

PDO Calendar 2017

Families are not charged tuition on the days that Parent's Day Out is closed. Tuition will be charged on all other days even if child is absent.

August 15	Closed for teacher workday
August 17	Meet the Teacher 10:00-11:00
August 22	Fall Semester begins/supply fee due
September 12	Fall Pictures
October 25	Pumpkin Patch Party (5:30-7:30 p.m.)
October	Scholastic Book Fair
November 21	Thanksgiving Class Parties
November 22-23	Closed for Thanksgiving
December 21	Christmas Class Parties
Dec. 25-Jan.5	Closed for Winter Break
January 9	Spring Semester Begins/supply fee due
January	Group Pictures
February 13	Valentine's Class Parties
March 5-9	Closed for Spring Break
March 29	Easter Egg Hunts & Class Parties
April	Spring Pictures
April	Scholastic Book Fair
May 24	Spring Program
June 1	Summer supply fee due
June 29	4th of July parade

* Schedule dates may change if needed

Class Parties

Parties at school are usually held at lunch or at 2:00 p.m. Sign-up sheets for snacks will be available prior to each party. Parents are always welcome to attend class parties.



First Baptist Church

Parent's Day Out

Preschool

For God and Your Child

FBC PDO Preschool
500 Webster Avenue
Waco, Texas 76706

Director: Jo Ellen Roach M.Ed.
Assistant Director: Rita Naida
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Dear Parents,

Welcome to the Parent's Day Out Ministry at First Baptist Church of Waco. We are looking forward to the privilege of teaching your child.

Our curriculum is designed to provide each child the skills he or she needs to be fully prepared for school. In our toddler one class we are striving to build basic foundational concepts such as trust in a safe, secure environment. Preschool Two exposes children to shapes and colors and teaches them skills in social interactions. In Preschool Three the children will recognize the letters in their names, begin basic patterning and learn math skills such as grouping. Our Pre-kindergarten children will be introduced to the alphabet and the sounds the letters make. They will also have enrichment areas such as music, chapel and Spanish.

We would love for you to visit our church for Sunday School and other programs. We offer children's choir and mission education for preschoolers and children. Please stop by the office for information about these ministries.

We welcome you to visit us at any time. When specific programs are planned to involve parents, we will let you know in advance. Thank you again for your trust and commitment to your child.



Teacher Conferences

Parent/Teacher Conference

The staff at First Baptist wants parents to feel comfortable with all that happens in the classroom. However, it is often difficult for teachers to discuss issues with parents during pick up or drop off times. Teachers are responsible for all of the children in the classroom, and it is challenging for them to supervise children while talking at length to parents. Also, we prefer to discuss issues concerning a child outside of his presence. This protects both the child's and parent's privacy. If there is something you wish to discuss with your child's teacher, feel free to send her a note, and she can call you during nap time. If you would like to set up a meeting with the teachers, please let them know.



First Aid and CPR

The staff is trained in CPR and First Aid in addition to attending age appropriate curriculum planning and child guidance. Some of our staff members have degrees in Education. Each summer the staff attends the Church Weekday Education Conference to enhance their skills as teachers.

General Information

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 biting 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.
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Classroom Divisions

Our program is divided into four classrooms:

- Toddler 1 (12 months by Sept 1)
- Preschool 2 (2 years by Sept. 1)
- Preschool 3 (3 years by Sept. 1)
- Pre-Kindergarten (4 years by Sept. 1)

We accept children ages 12 months through pre-kindergarten. Generally, the children remain in their age groups the entire school year. The curriculum is enhanced as the children grow older and move to another developmental level.

Enrollment Priority

Families are selected from the waiting list according to the date they called the program with a few exceptions. Siblings of a child currently enrolled in our program will receive first priority on the waiting list. Active members of First Baptist Church and families involved in our weekday ministry will receive the next priority on the waiting list.

Inclement Weather

Should it be necessary to close the school due to bad weather, we will notify the local television stations. Our program will be listed as First Baptist Preschool - Waco. Our program closes or opens late when local schools close or open late due to bad weather.

Days & Time: Tuesday and/or Thursday
9:00 a.m. ~ 2:30 p.m.

