



Parent Manual

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Table of Contents

PHILOSOPHY	3
PROGRAM PLANNING	4
TRANSITIONS	5
TYPICAL DAILY SCHEDULE	5-6
HOURS OF OPERATION	6
PROGRAMS	6 -7
PARENT COMMUNICATION	7 -8
DAILY HEALTH CHECK	8
PERSONAL BELONGINGS	8
REST TIME PROVISIONS	8
ARRIVAL	8
RELEASE OF CHILDREN	9
CONFIDENTIALITY	9
OUTDOOR PLAY	9
PARENT /GUARDIAN RIGHTS	10
BOARD OF TRUSTEES AND GOVERNING	10
STAFF QUALIFICATIONS	10
FOOD AND NUTRITION	11-13
ACCIDENT/INCIDENT PROCEDURES	14
ADMINISTRATION OF MEDICATION	14-15
HEALTH POLICIES	15
COMMUNICABLE DISEASES	15
HEALTH EXCLUSIONS	16
SANITATION	17
HANDWASHING	17
EMERGENCY PROCEDURES	18
CHILD ABUSE	18
REGISTRATION AND TUITION FEES	19
SCHOLARSHIP FUNDING	20
INCLEMENT WEATHER	20
PHYSICAL SAFETY AND ENVIRONMENT	20
SMOKING AND VAPING	20
TRANSPORTATION	20
PHOTOGRAPHS	21
SCREEN TIME	21
BUILDING SECURITY	21
PARKING	22
DISCIPLINE AND GUIDANCE	23
POSITIVE BEHAVIOR MANAGEMENT	23-24
HOLIDAYS AND CLOSINGS	25
SAMPLE CLASSROOM SCHEDULES	26-28

Wesley Preschool's Philosophy of Learning

Wesley Preschool and Play Care values families being active in our program and has an open-door policy for families to participate or observe in their children's classrooms. We value family partnerships and believe parents are their children's first and most important teachers. We encourage parents and families to participate in our classrooms, enabling children to view their parents as essential and concerned members of the school environment. This also provides parents with opportunities to assist and foster their children's growth and development.

Wesley Preschool and Play Care strives to create a safe, happy, and nurturing environment for children to learn, develop, and thrive as individuals and community members. Because we believe that children learn through play, all classroom routines encourage active involvement, meaningful experimentation, and reinforcement by repetition. We pledge to provide an interdependent natural environment to guide each child's physical, mental, emotional, and social growth. Nature provides countless opportunities for discovery, creativity, problem-solving, STEM education, inquiry skills, and cognitive functioning, which remain at the heart of our educational practices. We believe in facilitating spiritual growth by teaching Christian ideals and love for one another. Spiritual components of the program include prayers, songs of praise, and celebrations of traditional Christian holidays and biblical stories. Wesley Preschool and Play Care welcome all children, regardless of background or identity.

Wesley Preschool and Play Care welcomes all children and families regardless of race, color, or national origin, gender, age, sex, pregnancy, marital status, sexual orientation, gender identity or expression, religion, creed, disability, veteran status, or any other category protected by state and federal laws.

Program Goals and Planning

Creative Curriculum

Wesley Preschool and Play Care will utilize the *Creative Curriculum* as the framework for classroom curriculum planning. Creative Curriculum is a comprehensive research-based curriculum designed to help educators at all levels of experience plan and implement a developmentally appropriate, content-rich program for children with diverse backgrounds and skill levels (cited from Creative Curriculum). Based on the Theory that children learn through play, the classroom routines encourage active involvement, meaningful experimentation, and reinforcement of repetition. Schedules are designed to balance structure, free choice, and active and quiet times. Parents will also actively participate in curriculum planning through parent-teacher conferences, Preschool Board meetings, and any at-will suggestions.

Learning Without Tears (LWOT)

This program helps preschool children develop language proficiency, social skills, fine and gross motor control, color and shape awareness, and letter and number recognition. We at Wesley use this program to help prepare our preschoolers for kindergarten in a child-friendly, developmentally appropriate way.

Chapel

We offer biblical storytelling for our preschoolers in a creative way, fifteen minutes after preschool (at the parent's discretion). This yields growth spiritually, intellectually, physically, emotionally, and socially.

Extra-Curricular Activities

These additional programs will enhance listening and gross motor skills, self-discipline, social skills, and coordination.

Screening

Wesley will require the completion of an initial developmental screening on all children. Screenings will be conducted within the required time frame and documented in the child's file/records. Parents are required to complete the ASQ SE-2 and ASQ-3. Staff will be trained before administering the screening (s) and monitored using the selected tool. The team will use the results of screening tests to plan, individualize, and, as appropriate, make referrals. Staff will include the results in ongoing individual assessments. Children exhibiting developmental delays in any area will be discussed with the directors, and if warranted, appropriate referrals will be discussed with parents. If needed, the Director will guide and support the families through the referral process. Written permission from the parent/guardian is required before disclosing or using a child's written, electronic, or digital information except to employees of OCCL or other entities with statutory responsibilities for issues relating to children's health, safety, and well-being.

Assessment

Wesley Staff will have an ongoing assessment of the children in addition to the initial developmental screening. We will integrate the *Teaching Strategies GOLD observational assessment system*. Additional collection of work products and observations (e.g., portfolios) will be initiated to support this assessment tool. The information should be maintained in the child's classroom and child's file and will be passed on as the child transitions to another classroom or program.

Transitions

We recognize how important new beginnings are in each child's development and to each child's family. With this in mind, we make transitions as smoothly as possible by slowly integrating children into our center from home, from another childcare program, or into a new classroom.

Transitioning from home or another childcare program may be difficult for some families, as everyone must adjust to new people and routines. When you begin this transition, you will meet your child's teachers, meet other children in your child's class, tour the classroom, and learn your child's classroom procedures concerning napping equipment, extra clothing, medications, diapers, and wipes, if needed. You are encouraged to discuss the best communication methods for you and your child's teachers. We recommend that you visit the center before your child begins to take care. We recommend leaving your child for a shorter period and gradually increasing the time they are in care to help them adjust to their new environment.

