

# First Baptist Preschool Development Center

## Parent Handbook 2017

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### **ADMINISTRATIVE & OFFICE STAFF**

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### **PURPOSE**

The purpose of the First Baptist Preschool Development Center is to help accomplish and extend the ministry of First Baptist Church of Waco. These goals are accomplished by providing care and education, and by encouraging development for each child to his/her greatest potential spiritually, mentally, physically, emotionally, and socially. We provide developmentally appropriate activities, guidance, and a program of ministry and outreach to the families of the children enrolled.

Dear Parents:

First Baptist Church welcomes you and your child to our weekday ministry. We sincerely desire that your association with our church will be a happy and rewarding experience.

The First Baptist Preschool Development Center is administered by the Director and the Assistant Director, under the supervision of the Church Ministry and is licensed by the Texas Department of Protective and Regulatory Services. Our policies are reviewed annually and any updates are provided to families in writing.

We appreciate you sharing this part of your child's life with us.

**FIRST BAPTIST PRESCHOOL DEVELOPMENT CENTER**  
**500 Webster Ave. Waco, TX 76706**  
**Phone 756-6933 Fax 756-2237**

**ENROLLMENT**

First Baptist Preschool Development Center is licensed by the Texas Department of Protective and Regulatory Services. Our classroom enrollment is in compliance with the Texas Minimum Standard Rules for licensed child-care centers. Our teacher/child ratios meet and in most cases are smaller than minimum standards allows. State standards may be periodically updated. Parents will be notified in writing of these policy changes if applicable. The Preschool Development Center is equipped to keep children ages 6 weeks to Pre-K, with a program for Kindergarten children each summer.

**CURRICULUM**

First Baptist Preschool uses the WEE Learn curriculum. WEE Learn is a Christian based curriculum that provides weekly Bible stories and Bible verses along with developmentally appropriate hands on learning. Our curriculum is designed to help your child grow physically, mentally, socially, emotionally, and morally/spiritually.

We align our curriculum with the Texas Prekindergarten Guidelines adopted by the Texas Education Agency. These guidelines articulate what three and four year old students should know to be successful in school and provides our teachers with the guidance to implement a comprehensive curriculum that will prepare the children in our program to be successful in Kindergarten. Early language and literacy development is emphasized throughout the preschool. **Our Pre-kindergarten class has been awarded Texas School Ready Certification by the State Center For Early Childhood Development.**

**RELIGIOUS EMPHASIS**

We believe that a child forms his concepts of God from people, things, and experiences that construct his environment. A love for and an appreciation of God, Jesus, and the Bible are communicated through appropriate activities for each age. We help each child grow in the knowledge that God made the world and that God loves and cares for him.

**AMERICANS WITH DISABILITIES ACT**

Our facilities and playgrounds meet the requirements of the American's with Disabilities Act.

**REGISTRATION PROCESS**

All paperwork must be turned in before the child may attend the center. This applies to children enrolling for the first time and for those that re-enroll after a leave of absence. If all of the paperwork is not submitted or not completed, the child is subject to dismissal from the center  
**Enrollment Fee:** A non-refundable enrollment fee of \$50.00 per child is required.  
**Supply Fee:** A supply fee of \$25.00 per child will be charged each year on September 1<sup>st</sup> .  
**Mat Fee:** When your child is promoted to the A5-A6 classrooms you will be required to provide a rest mat for your child. For your convenience we sell rest mats for \$30.00 each.

## PAYMENTS

**Tuition:** The non-profit center exists to provide a ministry. Tuition and fees are calculated to recover the cost of operating the center. For a breakdown of First Baptist Preschool Development Center's fee schedule see the enclosed tuition chart. Checks are to be made payable to First Baptist Preschool Development Center and turned into the office. Receipts will be given only for cash payments or upon request. An account summary for tax purposes will be given to each family at the end of every year. Tuition is due even if the child is absent as you are paying for the place reserved and not the child's attendance. Refunds are managed on a case by case basis.

**Tuition Payment Dates** - All payments are expected on their due dates. A late charge will be assessed on overdue payments.

**Overdue Payments** - Families with accounts that are overdue will be required to explain the reason for the past due account in writing to the members of the Administrative Staff. The options available to the staff for recovery include, but are not limited to the following:

- \*Refer the account to Centroplex Credit Reporting
- \*Set up a signed, written payment plan with a member of the administrative staff (If payment plan is not followed, then other consequences will follow)
- \*Dismiss the family from the program

**Family Discount:** If there is more than one child in a family enrolled, a 10% discount will be applied towards the older child's tuition. If three children are enrolled, the same discount will apply to the oldest two children.