Financial Arrangements

(All classes)

Wednesdays 9:00 a.m. ~ 2:30 p.m.
(Preschool 3 and Pre-K only)

Enrollment Fee: \$25.00

Supply Fee: \$25 beginning of fall semester
\$25 beginning of spring sem.
\$25 beginning of summer sem.

Rates: \$18.00 per day

Early drop off/
Late pick up Fee: \$1.00 per minute: time is
set by the office clock

Family Discount: \$1 per day for second child

Drop-in Rate: Child's daily rate
Reservations required

*Payment is due on a child's first day of class each month. All checks should be made payable to First Baptist PDO.

Paying when a child is Absent

The regular rate will apply when a child is absent as you are paying for the place reserved and not the child's

Our program is licensed through the Texas Department of Protective and Regulatory services. The teachers in our program have received training in DPRS Discipline rules.

Texas Department of Protective and Regulatory Services states the following:

*Discipline must be:

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

*A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control and self direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements;
3. Redirecting behavior using positive statements and

Discipline Guidelines

Our goal is to teach the children how to handle themselves when they are feeling angry or hurt. We model for the children what to say when they are upset. For instance, "You are angry that he took the ball from you. Tell him, 'I'm angry. I want my ball back.'"

If inappropriate behavior is observed in the classroom, the staff intervenes.

Intervention Steps:

1. Remind the child what they want them to do and what is inappropriate. "Put your feet on the floor. You may jump on the floor. You may not jump off the chair."
2. Redirect the child to a new activity.
3. Time-out (1 minute for each year of the child's age)
4. Visit with the director. After a discussion of the incident, the child will sit in the office.

If a behavior is repeated over a period of time, a parent conference can be scheduled to discuss how to help the child work through this area. Children that do not respond to the disciplinary guidelines may be subject to dismissal from the program.

attendance.

Tuition is not charged on holidays and breaks where the program is closed.

Dropping In or Substituting Days

Children that are enrolled one day a week may drop in on the second day **only** if there is room in the child's classroom. **Payment will be required for the additional day even if your child missed a day due to illness or vacation.** The regular daily rate will be assessed

Changing Days or Leaving

A two week written notice is required to withdraw your child from the program or to change dates of attendance. Families will be charged tuition for this two week period even if the child does not attend.

Do I pay an annual enrollment fee?

No. The enrollment fee is a one time fee as long as your child continues in the program. However; if the child leaves the program for a period of time (e.g. summer semester), a new enrollment fee will be charged upon the child's return.

Educational Objectives

A comprehensive program is planned using the WEE Learn Curriculum as the basis for learning activities. The activities and games that are used may seem to be “play,” but they are planned events to help each child develop to his or her fullest potential.

Emotionally

Beginning in our toddler classrooms, a safe and secure environment is provided for the children. This lets them know that they can trust adults other than their parents. This foundation of trust is built upon throughout all the classrooms in our program.

Socially

Children need to be able to interact with their peers in a healthy manner. This includes learning to share as well as how to handle conflicts with their friends. The children are assigned classrooms based upon their school year. This helps children learn how to deal with relationships with children within that grade. Good manners are incorporated into all of our activities.

Physically

Children must develop their large motor skills before their fine motor skills are developed. Opportunities are provided for children to be active both indoors and outside. Fine motor skills are developed through activities such as cutting and molding play dough.

Spiritually

It is vital for preschoolers to develop a strong spiritual foundation that they can always turn to in stressful situations. Biblical stories and verses are incorporated daily into all of our learning centers. Research has indicated that children learn best when they can relate the lesson to their lives. Teachers provide connections between what

frequency of the behavior, and other causes determine how each instance is handled.

When your child is hurt, we will notify you of the injury and the situation surrounding the activity. We will also notify the parent of the child who injured your child. Our policy is not to discuss the issue in front of children or other adults.

Does my child have to go to sleep?

No, we will not force any child to go to sleep. However; we will require your child to lay quietly and allow other children an opportunity to rest. We often find that children who may not rest at home, need to rest and fall to sleep on their own after spending the day interacting with their friends.

The length of rest time varies from class to class depending on the ages of the children enrolled. We create a relaxing atmosphere by playing soft peaceful music and turning off the classroom lights. Teachers will sit next to the children and pat the backs of those that need it.

