

FIRST BAPTIST CHURCH DAYCARE

Parent Handbook



Parent Handbook

Purpose

The purpose of the First Baptist Church Day Care Center is to give our community the option of placing their children in a Christian-oriented, curriculum-centered program of child care. In each activity, we endeavor to provide a Christian foundation and to offer an opportunity for individual spiritual, physical, mental, and social development.

Physical Development

First Baptist Church Daycare is proud to offer a program that discovers and meets the needs of children while providing safe and sanitary conditions for each of its students.

Social Development

It is the mission of First Baptist Church Daycare to provide a loving, Christian atmosphere for each child. We have been successful to create a program that enables each child to adapt and enjoy life's everyday experiences while at our center. While attending First Baptist Church Daycare, each child will learn from his/her care giver as well as learn from his/her own experience with the other children who attend our center.

Intellectual Development

First Baptist Church Daycare will provide the children with teachers who have not only a genuine concern and love for each individual child, but also a desire to help the children learn. Our care givers will discover how each child is unique and work with that child to develop his/her individuality to find the contribution that child will make to its surroundings. Our care givers will also enrich each child's daily life by helping each child to realize his/her own potential. Enrichment will also occur as our care givers teach each child to appropriately express his/her feelings and in doing so become responsible for his/her own behavior.

Emotional Development

Care givers are trained to help the children feel more secure and have a better understanding of children their own age. Our care givers are also trained to offer dependable guidance for families that need assistance with the emotional development of the child while at home.

Spiritual Development

First Baptist Church Daycare will first and foremost help each child to have a better understanding of God, Church, and Prayer. Providing the children with a better understanding of God will create self-confidence as they learn to speak to God through prayer. They will also develop trust for God which will give them great courage to live up to the potential they were given by Him.

EARLY EDUCATION

Educational Philosophy

A child develops mentally, physically, spiritually, socially, and emotionally. WE are committed to providing biblically based, age-appropriate experiences to allow each child to progress in these areas at his/her own level of ability while enjoying feelings of success. This primarily done through hands-on activities in learning centers and positive Christ like role modeling of the staff. Parent newsletters will keep you informed about each unit designed for your child's class.

Curriculum Guides

These curriculum guides are designed for teachers who work with the young child. The effectiveness of these materials depends on the teacher adapting them to meet the needs of, growth, and development levels of the children in a specific classroom. The choice of the activities and experiences should only be made after a careful assessment of the needs and interests of each child individually and the classroom as a whole.

Think of the curriculum as the sum total of all experience of a child while he/she is at school. A child's daily activities, while at First Baptist Daycare, will be planned to stimulate social, emotional, physical, intellectual, and spiritual development.

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The following steps may be helpful to the teacher in developing a balanced curriculum for a specific classroom.

- Examine the overall goals of First Baptist Church Daycare and commit to achieving those goals for the classroom.
- Examine the curriculum guide for your age group by reading the introduction page on how to use the guide. Review the format of each unit, which include general concepts, activities within each learning center, books, stories, music, and etc.
- Examine the units of study and contemplate how they may be applied in a specific classroom.
- Examine and complete the Annual Activity Chart, which is divided into weekly sections.
 - Fill in the beginning date of each week.
 - Identify and mark any holidays and/or “no school” days.Start with the first unit in your guide and write it on the chart under general topics. Write general concepts to be discussed on the days of the week. Keep in mind these topics are to be general.
- Examine and complete the Weekly Activity Chart.
 - Write the general topic for each specific week on the top line. Refer to the unit of study in your guide for acceptable concepts that can be used in the weekly discussion topic. In addition, you will find activities for art, blocks, dramatic play, and etc. Choose appropriate activity for the age group specific to each classroom. Write the planned activities on the appropriate area of the chart for each day of the week.
- Examine the Specific Activity Sheet. Write the name of Bible stories, including chapter and verse. Bible verses, transitional activities, the words for finger plays, outdoor games, movement activities, and anything else that require specific direction should be written on the chart.

