

FIRST BAPTIST CHURCH DAY CARE

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 Day Care is proud to offer a program that discovers and meets the needs of children while providing safe and sanitary conditions for each student.

Social Development

It is the mission of First Baptist Church Day Care 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 Day Care, 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 Day Care 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 Day Care 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

Education 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 is 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 Day Care, will be planned to stimulate social, emotional, physical, intellectual, and spiritual development.

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 Day Care 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.

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- 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

Standards

First Baptist Church Day Care 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, are 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.

Parental Notifications

From time to time, First Baptist Church Day Care may choose to update the Operational Policies and Procedures. The most recent version will be available at <http://www.fbcvictoria.org/> to view or download, as well as available by request.

Times of Operation

First Baptist Church Day Care 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 the year; Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the day after, **Christmas Eve through New Year's Day (Or as determined by the Director)**. We will post 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 Day Care.

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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, equal to one week's tuition, is required for each child at the time of enrollment and annually thereafter. If your child was enrolled between the months of January 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 Day Care fees are as follows:

Infants and toddlers in diapers/pull-ups:	\$150.00 per week (or \$650.00 per month if paying monthly)
Potty Trained Toddlers	\$135.00 per week (or \$585.00 per month if paying monthly)
Pre-school (3K & 4K)	\$135.00 per week (or \$585.00 per month if paying monthly)

A \$5.00 per week discount will be given to families that have two children enrolled. Discount will ONLY apply to the second child's tuition.

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 Day Care are eligible to use two weeks per year as vacation weeks, in which the tuition for their child (ren) will be reduced 50%. During the week(s) in which the tuition is reduced the child (ren) must not be present at First Baptist Church Day Care. Vacation weeks cannot be carried over year to year. Vacation weeks must be requested via written statement two weeks prior to the requested week of vacation. The statement must include the dates which begin and end the week(s) the child (ren) will not be in attendance.

First Baptist Church Day Care bills 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 Day Care 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 or diaper bag. 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 if paying every other week OR ON/BEFORE the 10th of each month if paying for the entire month.** When making a payment it should be paying for the following weeks' tuition, NOT the previous or current week. Each Monday after 9:00 a.m. a 10% late fee will be applied to past due accounts. 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.

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Food Allergies

Parents of children with food allergies are required to provide a physician's written documentation of the food allergy and an action plan completed by the child's physician. This documentation and action plan is to be placed in an easily visible space in EVERY classroom throughout the center as well as the bulletin board.

Breastfeeding Accommodation

Mothers providing breast milk for their infant's feedings will be happy to know that our caregivers are trained in the proper handling of breast milk. Mothers who prefer to drop-in and breastfeed at the center are welcome to do so. If you do not wish to breastfeed in your child's classroom, we have several areas in the center which are private, climate controlled, and comfortable.

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

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 if a communicable disease is **suspected**, such as fever, vomiting, diarrhea, nausea, etc. **Children sent home with fever, vomiting, diarrhea, etc. will not be allowed to return to day care for 48 hours. Armpit temperature reading above 100.4 degrees constitutes a child being sent home. Your child's caregiver(s) has the right to refuse your child at the time of arrival if any of the above is suspected. If your child has a persistent cough, runny nose, sore throat, or is complaining of pain due to injury or illness you will be required to have your child examined by his/her physician before he/she may return to day care. Your child's return will ultimately be at the Directors' discretion. These rules have been established by the State and First Baptist Day Care to ensure the well being of ALL children in our care.** See the illness sheet at the end of this handbook for further information and return bottom portion of the page with signature. Only medication listed on the Over the Counter medication form will be administered by First Baptist Day Care Staff. The medications on that form will not be administered unless the day care has a statement on file for your child signed by the parent and a physician. Medication must be in a plastic bag labeled with the child's name and time medication is to be given. Prescription medication must belong to the child we are to administer to and in its original container with the pharmacy prescription label attached. 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. **OVER THE COUNTER COLD MEDICATION AND/OR FEVER REDUCERS WILL NOT BE ADMINISTERED BY DAY CARE STAFF UNDER ANY CIRCUMSTANCES.**

Immunizations

First Baptist Church Day Care is required to obtain a copy of the child's immunization record as specified by the Texas Department of State Health Services in 25 TAC 97, Subchapter B.