What do you do in case of an emergency evacuation?

Each classroom has a plan posted on how to leave the building in an emergency situation.

Fire drill: the children will exit the building through the front door

Tornado drill:all children will meet in room 127&130

Emergency evacuation: evacuate to the Activities Building located at 4th and Clay.

The daily sign-in sheet and your child’s emergency card will be taken to reach parents if necessary.

FAQ's

What do I do when my child cries when I drop him off?

Hearing your child's cries as you drop him off is one of the most heart-wrenching sounds. It helps to bring your child early enough to participate in all the day's activities. Your child's adjustment is usually easier when you make a clean break.

Tell your child:

- you love them
- you know they will have fun today
- you will be back to pick them up that afternoon.

Our teachers will continue comforting them and engaging them in activities to distract them as you leave.

Check on your child

- have the office staff listen through our intercom
- call the preschool throughout the day
- stay outside the class until he calms down.

Do not

- look through the window (he may see you)
- take your child home if he cries

We will call you if your child does not calm down and we cannot comfort him.

Why won't you tell me who bit or hurt my child?

Our policy is to protect each child's privacy and to keep him from any type of harm. This includes physical aggression as well as social exclusion.

When a child hurts another child, we deal with the behavior at once. The intent behind the action, the

the child is doing and the Biblical emphasis.

Cognitively

Learning to communicate and the desire to read are important in every child's education. By enhancing a toddler's vocabulary and reading often them, the stage is set for academic readiness. Two year olds are ready to learn concepts, such as shapes, colors and positions. Through play, children are repeatedly exposed to these concepts.



Three year olds are taught to recognize their names and the letters that comprise them. Children begin using patterns to prepare them for phonics. During this year, teachers begin to help children understand math concepts, such as sorting, classifying and noticing likenesses and differences. Writing skills are developed through "journaling" pictures relating to their unit of study.

Pre-kindergarten children are exposed to the alphabet. Although we will not be using work sheets with the children, they will have opportunities to write letters and numbers, create them with their bodies and through mediums like play dough and sand paper. Since all children are not ready physically to write at this age, greater emphasis is placed on the child's ability to recognize not only the letters, but also the sounds that those letters make.

Home Environment

The staff does its best to provide each child with the foundation that they will need to succeed at school. Parents are encouraged to review what the children have learned at school. Daily communication is provided for parents that will help facilitate this. Lesson plans are posted for parents to review in each classroom.

Classroom Enrichment

Chapel

Preschool 3 children and Pre-kindergarteners will go to chapel weekly. During chapel they will learn that there are appropriate times to participate in worship verbally and appropriate times to participate through listening. The children will sing songs, hear a Bible story and learn Bible verses.

Children in the Toddler 1 and Preschool 2 classes will hear a Bible story and Bible verse phrases related to the unit of study in their classrooms. The stories and verses are incorporated in the learning centers as well as group time.

Spanish

Children that are enrolled on Wednesdays, will be introduced to Spanish. They will be taught phrases that have meaning to their lives. They will have opportunities to practice speaking Spanish in addition to role playing situations.

Music

Preschool 3 and Pre-kindergarten children will have music classes each week. During that time, they will be exposed to “feeling” the beat, different musical instruments, and listening to and identifying pitch levels.



Field Trips

Field trips will be scheduled in the pre-

Accidents/Injuries



Because of the nature of children, minor bumps and falls will occur while they are at our program. When this happens, much tender loving care will be applied along with appropriate medical care (bandaids, etc.)

If a more serious injury occurs, we will notify the parents immediately. If the child’s parents cannot be reached, the administrative staff or teacher in charge of the child will contact the child’s physician and act according to his/her directions.

Driveway Policy

The driveway is a one way driveway which is indicated by the yellow 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 pull as far forward as possible so that another car may fit under the carport as well. A car may not be in the driveway longer than five minutes. Parents may also park across the street in the parking lot. For your safety and your child’s, please do not park along the street in the cross walk. Cars parked in the cross walk may be ticketed or towed.

