined or cancelled**

Age	Class	Days
15 months - 24 months	Lambs	Tuesday & Thursday
22 months - 30 months	Bears	Monday, Wednesday & Friday (Monday optional)
2 ½ - 3 years	Butterflies	Tuesday & Thursday (Monday optional)
2 ½ - 3 years	Frogs	Monday, Wednesday & Friday
3 - 4 years	Dolphins	Monday – Friday
3 – 4 years	Dalmatians	Tuesday - Friday
4 - 5 years	Giraffes & Zebras	Monday-Friday or Tuesday – Friday
All students	Spanish	Monday, Tuesday
All students	Music	Wednesday - Friday

Extended Day Program

The WEE Center offers a Stay and Play from 2:00 – 3:00 p.m., for potty-trained children 3 years of age and older. Children will have the opportunity for extended play and discovery under the guidance of two teachers. The program will include exploration in movement, music, art, and drama.

You may register your child for 1 - 5 days each 6-week session. After enrolling your child, you may also have your child “Drop in” a class if space is available. PLEASE NOTE: We cannot guarantee drop-in availability. Contact the office directly to request a spot.

Children with Special Needs

Children with identified special needs are accepted into the program in the hopes that this will be a positive environment for them to learn and grow. Reasonable accommodations will be made so long as the program does not have to alter the staff/child ratio to accommodate the child’s needs. In the best interests of the child, any family with a child who has an IEP or IFSP needs to provide a copy to the school and grant permission to the school to exchange information with Child Find or other specialist working with the child.

Arrivals & Dismissals

WEE Center Students and Families will enter and leave the building by the Lower-Level Door #5 during drop off and pick up. Students are released only to parents, and other adults listed on the Emergency Contact form. Anyone else picking up your child must be authorized in writing. A valid photo ID will be required of anyone that the staff members do not know or recognize.

Lambs/Bears students may also use door # 8

Butterflies/Frogs students may also use door # 7

The school day begins at 10:00 a.m. and ends at 2:00 p.m. Please be prompt when dropping off and picking up your children.

Kiss & Ride

Kiss & Ride begins on Monday, September 10th and lasts from 9:55 - 10:10 a.m. Parents are **strongly** encouraged to use the Kiss & Ride line at the WEE Center entrance in the lower parking lot. Parent volunteers and teachers will assist your children out of the car and to their classroom(s). Kiss & Ride helps your children transition into the classroom and is a wonderful way to promote independence in your child's school experience.

You may walk your children directly to their classroom, by parking in the upper parking lot and walking on the sidewalk to the WEE Center Entrance in the lower parking lot. **DO NOT** park in the lower parking lot, the Kiss & Ride area or walk your child across the traffic to get into the building in the morning.

Late Arrivals & Absences

If you bring your child to school after 10:10 a.m. or need to pick up your child before 2:00 p.m., ring the bell at the church entrance #2. Please call to report your child's absence and any illness that might be contagious.

A Fee will be assessed for late pick up.

Emergency & Weather-Related Closing

The WEE Center follows the Fairfax County Public School (FCPS) regarding weather related emergencies. Days closed due to an emergency are not made up. **If FCPS closes 2 or 3 hours early, the WEE Center closes at 12 noon.** If FCPS opens one hour late, the WEE Center opens at 11:00. If FCPS opens two hours late, the WEE Center opens at 12:00 noon.

Holidays & Teacher Workdays

The WEE Center **does not** follow FCPS early release and teacher workdays or holidays.

The WEE Center is closed on

Monday, October 14: Indigenous People Holiday

Tuesday, November 5: Teacher Workday/conferences

Monday, November 11: Veteran's Day Holiday

Monday – Friday, November 25-29: Thanksgiving Holiday

Thursday December 19 – Friday, January 3: Christmas/Winter

Monday, January 20: Martin Luther King Jr Holiday

Monday, February 17: President's Day Holiday

Tuesday, April 1: Teacher Workday/conferences

Monday - Monday, April 14 -21: Easter Holiday/Spring Break

The WEE Center school year ends on Thursday, May 22, 2025

Forms, Tuition & Fees

Enrollment Requirements

1. **Proof of Child's Identity** (Copy of Birth Certificate, Passport, or Military ID).
2. Completed **Virginia School Entrance Health Form** (new form completed **after June 1, 2024**). Child must be **fully immunized**. Standard exemptions will not be accepted unless approved by the WEE Center Committee
3. Completed **Information Form** (must include physician contact and Emergency Contacts).
4. Completed **Tuition Express** Authorization (optional)
5. **First Tuition Payment** July 1, 2024. The first payment will be applied to your May 2025 tuition.
6. Paid non-refundable **Annual Activity/Supply Fee** August 1, 2024.