Provided immunization records must include the following:

- Child's name and birth date;
- Number of doses and vaccine type;
- The month, day, and year the child received each vaccination; and
- The signature or stamp of the physician or other health care professional who administered the vaccine.

For parents that cannot provide an immunization record and/or are exempt, management will need to be notified and can assist the parent according to the Department of State Health Services rules in 25 TAC §97.66.

More information on immunization requirements can be found at www.dshs.state.tx.us/immunize

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Vaccine Preventable Diseases

While First Baptist Day Care administration encourages caregiver's/employee's to vaccinate for the flu each year, we do not require our caregiver's to obtain vaccinations for preventable disease.

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.

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.

Emergency Preparedness Plan

Evacuation routes and relocation plans are posted in every room. The designated area, if we need to shelter/lockdown, for Baby Room 1 and Tinkerbell's is the Day Care hallway. This space has no windows, is an interior space and is easily accessible. All other classes will shelter in place in the classrooms as the rooms have no windows and are interior spaces easily accessed. In the event of a lockdown, the Director or Assistant-Director will ensure all exterior doors and windows are secure.

Evacuation Plans

All employees are responsible for moving children to the designated safe area. Emergency evacuation & relocation diagrams are located in areas specified by DFPS & local authorities. In some circumstances, parents will be called upon to pick up their children. As needed, the local authorities will be called to aid in the transportation of the children to an alternate shelter away from the center.

Alternate Space:

The staff parking lot on the corner of Goodwin & Moody Streets

Upon departure and arrival, the director or assistant-director will have a list of all children that must be accounted for. Together, the director or assistant-director and the caregivers will verify that all children are present. The director or assistant-director is responsible for calling the local authorities needed such as:

Fire department, ambulance, local police or sheriff, poison control, and DFPS child care licensing.

The children's caregivers are responsible for securing children's emergency numbers, emergency medical authorizations, and attendance sheets during an emergency.

Unacceptable Behavior

First Baptist Day Care is committed to providing a safe environment for each and every child therefore; parents will be called to take their child home for the remainder of the day, if their child displays unacceptable behavior that results in injury to another child twice in one day. After a child has been removed three times for unacceptable behavior, or at the Directors' discretion, the child may be expelled or suspended from First Baptist Day Care. Unacceptable behavior is defined as any action which causes injury resulting in a bruise, red mark, or broken bone. Examples of unacceptable behavior are biting, pushing, scratching, hitting, kicking, pinching, etc.

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

Beginning in the Tinker Bell room, children **MUST** wear close toed tennis shoes. **Absolutely NO FLIP-FLOPS, SANDALS, OR BOOTS OF ANY KIND WILL BE ALLOWED AT ANYTIME WHILE IN THE DAYCARE.** Open toed shoes, flip-flops, sandals, and boots present a safety and health hazard for the children. The teachers in each classroom have the right to refuse your child upon arrival if he/she is wearing unacceptable shoes.

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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 diet changes. Changes in diet which require us to substitute milk or juice must be prescribed by the child's 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

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 previous 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 arriving in the mornings. 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 review the 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 begins in the 18 month (Choo-choo) room and although it is not required, we would prefer that your child is potty trained before leaving the Yellow Bird room. Please work with the teachers in these two rooms to train your child.
- 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 note from his/her pediatrician and a signed statement from each parent to the Director.

Gang-Free Zone

First Baptist Day Care Center is a Gang-Free Zone. Certain gang-related criminal activity or engaging in organized criminal activity within 1,000 feet of First Baptist Day Care Center is a violation of law and is therefore subject to increased penalty under Texas state law.

Reporting Suspected Child Abuse

For information from the Texas Department of Family & Protective Services on reporting abuse, neglect or exploitation, visit http://www.dfps.state.tx.us/Contact_Us/report_abuse.asp

Abuse Hotline and Website

- Call the Texas Abuse Hotline toll-free at 1-800-252-5400 24 hours a day, 7 days a week, nationwide.
- Make your report through their secure web site and you will receive a response within 24 hours: www.txabusehotline.org

Preventing and Responding to Abuse and Neglect of Children

First Baptist Day Care will ensure annual training is completed by employees to prevent and respond to abuse and neglect of children.