**Returned Checks:** A handling charge of \$15.00 will be added for all returned checks. After 3 returned checks, cash or money orders must be used for payments.

**Late Pickup Charges:** One dollar per minute will be charged if the child is picked up later than 5:30 p.m. For example:

5:35	\$ 5.00 (First Notice free)
5:40	\$10.00
5:45	\$15.00
5:50	\$20.00
5:55	\$25.00
6:00	\$30.00

Any family who is consistently later than 5:30 p.m. may be subject to dismissal from the First Baptist Preschool Development Center. The above fees and policies also apply to those children who arrive earlier than 7:15 a.m. The correct time will be determined by the clock in the preschool office.

### LEAVING FIRST BAPTIST PRESCHOOL DEVELOPMENT CENTER

A written two week notice is required when parents withdraw their child. If a two week notice is not given two weeks tuition will be charged to your account.

First Baptist Preschool Development Center may dismiss a child from the center for:

1. Failure to provide accurate information on a child.

2. Failure to pay tuition in a timely fashion.
3. Failure to respond to disciplinary steps.
4. Use of obscene or profane language by parent or child.
5. Upon recommendation of the Church Committee.

**HOURS OF OPERATION**

The First Baptist Preschool Development Center opens at 7:15 a.m. and closes at 5:30 p.m. Monday through Friday, from January through December.

**HOLIDAYS**

The First Baptist Preschool Development Center will be closed on the following days in 2017:

Good Friday	April 14, 2017
Memorial Day	May 29, 2017
Independence Day	July 4, 2017
WEE Conference	July 14, 2017
Teacher In Service	*August 18, 2017
Labor Day	September 4, 2017
Thanksgiving	November 23 & 24, 2017
Christmas	December 25-29, 2017
New Year's Day	January 1, 2018
<u>Early Closures at 3:30 PM</u>	November 22, 2017 December 22, 2017

*Tuition is not charged during the week closed for Christmas.*

\*In service date will be determined by local school schedules.

**SPECIAL EVENTS**

Class Portraits	January 2017
Spring School Portraits	April 2017
Spring Scholastic Book Fair	May 2017
Easter Egg Hunts	April 12 & 13, 2017
Fall School Portraits	September 2017
Pumpkin Patch Party	October 25, 2017
Fall Scholastic Book Fair	November 2017

**BAD WEATHER CLOSING**

Should it be necessary to close the school due to bad weather, the closing will be posted on the KWTX website.

## **HEALTH REQUIREMENTS**

**Immunizations:** The Texas Department of State Health Services requires the following immunizations for all children enrolled:

- At birth - Hep B
- At 2 months - Hep B, DTaP, Hib, IPV, PCV
- At 4 months - DTaP, Hib, IPV, PCV
- At 6 months - Hep B, DTaP, Hib, IPV, PCV
- At 12 months - Hib, MMR, Varicella, PCV, HepA
- At 15 months - DTaP
- At 18 months - HepA
- At 48 months - DTaP, MMR, IPV

If your child's physician chooses not to give an immunization at the given time we will need written documentation from the physician.

**Vision and Hearing Screening:** Hearing and vision screening results must be provided by parents for all four year old children by September 1st.

**Employee Immunizations:** A free flu shot is offered yearly to all full time staff, but it is not a requirement for employment. Employees are not required to provide proof of immunizations as a condition for employment.

**Record Keeping:** All children must have a current medical examination record on file. Changes in a child's physical condition must be reported in writing to the office. The First Baptist Preschool Development Center must be notified in writing if a child changes physicians. Each child must have an emergency treatment authorization card on file.

## **MEDICATION**

1. Prescription and non-prescription medicine must be accompanied by a medication form signed by the parent or designated person.
2. Prescription medicines may be given only if the prescription label is present and carries a current date and the name of the child to whom it is to be given.
3. It is the parent's responsibility to give the teacher the medicine and request a medical form.
4. A current medical form must be completed before medication can be given.
5. Non-prescription medicine that states "consult a physician" under your child's age or weight must be accompanied by a doctor's permission form.
6. Please let your child's teacher know if there is any medication in your child's diaper bag or back pack, so that we can take preventive measures to keep the medication out of the reach of the children.