Your child will be transitioned to a new classroom based on age, developmental readiness, and availability. During the transition period, your child will be placed in their new classroom for short periods. This will help your child become comfortable with the new environment and the new teacher and children. We will develop a written transition plan that shows a series of visits to your child's new classroom. We will inform you before your child ultimately transitions to their new class. We encourage you to meet your child's new teacher and discuss any important information you feel they should know before your child is moved.

Where possible, the transition will be made to reduce stress for both the children and the families.

When transitioning a child from one classroom to the next, whether in a group or individually, staff shall complete the following:

- Involving parents in developing transition plans
- Introducing parents to caregivers in the receiving classroom/center.
- Giving parents a tour of the receiving classroom/center.
- We provide parents with information about the differences/similarities between the classrooms/centers.
- Allowing the child to visit the receiving classroom with, and then (if applicable) without, their primary caregiver.
- We provide everyday activities in classrooms.
- They are being prepared to adjust the transition plan if the placement seems inappropriate for the child.

Typical Daily Schedule

Each classroom will post a class schedule and lesson plan activities on the parent bulletin boards, which include:

- Language and literacy, such as books and writing materials
- Dramatic play, such as play materials, furniture, dress-up, and props;
- Creative arts, such as drawing materials, clay, or play-dough.
- Construction/Blocks, such as unit blocks and accessories.
- Manipulative/Mathematics/Problem solving, such as puzzles, small construction toys, or objects to sort.
- Cooking or food exploration/healthy habits

Science and Nature investigation
Music and rhythm
Multi-sensory Play

To ensure balanced daily program schedules, include:

Greeting, Departure, and Transition Times.
Alternating periods of quiet and active play.
Outdoor play daily for 30-40 minutes, weather permitting.
A balance of large muscle and small muscle activities.
Individual and small/large group activities.
Child-initiated Substantial Portion of the Day (SPOD)
Thirty minutes for each mealtime.
Incorporate routine tasks to further children's learning, self-help, and social skills.
(handwashing, clean-up- etc.)

*Attached are individualized daily schedules

Hours /Days of Operations

The Center operates from 7:00 a.m. until 5:30 p.m., Monday through Friday. Scheduling of each child's arrival and departure times will be developed with the family based on family needs. Changes in this schedule should be communicated immediately to the center administrator so that we can ensure our best services for your child. We have a Fall and Summer session. Our fall session is from September 2 to May 29. Our summer session is from May 27 to August 21. Preschool is only offered during the Fall. Camps are offered in the summer for children who attend preschool in the Fall.

Programs

Toddlers

Staff will plan to implement specific activities and experiences for the toddlers, including appropriate age and individual goals. Wesley Preschool and Play Care staff shall record these and note developmental milestones, accomplishments, and concerns. Plans will be reviewed and shared with the toddler's parents/ guardians at least three (3) times over one (1) year.

The staff shall complete daily records of a toddler's feeding, sleeping, and other routine activities and share these with the child's parents/guardians at the end of each day.

The staff will interact with the toddlers by providing the following opportunities throughout the day:

- Offering frequent face-to-face interaction with toddlers when they are awake
- Talking to toddlers during play, feeding, and routine care
- Reading to and looking at books with toddlers while holding or sitting close to them
- Providing various materials, sights, sounds, and other experiences for toddlers to explore with their senses
- Responding to toddlers to improve their gross and fine motor skills
- Giving names to objects and experiences in the toddler's environment.
- Providing opportunities for the toddlers to improve their gross and fine motor skills.
- Responding to toddlers' words and actions with interest and encouragement
- Supporting toddlers' development of independence and mastery of feeding, dressing, and other

Providing materials and encouragement for pretend-play alone and with other children, and staff

Preschool

Staff will plan to implement specific activities and experiences for the preschoolers, including appropriate age and individual goals. Wesley Preschool and Play Care staff shall record these and note developmental milestones, accomplishments, and concerns. Plans shall be reviewed and shared with the children's parents/guardians at least three (3) times over one (1) year. Progress reports will be given 3 times for preschool.

The staff will interact with the preschool-age children at their eye level and, whenever appropriate, sit on the floor with them to provide the following opportunities throughout the day:

- Offering frequent face-to-face interaction with the children
- Having conversations with the children during play, meals, and routine care.
- Reading to and looking at books with children individually and in groups
- Using rhymes, songs, and other ways to help the children connect sounds and letters and develop other literacy skills
- Helping children develop mathematical and scientific concepts through play, projects, and investigations of the center environment
- Supporting the development of social competence through play and cooperative work with other children
- Providing varied materials, sights, sounds, and other experiences for children to investigate and talk about
- Responding to children's words and actions with interest and encouragement.
- Provide opportunities to refine fine and large motor skills.
- Encourage the enhancement of fine and gross motor skills throughout the day.
- Supporting children's development of independence and mastery of skills

Parent Communication

Education is a shared experience. The families and Wesley Preschool and Play Care staff must work together and keep one another updated with changes in the child's world.

As parents, you are welcome to visit at any time to observe your child and any other aspects. All suggestions are welcome for the enrichment of this program. You will continuously be informed of your children's activities and changes in the program, policies, or staff.

This communication will take place in the following ways:

- Memos
- Text Messaging and Email Alerts
- PROCARE
- Via Telephone
- Social Media
- Weekly/Monthly Classroom Newsletters
- Articles of interest, community resources, and relevant websites as part of community outreach.
- Daily Schedules

Activity Calendar
Parent Handbook
Parent Conferences
Parent Orientation Night (August)
Family-Centered Events
Parent Surveys

A copy of **DELACARE** Licensing Regulations and our Staff Policy Manual is available for review in the Preschool Office. **Any** concerns regarding your child should be directed to the Center Administrator to be handled promptly.