Monthly Tuition & Fees

Payment may be made by check, cash, or through *Tuition Express*. This total cost of tuition is divided into nine equal payments. September's tuition is due by September 1st, 2021. Tuition for October through April is due on the first-class day of each month. Tuition payments received after the 10th of the month will result in a \$25 late fee. **All returned checks are subject to a fee of \$25.**

<u>Monthly Tuition</u>	<u>Under 3</u>	<u>3-5-Year-olds</u>	<u>Annual Activity/Supply Fee</u>
2-Day Class:	\$315	N/A	\$175
3-Day Class:	\$400	\$400	\$190
4-Day Class:	\$520	\$465	\$205
5-Day Class	\$615	\$530	\$215

Extended Day – Stay and Play

Annual Registration Fee - \$30

\$12.50 daily if registering for the 6-week session

\$20 daily if “dropping in” *provided space is available



Tuition Express – Automated Payment Processing

We are excited to offer a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card. Each family will have an **Electronic Funds Transfer Authorization** on file.

Late Pick-Up Fees

The school day ends at **2:00 p.m.** Parents who pick up their children late from school will be assessed a fee of **\$25**. An **additional \$25** fee will be charged for each additional 15 minutes thereafter. Please call the office at 703.978.0640 if there is an emergency that will prevent you from picking up your child on time.

Refunds & Withdrawals

A 30-day written notice is required for withdrawal from the program. Families that withdraw after July 1st will forfeit their tuition deposit to cover September tuition.

Keeping Your Child Healthy and Safe

Medication Administration & Equipment

Several WEE Center staff members are certified in Medication Administration Training (MAT) by the Board of Nursing and the Virginia Department of Social Services. If your child needs to have **Emergency Medication** on site (inhaler, Epi-pen, or other medical equipment), the child's doctor (an M.D.) and parents must complete a WEE Center provided, written form detailing the proper dosage and administration of all medicines or equipment. Please see your child's teacher or the WEE Center office to receive the necessary form. Parents must pick up any medication at the end of the school year or it will be discarded. A new consent form is required each school year. **We do not apply diaper cream, lotion, sunscreen, or insect repellent.**

Preventive Measures

There is an inherent risk of exposure to illnesses in preschools, public spaces and wherever people gather. We take enhanced health and safety measures in our daily operating procedures.

- Virginia Law requires that each child receive a daily health screening.
- Staff will check all the children for signs of infection or illness when a parent reports a communicable disease.
- A student with signs of any condition that might adversely affect the child's ability or the other students to participate in the activities planned will not be accepted into the classroom.
- Staff members and children wash their hands frequently; upon entering the building, the classroom, before and after eating, after using the bathroom etc. to reduce the spread of illness and infections.
- When there is a concern about a communicable disease, parents will receive a health alert notifying them of which illness is present at the school and what symptoms to watch for at home.
- **Under the guidance of the Fairfax County Health Department and Virginia Department of Education,** additional measures including wearing personal protection equipment, masks, temperature screenings may be employed.
- Children and Staff must be **fully immunized**.

Virginia Health Department Exclusions from Child Care

Keep your child at home if they have any of the following symptoms:

- Fever of 100.4 degrees or higher within the past 24 hours
- Vomiting within the past 24 hours
- Diarrhea or frequent, runny, watery stools within the past 24 hours
- Positive Covid test (at least 5 days from test)
- Uncontrolled coughing, wheezing, continuous crying, difficulty breathing or a barking or high-pitched whooping sound
- Eye discharge or Pink Eye (conjunctivitis)—thick mucus or draining pus, until drainage has stopped
- Runny nose or congestion that would make it difficult to participate in the class activities
- Unusual behavior or exhaustion that would make it difficult to participate in the class activities
- Blood in stool not explained by dietary change or medication, or hard stool
- Body rash with fever
- Sore throat with fever or swollen glands, or mouth sores with drooling
- Head lice or scabies - untreated
- Persistent abdominal pain for more than 2 hours or intermittent pain with other symptoms
- Tuberculosis, until cleared by health official
- Impetigo, until 24 hours after treatment
- Chickenpox, until sores are dried and crusted
- Mumps, until 10 days after onset of gland swelling
- Measles, until 5 days after onset of rash
- Rubella, until 5 days after onset of rash
- Ringworm

By enrolling your child into our program, you acknowledge that you understand and will abide by the above health & safety requirements.