## **ILLNESS AND ACCIDENT**

- A. According to the minimum standards set by the Texas Department of Protective and

Regulatory Services: An ill child must not be admitted for care if one or more of the following exists:

1. The illness prevents the child from participating comfortably in facility activities.
  2. The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.
  3. The child has any of the following:
    - a. oral temperature 100.4 degrees or greater; rectal temperature 101.4 degrees or greater; armpit temperature 99.4 degrees or greater; accompanied by behavior changes or other signs or symptoms of illness until medical evaluation indicates that the child can be included in the facility's activities;
    - b. symptoms and signs of possible severe illness such as lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting illness ( two or more episodes in 24 hours), rash with fever, mouth sores with drooling, wheezing, behavior change, or other unusual signs until medical evaluation indicates that the child can be included in the facility's activities.
  4. The child has been diagnosed with a communicable disease, until medical evaluation determines that the child is no longer communicable and is able to participate in the facility's activities.
- B. Parents will be notified when a child has been exposed to a communicable disease at the First Baptist Preschool Development Center.  
**PLEASE NOTIFY THE TEACHER IMMEDIATELY IF YOUR CHILD HAS BEEN EXPOSED TO ANY CONTAGIOUS DISEASE.**
- C. In case of an accident or sudden illness, we will try to:  
(1) Contact the parent.  
(2) Contact the child's physician.  
If the child's parent cannot be contacted, the administrative staff or teacher in charge will contact the child's physician and act according to his/her directions.
- D. **A child who has been kept home or sent home sick should be free of fever (without medication), diarrhea (without medication), or upset stomach before returning to school. This policy is for the protection of your child as well as the other children.** Some illnesses may require a note from the child's doctor for readmission.

### **REST TIME**

Each class in the First Baptist Preschool Development Center has a rest time every day. Children who no longer nap in cribs should bring a blanket and small pillow for rest time. A small stuffed animal may also be brought for nap time. The rest schedule is as follows:

<u>Department</u>	<u>Approximate time Allowance</u>
A1-A4	Varying Schedule
A5-Pre-K	12:00-2:30



## ARRIVAL AND DISMISSAL

### Arrival

All children are to be taken to their classroom by the parent or designated adult. Please be certain the teacher is aware of the child's arrival. **Please sign your child in and out each day, in accordance with state law.** Upon arrival children will be observed for any noticeable health or safety concerns.

In order for your child to benefit from the entire program, your child should be here before morning large group time. It is important that your child have a routine to make the most of the learning time in the center. This regularity will assist them in their endeavor toward kindergarten as they are here during learning sessions. On occasion late arrival or early departure happens but regular of either can also disrupt the learning efficacy for others in the class. Please be consistent.

We ask parents to refrain from using their cell phone during arrival and drop off. This time is best dedicated to your child where conversation with staff can occur as necessary as well as the child feeling their importance as your attention is on their departure or their pick up.

### Release of children

- A. Children will be dismissed **only** to those adults whose names appear on the dismissal form. Any change in the form must be requested in writing with the office staff. **If someone other than the designated person is picking up the child, the parent must notify the preschool office in writing.** The person designated then will be required to show a valid driver's license. Parents may pick up their children in the room or on the playground. **Children will not be released to a minor. Please be sure your child's teacher is aware of your child's departure.**  
\*\*If there is a substitute in your child's room, please be prepared to show identification.
- B. The First Baptist Preschool Development Center has no legal authority to refuse either parent the right to pick up their child unless a court has granted temporary or permitted custody to one parent or to a third party. The First Baptist Preschool Development Center must be furnished a copy of the document.
- C. If a parent appears to be under the influence of drugs or alcohol upon arrival to pick up a child the police will be called.

### Driveway Policy

The driveway is a one way driveway which is indicated by the white arrows painted on the ground. On good weather days, one should drive all the way to the end of the driveway so that as many cars as possible can fit behind you. On bad weather days when it is necessary to drop off your child underneath the carport, please drive as close to the

edge of it as possible so that another car can fit under it as well. A car may not be in the driveway longer than five minutes. Parents may park across the street in the parking lot.

### **Discipline and Guidance Policy for First Baptist Preschool**

Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding; and
- (3) Directed toward teaching the child acceptable behavior and self-control.

A care giver may use only positive methods of discipline and guidance that encourage self-esteem, self-control, and self-discipline, which include at least the following;

- (1) Using praise and encouragement of good behavior instead of focusing upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and
- (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with food, naps, or toilet training;
- (3) Pinching, shaking or hitting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed;
- and
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Sub chapters L, Discipline and Guidance

An expectation of group child care and education is that the children enrolled are able to participate safely and productively without the consistent need of one on one care. As routine challenging behavior may occur a teacher may refer a child to the administrative staff. When a discipline problem persists, a parent conference with the teacher and administrative staff will be scheduled so we may better collaborate with families and develop an action plan that helps the success of the child and parents will be kept up to date on their child's progress. A child who does not respond to positive methods of discipline and guidance shall be subject to dismissal from the school after the parents have been advised of the problem.