Daily Health Check

Each day, when your child arrives at our center, a staff member will check your child for signs of ill health, communicable disease, physical injury, and child abuse or neglect. If your child exhibits symptoms of illness, requires medical attention, or becomes sick during the day, you will be notified immediately. Your child's emergency contact listed on the information card will be notified if you cannot be reached. Our staff members will ensure your child's needs for rest, comfort, food, drink, and appropriate activity are met until your child can be picked up. Please do not drop your child off when they are ill.

Personal Belongings

We ask that you provide your child with a change of clothes daily. Diapers and pull-ups should be sent in as needed. Each child will have a cubby in their classroom to store their belongings. If your child stays for lunch, you must provide a ready-to-eat lunch. We do not heat items; lunches will be refrigerated. (See nutritional guidelines under the nutrition section for more details.)

Rest Time Provisions

Upon enrolling in play care, families will be asked to provide us with a schedule for their child. If your child is a napper, we ask that a blanket and sheet be provided to make nap time more comfortable. If your child is a non-napper, there will be a designated classroom for children to participate in activities. Nap linens will be sent home **each Friday** to be cleaned and returned the following week on Monday.

ARRIVAL

Upon arrival every morning, take time to **sign your child in**, convey messages, fill out mediation forms, pick up notices, etc.

If your child is 3-5 years of age and is scheduled to arrive before their preschool class, they are to report to the Koala room (downstairs in the main building) between 7:00 am and 9:00 am.

RELEASE OF CHILDREN

Our policy is to ensure the safety of the children enrolled in the Center. All children must be signed **out** of this facility each day when they are present. This procedure will release the child from the responsibility of the Center. Children will only be released to those parents or others authorized at the time of enrollment. All people authorized to pick up your child will be listed in the release authorization log under your child's name. This log will be used to document the release of your child from the responsibility of the Center and authorized person. Parents/guardians wishing to change those adults authorized as emergency contacts or to pick up their child must do so in writing and have this verified by staff. Staff will request a State picture ID or military picture ID to check the identity of an unknown approved person before releasing the child and keeping documentation of this verification on file for our records. The person must also present picture identification upon request, or the child may be held at the Center until identification can be verified.

Where there may be a question of parental custody rights, legal custody will be verified at enrollment. A certified copy of the most recent court order must be on file at the center. If a court order becomes effective after enrollment, the parent with custody must provide a certified copy to the center's administrator as soon as possible. Without such court documents, both parents have equal custody rights. If a non-custodial parent attempts to claim the child without the consent of the custodial parent/guardian, the staff will explain our policy. In contrast, another staff member will immediately remove the child to a secure area, and the local authorities will be contacted directly along with the custodial parent.

When releasing children in an **emergency** or unexpected situation, a parent must call the Center, and the parent's identity must be verified and documented in the log before the child's release.

Suppose the authorized individual attempting to pick up the child cannot produce adequate identification or show clear signs of drug or alcohol intoxication, to the extent that they cannot function as the child's caretaker. In that case, staff shall explain our policy to the person and delay releasing the child while attempting to contact the parent/guardian or other authorized people. Police will be notified if the person departs with the child.

Confidentiality

We require written parent/guardian permission before we disclose or use your child's information to others. Our staff members who work with your child will only receive the necessary information regarding your child to ensure your child's needs are met. Please note that employees of the Office of Child Care Licensing and those with other duties related to the health, safety, and well-being of children will be given access to your child's information for official use.

Outdoor Play

Children will go outside daily. **Please dress your child appropriately for the weather.** Licensing requires that children go outdoors daily without weather **below 32 degrees** or a heat index of **89 degrees or above**. When weather or environmental conditions do not pose a significant health risk to the children, they will go outdoors. If your child has a medical condition that impedes them from being included in outdoor activities, we ask that a doctor's note be provided. When dressing your child each morning, please consider comfort, ease of toilet use, weather, and safety. We ask that, for safety reasons, you send

Parent/ Guardian Rights

Parents/Guardians, upon presentation of identification, have the right to inspect and enter the Center without advance notice. This can only be exercised during the operating hours of the Center. Parents have the right to review public files at the local childcare agency, including complaints regarding the Center.

Parents have the right to review the DELACARE at the following website

[https:// education.delaware.gov/families/occl/](https://education.delaware.gov/families/occl/)

The law prohibits discrimination or retaliation against any child or parent should a parent choose to exercise their right to inspect the Center or to file a complaint against the Center with the licensing agency.

UNDER THE DELAWARE CODE, YOU ARE ENTITLED TO INSPECT THE ACTIVE RECORD AND COMPLAINT FILES OF ANY LICENSED CHILDCARE FACILITY. TO REVIEW A CHILD CARE FACILITY RECORD, CONTACT the administrative specialist, 821 Silver Lake Boulevard, Suite 103, Dover, Delaware 19904, phone (302) 739-5487.

You may also view substantiated complaints and compliance review histories by visiting the Office of Child Care Licensing's childcare search at <https://kids.delaware.gov/occl/search-for-child-care.shtml>.

Board of Trustees and Overview of Governing Body Members

Wesley Preschool and Play Care are licensed through the Office of Child Care and Licensing. The DELACARE licensing regulations are the foundation and key to our success. A copy of these regulations is available for your review upon request.

A Board of Trustees governs Wesley Preschool. The board consists of Members of Wesley United Methodist Church and parents of children attending Wesley Preschool. A list of the board members with contact information can be provided upon request. The program Director, Oveta Fullman, is responsible for the day-to-day operations of the programs. If you have any concerns or questions regarding the Center or the staff, please do not hesitate to contact Oveta.

Contact information for Oveta Fullman:

Preschool Office: (302) 678-8987

Director's Office: (302) 744-8386

Email: preschooldirector@weslyumc-dover.com

Staff Qualifications

Wesley Preschool and Play Care believes that the education and care of your children is of utmost importance. Henceforth, we keep our staff abreast of Best Practices, policies, and procedures.