Recognizing the Signs of Child Abuse

Physical Abuse

Physical Abuse is physical injury that results in substantial harm to the child or the genuine threat of substantial harm from physical injury to the child. The physical injury (ranging from minor bruises to severe fractures or death) can result from punching, beating, shaking, kicking, biting, throwing, stabbing, hitting, burning, choking, or otherwise harming a child. Such injury is considered abuse regardless of whether the caretaker intended to hurt the child.

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Suspect Physical Abuse When You See:

- Frequent injuries such as bruises, cuts, black eyes, or burns without adequate explanations
- Frequent complaints of pain without obvious injury
- Burns or bruises in unusual patterns that may indicate the use of an instrument or human bite; cigarette burns on any part of the body
- Lack of reaction to pain
- Aggressive, disruptive, and destructive behavior
- Passive, withdrawn, and emotionless behavior
- Fear of going home or seeing parents
- Injuries that appear after a child has not been seen for several days
- Unreasonable clothing that may hide injuries to arms or legs

Neglect

Neglect is failure to provide for a child's basic needs necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services have been offered and refused.

Suspect Neglect When You See:

- Obvious malnourishment
- Lack of personal cleanliness
- Torn or dirty clothing
- Stealing or begging for food
- Child unattended for long periods of time
- Need for glasses, dental care, or other medical attention
- Frequent tardiness or absence from school

Sexual Abuse

Sexual Abuse includes fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution or producing pornographic materials.

Suspect Sexual Abuse When You See:

- Physical signs of sexually transmitted diseases
- Evidence of injury to the genital area
- Pregnancy in a young girl
- Difficulty in sitting or walking
- Extreme fear of being alone with adults of a certain sex
- Sexual comments
- Knowledge of sexual relations beyond what is expected for a child's age
- Sexual victimization of other children

Emotional Abuse

Emotional abuse is mental or emotional injury that results on observable and material impairment in a child's growth, development, or psychological functioning. It includes extreme forms of punishment such as confining a child in a dark closet, habitual scapegoating, belittling, and rejecting treatment for a child.

Suspect Emotional Abuse When You See:

- Over compliance
- Low self-esteem
- Severe depression, anxiety, or aggression
- Difficulty making friends or doing things with other children
- Lagging in physical, emotional, and intellectual development
- Caregiver who belittles the child, withholds love, and seems unconcerned about the child's problems

Coordination between the Center and appropriate Organizations

The Center's Director or teacher will notify the Department of Protective Services, and/or the local law enforcement officials, when it appears that a child is being seriously neglected or abused.

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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

Some children are ready for potty training as early as 18 months and some children are not ready until well after 24 months and no two children will potty train in the same way, time frame, etc. It is important that you do not compare your child's progress with that of another. Potty training must start at home. Your child's caregiver's/teacher's will work with your child to help the potty training process, however the length of time it takes for your child to potty train depends on what you are doing at home. It is crucial to the process that you work with your child at home if your child is being potty trained while at the day care center. Please remember it is not the responsibility of our caregivers or teachers to potty train your child; it is your responsibility as the parent however our staff is happy to ASSIST you in that process. Potty training can be easily accomplished, but it takes a lot of cooperation and communication 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. Remember, being consistent is the key to successful potty training. Wearing diapers during waking hours confuses children; once you decide to potty train at home put your child in underpants during waking hours. Of course, you will become frustrated with the accidents but hang in there and do not go backwards because each day the accidents will become fewer and further apart! Allowing your child to put on a diaper or pull-up because he/she refuses to use the potty is sending your child a mixed signal. The caregivers in the Choo-choo and Yellow Bird rooms have many years of experience with potty training, if you have any questions or concerns regarding your child's potty training process please do not hesitate to seek their advice.

Clothes should be ones that are easily put on and taken 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 Day Care 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 Day Care is licensed to care for up to 140 children.

My Child _____ will attend First Baptist Church Day Care 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

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

PARENT AGREEMENT

I, _____ whose child is enrolled in First Baptist Church Day Care Center, 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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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>Benadryl</i>	
	<i>Mylicon</i>	
	<i>Orajel</i>	

OVER THE COUNTER COLD MEDICATION AND/OR FEVER REDUCERS WILL NOT BE ADMINISTERED BY DAY CARE STAFF UNDER ANY CIRMUNSTANCES.