Releasing Your Child

For your child’s security, we will release him/her only to parents or individuals listed on the child’s enrollment forms. If someone other than a parent is picking up a child, that person will be required to present a driver’s license. The driver’s license number will be recorded in the class log book. If you know at the beginning of the day that someone else will be picking up your child, please indicate that on the sign-in sheet located in your child’s classroom.

Staying Healthy

Illness

*To protect the health of your child and the other children enrolled, we ask that you bring your child only when he/she is healthy. Parents of children who become ill while attending will be notified to pick up their child.

*Parents will be notified if a child has a temperature of 100.4°, repeated loose bowel movements, or symptoms of a communicable disease.

*Parents will receive a note if their child has been exposed to a communicable disease.



***A child who has been kept home or sent home sick should be free of fever or upset stomach (of any kind) for 24 hours before returning to school.**

*We go outside every day. If your child is not well enough to go outside, please do not send him or her. We do not have a supervised room for children to stay indoors.

*Medications: We prefer not to give medications but will do so if arranged with the Director. Medications cannot be given without signing a form in the office. All medication must be in its original container and can only be given to the child whose name is on the container. If an over the counter medication is to be given, only the dosage listed for the child's age or weight can be given. If the child is under the age or weight guidelines listed on the label of the medication, it must be accompanied by a physician's note.

kindergarten class to enrich the child's experiences. Parents will be notified at least one week in advance. Children are required to wear a First Baptist t-shirt on all field trips. Shirts are available in the Preschool Office.

Progress Reports

Progress reports are used in the preschool classes. Their purpose is to give teachers a tool to individualize the curriculum to the needs of each child. The reports look at how each child is developing cognitively, socially, emotionally and physically in a group setting.



Daily Communication

A monthly calendar is sent home describing the unit of study and special events. An information sheet highlighting your child's day will be sent home daily. Please check these to be aware of upcoming events as well as reinforcing the unit your child is learning.

Coming to School

Arrival

*Before your child arrives the teachers prepare their classroom for the day. During this time, staff children are supervised in the classroom. This is not a drop off area for early arrivals.

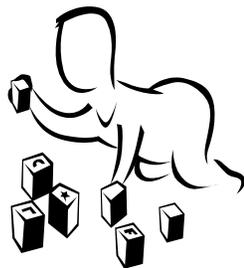
*Our program begins at 9:00 a.m. Teachers are not to accept children in their rooms until then. If you do arrive before 9:00 a.m. please keep your child in the front hallway.

*Children who are enrolled in our program have a more enjoyable experience if they are able to participate in the full day's activities. We encourage parents to bring their child early enough to participate in all the learning activities. Please notify the preschool office if a child will be absent or late.

*Our program ends promptly at 2:30 p.m. If you have more than one child enrolled in the program or you need to discuss an issue with the director, please arrive early enough to take care of business and pick up all your children by 2:30 p.m.

Dress Code

We feel learning occurs best with a hands on approach for preschoolers. Please dress your child where he/she can feel free to experience all projects fully without ruining his/ her clothes. Children should bring extra clothes in case something is accidentally spilled on their outfit or a potty training accident occurs.



Signing In and Out

State law requires licensed programs to keep drop-off and pick-up records.

When you bring your child to his or her classroom, please sign your child in and leave a telephone number where you can be reached that day. Please note any special instructions on the sign-in form. You must also sign your child out when leaving our program.

Labeling Personal Belongings

We try to be careful to send each child's belongings home with him. Please mark all items coming to First Baptist with your child's name. Please send all utensils needed to serve your child his/her food.

Schedule & Food



A morning snack is provided for the children around 9:45 a.m. in the younger classes. The morning is divided between inside and outside activities. Lunch begins between 11:30 a.m. and 12:00 p.m. and is followed by a brief rest time. Children bring their lunches with a drink. Lunches should not require heating or cooling. There are no refrigerators or microwave ovens in the classrooms. Food needs to be prepared so it does not pose a choking hazard, e.g. grapes must be cut in half for young children, etc.

Parents of children enrolled in Parent's Day Out Preschool are responsible for providing lunch for their child. Parent's Day Out Preschool is not responsible for the nutritional value of the children's lunches or meeting the child's daily food needs. Parents must provide lunches that are nutritionally sound.