All educators receive specialized training in early childhood, including child development, developmental curriculum planning/environment, curriculum, observation and assessment, positive behavior management, social-emotional development, health, safety, nutrition, professionalism, and family and community, on an annual basis. Each staff member is certified to administer medication and in CPR and First Aid.

Questions and Complaints

We understand how important your child is and know that questions and possibly complaints or concerns may arise. If you have questions, don't hesitate to contact your child's teacher or the administrator. If you have a concern or complaint, please speak to the child's teacher first unless you do not feel comfortable doing so. If that is the case, please speak with the administrator. If your child's teacher does not satisfactorily handle your concern or complaint, don't hesitate to contact the administrator. We want you to feel comfortable speaking with our staff members. Please know that your questions, concerns, and complaints are very important to us and will be addressed to the best of our ability.

Contact information for Oveta Fullman.

Phone :(302) 678-8987

Office phone: (302) 744-8386

Email: preschooldirector@weslyumc-dover.com

Food and Nutrition

Only morning and afternoon snacks will be provided by our facility for children in Play Care. Children are encouraged but not forced to eat. If your child has any allergies or special dietary needs, the program must be notified immediately, along with a doctor's written orders and action plan. Suppose your child is not permitted to eat snacks served by Wesley due to allergies, diet, or religious beliefs. In that case, the parent/guardian is responsible for providing snacks that meet the DELACARE nutritional guidelines. For your information and convenience, a menu will be posted for children in Play Care. Additional servings of snacks will be provided upon the request of the child. Children enrolled in preschool programs will be sent home a list of approved snacks you and your child will provide to the entire class at a time you schedule with your teacher. (Approx. Once a month)

All the snacks served must meet the nutritional guidelines as per DELACARE Regulations.

Breakfast

We ask that families serve children breakfast at home.

Preschool Snack Information

To be provided by families based on a schedule made with your child's teacher

Due to allergies and other state regulations, we are not permitted to serve homemade snacks. Any milk needs to be 1% or fat-free; all juices must be 100% juice and no sugar added.

Below are a few suggestions for snacks that we hope you find helpful:

Pretzels

Fruit cups (no sugar added)

Saltines

Breakfast Bars

Yogurt

Flavored snack crackers (Goldfish)

Graham crackers

Crackers (Wheat Thins, Triscuits)

Dry unsweetened cereal (Cheerios, Kix, Honey Nut Cheerios)

Fresh or dried fruit

Granola bars

Cheese or cheese sticks,

Fig Newtons

Fresh vegetables – celery, carrot sticks, etc.

Drinks: 100% juice or milk. Half gallons of 1% or fat-free milk, juice boxes, or a small bottle of juice are incredible (we have limited fridge space in our classrooms)

Snacks

Wesley provides a scheduled a.m. and p.m. snack for those attending play care. Our snacks align with the

Snack (Select two of the five components.)			
Food Components and Food Items	Ages 1-2	Ages 3-5	Ages 6-12
Fluid Milk¹	4 fluid ounces	4 fluid ounces	8 fluid ounces
Meat/meat alternatives			
Lean meat, poultry, or fish	½ ounce	½ ounce	1 ounce
Tofu, soy products, or alternate protein products	½ ounce	½ ounce	1 ounce
Cheese	½ ounce	½ ounce	1 ounce
Large egg	½	½	½
Cooked dry beans or peas	⅛ cup	⅛ cup	¼ cup
Peanut butter, soy nut butter, or other nut or seed butter	1 tbsp.	1 tbsp.	2 tbsp.
Yogurt, plain or flavored, unsweetened or sweetened	2 ounces or ¼ cup	2 ounces or ¼ cup	4 ounces or ½ cup
Peanuts, soy nuts, tree nuts, or seeds	½ ounce	½ ounce	1 ounce
Vegetables²	½ cup	½ cup	¾ cup
Fruits²	½ cup	½ cup	¾ cup
Grains (ounce equivalents) ³			
Whole grain-rich or enriched bread	½ slice	½ slice	One slice
Whole grain-rich or enriched bread products, such as biscuits, rolls, or muffins	½ serving	½ serving	One serving
Whole grain-rich, enriched or fortified cooked breakfast cereal, cereal grain, or pasta	¼ cup	¼ cup	½ cup
Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold)			
Flaked or rounds	½ cup	½ cup	1 cup
Puffed cereal	¾ cup	¾ cup	1 ¼ cup
Granola	⅛ cup	⅛ cup	¼ cup

Flaked or rounds	½ cup	½ cup	1 cup
Puffed cereal	¾ cup	¾ cup	1 ¼ cup
Granola	⅞ cup	⅞ cup	1 ¼ cup

Child Meal Patterns

¹Must be unflavored whole milk for children aged one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old or older. ²Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snacks, per day.

³ At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count toward meeting the grains requirement.

LUNCHES

All children will be expected to bring in a packed lunch from home. Children are encouraged but not forced to eat. We ask that items be ready to eat (**food will not be heated**). Lunch will be refrigerated. Lunches cannot be shared. As a licensed facility, state nutritional guidelines for lunches must be followed.

