



First Baptist Church
Friendswood
111 E. Heritage
Friendswood, TX 77546
www.fbcfkids.org

2009-2010

Director:

Marilyn Harkness : 281-996-0908

Church Office: 281-482-7573

Welcome to Children's Day Out

Welcome to Children's Day at First Baptist Church Friendswood. We want to thank you for choosing our program and ensure you that we will do our best to meet the needs of each and every child.

Our goal is to provide a safe and happy environment for the children left in our care. Children should be able to choose between several activities so that they can develop mentally, cognitively, physically and creatively. Our program provides many opportunities for a child to learn and practice problem-solving skills, develop physical and social skills and learn about their environment. They gain an understanding of how to get along and work with others. We acknowledge that the home is the first place of learning for the child and encourage teacher/parent interaction.

The following is general information about our program. If you have any questions please feel free to ask. Please read this handbook carefully. There is a page at the back of the booklet for you to sign indicating your willingness to support our policies. **Please return the signature page to Marilyn Harkness on or before the 1st day of school.**

Children's Day meets each Tuesday and Thursday from 9:30 am to 1:30 pm. Wednesdays 9:30am to 1:30pm.

The fall sessions begin on Tuesday, August 25, 2009, and Thursday, August 27, 2009, and will go through Thursday, May 20, 2010.

It is strongly recommended that three year olds attend both days in order to take full advantage of our Program. Four-year-olds must attend two or three days. Children coming into the Three and Four Year Classes should be toilet trained. Toilet trained is defined as a child being able to tell a teacher that they need to use the toilet.

The program provides care for children six months through Pre- Kindergarten.

In order to provide nursery service, a minimum enrollment of four children is necessary. **The child must be six months old by Aug. 1 of current school year.**

We are looking forward to a great year at Children's Day!

Schedule of Fees

Registration Fee: \$55.00 Babies to 4yr olds
\$55.00 (2 days) \$65.00 (3 days)

Curriculum Fee: \$35.00 per child

Registration and curriculum fees are one-time annual non-refundable fees.

Babies to 4yr olds	
1 child, 1 day	\$85.00
1 child, 2 days	\$120.00
2 children, 1 day	\$120.00
2 children, 2 days	\$230.00
3 children, 2 days	\$330.00
1 child, 3 days	\$165.00
2 children, 3 days	\$320.00

Tuition is payable the first Tuesday or Thursday of each month. Tuition for May must be paid in advance. Deadline is July 15th.

WITHDRAWALS

If for any reason you must withdraw your child, please give **one month's notice**. In the case of emergency, please notify us as soon as possible. This courtesy enables us to fill the space or adjust the number of teachers. If your child's name remains on the roll, you will be billed by mail for the tuition for that month.

Enrollment

Enrollment for the fall semester begins in February for families already attending the program and church members. Open registration begins March 1st and continues until classes are full. Parents must fill out an application and the registration and curriculum fees are due with this completed application. Parents will be notified in writing if any policy is changed during the school year.

***A current copy of the child's immunization record is required before school starts along with the medical form signed by the child's physician.**

A child who is enrolled and turns four by September 1st will need a vision and hearing test which is state required.

The director will be available before and after school and thru phone calls to assist any parent who has questions concerning the policy and procedures at CDO. Parents can come and observe anytime but they must let the director know they are in the building.

Refunds

We cannot refund or credit for days missed due to illness or vacations. Tuition pays teachers salaries and teachers are employed according to the number of children enrolled in each class, not the number of children present daily in each class. It is not possible to make up days missed as it causes overcrowding in classes. In the event of a hurricane or evacuation we will not make up or refund tuition if days missed are within a 2 week period.

Late Pick Up

The fee for late pick up is \$3.00 for the first ten minutes past the 1:30 pick up time and for each ten minutes after 1:40 PM it will be \$4.00. Please pay this directly to the worker who has kept your child. If you are unavoidably detained, please call if possible as children become anxious when the other children are gone.

Starting Time

Our sessions begin **at 9:30 am. Workers are preparing for the day before that time and cannot watch early arrivals.**

Your cooperation in this will be appreciated. Children need to be here promptly at 9:30 am as not to miss the first part of the day. Early arrival fees will be assessed at the same rate as late pickup fees.

Drop-Ins

CDO does not accept drop-ins.

Transportation

First Baptist Church Children's Day Out does not provide transportation to any location or take children on field trips.

Discipline & Guidance Practices

A balance of effective guidance and discipline are part of good behavior management techniques. The following principles are followed at CDO:

- Children are to be valued and respected as unique individuals at all times.
- Children need consistent limits fairly administered.
- Children require time and assistance in developing autonomy and self-control.
- Children's self-esteem must be nurtured and protected by caring adults.

Based on the above-stated principles, positive guidance techniques will be used at CDO. When reoccurring inappropriate behavior persists, parent conferences will be held.