Lunch

Send in a healthy, age-appropriate lunch and a drink daily for your child. We do not refrigerate or reheat lunches. Parents are encouraged to send a refillable water bottle for their children to use throughout the day.

Food Allergies

Food allergies are common among preschool children. Allergies, medical conditions, and special needs must be reported to the teachers and listed on the health and information forms.

The WEE Center is a **NUT-FREE** school. Please **DO NOT** send in food that contains any nut ingredients.

Safety

The safety of our students is a top priority for the WEE Center. The staff does everything possible to keep the students safe and protected. Here are some systems in place to keep your child safe:

- All staff members are required to have regular criminal background checks, annual physicals, and routine TB tests to ensure that they are healthy and suitable for work with young children.
- Teachers and staff maintain First Aid and CPR certifications.
- The WEE Center has an Emergency Preparedness Plan in place.
- Fire drills and emergency drills are conducted regularly to ensure students and teachers are prepared.
- Two staff members are always assigned to each class.
- Accidents or unusual events are documented with an Incident Report that is signed by the Director and parents.
- Incident Reports are routinely reviewed by staff and the Director to identify potential safety hazards.
- First-Aid bags travel with the class throughout the building and grounds.
- Equipment, toys, and games used by the students are cleaned between use and maintained to ensure that children are not exposed to unnecessary risks. Consumer recall lists are reviewed regularly to remove any recalled products.
- Playground equipment and areas are inspected daily.
- Outside entrances to the building are locked during the school day.
- Students are dismissed only to parents or other adults authorized as Emergency Contacts.

Security

Students are released only to parents or other adults authorized on the Information form. If someone new will be picking-up your child, it must be authorized in writing. This applies to anyone not listed as an Emergency Contact, including play dates with other WEE Center families. A valid photo ID will be required of any party that the staff members do not know or recognize.

Child Welfare

The Parkwood WEE Center staff work to ensure the safety and welfare of your children; this includes reporting *any* suspicion of child abuse or neglect. All staff members must pass Child Abuse, Neglect and Prevention training.

Car Seats

Virginia's Child Passenger Law requires that:

1. All children under the age of 8 years must be in a proper child safety seat or booster seat in the back seat of the car.
2. Children ages 8 – 12 must be in the back seat and use a properly fitting seatbelt.
3. Children **CANNOT** ride unrestrained in the rear cargo area of a vehicle.

All students enrolled in the WEE Center **MUST** be transported to and from school in a car seat. The WEE Center is required by law to report anyone who does not do this. **DO NOT leave children unattended in the car or on school property.**

Section 63.2-1509A of the Code of Virginia REQUIRES all teachers or other persons employed in a public or private school, kindergarten, or nursery school, when acting in their professional roles, to immediately report suspicions of child abuse or neglect (including proper car seat safety and use) that may have occurred both within and outside of the school setting. School employees reporting in good faith are immune from civil and criminal liability pursuant to Section 63.2-1512 of the Code.

Confidentiality and Privacy

Confidentiality

The WEE Center is committed to protecting the rights and privacy of all children, families, and teachers in our program. No records or information about families or teachers will be released without written consent *unless* withholding the information endangers a child. Staff members will discuss information about students only with the family or with other staff members as needed. Names, addresses, and personal information are not commercially sold or distributed in the community.

Student Directory

Our Student Directory contains the student's name, parent's names, phone numbers, emails, and address. This directory is for school related use only so that you may connect with other families. The information may not be used for any business purposes.

Photographs & Videos

During the year, photographs and videos of the children will be taken for educational and informational purposes (class projects, bulletin boards, family events, and newsletter).