## **AGE GROUP RELATED INFORMATION**

### **Infants**

1. Each day bring the bottles that will be needed for your baby's day at school.
2. All bottles should be prepared at home. We will store bottles in the refrigerator and warm them in the crock pot when it is time for your baby to eat.
3. All bottles must have a cap. Please label all bottles and caps with your child's name.
4. Mothers are encouraged to breast feed or provide breast milk for their child while in child care. A private room is provided for nursing mothers. We also have a freezer in the baby room to store frozen breast milk.
5. Bring a bag of diapers and a box of wipes. We will store them in the diaper changing area and send a note home when you need to bring more.
6. Your child's teacher will give you an infant feeding schedule to fill out each month until your child is ready to eat the school lunch that the preschool provides.
7. Bring a supply of baby food and cereal once your child is ready for food. Label all food with your child's name.
8. Bring an extra set of clothing in your child's bag and label all items with your child's name.
9. Please pick up and drop off infants at the classroom door.
10. Older siblings are not allowed in the infant rooms. Please pick up your baby before picking up your older child.
11. Due to child care licensing regulations, blankets are not allowed to be used with infants until your child is 13 months old.

### **Toddlers**

1. Children in the toddler rooms will be given food provided by our food service.
2. Pacifiers must be labeled and will be used only at nap time.
3. Bring an ample supply of diapers and wipes.  
Potty training will not begin before your child's second birthday.
4. Bring additional clothing and a plastic bag for soiled clothing.
5. All items brought from home, including clothes and blankets, must be labeled with your child's name.

### **Two Year Olds**

1. Potty training at school will begin when your child shows signs of readiness and when your child begins potty training at home.
2. Bring additional clothing and a plastic bag for soiled clothing.
3. All items brought from home, including clothes and blankets, must be labeled with your child's name.
4. Children are required to wear disposable diapers for nap time.

### **Pre-Kindergarten**

1. Children who will be 5 years old by September 1, 2017 will receive a Pre-Kindergarten Developmental Progress Report. Progress reports will be issued every 6-8 weeks during the traditional school year.
2. Our pre-k 4 and pre-k 3 classes have been awarded Texas School Ready Certification by the State Center for Early Childhood Development.

## GENERAL INFORMATION

**Attendance:** Prompt and consistent attendance is recommended. If your child will be late or absent, please notify the office (756-6933) by 8:30 a.m. **If your child is absent, payment will still be due in order to stay enrolled in the preschool.**

**Food:** A mid-morning breakfast snack, an afternoon snack, and a hot lunch will be served daily to all children on table food. First Baptist uses nutrition guidance set forth by Texas Minimum Standards. The menu is developed to include whole grains, fresh fruits and vegetables as we strive to use less process items to ensure that we are providing children foods that meet the Dietary Guidelines for Americans as established by the USDA. A sample menu is attached to this parent handbook. Food allergies will require a Food Allergy Emergency Plan signed by the child's parent and health care professional at the time of enrollment. All food from home must be eaten before the child enters the classroom. Please fill out an infant feeding schedule if your child is not yet ready for table food.

### **Nutrition Program Practices:**

- Liquids and food hotter than 110 degrees F are kept out of reach;
- All staff are educated on food allergies and they take precautions to ensure children are protected;
- On days that providers serve meals, prepared food that is brought into the program to be shared among children is commercially prepared OR prepared in a kitchen that is inspected by local health officials;
- On days that providers serve meals, milk, fresh fruit and vegetables are available for children who bring lunches from home.

Food brought due to special dietary needs must be accompanied by a note from a physician.

### **Special Dietary Home Lunch Practices:**

- Refrigeration is available to maintain appropriate temperatures but we strongly suggest cool packs in the lunch.
- Please review our sample menu and food allergy information attached intended to assist in educating families on nutritious choices and keeping children safe from food allergic reactions.
- Parents are encouraged to provide meals with adequate nutritional value.

**Show & Tell:** Items or toys should be brought **only** on the day planned by the teacher. Guns, knives, and other toy weapons are not appropriate for show and tell. Please do not send valuable items. The school assumes no responsibility for lost articles.

