

**First Baptist Church
Children's Day Out
Parent Policies and Procedures**

Children's Day Out is a ministry of First Baptist Church of Grandview to families of the church and community.

Our program offers a loving Christian environment in which children are able to develop physically, intellectually, emotionally and socially as well as developing their faith. Each child is viewed as a unique person with an individual pattern and timing of growth and development. Interactions and activities are designed to develop children's self-esteem and positive feelings toward learning.

Learning and skill development occur through our learning centers when children play with the materials and interact with others. These centers teach concepts of shapes and relative sizes and colors, the development of eye/hand coordination, listening skills, gross and fine motor skills and the expression of feelings. A balance of loud and quiet activities is included in the daily schedule. Monthly and weekly themes are used to spark children's interest and to provide a variety of fun and meaningful experiences. Some field trips may be added to enhance the Pre-K curriculum.

Enrollment

To enroll your child, please read the Parent Policies and Procedures Handbook. Please make sure that you have completed and returned the following forms:

- **2010-2011 Registration Form
- ** Admission Information w/Health Statement
- ** Enrollment Agreement
- ** Getting to Know You

Tuition and fees must be paid as stated in the Parent Policies and Procedures Handbook. Parents will be notified of any upcoming events or policy changes. Any concerns that the parent may have concerning program policies should be discussed with the CDO Director. The Director is available from 8:00 a.m. — 3:00 p.m., Tuesdays and Thursdays. If you need to speak with the Director on another day, please call the office at (817) 866.4430 and leave a message with the secretary. Parents are always welcome to visit the program throughout the day. Please make sure, if you are visiting after drop-off time or before pick-up time, to check in at the CDO office.

Schedule

The CDO calendar begins in August and ends in May. CDO class days are Tuesday and Thursday. CDO will closely follow the holidays of the Grandview ISD and will follow the school district's decision on the opening and closing or delaying of school during inclement weather.

Hours

Hours for CDO are 8:30 a.m. — 3:00 p.m. Please bring your child promptly at 8:30 a.m. Children arriving later than 9:00 a.m. tend to disrupt the class and interfere with teaching time. Before school care starts at 7:30 a.m. and after school care children must be picked up by 4:00 p.m. Late charges start accruing at 4:05 p.m.

Arrival and Departure

CDO begins at 8:30 a.m. Please walk with your child to their room. If you arrive early, please wait until 8:30 a.m. to enter your child's classroom. You must sign your child in each day and include who will be picking your child up. They must be authorized on your release form. If they have never picked up your child before, they will be required to show a picture ID. Should there be a change in the person picking up your child, please notify the Director so she can let the teacher know. Pick up time is at 3:00 p.m. Since this can be a hectic time, please let your child's teacher know that you have your child and that you are leaving. You will need to sign them out. Please do not let your child go back into the building for any reason once you leave; the teachers are busy cleaning their classrooms and restrooms. The same procedures pertain to before and after school care. Before school care begins at 7:30 a.m. and after school care ends at 4:00 p.m.

Fees

Registration Fee— \$60.00 (non-refundable)
Supply Fee— \$15.00 per semester—first semester due at registration
second semester due with Jan. 2011 tuition

The registration fees pay for any dues to organization and licensing agencies. It also pays for craft supplies.

Late Pick-Up

A fee of \$5.00 will be charged for late pick ups starting at 3:05 p.m. and 4:05 p.m. \$2.00 per minute will be assessed for each minute afterward. This will be enforced.

Tuition

The monthly cost of CDO is: \$140.00

The monthly cost of before/after care is:

1 day/week Morning OR Afternoon ONLY	\$ 12.00
2 days/week Morning OR Afternoon ONLY	\$ 24.00
2 days/week Morning AND Afternoon	\$ 48.00

Tuition pays for teacher and Director salaries.

Because the program is a non-profit organization and we depend solely on tuition to pay teacher salaries, any fees outstanding after the 10th of the month will result in the suspension of your child until such fees are paid. Full tuition is due the first of every month. A late charge of \$5.00 will be assessed for each day late after the tenth. A fee of \$25.00 will be charged for a returned check. You will be required to pay in cash if we receive a returned check. In addition, late fees will accrue each day after the 10th of the month unless prior arrangements have been made with the Director. No deduction in tuition is allowed when a child is absent, sent home sick, for holidays or for closings due to inclement weather.

Classes

All enrollment is determined by Director. Children will be grouped as follows:

Toddlers	ages 12-23 months	(depending on enrollment)
Younger 2's	ages 24-30 months	(depending on enrollment)
Older 2's	ages 30-35 months	(depending on enrollment)

ALL CLASSES LISTED BELOW MUST BE FULLY POTTY TRAINED:

3's	age 3 by Sept. 1st
Pre-K	age 4 by Sept. 1st

Please keep in mind we have given great consideration in placing your child in a specific class. We have tried to do what is best for each child and the class as a whole. However, if for some reason the placement is NOT working out after the first six weeks, CDO reserves the right to re-evaluate the placement.

Health Standards

Upon enrollment, each child will be required to have on file, a shot record with up-to-date shots. Parents should notify the office if the child will be absent due to illness or for any other reason.