It is important that all of us protect our children's privacy. Do not take pictures of other children while you are at the school without permission. **Any pictures or videos you take during school events that include other WEE Center children may not be posted to social media sites.**

Parent/Teacher Partnership

For your child to have optimum school success, it is important for the teachers and parents to work together.

Communication

Effective communication with families strengthens the quality of our program, as well as the relationships between the staff and families. Communication tools include, but are not limited to:

- Daily/Weekly emails from teachers
- Monthly WEE Notes from the Center Director
- Incident reports signed by parents, teachers and Director completed on all injuries or serious occurrences while the child is in our care
- WEE Center Web site
- Conference time with your child's teacher regarding child's goals, needs, and progress
- Weekly Updates through Constant Contact
- Facebook Page
- Phone calls to parents regarding special concerns or accomplishments

Classroom Visits

We welcome parents to visit, volunteer or observe your child's classroom at any time. You may also have your child observed by a professional from outside of our program. Please talk with your child's teacher and the Director to schedule the visit. Anyone visiting the school must check-in with the office and wear a visitor's badge. Visitors are asked not to disrupt the daily routine of the classroom.

Keeping Staff Informed

It is important for teachers and staff to have the information needed to provide adequate care and education for your child. Parents are asked to complete an emergency and information form at the beginning of each school year. We ask parents to update these documents as appropriate. Please keep staff informed of any changes in your child's life that may affect their progress at school.

Special Concerns

Please discuss any special needs with your child's teacher and/or the Director. If your child has an Individualized Education Plan (IEP) or Medical Treatment Plan, please provide the teacher with a copy so that we may prepare the best learning environment possible for your child.

Dress for Success

When you are in preschool, learning can get messy. Please send your child in clothes that allow active play and can get dirty without any concerns. On special days, such as Picture Day, the teachers will gladly help your child change into "messy" clothing when the event is over.

Please send your child in closed-toe shoes that allow active play such as sneakers or tennis shoes. **avoid sandals, flip-flops, and Crocs on the playground.** For your child's safety and comfort **apply sunscreen and insect repellent as needed before school.**

Ready for the Weather *"There is no bad weather, only inappropriate clothing"*

We go outside every day unless the conditions are dangerous. Rain and Snow play requires **weather-appropriate clothing** such as rain jackets and boots, winter coats, hats, and gloves. Teachers will let you know if snow pants are needed.

What to Send Daily

Your child will need the school-provided bag and folder, lunch, and a plastic zipper bag with a complete change of seasonally appropriate clothing and diapers, if needed. This may include rain or snow gear!

WEE Bags

Please have your child use the WEE Center provided bag. Put their lunch, spill proof water bottle, change of clothing**, classroom folder, and diapers in this bag every day. Check the folder and bag daily for important information from your child's teachers and the WEE Center.

**Teachers may choose to keep the change of clothing at school

Label Everything

Everything your child brings to school **should be labeled** with his or her name. All jackets, lunch boxes, extra clothing, cups, and diapers (if appropriate) should all be individually labeled.

Birthdays

Birthdays are a great time to celebrate. If you would like to send in a **special snack** for your child's class, please arrange this with your child's teacher in advance. **Balloons, party favors, and special lunches are not permitted.**

Celebrating the Holidays

The WEE Center curriculum includes using holidays to teach children about the world. Learning about each holiday helps children develop an understanding of God, families, social skills, and traditions. When learning about Christmas & Easter we will focus on the birth and the resurrection of Jesus.

Discipline

Discipline is a teaching tool. The goals of classroom discipline are:

1. To foster a safe, pleasant, and successful learning environment for all students.
2. To help students develop self-regulating and appropriate school behaviors.
3. To help students treat others with respect and kindness.
4. To help students understand classroom and social rules.

Good classroom discipline begins with clear and consistent routines, boundaries, and expectations. Gentle guidance is given to help children make wise choices and accept responsibility for mistakes. If needed, a student may be removed from the group so the student can calmly regain appropriate control. Repeated problem behavior may be the child's way of signaling that he/she needs help in dealing with a certain task or situation.

No physical discipline or shaming is ever used with the children. Staff members always treat children with respect and dignity. Parents are notified of any serious or repeated discipline issues involving their child.

If the safety and progress of any of the children or staff in the program cannot be maintained due to an individual student after all reasonable efforts have been made, the student will be withdrawn from the program.