**Clothing:** Children should wear play clothes at all times. Each child must have a set of extra clothes to be kept at the school in case they need to be changed. All coats, hats, gloves, etc. should be labeled with your child's name.

**Parent Conferences:** Parents may schedule parent-teacher conferences during the year to discuss the progress of their child. Children should not attend these parent-teacher conferences.

**Parent Visitation/Participation:** Parents may visit the child-care center at any time during the child-care center's hours of operation to observe their child, the child-care center's operation, and program activities, without having to secure prior approval. Please check in with your child's teacher or with the office upon arrival. Please consider your child's developmental level of separation anxiety and classroom activities when visiting.

Parents are encouraged to participate in child-care center activities as research shows that when families are engaged in a child's place of care and education their self-esteem grows which also build confidence. As families come to the center and engage in annual events such as our Easter Egg Hunt as an example, the learning that takes place during the hunt is more apparent as you watch your child plan, categorize, compare, contrast, problem solve, share, count, describe and maneuver it is realized that they are developing science, math, spacial awareness and social skills. The collaboration between school and home only builds more teachable moments in a child's life and educates families on their child's growth and development.

**Outside Play: We go outside daily whether cold or hot.** All children will be expected to participate. We do not have the staffing budget to accommodate special arrangements indoors for a few children. Children's muscles and immunities are best developed when balanced between indoor and outdoor experiences.

**Address or Telephone Change:** Please notify the First Baptist Preschool Development Center administrative staff in writing immediately of any change in address, phone number, or employment. Please leave updated information with Administrative Staff only. Also, let us know if you are going to be out of town for an extended period of time.

**School Communication:** A monthly classroom calendar is provided listing important announcements and events and keep in mind that families are welcome to attend all events. We also provide daily sheets for children under 18 months of age, provide preschool journals, transitions notices, phone calls and notes are sent home as well to assist in daily communication and collaborate decision making between school and home. We want to share information with families as they drop off and pick up children from school but respectfully request that it be understood that teaching staff is responsible for the entire class and cannot spend much time focusing on one conversation. If more time is needed on a specific topic regarding your child a conference must be scheduled to continue our work together. Parents are encouraged to set up a time with teachers and the administrative staff to discuss their child's progress.

We also have a suggestion box that families can submit concerns, questions and ideas in solutions available in the front office as well as an annual parent opinion survey that is presented to parents to provide the school feedback. We use the feedback to reflect on our practices and where applicable we incorporate to the best of our ability enrichments that assist us in our overall goals and philosophy growth.

**Video Policy:** Each class with children 2 yrs and over will be allowed one video time per week. Only age appropriate videos will be shown.

**Animals:** Parents will be notified in writing when animals will be present. All animals present at the child-care center must be accompanied by a statement of health from a local veterinarian or documentation that the animal has been vaccinated as required by the Texas Health and Safety Code. Children will not be allowed to have contact with chickens, ducks, and reptiles, such as snakes, turtles, lizards, iguanas, and amphibians, such as frogs and toads. Stray animals will not be allowed on child-care center property.

**Questions:** If you have any questions or concerns about the policies or procedures of the child-care center please stop by or call the office and make an appointment for a conference with the Director or the Assistant Director. We will be happy to talk with you about any questions you may have.

Parents may review a copy of the minimum standards and the child-care center's most recent Licensing inspection report in the preschool office. Parents may contact the local licensing office by calling 750-9339.

### **EXTRA CURRICULAR ACTIVITIES**

**Chapel:** Chapel is held every Thursday morning for children in B3, Pre-k 3 and Pre-k 4 from 11:00 - 11:30 a.m. in the Chapel.

**Activity Room:** The activity room is utilized by the A5-Pre-k 4 classes on rainy days.

**Field Trips:** Field trips may be planned for children in the older classes. Field trip information will be sent home approximately 2 days before the trip. Our school bus will be used for transportation on field trips.

### **BIRTHDAY PARTY POLICY**

For the interest of all concerned, the staff has developed the following guidelines:

- A1-A6          Cookies, Cupcakes without icing, or with minimal icing
- B1-Pre-k 4     Cookies, Cupcakes with minimal icing, Rice Krispy Treats, Ice Cream, Brownies, etc. Cups, Plates, Napkins, Paper Table Cloths, etc.

**NO HARD CANDY, LATEX BALLOONS OR SODA WITH CAFFEINE PLEASE**

# CAMP KALEIDOSCOPE

Camp Kaleidoscope is a creative Day Camp for older preschoolers (Pre-K through Kindergarten). The day camp curriculum is theme oriented and includes games, field trips, learning centers, art, Bible stories and songs, and outdoor activities each week.