Without exception, a child MUST be kept home from CDO if any of the following symptoms are present:

Fever (must be fever free WITHOUT fever reducing medicine for 24 hours prior to returning to CDO)

Nasal Discharge that is thick and green—if caused by allergies we MUST have a doctor's note

Vomiting (must not vomit for 24 hours prior to returning to CDO)

Diarrhea (must not have diarrhea for 24 hours prior to returning to CDO)

Rash that has not been explained by a doctor

If a child becomes ill, a parent or authorized adult will be contacted and expected to immediately pick up the child from CDO. CDO should be notified if a child has been exposed to a contagious disease. This policy helps preserve a healthful atmosphere and protects your child from unnecessary illnesses.

Medication

Medication will only be given if it is in the original container and if there are written instructions from the parent. All medication will be kept and administered by the Director.

Emergency Medical Care

In the event of an accident or illness that, in the Director's judgment, requires emergency medical treatment, CDO is authorized to obtain and render emergency medical care for the child through any duly licensed healthcare provider. A properly executed Enrollment Agreement which contains an appropriate Medical Treatment Authorization must be on file. The church will not be responsible for any medical (or related) expenses incurred; such expenses will be the responsibility of the parent/guardian. All staff members have first aid and CPR training.

Notification to Parents

Any special occurrence or problem affecting the child will be brought promptly to the attention of the parents, such as the discovery or suspicion of a communicable disease among students. Parents will be notified regarding field trips and various events via notes and email throughout the year. All correspondence will be inserted in your child's folder and put in their backpack. **It is important that you check their folder DAILY.** There will be opportunities for you to help out with special projects. Your child's teacher will let you know when she will need help.

Daily Information

Labeling

Please label all of your child's belongings that are brought to CDO.

Dress

We play dirty at CDO and would encourage your child to wear comfortable, washable play clothes. We use paint, glue, markers, and other materials in creative activities. For safety reasons children should be dressed ready for outside play in tennis shoes for running and climbing. Please NO BOOTS or FLIP FLOPS. All children need to bring a bag or backpack to school each day. It should be big enough to hold their lunch box, folder, and **a complete change of clothes** (underwear, socks, shirt, pants) in case of accidents. Please LABEL all clothes and/or jackets that are worn to school.

Lunches

Children should bring a non-perishable lunch in a lunch box with an ice pack (if necessary). Please LABEL their lunchbox, cups, and pacifiers clearly. We highly encourage healthy eating and your child will not be allowed any dessert until they have eaten at least some of their healthy food. We do NOT allow sodas; all drinks must be non-carbonated. We do NOT allow candy or gum; if these items come in a Lunchable, they will be sent home. Your child will need 2 napkins—one for the table and one for their lap. Grapes and hot dogs are the leading cause of choking; please precut these items as well as any other large items (apples, meat, etc.). Should your child not have a lunch, we will contact you to bring them one. If necessary, we will purchase a Lunchable and expect reimbursement.

Naps/Rest Time

EVERY class will have a nap/rest time. CDO will provide a nap mat to all students. During this time, your child will be expected to nap or rest quietly and not disturb others. There are no exceptions to this rule. At Grandview ISD, kindergarteners are required to nap every day, all year. By napping/resting at CDO, we are preparing them for kindergarten. Your child may bring a blanket, small pillow, and a soft toy to sleep with, if necessary. Make sure their name is clearly marked on any nap items. If your child has trouble resting quietly and is continually disturbing others, the parent will be called and expected to take the child home daily at rest time. This is to ensure that the other children in the class are able to sleep/rest as required.

Discipline

We try to encourage good behavior with warm hugs, simple rewards, and redirection. If these are unsuccessful, then time-out is used. If after several time outs are used and are non-effective, the Director will take the child to the office to discuss the inappropriate behavior. If the behavior still continues, the parent will be contacted and expected to come pick up their child. This is to ensure a positive environment for all CDO children. CDO reserves the right to send home children after biting, hitting, kicking, and/or punching other students or teachers, continual disruption during naptime, and for serious abuse of Church and CDO property.

Birthdays

Teachers will celebrate birthdays in their classrooms. If you choose, you may bring a special treat for your child's class. Please let your child's teacher know ahead of time if you are going to bring something as there may be food allergies. You may also choose to donate a book to the class in honor of your child's birthday.

Holidays

We will celebrate the customary holidays throughout the year: Fall Fun Festival, Thanksgiving, Christmas, Valentine's Day, and Easter. Parents will be invited to participate in several ways. Your child's teacher will provide you with more details at the appropriate time.

DVD's

DVD's are used in the classroom and in before/after care to enhance a subject that is being studied, to teach moral lessons, on special holidays or as a special reward. It is not a daily or weekly activity.

Changes

CDO reserves the right to change or amend this handbook as it deems necessary.

Minimum Standards

Although not licensed by the state, CDO tries very hard to run its program according to Minimum Standards. A copy of the Texas Department of Family and Protective Services Minimum Standards is available for you to view in the Director's office. A copy of CDO's licensing exemption is also available for review. The reason for the exemption is that CDO is only a 2 day per week program.

A great deal of time and consideration is taken in the selection of the staff of First Baptist Grandview Children's Day Out. They are child care professionals who take their responsibility seriously. Each teacher is required to take a minimum of 10 hours of continuing education per year to remain up to date with the most recent developments in early childhood education. All of our staff members have current CPR and First Aid training.

Notice of Nondiscriminatory Policy as To Students

The First Baptist Church Children's Day Out admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and other school-administered programs.

Please know that your children are extremely important to us. We treat them as if they were our own. If you have a question, comment, or complaint, please feel free to call or come by to see the teacher or Director. Our doors are always open.

**First Baptist Church Grandview
Children's Day Out
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