Schedule

It is necessary to create a schedule for daily activities. Each schedule will designate a time for each of the following:

- Arrival
- Snack
- Free play
- Transition activity
- Discussion time
- Toilet and/or diaper change
- Outdoor play
- Story time
- Transition activity
- Lunch
- Nap or rest
- Toilet and/or diaper change
- Snack
- Transition activity
- Movement activities
- Transition activity
- Music
- Outdoor play
- Departure

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Standards

First Baptist Church Daycare operates under the standards of the Texas Department of Protective and Regulatory Services and is inspected regularly by the Victoria County Health Department and the Victoria Fire Department. As required under the Texas Department of Protective and Regulatory Services, our facilities receive pest control on a quarterly basis throughout the year. A copy of the Minimum Standards as Stated by the Texas Department of Protective and Regulatory Services, is available in the day care office or you may request a copy from your local day-care licensing office. Also, a list of these Standards can be found at www.tdprs.state.tx.us or call the Child Care Information line at 1-800-862-5252.

Times of Operation

First Baptist Church Daycare operates 12 months of the year. The facility is open Monday through Friday, 7:00 a.m. to 5:45 p.m. The center is closed in observance of the following holidays during year; (1) New Year's Day, (2) Good Friday, (3) Memorial Day, (4) Fourth of July (5) Labor Day, (6) Thanksgiving Day and the day after, (7) Christmas Eve and Christmas Day. We will put out a notice indicating the specific day of closing at the beginning of the month that the holiday is observed.

The facility door will be opened to accept children at 7:00 a.m. Departure for the children is **NO LATER** than 5:45 p.m. Late pick-up will result in a \$5.00 charge to your account for every 15 minutes after 5:45 p.m., with a minimum charge of \$5.00. Repeat occurrences of pick-up after 5:45 p.m. could result in your child being expelled from First Baptist Church Daycare.

Arrival and Departure of Children

Parents are responsible for completing the SIGN-IN/SIGN-OUT sheet for their child at the time of arrival and departure. The parent must sign the child in or out each time the child is dropped off or picked up for any length of time. Parent's signature must consist of first and last name. Signing MOM or DAD is not acceptable. Time of arrival and departure must be indicated in the appropriate space on the sign in/out sheet.

At the time of enrollment, parents are required to complete a form in the package indicating who will call for the child each day, as well as indicate other persons who the child may be released to. As a precaution, anyone other than the parent WILL be asked to show proper identification before the child will be released. This includes those listed on your enrollment package. Persons NOT listed on your child's enrollment form, WILL NOT be allowed to retrieve your child. As a courtesy to our teachers, we ask that the parent/guardian leave a note with the child's teacher if the child will be picked up by ANYONE other than the parent/guardian who calls for the child each day.

FEES

Registration Fee

A registration fee is required for each child at the time of enrollment and annually thereafter. The registration fee is equal to one week's tuition. (Example: if your tuition is \$115.00 weekly you will be required to pay \$115.00 registration fee at the time of enrollment and again in August of each subsequent year.) If your child was enrolled between the months of May and August you will pay the registration fee at the time of enrollment and therefore will be excused from paying the fee again until August of the next year.

Tuition

First Baptist Church Daycare fees are as follows:

Infants and toddlers in diapers/pull-ups:	\$130.00 per week (or \$563.33 per month if paying monthly)
Potty Trained Toddlers	\$115.00 per week (or \$498.00 per month if paying monthly)
Pre-school (3K & 4K)	\$115.00 per week (or \$498.00 per month if paying monthly)
After School Pick-up & Care	\$65.00 per week
Full Day Care for School Age Children	\$95.00 per week

A \$5.00 per week discount will be given to families that have two children enrolled. The discount will only be applied to the second child's weekly fee, NOT the first child's weekly fee, nor will a third or fourth child's fee be discounted.

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Any adjustments in hours or schedules and fees may be determined by the First Baptist Church Day Care Committee. The Director of the day care will notify parents, via letter, regarding any changes in policies regarding fees, schedule, hours of operation, etc.

When the child is ill, there will be no reduction in fees for absences due to illness when the child is kept at home. If the child is admitted to the hospital, there will be a 50% reduction in fee after the first week of absence.

Parents whose child or children have completed one year of enrollment at First Baptist Church Daycare are eligible to use two weeks per year as vacation weeks, in which the tuition for their child or children will be reduced by one-half per week. During the week(s) in which the tuition is reduced the child or children must not be present at First Baptist Church Daycare. If these weeks are not used during the year, they cannot be carried over to the next. Vacation weeks must be requested via written statement two weeks prior to the requested date for vacation. The statement must include the date which begins and ends the week(s) which the child or children will not be in attendance.