Pre-K 4 Pre - K 4 will not meet after June 2, 2017. Children currently in Pre-K 4 must enroll in Camp Kaleidoscope if they want to attend First Baptist during the summer months.

Camp Dates: June 5 - August 17, 2017

Registration Fee: \$25.00 (Registration fees are non-refundable)

Registration Dates: Registration begins February 1, 2017.

Field Trips: Day campers will be going on field trips each week. Field trips include bowling, swimming, picnics at local parks, lunch at local restaurants, trips to libraries, museums, etc.

Enrollment: Once you have enrolled your child in Camp Kaleidoscope your child is enrolled for the entire summer (June 5 - August 17). If you will be removing your child from camp before the end of the summer session, please give us a two week notice in writing.

Payments: Tuition for camp is \$120.00 per week. Payments are due each Monday.

Lunches: Day campers will need to bring a lunch everyday unless we go on a field trip to a restaurant. Children will need to bring money for lunch if we go to a restaurant.

Snacks: Morning and afternoon snacks will be provided.

Camp Vacation: Each child enrolled in Camp Kaleidoscope is eligible to receive one week (tuition free) when they are absent for vacation. A vacation request form must be received in the preschool office to receive this benefit.

Paperwork: Paperwork will be given out to each family as they register their child for camp.

All paperwork must be completed and turned in to the preschool office by June 1, 2017.

## RATE SCHEDULE

### First Baptist Preschool Development Center Tuition Rates 2017

	A1-A4	A5-A6	B1-B3	Pre-K 3 & Pre-K 4
<b>Monthly</b> Due on the 1st (\$5.00 late fee per week if not paid by the 5th)	\$650.00	\$606.66	\$563.33	\$520.00
<b>Semi-Monthly</b> Due on the 1st and the 15th (\$5.00 late fee per week if not paid by the 5th or the 20th)	\$325.00	\$303.33	\$281.66	\$260.00
<b>Weekly</b> Due on Monday each week (\$1.00 late fee per day if not paid on Monday)	\$150.00	\$140.00	\$130.00	\$120.00

**\$50.00 non-refundable one time enrollment fee**

**\$25.00 yearly supply fee due September 1<sup>st</sup>**

To withdraw a child for the summer and guarantee placement for the fall a parent must pay a four week transition fee. The transition fee will be charged for the first two weeks after your child leaves for the summer and the two weeks before your child returns in the fall. The transition fee is non-refundable.

\*Tuition is not charged the week we are closed for Christmas. Monthly and semi-monthly accounts will receive one week tuition credit for this week in December.

#### TUITION PAYMENT POLICY

<ul style="list-style-type: none"> <li>● All payments should be paid on time and in full.                             <ul style="list-style-type: none"> <li>● Dates payments are due:                                     <ul style="list-style-type: none"> <li>➔ Weekly-Monday of each week (Payments received on Tuesday or later will result in a \$5.00 charge per week.)</li> <li>➔ Semi-monthly - 1st and 15th of each month (Payments received after the 5th or 20th will result in a \$5.00 charge per week.)</li> <li>➔ Monthly - 1st of each month (Payments received after the 5th will result in a \$5.00 charge per week.)</li> </ul> </li> </ul> </li> <li>● Families with accounts that are past due will be required to explain the reason for the past due account in writing to the members of the Administrative Staff. The options available to the</li> </ul>
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administrative staff include, but are not limited to the following:

- ★ Refer the account to Centroplex Credit Reporting.
- ★ Set up a signed, written payment plan with a member of the administrative staff.
- ★ Dismiss the family from the program. When an account has a past due balance of \$500.00, childcare will no longer be available.
- Insufficient Funds - Checks that are received as insufficient funds will result in a charge of \$15.00 the first time. On the second occurrence individuals will be placed on a cash only basis payment plan.
- Two Week Notice - When leaving the center each family is required to give a written two week notice. If a family does not give a two week notice before withdrawing their children their account will be charged with two weeks tuition.