Lunch and Supper (Select all five components)			
Food Components and Food Items	Ages 1-2	Ages 3-5	Ages 6-12
Fluid Milk¹	4 fluid ounces	6 fluid ounces	8 fluid ounces
Meat/meat alternatives			
Lean meat, poultry, or fish	1 ounce	1 ½ ounce	2 ounces
Tofu, soy products, or alternate protein products	1 ounce	1 ½ ounce	2 ounces
Cheese	1 ounce	1 ½ ounce	2 ounces
Large egg	½	¾	1
Cooked dry beans or peas	¼ cup	⅜ cup	½ cup
Peanut butter or soy nut butter or another nut or seed butter	2 tbsp.	3 tbsp.	4 tbsp.
Yogurt, plain or flavored, unsweetened or sweetened	4 ounces or ½ cup	6 ounces or ¾ cup	8 ounces or 1 cup
The following may be used to meet no more than 50% of the requirement: Peanuts, soy nuts, tree nuts, or seeds (1 ounce of nuts/seeds = 1 ounce of cooked lean meat, poultry, or fish)	½ ounce = 50%	¾ ounce = 50 %	1 ounce = 50 %
Vegetables²	⅞ cup	¼ cup	½ cup
Fruits²	⅞ cup	¼ cup	¼ cup
Grains (ounce equivalents) ³			
Whole grain-rich or enriched bread	½ slice	½ slice	One slice
Whole grain-rich or enriched bread products, such as biscuit, roll, or muffin	½ serving	½ serving	1 serving
Whole grain-rich, enriched, or fortified cooked breakfast cereal, cereal grain, or pasta	¼ cup	¼ cup	½ cup

¹ Must be unflavored whole milk for children aged one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old or older.

² Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snacks, per day.

³ At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count toward meeting the grains requirement.

Special Occasions

If you would like to bring in a treat for your child and their class for birthdays or other special occasions, we ask that it be prepackaged with a label listing the ingredients. Unfortunately, no home-baked items will be served.

Accident/Incident Procedures

Any accident at the center will be handled immediately by staff certified in CPR and First Aid until emergency contact/emergency personnel are present on the scene.

If your child becomes injured, is bitten, or is involved in a physical altercation with another child, emergency action will be taken to protect your child from further harm, and you will be notified.

If your child receives a serious injury, you will be notified immediately. Per licensing regulations, a serious injury includes any impact to a child's head. Therefore, you will be notified immediately if your child falls and bumps their head, lips, mouth, or face.

An accident/injury report will be completed and provided to you within one business day, and a copy of this report will be kept in your child's file.

You will be notified of less serious accidents/injuries before your child is released at the end of the day. Less serious injuries include bumps, scrapes, and scratches.

Suppose your child has a life-threatening injury or illness or a serious medical incident such as a seizure, allergic reaction, burn, drowning, etc. In that case, you will be notified immediately after an ambulance is contacted and receive an incident report.

You must sign the report as proof that you were notified of the accident/injury/serious incident.

ADMINISTRATION OF MEDICATION

All teachers at Wesley Preschool and Play Care are authorized, according to state law, to administer medication to the attending children. Medication forms are available.

Before administering medication to your child, we must obtain the following:

- A completed and signed medication form from the child's parent (s) for each medication to be administered

- All **prescription** medications shall be:

 - In its original container

 - Current and has not expired.

 - Properly labeled

 - Authorized by the child's health provider

 - Medication will only be given to the child whose name appears on the prescription**

- All **non-prescription** medication shall be:

 - In its original container

- 2) Properly labeled with directions for administration
- 3) Shall be labeled with the child's name
- 4) **Any deviations from the label instructions shall be in writing from the child's health provider**

***Due to regulations, sunscreen must be applied before arriving at school.**

When your child no longer needs the medication or the medication has expired, we will return the medication to you.

To comply with the Americans with Disabilities Act, we will make reasonable accommodations for children with medical needs. If your child needs accommodation, please speak with our administrator to discuss your request.

Health Policies

Upon enrollment, your child must have a completed physical and immunization record signed by their physician or the Department of Public Health Clinic. All child immunizations must be kept current if your child becomes ill at the Center. You will be notified immediately and isolated until someone can pick them up. Parents are required to remove an ill child within one hour following notification.

Children who are excused from the Center due to fever, diarrhea, vomiting, or any other symptoms of a contagious disease will not be re-admitted to the Center for at least twenty-four (24) hours. Any child who has missed three (3) days or more because of a contagious illness must have a note from a physician to be re-admitted.

Parents will receive written notice of any outbreak of a reportable communicable disease. You must also notify the director (Oveta Fullman) if your child has been exposed to any communicable disease. This will enable the administration and staff to watch for symptoms in your child and other children in our care.

Communicable/Contagious Disease or Condition Policy

Children with a reportable communicable disease will not be admitted for care unless your child's doctor provides documentation stating your child has been evaluated and presents no risk to themselves or

others. The Division of Public Health (DPH) has advised me that your child presents no threat to others. For information regarding reportable communicable diseases, please view DPH's website:

<http://www.dhss.delaware.gov/dhss/dph/dpc/rptdisease.html>. If your child's doctor states your child may return, but DPH states that your child may not, our staff will follow DPH's instructions. If your child is exposed to a communicable/contagious disease or condition while in care, you will be notified and given information on the symptoms.

Health Exclusions

Any child with symptoms of any illnesses specified below will not be permitted to attend Wesley Pre-school and Play Care unless there is written documentation or verbal permission with a written follow-up from a licensed physician. The notice must state that the child has been diagnosed and poses no serious health risk to the child or other children. The symptoms of the illness for possible exclusion shall include, but not be limited to, the following:

Temperature of 100°F or higher without medication, even if there has not been a change in behavior for infants four months old and younger;
Temperature of 101°F or higher without medication accompanied by behavior changes or symptoms of illness for children older than four months;
Symptoms of possible severe illnesses, such as unusual tiredness, uncontrolled coughing, unexplained irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs;
Diarrhea: two or more episodes of loose stool during the past 24 hours, or if diarrhea is accompanied by fever, exclude for 48 hours after the symptoms end;
Blood in stools is not due to a change in diet, medication, or hard stools;
Vomiting: two or more times in the past 24 hours or one time if accompanied by a fever until 48 hours. hours after the symptoms end or until a health care provider determines the vomiting is not contagious, and the child is not in danger of dehydration;
Ongoing stomach pain (more than two hours) or off-and-on pain due to a fever or other symptoms;
Mouth sores with drooling;
Rash with fever or behavior change;
Purulent conjunctivitis “pink eye” (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after starting antibiotic treatment;
Scabies, until 24 hours after starting treatment;
Pediculosis “head lice” or nits, until 24 hours after starting treatment;
Tuberculosis, as directed by DPH;
Impetigo, until 24 hours after starting antibiotic treatment, and sores are dry;
Strep throat or other streptococcal infection until 24 hours after starting antibiotic treatment;
Varicella-Zoster “chicken pox,” until all sores have crusted and are dry (usually six days);
Shingles, only if sores cannot be covered by clothing or a bandage; if not, exclude until sores have crusted and dry;
Pertussis until completing five days of antibiotic treatment;
Mumps, until five days after the onset of glandular swelling;
Hepatitis A virus, until one week after onset of jaundice, or as directed by DPH;
Measles, until four days after the arrival of the rash;
Rubella, until seven days after the arrival of the rash;
Herpetic gingivostomatitis is “cold sores” if the child is too young to have control of saliva, or
Unspecified short-term illness, not chronic illness, if your child is unable to participate in activities, or our staff cannot provide care for your child and the other children.

Sanitation

Staff members must wash with a soap and water solution and then disinfect the following equipment, items, or surfaces as listed below:

Potty chairs that have first been emptied into a toilet	Toilets and toilet seats
Sinks and faucets used for hand washing after the sink has been used for rinsing a potty chair.	Sinks and faucets
Diapering surfaces, as required in subsection 61. F	Diaper pails and lids
Food preparation and eating surfaces, such as counters, tables, and highchair trays	Drinking fountains
Toys mouthed by children	Water table and water play equipment
Mops used for cleaning must be rinsed, disinfected, wrung dry, and hung to dry.	Play tables
Plastic bibs (cloth bibs may be used only once before laundering)	Rest mats that are not stored separately, as listed in these regulations
Thermometers	Cleanable, non-absorbent activity mats such as those used for infant tummy time
	Smooth-surfaced non-porous floors

Hand Washing

All staff members and children must wash their hands with soap and running water, including when gloves have been worn, and use paper towels or a hand-drying device, as follows:

Eating or handling food	Toileting or diapering
Giving medications	Coming into contact with blood, fecal matter, urine, vomit, nasal secretions, or other body secretions
Caring for a child who may be sick	Handling animals or their equipment, or after coming into contact with an animal's body secretions
Using a water-play or other sensory table/container with other children	Playing in a sandbox
	Outdoor play
Using shared play-dough or clay	Cleaning
	Taking out the garbage

Emergency Procedures

Child Injury /Illnesses

If your child becomes ill while at the Center and must be excused or treated, the following procedures are used to contact parents or emergency contacts:

1. Parents are contacted.
2. Emergency contacts are called if parents cannot be reached.
3. The child's physician will be called if emergency contacts cannot be reached.

Your child will be transported and treated at the local hospital if necessary.

Parents will continue to be called until contact is made to inform them of their child's injury or illness. If a child needs emergency hospital treatment, transportation by ambulance will be used, and a staff member will accompany your child.

Evacuation / Relocation

Suppose the emergency is confined to the immediate area at the Wesley Preschool and Play Care, e.g., fire, and the children cannot stay on the premises. The children will be taken to the **Education Building, 30 Loockerman Plaza, Dover, DE 19903.**

1. The children and staff will remain at this location while you or your emergency contact is notified of the situation.
2. If the emergency is more widespread, encompasses a larger area, such as the neighborhood, due to an environmental threat, e.g., flood, and the children cannot remain in the immediate area, they will be transported to City Hall Council Chambers, 15 Loockerman Plaza, Dover, **DE 19903.**
3. The children and staff will remain at this location while you or your emergency contact is notified of the situation.

Children will be transported by staff vehicles.

Notification

1. We will repeatedly try to call you as soon as the children and staff are safe. If we cannot reach you, we will call your emergency contacts. Children will only be released to you or your emergency contacts during emergencies.

Information about the event can be found through various channels, including e-mail, website, social media, radio station, and PROCARE.

Please rest assured that Wesley Preschool and Play Care staff will always remain with and care for the children during an emergency to ensure the children's safety. As always, please don't hesitate to contact me with any questions or concerns.

Mandatory Child Abuse Report Policy

Child abuse and neglect is a child experiencing personal injury due to non-accidental means. This injury will result in a mental or emotional condition resulting from abuse or neglect, negligent treatment, sexual abuse, maltreatment, exploitation, or abandonment of a child under the age of 18 or of an individual who appears to be mentally challenged. The staff at Wesley Preschool and Play Care is required by Delaware State law to report all suspected child abuse and neglect to the 24-hour Division of Family Services (DFS)

Child Abuse and Neglect Report line at 1-800-292-9582. All staff are trained annually to identify forms of abuse and neglect.

Registration and Tuition Fees

Registration Fees:

Fall Preschool	\$100.00	Fall Play Care	\$70.00
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If your child is enrolled in Preschool and Play Care, you only pay the Preschool registration fee.

Summer Camp	\$50.00	Summer Play Care	\$50.00
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If your child is enrolled in Summer Camp and Play Care, you only pay the Camp registration fee.

The registration fees are payable at the time of registration. The costs are nonrefundable and not applicable toward tuition.

Withdrawal: A two-week written notice is required when withdrawing.

Refunds: Any advanced payments will be refunded after the two-week withdrawal period.

Preschool & Play Care Rates 2025-2026

Preschool tuition is due on the 1st Monday of every month.