Medical Emergencies

In case of a medical emergency, 911 will be called immediately and the parent will be contacted next.

Parent Pick-Up/Security

We use Parent Pager to monitor your child's safety. Every family will be given a proximity card at the beginning of each school year. If you lose your initial card a replacement card is available at a cost of \$5.00. This card has security information on who is authorized to pick up your child as well as emergency phone numbers. No one is allowed to pick up a child if their name and picture are not in the system. If you are new to our program or need to add an authorized person, pictures will be taken the first week of school. Parents may call the director in an emergency situation to let an adult (18 or older) pick up their child. A valid Driver's License must be shown to the teacher and the number will be written down by the teacher.

Teacher Training

All workers are required to attend workshops during each twelve-month period. The teachers in the program are expected to read their curriculum guide and other books on early childhood education. Some of these are "Teaching in the Church Weekday Program", "Understanding Today's Preschooler", Theme-a-sauras I & II, and other material which will be helpful. In addition a number of teachers and staff hold current CPR certification.

Curriculum

The curriculum for this program comes from several sources including the Totline series and the Church Weekday Early Education guides. Each age group has a curriculum guide appropriate for their age. (Please feel free to ask to examine any of these manuals.) In addition, we make use of a number of supplemental materials such as "Movement Education for Young Children" and "Science Experiments for the Young Child".

Medication

Please administer all medicine before the child comes to school. Neither teachers nor employees are allowed to give any medication to any child.

Illness

Precautions such as disinfecting toys, cribs, diaper changing surfaces, tables, chairs and frequent hand washing are taken at the school to protect the children against illness and infection. Even with these precautions most children will encounter infections and illnesses during the year. If a child becomes ill at school, vomiting, diarrhea or develops a fever, the parents are notified and must pick up their child within 30 minutes. Please keep all filed information current so that you can be easily reached if an illness should occur. Any child excluded from attendance will not be allowed to return to the school until they have been free of symptoms for 24 hours. In the event that the children are exposed to an infectious disease at the school, there will be prompt notification to all parents. In return, parents are to report when their child has been exposed to infection or disease outside of the school. The following are guidelines that enable the school to provide a more healthful environment for all the attending children:

Guidelines for keeping your child home:

1. Keep your child home if he/she has had a fever during the previous 24 hours.
2. Keep your child home if he/she has vomited or has had diarrhea during the past 24 hours.
3. Keep your child home if he/she has ringworm or lice. A “no nit” policy is enforced.
4. Keep your child home if he/she has a yellow-green nasal discharge and/or persistent cough or you have a note from your doctor.
5. Keep your child home if he/she has a rash.
6. Keep your child home if he/she has symptoms of a contagious disease (headache, sore throat, reddened eyes, unusual behavior, vomiting).

Guidelines for returning your child to CDO:

1. Your child can return when he/she has been FREE OF FEVER for 24 hours (without fever medications)
2. Your child can return when the cold/flu is over and only a minor clear nasal discharge remains.
3. Your child can return when the contagious period has passed or he/she has been on antibiotics for 24 hours.
4. Your child can return when he/she is able to participate in the regularly scheduled activities, including outside play.

Areas of Development

Spiritually - Each child should know that he or she is unique in God's sight and loved by God. God's love is communicated by loving, kind, caring, happy adults.

Bible stories help to create a knowledge of God and his Word and assist children in becoming familiar with others who knew and served God as well as helping children know and understand right behavior. In addition to the use of Scripture and moral teaching, a resource teacher teaches a Bible Story each session with children from two years through four year olds.

Art - The goal of art is to guide children in creative expression. Art will help children see beauty all around them and to experiment with various materials. "Hands-on" art is the goal of this program. The process, and not the finished product, is most important to a child.

Music - Children learn not only through singing but through rhythm, movement, and through listening. The goal of the music program is to help each child find joy and excitement through participation in music.

Nature & Science - We provide a number of experiences which will help children become aware of the world around them and how their environment affects them. This also provides an opportunity to teach about God's creation. Children two through four have discovery time each week with a trained resource teacher.

Educational Development - This area will provide activities which will help children progress at their own pace. The Four Year Old program will be coordinated by a certified teacher. A thematic approach is used but basic skills are also taught. Phonics and math skills are also taught.

Physical Movement Education - Movement means life, self-discovery, freedom, communication, pleasure, acceptance and safety to children. Our goal is to assist children in discovering the sheer joy of guided and free physical activities. Some guided activities are the balance beam, parachutes, balls, hoops and the use of scarves, balloons, and streamers in moving to music.

Other Materials Used - We make available to the children in our care: Books, puzzles, Play dough, Plasticine, Blocks, Building Materials, Educational games and toys, and Home Living Areas.