Allergies:

Physician's Signature

Date

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ILLNESS AND MEDICATION

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 100.4 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.

Children will not be admitted if a communicable disease is **suspected**, such as fever, vomiting, diarrhea, nausea, etc. **Children sent home with fever, vomiting, diarrhea, etc. will not be allowed to return to day care for 48 hours. Armpit temperature reading above 100.4 degrees constitutes a child being sent home. Your child's caregiver(s) has the right to refuse your child at the time of arrival if any of the above is suspected. If your child has a persistent cough, runny nose, sore throat, or is complaining of pain due to injury or illness you will be required to have your child examined by his/her physician before he/she may return to day care. Your child's return will ultimately be at the Directors' discretion. These rules have been established by the State and First Baptist Day Care to ensure the well-being of ALL children in our care.** Only medication listed on the Over the Counter medication form will be administered by First Baptist Day Care Staff. The medications on that form will not be administered unless the day care has a statement on file for your child signed by the parent and a physician. Medication must be in a plastic bag labeled with the child's name and time medication is to be given. Prescription medication must belong to the child we are to administer to and in its original container with the pharmacy prescription label attached. 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. **OVER THE COUNTER COLD MEDICATION AND/OR FEVER REDUCERS WILL NOT BE ADMINISTERED BY DAY CARE STAFF UNDER ANY CIRMUNSTANCES.**

I _____ have read and understand the information regarding illness.

Parent(s) Signature

Date

UNACCEPTABLE BEHAVIOR

Parents will be called to take their child home for the remainder of the day, if their child displays unacceptable behavior that results in injury to another child twice in one day. After a child has been removed three times for unacceptable behavior, or at the Directors' discretion, the child may be expelled or suspended from First Baptist Day Care. Unacceptable behavior is defined as any action which causes injury resulting in a bruise, red mark, or broken bone. Examples of unacceptable behavior are biting, pushing, scratching, hitting, kicking, pinching, etc.

I _____ have read and understand the information regarding unacceptable behavior.

Parent(s) Signature

Date

Parent Handbook

FORMS

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 Day Care.

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

Parent(s) Signature

Date

KEY CARD AGREEMENT

I, _____ acknowledge receipt of key card number _____.

I understand that if the card is lost or stolen I am responsible for alerting the Day Care director.

Signature of Parent(s)

Date

PARENT RELEASE FORM FOR MEDIA RECORDING

I, the undersigned, do hereby grant or deny permission to First Baptist Church and First Baptist Church Day Care Center to use the image of my child, _____, as marked by my selection(s) below. Such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images, and/or video taken of my child for use in materials that include, but may not be limited to, printed materials such as brochures and newsletters, videos, and digital images such as those on the First Baptist Church and/or First Baptist Day Care Web site or other Web Applications administered by First Baptist Church and/or First Baptist Church Day Care.

- Deny permission to use my child's image at all.
- Grant permission to use my child's image in the following ways (mark all that apply):
 - Limited usage:** I want my child's image used within the First Baptist Church and First Baptist Church Day Care setting only (not in the larger community).
 - Limited usage:** I want my child's image used for educational materials only (not marketing). This could be either within First Baptist Church and First Baptist Church Day Care or in the larger community. One example of this could be videos in parent education classes.
 - Limited usage:** I want my child's image used on printed materials only (no digital or video use).
 - Unrestricted usage:** I give unrestricted permission for my child's image to be used in print, video, and digital media. I agree that these images may be used by First Baptist Church and First Baptist Church Day Care for a variety of purposes and that these images may be used without further notifying me. I do understand that the child's last name will not be used in conjunction with any video or digital images.

Signature of Parent(s)

Date

Parent Handbook

Times of Operation

First Baptist Church Day Care 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 the year; Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the day after, **Christmas Eve through New Year's Day**. We will post 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 Day Care.

I _____ **have read and understand First Baptist Church Day Care's TIMES OF OPERATION**. Furthermore, I understand the center is closed in observance of the following holidays during the year; Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the day after, and **Christmas Eve through New Year's Day or at the Director's discretion**.

Parent(s) Signature

Date