First Baptist Church Daycare charges for **space not attendance** and therefore, does not have a part-time, daily, or drop-in rate. Rates are charged at full-time, weekly, rates ONLY.

First Baptist Church Daycare requires a two week notice if you intend to withdraw your child. This will give us ample time to fill the vacant space. If you remove your child without notice you will be billed for the two weeks notice or until the space is filled whichever is shorter.

Billing Statements / Receipts

Statements for each child's account will be placed in their child's classroom on or before the 10th day of each month. Customers will be billed at the beginning of each month for the entire month's tuition. Payments **for tuition are to be paid in ADVANCE**. For example, when you make a payment it should be paying for the following weeks' tuition, NOT the previous or current week. Please understand that we are not-for-profit, therefore we rely on tuition to meet our payroll, groceries, etc. **If an account remains in arrears we can refuse to accept your child at the day care until the account is paid in full. If your payments continue to be received in arrears we may ask you to seek another source of childcare.**

Anytime there is a minus sign (-) followed by a number that indicates there is a CREDIT to the account. In most cases a credit will apply to the months in which there are 5 weeks, therefore there is no need for you to reduce payment to use the credit.

Meals and Snacks

A hot lunch will be served to the children at least four days per week (sandwich day is Wednesday). A nutritious snack will be provided at suitable times, morning and afternoon. **PLEASE DO NOT SEND AN INDIVIDUAL SNACK WITH YOUR CHILD.** Also, **DO NOT** bring in food for the children to *share* with one another, as this is not allowed due to the risk of spreading illness. If your child eats breakfast in the car in route to the center, **DO NOT** allow your child to bring the food into the classroom. You must leave it in the car or sit in the lobby with your child until he/she finishes the meal. The only time, you will be asked to bring in food are party days. A sign-up sheet for these days will be posted in each classroom where you can choose an item from the list of acceptable food for your child's class.

Rest and Naps

An opportunity for rest will be provided morning and afternoon for infants if they require such. All children in each classroom will rest or nap between 12:30 p.m. and 2:30 p.m. A mat will be provided for each child in the Center; however each child must bring a small blanket or towel to cover with. The blanket or towel is to be taken home each Friday for laundering. We ask that parents refrain from calling or visiting the center during this time unless absolutely necessary.

Items from Home

Children must not bring food, money, pets, or toys from home except in the case of a "security" item- i.e. security blanket, pillow, or stuffed animal. Your child's teacher will discuss when the best time would be to begin weaning from such items. Parents may be asked, occasionally, to bring in special items which may be needed for a project or a specific weeks' topic of discussion. A letter will be sent out to the parents of the class in such cases. Show & Tell days are FRIDAY only, children are allowed to bring in an item on Show & Tell days however, and we ask that the item be small enough that it will fit into the child's cubby.

Field Trips

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Periodically, we will be taking trips away from the Center. Before such trips parents will be required to sign a permission slip giving the Center permission to take your child on said trip. Your child will not be allowed to participate in the trip if the permission slip has not been returned. In most cases, there will be no additional charge for the trip.

Illness and Medication

The child should be removed from the Center as soon as possible and examined by a physician. Children will not be admitted when a communicable disease is suspected, such as fever, vomiting, diarrhea, nausea, etc. **Children sent home for fever, vomiting, diarrhea, etc. will not be allowed to return to day care the next day. Armpit temperature reading of 99.4 degrees constitutes a child being sent home.** See the illness sheet at the end of this handbook for further information and return bottom portion of the page with signature. No medication will be given unless the day care has a statement on file for your child signed by the parent and a physician. If medication is to be administered, it must be in a plastic bag labeled with the child's name and time medication is to be given. Medication will only be given ONCE a day at day care. A form will be provided to include the amount to be given and a beginning and end date to administer the medication. The form will also require the signature of the parent and physician.

Emergency Medical Treatment

A permission slip shall be on file with the day care center, giving the Director or the Directors representative the authority to have your child treated by the medical doctor of your specified choice at the hospital specified and permission for the Director or representative to transport your child to the doctor or hospital.