Hedgehogs & Starfish (3-year-olds) Preschool

(9 Equal Payments) – 9:15 – 11:45

3-day class	\$265.00 per month
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5-day class	\$350.00 per month
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Koalas, Dolphins, & Penguins (4-year-olds) Preschool Tuition Rates (9 Equal Payments)

9:00 – 12:00

3-day class	\$300.00 per month
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4-day class	\$350.00 per month
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5-day class	\$389.00 per month
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Daily Play Care

Rates

Up to 1 hour	\$17.00
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Over 1 hour up to 3 hours	\$25.00
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Over 3 hours up to 4 hours	\$31.00
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Over 4 hours up to 6 hours	\$40.00
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Over 6 hours up to 10 ½ hours	\$51.00
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Full-Time Play Care (6 hours or more/5 days per week) \$240.00.00

Play Care payments are due every Monday.

You will receive absent/sick days according to your Play Care schedule to use for canceling your child's Play Care services without penalty during the school year. After you use cancellation days, you will be charged for the Play Care hours you signed up for on your Play Care Agreement Form. You do not pay when we are closed for holidays.

Late Fees after the scheduled pick-up time.

2 – 5 minutes	\$12.00
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6 – 10 minutes	\$18.00
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11 – 15 minutes	\$24.00
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16 – 20 minutes	\$29.00
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21 – 25 minutes	\$35.00
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26 – 30 minutes	\$47.00
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After three late pick-ups

You will be notified by letter.

Fees may increase and

Care may be interrupted.

Scholarship Eligibility

Wesley Preschool has a scholarship fund to assist in preschool tuition available to families in need. Applications are available in the preschool office. These applications will be accepted starting the 2nd week in January. Funds are limited and will be based on need and availability. Acceptance letters will go out before August 15th.

Inclement Weather Procedures

In the event of adverse weather conditions, Wesley Preschool and Play Care families will be notified of the decision before 7:00 am in the following ways:

The Wesley Preschool and Play Care **Facebook** page (www.facebook.com/wesleyPDDE),
Local television stations (**WBOC and WMDT**)

Text Message Alerts (families may sign up for text message alerts).

If the Center is open, but due to severe weather or road conditions, the Administration decides to close early, families will be notified via text message and/or phone call.

We will make every effort to remain open for working parents; however, if we find it necessary to close, we will adjust Play Care fees accordingly.

Physical Environment and Safety

Wesley Preschool and Play Care ensures and maintains written certification that every building and part thereof used at the Center is constructed, operated, furnished, maintained, and equipped in compliance with all applicable requirements established by Federal, State, local, and municipal regulatory bodies.

TUITION

Smoking and Vaping

Smoking and Vaping are prohibited by parents and others inside the center, in the outdoor play area, in the presence of children, and during routine programs.

Transportation

Transportation will not be provided.

Building Security

Wesley Preschool and Play Care has a security system that allows the building to be on lockdown during the hours of operation. Once enrollment has been completed, you will be assigned a number to use to enter the building independently. Once the code is entered correctly, the magnetic lock will be released, and the accepted light will turn green. The Education Building does not have a keyless entry. It would be best if you pushed the button and identified yourself to gain access.

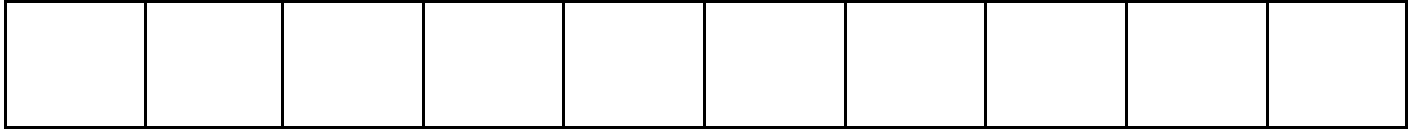
Photographs and Videos

We take photographs regularly, and all our special events are recorded. These pictures may be posted in the center, displayed on our website, PROCARE, or used to chronicle your child's development or to illustrate the daily curriculum. We require written parent/guardian permission to disseminate photographs or videos of your child, or if your child will participate in special events.

Screen time

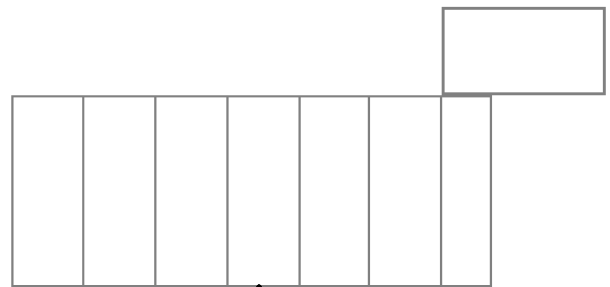
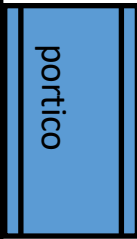
Periodically, children over two years of age may view an educational program on a TV with written parent/guardian permission. The program will be age-appropriate and limited to one hour or less. We do not permit gaming devices, tablets, smartphones, etc., to be used and are not responsible if they are lost or stolen.

Wesley Preschool Playground



WESLEY CHURCH AND PRESCHOOL

portico



Student Ministry
Center



Parking at Wesley Preschool and Play Care is limited due to the shared parking with the church and the lawyer's offices. Please be aware of reserved spaces or parking other than for Wesley Preschool and Church. There is additional parking on the circle off Loockerman Street that can be used. When parking in a spot to drop your child off or pick them up, please consider our parking limitations. We ask that you be timely. Staff will be available to take your child to and from class. Please see Oveta in the office with any questions or concerns.

Discipline and Guidance

Our staff members have completed many training courses to learn to provide social and emotional nurturing and redirection for each child, particularly those with challenging behaviors. These trainings included developmentally appropriate behavior, cultural responsiveness, family engagement, adverse childhood experiences, trauma-informed care, and evidence-based practices. Each year, they complete training to help them understand children with challenging behavior. Your child's care will be terminated in the following situations:

- Your child's presence becomes a serious safety threat to themselves or others.
- You or a family member becomes a safety threat by becoming hostile, and we cannot resolve the situation, or you fail to pay for services, as stated in the contract.