Lunch

Each child needs a sack lunch and a drink for each session. We can not microwave or refrigerate lunches. Please do not bring carbonated drinks. In the case of Toddlers and Younger Twos, be sure they have lunches that are easy for them to handle. For older children, the drink needs to be small. We will provide a morning snack of water and crackers (goldfish, graham sticks, cheese-its, vanilla wafers, animal cookies, pretzels, etc).

Clothing

At Children's Day many of our activities can be messy. We do our best to wear smocks but sometimes accidents happen! Please dress your child in play clothes that are appropriate for our activities.

All children three years and under should have a change of clothes. Even three year olds sometimes have accidents and they feel much better if they can change into their own clothes.

Children and babies who are not potty trained need **disposable** diapers that are labeled with their name, and diaper wipes.

Please mark all articles of clothing belonging to your child.

Toys

We ask that children bring only lunches, diaper bags or items that can be shared with the entire group. Toys brought from home often create problems between children or get misplaced. We try to provide all the toys, books, puzzles and items your child needs for a happy day. ("Security blankets" for nap time are accepted. Please place in diaper bag so these can be used when the child is ready to sleep.)

Holidays

We follow the Friendswood ISD school calendar.

Inclement Weather and Parking

In the event the public school attendance in Friendswood is canceled because of storm threat or severe weather we will not have Children's Day. Please listen for local radio or television announcements. In extreme circumstances, the church may make it's own decision. Unattended cars are not allowed in the drive-thru area. During severe weather, CDO personnel will be at that area to assist you with unloading your child and allow you to safely park.

Fire or Natural Disaster

In case of fire or call for evacuation, all proper authorities will be contacted. The children will exit the classroom following the directions of the posted emergency map. The children will remain in the designated safe area until the all-clear signal is received. Then the children will return to their respective classrooms. If the emergency results in closing the school, parents will be contacted by the director and/or teachers and informed where to locate their child. Practice drills are held throughout the year with a minimum of one fire drill every month and two tornado drills annually. In case of tornado warning, children will be sheltered inside until the all-clear call is received. In the case of a chemical release, children will "shelter in place" indoors with a/c units off and doors sealed. Parents will not be able to pick up children until the all-clear signal siren. Local radio (KPRC) and Channel 2 TV stations will make announcements in cases of emergency closing.

Water Activities

CDO has one water activity that is the last day of school. Three and four year old children will have sprinklers and splashing wading pools with less than 1 foot of water. Children under three years of age will have small splashing wading pools with one foot or less of water. Three and four year old children will also be able to use a water slide that has one adult stationed at all times plus children's teachers will be with the class at all times.

Parties

We will celebrate the following holidays with classroom and/or school-wide parties:

Pumpkin Parties
Valentine's Day

Fall Festival
Easter

Christmas
End-of-Year Celebration

Please talk with your child's teacher if you would like to be involved in any way with any of these parties. Your help is always needed and greatly appreciated. There will be sign-up sheets posted outside each classroom for parents to volunteer for things needed.

Birthday Parties: If your child wants to celebrate his/her birthday party with cupcakes or cookies in the classroom, please check with your child's teacher on the best time of day to do this. If you would like to send invitations to school for a birthday party (outside of school), **all classmates must be included**. If only selective students are to be invited, the invitations must take place privately and outside of school grounds.

Animals

CDO will not allow animals in the buildings at any time.

Nondiscriminatory Policy

First Baptist Church Friendswood Children's Day Out Program 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.

Compliance

Children's Day Out is subject to and follows the Minimum Standard Rules for Licensed Child-Care Centers prescribed by the Texas Department of Family & Protective Services. A copy of these rules is located in the Director's office and can be viewed anytime online at www.dfps.state.tx.us.

DFPS CONTACT INFORMATION

The Texas Department of Family and Protective Services:
2221 West Loop
Houston, TX 77027
713-940-3009

DFPS Child Abuse Hotline:
1-800-252-5400

DFPS Website:
http://www.dfps.state.tx.us/child_care/search_texas_child/default.asp

Please read this handbook carefully and sign below. Return the signed page to your child's teacher or the school office on or before the first day of school.

I, _____, the parent/guardian of my child(ren), _____, have read this handbook and agree to support the school in its policies and practices.

I also understand that it is impossible to cover every detail of the school year in a document such as this, and I agree to support any reasonable request pertaining to policies or activities that may arise in the course of the school year. Any changes will be provided in writing to the parents.

I am aware of my right to visit, to be kept informed of my child's progress, and of my avenue of redress should I deem such an action necessary.

I understand that I may address any questions or concerns about the policies and procedures of Children's Day either in writing or a scheduled meeting with the director. I understand that I may review a copy of the minimum standards and the most recent Licensing inspection report by contacting the school office.

I intend for my child to complete the school year, but if unavoidable circumstances make it necessary to withdraw my child, I understand that all fees are non-refundable and that my child's school records will only be released if my school account is current.

Signed _____

Date _____