Parties

The opportunity for your child to have his/her birthday party at the day care center is welcomed. Please check with the Director for an appropriate time. Other parties are planned for Halloween, Christmas, Valentine, and Easter.

Clothing

Please send a change of clothes for your child to keep in his/her classroom in case his/her clothes become soiled or wet. The clothing should be clean and the correct size. Coats, hats, sweaters, etc. should have your child's name written on the tag or his/her name sewn inside.

Shoes

Absolutely no boots or flip-flops of any kind are allowed to be worn at day care. Although we prefer children to wear tennis shoes, which protect their little toes better, we do allow well fitted sandals.

Special Instructions

Any time special instruction is needed for your child, it must be submitted to the Director in writing. The special instruction should contain the date to begin the special instruction, the date to end and your signature. Special instructions include changes in pick-up time or person who picks up the child, and instructions for medication. No medication will be given unless the day care has a statement on file for your child which is signed by the parent and a physician.

Communication between the Day Care and Parents

A report is sent home daily in the Baby Rooms, Tinkerbell, and Choo-Choo rooms. The report contains information such as diaper changes or potty training progress. The report also will note how your child did with meal and snack times. We will also use the reports to reflect any problems or accomplishments with your child. Although, we send this note please understand we want our parents to feel welcome to ask our caregivers questions or address concerns regarding their child.

In the event your child will not be at day care at 9:00am, a phone call will be appreciated so that we can plan for meal time.

Communication between the Director and parents is welcomed. In addition to phone calls, the Director will send home notes with the children or leave notes for the parent to take in the window at the entrance of the day care.

Parents Observing and Participating

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Parents are welcome, without an appointment, to visit the Center at any time during hours of operation to observe their child, the Center's operation, and program activities. Parents will be notified when there is an opportunity or a need for parent volunteers to assist the center in an activity or field trip.

Policies Regarding Babies (in addition to the pervious policies)

- Baby's name must be clearly marked on each bottle.
- Extra clothing is to be brought to the Center in a bag clearly marked with the baby's name.
- Schedule – parents are asked to feed babies breakfast before bringing to the Center. A schedule of the baby's diet and activities is to be left with the Director and any changes discussed with the Director or care giver in charge of your baby. A daily report will be kept by the care giver. Parents are encouraged to consult this report daily and discuss any concerns with the Director or care giver.
- Parents, you must provide a written statement for changes in food, amounts of food, etc. This statement must be signed and dated. Please do not just "tell" the care giver.
- Potty training takes place in the two year and three year old rooms. (Choo-choos and Yellow Birds). Please work with the teachers in these two rooms to train your child. Your child needs to be trained before moving up to the Care Bear room.
- Parents are required to bring diapers, wipes, baby powder and ointments.
- The Center follows the SIDS Prevention guideline and uses the BACK TO SLEEP, TUMMY TO PLAY method. If you wish for your child to be placed on his/her stomach to sleep, you must submit a signed statement to the Director.

Hearing and Visual Screening

In addition to immunization records, your child must have hearing and visual screening at the age of 4 years by September 1 and entering school the following school year must be tested. Please furnish a copy of the results to the day care Director.

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Bits & Pieces from the Director

BITING

"Bite" is a word that brings to mind all forms of fears and worries. We try to catch the deeds before they happen, but, unfortunately, it is not always possible. Children, especially toddlers, are not always able to verbalize their feelings and often express themselves physically. As they grow older, with our help and guidance, they will want to replace biting with appropriate responses.

Unfortunately, there are no cures or magical forms of discipline, to stop a child from biting. If your child bites, it is because your child has found this to be an effective response to his/her emotion. Like hitting, pushing, etc., biting is usually provoked by a child not getting a something he/she desires. However, most of the time, it stems from personality, reinforcement, environment, or opportunity.

This is an issue that never fails to surface in every Continuing Education class I have attended. Therefore we are not alone in trying to cope with the problem. Understanding and supporting other parents, children (and teachers), can only help. Not one of our parents wants their child to bite or be bitten, to or to be hit, or to be pushed, shoved or scratched. These are all normal children with normal feelings and normal responses. It is our responsibility to encourage appropriate responses and understand one another as the children grow past these undesirable traits.