### **Emergency Preparedness Plan**

If the need to evacuate the building should arise, such as a fire, tornado damage to the building, or a bomb threat, the children will be evacuated across 5<sup>th</sup> street to:

First Baptist Activity Center  
500 Webster Ave.  
Waco, Texas 76706  
Phone 254-714-1007

Procedure for evacuation:

1. Classroom teachers in A1- A4 will use the evacuation cribs to take the children in their classrooms across the street to the Activity Center.
2. Classroom teachers in A5-A6 will evacuate the children in their classrooms using the strollers.
3. Classroom teachers in B1-C3 will escort the children in their classrooms across the street to the Activity Center.
4. In the event that a child with disabilities that is not ambulatory is present in classrooms B1-C3, one of the classroom teachers will use the child's wheel chair or the emergency stroller located in the nursing mother's room to transport the child to the Activity Center.
5. All classes will exit the building through the front door of the childcare center and will proceed to the crosswalk on 5<sup>th</sup> street.
6. A designated teacher from each class will take the classroom note book, which includes parent and emergency contact telephone numbers for each child in the classroom, and the current sign in sheet for the class.
7. The director or designee will take emergency cards for all children enrolled which include emergency phone numbers and authorization for emergency care for each child.

Lock down procedure:

1. If a lock down of the preschool is necessary all teachers will gather the children in their classrooms away from the classroom door. The teachers will lock the classroom door, turn out the lights and close the blinds.
2. The doors to the preschool will be locked and the police will be called.

### **Preventing and responding to abuse and neglect of children:**

All employees are required to have annual training in recognizing and preventing child abuse. Please refer to the website [helpandhope.org](http://helpandhope.org) to learn about warning signs of abuse and neglect, child abuse prevention techniques, and how you can become involved in abuse prevention. You can help organizations in your community that offer resources to families and social services for abused children by volunteering or donating.

### **Volunteer**

Statewide volunteer networks support the work of children's advocacy centers and child welfare boards. Many communities have volunteer referral services that can connect you to meaningful and rewarding volunteer services. Call 211 or your local United Way office to offer to help families in need or work to prevent child abuse, or visit the volunteer center in your area, which matches volunteers with community needs.

### **Donate**

Organizations that help families and abused or neglected children depend on the financial support of citizens and businesses. You can find agencies to donate to at [helpandhope.org](http://helpandhope.org) and [www.211Texas.org](http://www.211Texas.org).

#### **Reporting Abuse and Neglect**

Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services at 1-800-252-5400.

### **Requirements Regarding Gang-Free Zones for Child Care Centers**

As a result of House Bill 2086 that passes during the 81<sup>st</sup> Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distribute to parents and guardians of children in care at licensed child care centers. The following is a tip sheet to assist in complying with the law. This information may be posted at your child care operation or copies may be provided to parents.

#### ***What is a gang-free zone?***

A gang-free zone is a designated are around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone in within 1000 feet of your childcare center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

#### ***How do parents know where the gang-free zones ends?***

The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or court house for information about obtaining a copy of a map if they choose to do so.

#### ***What is the purpose of a gang-free zone?***

Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

***What does that mean for my day care center?***

A child care center must inform parents or guardians of children attending that center about The new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your center is a violation of this law and is therefore subject to increased penalty under state law.

***When do I have to comply with the new requirements?***

The law is already in effect, so providers should begin sharing information regarding gang-free zones immediately. Licensing staff will offer technical assistance to facilitate compliance until rules are proposed and adopted, which is estimated to occur in March 2010. In the meantime, providers should update their operation policies and procedures to include providing the information mandated by this law to the parents or guardians of the children in care.

*For further information please contact your licensing representative or your local licensing office.*

**Texas Rising Star**

First Baptist Preschool Development is in the process of becoming a Texas Rising Star center. A Texas Rising Star (TRS) provider is a child care provider that has an agreement to serve Texas Workforce Commission (TWC)-subsidized children and that voluntarily meets requirements that exceed the State's Minimum Child Care Licensing (CCL) Standards. It is a voluntary, quality-based child care rating system of child care providers. TRS Certification is available to Licensed Center and Licensed and Registered Child Care Home providers who meet the certification criteria to include:

- Staff training
- Positive caregiver/child interactions
- Play Based Interactions and Guidance
- Support for Child Self-Regulation
- Lesson planning and Curriculum

We are committed to quality and hope to be assessed in the earlier part of 2017. To learn more about Texas Rising Star you may go to the website at [texasrisingstar.org](http://texasrisingstar.org).

**Family Resources and CCS Eligibility**

As needs arise please feel free to reach out to the office for resource knowledge in the area such as WIC, Pastor Services, Disaster Relief, etc. Child care services (CCS) are provided to clients referred to the program by a number of community agencies. The family's eligibility for child care services is determined by the respective agency making the referral. We will refer the parent/caregiver to the respective agency if questions arise regarding their child care services. Please make note of the resources in the front lobby as they we update the material at least four times per year. We also encourage you to review the attached Developmental Milestones of children as a guide for what to expect from your child. We want to help families through whatever process we are able.