Ten Ways to a Great School Day

1. **Get a good night's sleep.** Preschool children need 10 - 14 hours of rest every 24 hours.
2. **Establish a morning routine.** Getting little ones going is easier if they know what to expect. A solid routine can cut your morning stress and preparation time.
3. **Healthy meals.** Good nutrition helps young minds and bodies grow. Make sure your child eats a good breakfast and pack a healthy lunch. Children who are properly hydrated are better able to problem-solve and have improved motor skill development.
4. **Remember to send the essentials.** Check with your child's teacher to find out what is needed. Packing the night before leaves you less stressed in the morning.
5. **Dress your child for the expected weather.** Proper outerwear is essential for a successful day.
6. **Arrive on time and pick up on time.** Coming in early can cause restlessness at the beginning of the school day. Arriving late reduces transition time with classmates. Waiting with the staff after everyone else has gone home can trigger sad feelings. If you cannot avoid being late, please call the office.
7. **Have a snack before coming to school.**
8. **Say a quick goodbye.** Do not try to sneak off or hang around. A kiss, a hug, and a promise to return is the best way to say goodbye. Sometimes the children will cry when Mommy is leaving, but a solid goodbye helps settle them into their day.
9. **Support the classroom teachers.** Your child knows that they can trust a teacher that Mom believes in. Get involved with the class and the school. You will be teaching your little one that going to school is important.
10. **Network with other parents.** Sharing information, carpooling, and planning play dates will make the school days better for you and your child.

Policies and Payment Agreement

Privacy

Photography/Video

I am aware that during the school year, photographs/videos of the WEE students are taken and used for art projects, center décor, educational and information purposes. All photos are for use by the WEE center only and will not be released to any third party. I agree to respect the privacy of other families and refrain from posting pictures or videos of any WEE Center students, taken during WEE Center hours and events, to any social media outlets.

Fees and Tuition

WEE Center's Withdrawal Policy

The first tuition payment is due on July 1, 2024. It will be applied to your last month's tuition, in most cases May 2025. A 30-day written notice is required for withdrawing a student once the school year has begun. If a child attends the WEE Center after February 28, 2025, payment is required for all tuition through May 2025. Withdrawals made in the best interest of the child will be reviewed by the Director and may be approved in special circumstances.

WEE Center's Payment Policy

Tuition payments are due the 1st class day of every month. Payment may be made by check, cash, or through **Tuition Express**. Payments received after the 10th will result in a \$25 late fee. All returned checks or accounts with insufficient funds are subject to a \$25 fee.

Late Pick-up Policy

Class dismissal is at 2:00 pm for the school day and 3:00 for the After-School Program. A late pick-up fee of \$25 will be assessed if you or your designated care provider do not pick up your child on time. An additional charge of \$25 will be added for every additional 15 minutes you are late. Please be mindful of the staff's time and their family's needs.

Health and Wellness

Illness

I agree to inform the WEE Center within 24 hours if my child or any member of my household has developed a reportable communicable disease such as strep throat, chicken pox, head lice, pink eye, COVID 19. A complete list is in the Parent Handbook. The WEE Center will notify the parent/guardian or designated person whenever the child becomes ill and or needs to be picked up early from school. I, or designated person agree to pick the child up as soon as possible after notification.

Emergency Medical Treatment

I, authorize the Parkwood WEE Center Staff to provide or arrange for the provision of first aid or emergency treatment to my child in the event of any accident, injury or illness and give permission for additional medical attention should the need arise. It is understood that this authorization is given in advance of any specific diagnosis or treatment and is given to provide authority and power to render care. Efforts shall be made to contact the undersigned prior to rendering treatment, but treatment will not be withheld if the undersigned cannot be reached. In consideration of my child's participation in the Parkwood WEE Center, I release, to the fullest extent allowable by law, Parkwood WEE Center, its employees, and volunteers from liability for any accident or injury to my child so long as such injury is not the result of the gross negligence or willful actions/omissions of releases.

General Policies

WEE Center Policies, Outlined in the Parent Handbook

Classes that are under enrolled may be combined or cancelled.

I agree to follow all policies outlined in the WEE Center Parent Handbook. I understand all the policies, especially those regarding illnesses, tuition, and withdrawal.

I will notify the WEE Center office about changes to any of our paperwork or registration at the WEE Center.

A signed copy of this is kept on file