POTTY TRAINING

Potty training can be easily accomplished, but it takes a lot of cooperation between parent and teacher. It is essential to be consistent with your child at home and at the Day Care or it only confuses the child. Pants should be worn from the time your child wakes up in the morning until they go to bed. Remember, being consistent is the key to successful potty training. Wearing diapers during waking hours confuses children.

Clothes should be ones that are easily taken on and off independently. Please no one piece suits or suspender type clothing. Five to six pairs of training pants, extra clothing, and a plastic bag should be brought to the day care.

Don't make the child sit on the potty for long periods of time. Five minutes is long enough. The best times are as soon as they wake up, 20 to 30 minutes after a drink, after meals, and before going to bed.

Always praise them when the potty is used, and remember NEVER scold a child for an accident. Just assure them that it is okay, as everyone has accidents from time to time.

GOOD LUCK!

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PARENT – CENTER AGREEMENT

The Director and Teachers of the First Baptist Church Daycare will be available for parent conferences upon request. Please feel free to contact us with any questions or suggestion at any time. Any problems or situations that affect your child, including exposure to serious communicable diseases, will be brought to your attention. Our Center is here to provide Christian Child Care for all races or creed.

The First Baptist Church Daycare is licensed to care for up to 140 children.

My Child _____ will attend First Baptist Church Daycare from _____ until _____. I will make tuition payments in advance as outlined in the FEES section of this handbook.

Bi-weekly or Monthly

Parents Signature

Date

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NON-PRESCRIPTION MEDICAL AUTHORIZATION

Child's Name: _____ Age: _____ Height: _____ Weight: _____

The indicated non-prescription medications may be administered to _____ upon authorization by his/her parent or guardian in the following dosages. Generic substitutes may be made for the brand name listed.

PLEASE CHECK	MEDICATION	DOSAGE
	<i>Tylenol</i>	
	<i>Dimetapp</i>	
	<i>Benadryl</i>	
	<i>Triaminic</i>	
	<i>Robitussin DM</i>	
	<i>Robitussin CF</i>	
	<i>Pediacare</i>	
	<i>Co-Tylenol</i>	
	<i>Sudafed</i>	
	<i>Advil (Children's)</i>	
	<i>Motrin (Children)</i>	
	<i>Mylicon</i>	

Allergies:

Physician's Signature

Date

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INFANT & TODDLER OUTDOOR ACTIVITY CONSENT FORM

I hereby give my consent for my child _____ to participate in daily walks both indoor and outdoor, around the facility (weather permitting).

Parent(s) Signature

Date

Director Signature

Date

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ILLNESS

What type of illness would prohibit a child from being admitted for care?

Unless you are licensed to provide get-well care, you must not admit an ill child for care if one or more of the following exist:

- (1) The illness prevents the child from participating comfortably in child-care center activities including outdoor play;
 - (2) The illness results in greater need for care than care givers can provide without compromising the health, safety, and supervision of other children;
 - (3) An armpit temperature reading of 99.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness; or
 - (4) Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill.
-

I _____ have read and understand the information on the illness page.

Parent(s) Signature

Date

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AUTHORIZED PICK-UP

Your Child will only be released to persons listed on the Enrollment Form under Release of Child.

WITHDRAWAL

Two weeks' notice in writing is required for withdrawal and is to be submitted to the First Baptist Church Daycare.

I _____ have read and understand the information on the Authorized Pick-Up and Withdrawal page.

Parent(s) Signature

Date

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PARENT AGREEMENT

I, _____, whose child _____ is enrolled in the _____ school year of the _____ Weekday Early Education Program, have received a copy of the *Parents' Handbook*. I have read and understand the policies and guidelines as described in the Handbook, and agree to abide by them.

Signature of Parent or Guardian

Date

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KEY CARD AGREEMENT

I, _____ acknowledge receipt of key card number(s) _____ and _____.

I understand that if the card is lost or stolen I am responsible for alerting the daycare director and requesting a replacement card. I further understand that there will be a \$10.00 charge for replacement cards, unless the replacement card is being issued due to a defect in the original card.

Signature of Parent or Guardian

Date

COMPLETE THIS SECTION IF SECOND CARD IS PURCHASED

Paid \$10.00 fee for second card: Yes NO

Payment Method: CHECK # _____ CASH

Payment Accepted by: _____