## What Are Major Food Allergens?

While more than 160 foods can cause allergic reactions in people with food allergies, the law identifies the eight most common allergenic foods. These foods account for 90 percent of food allergic reactions, and are the food sources from which many other ingredients are derived.

*The eight foods identified by the law are:*

1. **Milk** (whey)
2. **Eggs**
3. **Fish** (e.g., bass, flounder, cod)
4. **Crustacean shellfish** (e.g. crab, lobster, shrimp)
5. **Tree nuts** (e.g., almonds, walnuts, pecans)
6. **Peanuts**
7. **Wheat**
8. **Soybeans** (lecithin)

These eight foods, and any ingredient that contains protein derived from one or more of them, are designated as “major food allergens” by FALCPA.

## Know the Symptoms

Symptoms of food allergies typically appear from within a few minutes to two hours after a person has eaten the food to which he or she is allergic.

*Allergic reactions can include:*

- Hives
- Flushed skin or rash
- Tingling or itchy sensation in the mouth
- Face, tongue, or lip swelling
- Vomiting and/or diarrhea
- Abdominal cramps
- Coughing or wheezing
- Dizziness and/or lightheadedness
- Swelling of the throat and vocal cords
- Difficulty breathing
- Loss of consciousness

## About Other Allergens

Persons may still be allergic to — and have serious reactions to — foods *other* than the eight foods identified by the law. So, always be sure to read the food label's ingredient list carefully to avoid the food allergens in question.

## Reference

<http://www.fda.gov/Food/ResourcesForYou/Consumers/ucm079311.htm>

## Sample 5 Day Menu as approved by Texas Child Care Licensing:

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	Cereal Milk	French Toast Milk	Pancakes Milk	Waffles Milk	Biscuits & Grape Jelly Milk

Lunch	Hamburgers Pickles Ketchup Tater Tots Peaches Milk	Chicken Nuggets Buttered Rice Peas Ketchup Pineapple Milk	Hamburger Pizza Corn Pears Milk	Steak Fingers Mashed Potatoes & Gravy Green Beans Apricot Halves Milk	Fish Sticks Ketchup Macaroni & Cheese Pork & Beans Mixed Fruit Milk
PM Snack	Ritz Crackers Apple Juice + Vitamin C	Animal Crackers Apple Juice + Vitamin C	Graham Crackers Apple Juice + Vitamin C	Goldfish Crackers Apple Juice + Vitamin C	Vanilla Wafers Apple Juice + Vitamin C

## **Women, Infants and Children (WIC) Breastfeeding Promotion and Support in WIC**

Last Published: 04/22/2016

Research has shown that there is no better food than breast milk for a baby's first year of life. Breastfeeding provides many health, nutritional, economical and emotional benefits to mother and baby. Since a major goal of the WIC Program is to improve the nutritional status of infants, WIC mothers are encouraged to breastfeed their infants. WIC has historically promoted breastfeeding to all pregnant women as the optimal infant feeding choice, unless medically contraindicated.

- WIC mothers choosing to breastfeed are provided information through counseling and breastfeeding educational materials.
- Breastfeeding mothers receive follow-up support through peer counselors.
- Breastfeeding mothers are eligible to participate in WIC longer than non-breastfeeding mothers.
- Mothers who exclusively breastfeed their infants receive an enhanced food package.
- Breastfeeding mothers can receive breast pumps, breast shells or nursing supplements to help support the initiation and continuation of breastfeeding.

### Local WIC Office

1105 Washington Ave.  
Waco, TX 76701  
254-750-8623

### *Reference*

<http://www.fns.usda.gov/wic/breastfeeding-promotion-and-support-wic>

Please see the office if you would like more community resource information regarding nutrition and breast feeding.

## **Developmental Milestones**

Children are born natural explorers and 80% of the hard wiring in the brain happens by the time a child is 3 years old. Families can more readily assist in early learning and meeting children where they are when a better understanding of what stage they are in exists. Children are the most important resource that you have to assist in their learning. When we understand how we can meet them in their current physical development, social emotional stage, cognitive and communication skills we can better activate learning. Please visit <http://littletexans.org/> where you can download more information on the developmental stages of children.

I have received a copy of the First Baptist Parent Handbook and agree to abide by the policies therein. I have been provided the opportunity to ask questions.

Child(ren)'s Name: \_\_\_\_\_

Classroom: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Driver License Number: \_\_\_\_\_

Please return this form to the preschool office.