We work hard to ensure that each child feels special and gets along well with others in the group. Suppose your child cannot control their behavior, such as using disrespectful language, throwing objects, or hitting others. In that case, our staff members will work with you to help your child change their behavior, and you may need to seek professional services for your child. We will use interventions to help your child learn to manage their behavior.

Listed below are the procedures utilized to minimize inappropriate behavior.

1st offense – Parent(s) will receive written notification of the offense

2nd offense – Parent(s) will receive written notification of the offense with a warning notice

3rd offense – Parent(s) will receive written notification of the offense in addition to a request for a disciplinary conference

4th offense – Parent (s) will receive written notice of the offense in addition to one day suspension from the facility (at the parent's expense)

5th offense – Parent (s) will receive written notification of the offense in addition to a conference and termination from the center

If a therapist is involved, we will work with them and use the techniques/interventions that they recommend. These behaviors and interventions will be documented. After working to help your child, they will be suspended for one day if they continue hurting others. If your child returns and continues to hurt others, you will be given five days to find an alternate care, and your child will be expelled.

Parent (s) will be held liable for any property damage resulting from behavior problems.

Positive Behavior Management

Our center has rules to keep all children safe. If your child breaks a rule, they will be redirected, and a staff member will explain the importance of following the rule so the child may understand. If breaking the rules becomes a persistent problem, a parent or guardian will be notified so we may discuss ways to handle the situation together. If your child has a particular need or an emotional disability, our staff will work with you and professionals, if needed, to create practical ways to manage your child's behavior.

Children will not be subjected to the following techniques by staff:

- Roughly handling a child or physical punishment inflicted on a child's body, including, but not limited to the following: shaking, grabbing, striking, hair-pulling, biting, pinching, plucking, slapping, hitting, kicking, or spanking
- Yelling at, humiliating, or frightening children
- Physically or sexually abusing a child.
- Making negative comments about a child's looks, ability, ethnicity, family, or other personal traits.
- Denying children's food, water, or toilet use because of inappropriate behavior.
- Tying, taping, chaining, caging, or restraining a child by means other than holding. The child may be held only as long as necessary for the child to regain control.
 - ⇒ If the child or others are in imminent danger or a risk to themselves or others, physical holding for as brief as possible to remedy the risk or removing the child to a safer location is permissible. Supervision is required.
 - ⇒ In the event physical holding is used, documentation must be completed by the staff. The early childhood administrator shall be involved in monitoring and managing the situation to ensure the safety of all (child and staff member).
- Punishing children for a toileting accident or failing to fall asleep, eat food, or complete an activity.
- Withholding physical activity as a punishment.
- Encouraging or allowing children to hit, punish, or discipline each other

Staff will understand and accept age-appropriate behavior such as assertiveness, messiness, crying, and resistance.

- Staff members shall intervene quickly to ensure the safety of children and others; redirect children by suggesting other acceptable behaviors; escort the child to a different setting when necessary and speak so children understand their feelings are important and acceptable, but their disruptive behavior is not.
- Staff members teach by example by always being respectful when speaking to the Center's children, other staff, and families.
- Staff members consult with a child's parent/guardian and professionals, if necessary, to design effective positive behavioral interventions and adopt behavior management practices for a child with a particular need, including a behavioral or emotional disability.

All staff will use prevention strategies, appropriate redirection rather than restraint, and positive developmentally appropriate methods of behavior management of children, which encourage self-control, self-direction, positive self-esteem, social responsibility, and cooperation.

Occasionally, a child aged three or older who misbehaves may be asked to take a break. This involves the child going to a quieter area of the classroom with a staff member so they can take some deep breaths and let off some steam. Our staff members are trained in positive behavior management techniques. They do not use any physical punishment or any act prohibited by licensing regulations. Our administrator routinely enters classrooms to observe the staff members' interactions with children. In addition, staff members are asked to bring any concerns regarding another staff member's behavior/interactions to the administrator and immediately report suspected child abuse or neglect to the Child Abuse and Neglect Report Line.

Sample Younger Play Care Room Daily Schedule

7:00-9:00 – Arrival, Handwashing, & Open Centers

8:00-8:30 – Morning Snack or Open Centers

8:45 – Diapers, Bathroom, Handwashing

9:00-9:30 – Gross Motor (Playground or Running Room)

9:35-11:30 – Storytime & Open Centers, small groups

10:30 – Diapers, Bathroom, Handwashing

11:30-11:45 – Diapers, Bathroom, Handwashing

11:45-12:15 – Lunch

12:15-12:20 – Cleanup & Handwashing

12:20-1:40 – Naptime

1:40-1:45 – Diapers, Bathroom, Handwashing

1:45-2:30 – Afternoon Snack, Open Centers

2:30-3:00 – Gross Motor (Playground or Running Room)

3:00-3:05 – Handwashing

3:05-3:10 – Storytime

3:10-5:30 – Open Centers & Departure

3:45 – Diapers, Bathroom, Handwashing

5:00 – Diapers, Bathroom, Handwashing

Sample 3 yr. Old Preschool
Classroom Schedule

9:15 – 9:30 Snack Time

9:30 – 10:10 Free Play/Craft

10:10 – 10:15 Clean Up

10:15 -10:45 Outside or Running Room

10:45 – 10:55 Bathroom Break/Circle Time 1

10:55 – 11:05 Bathroom Break/Circle Time 2

11:05 – 11:30 Free Play

11:30 – 11:35 Clean Up

11:35 – 11:45 Story Time & Dismissal

Sample 4-year-old
Preschool Daily Schedule

9:00 - 10:30 Multi-Sensory Center Play; Small Group Craft.

Small Group: Handwriting Without Tears Schoolbooks

10:30- 10:50 Snack; Independent Books; Bathroom

10:50- 11:15 Circle Time w/Leader; Show & Tell; Story

11:15 – 11:30 Group activities: (music, movement, science, Learning Without Tears activities)

11:30 - 11:55 Gross Motor Time (playground or running room);

11:55 – 12:00 Backpacks/Pickup