

First Baptist Preschool Development Center

Parent Handbook 2024

500 Webster Ave.
Waco, TX. 76706
Phone-756-6933

ADMINISTRATIVE & OFFICE STAFF

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***Written policies and procedures are reviewed annually and updated as necessary**

Program Philosophy and Goals

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

Dear Parents:

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

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

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

FIRST BAPTIST PRESCHOOL DEVELOPMENT CENTER

500 Webster Ave. Waco, TX 76706

Phone 756-6933 Fax 756-2237

Enrollment

First Baptist Preschool Development Center is licensed by the Texas Health and Human Services Commission. Our classroom enrollment follows the Texas Minimum Standard Rules for licensed child-care centers. Our teacher/child ratios meet and in most cases are smaller than minimum standards allow. State standards may be periodically updated. Parents will be notified in writing of these policy changes if applicable.

The Preschool Development Center is equipped to keep children ages 6 weeks to Pre-K, with a program for kindergarten children each summer.

Curriculum Goals

First Baptist Preschool uses the Frog Street curriculum in all classrooms, infant through pre-k. Frog Street curriculum is a developmentally appropriate research-based curriculum that aligns with the local school districts, The Texas Infant, Toddler, and Three-Year-Old Learning Guidelines and the Texas Prekindergarten Guidelines adopted by the Texas Education Agency. These guidelines articulate what students should know to be successful in school and provides our teachers with the guidance to implement a comprehensive curriculum that will prepare the children in our program to be successful in kindergarten. **Our Pre-kindergarten class, Prek-3 class, and B3 class have been awarded Texas School Ready Certification by the State Center for Early Childhood Development.**

We also use the WEE Learn Christian Curriculum to teach Bible stories and Bible verses along with developmentally appropriate hands-on learning. Our curriculum is designed to help your child grow physically, mentally, socially, emotionally, and morally/spiritually. Children 2 years and older attend a weekly chapel service that includes Bible stories, Christian songs, and prayer.

Religious Emphasis

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

Americans with Disabilities Act

Our facilities and playgrounds meet the requirements of the Americans with Disabilities Act.

Our program supports families and children who may need additional accommodations, to include home language, special needs/differing abilities, and/or cultural backgrounds. Rooms are provided for therapist to work with children. English and Spanish are spoken in most classrooms and Spanish speaking interpreters are always available.

Registration Process

All paperwork must be turned in before the child may attend the center. This applies to children enrolling for the first time and for those that re-enroll after a leave of absence. If all the paperwork is not submitted or not completed, the child is subject to dismissal from the center.

Enrollment Fee: A non-refundable enrollment fee of \$100.00 per child is required.

Supply Fee: A supply fee of \$50.00 per child will be charged each year on January 1, September 1, and June 1.

Mat Fee: When your child is promoted to the A5-A6 classrooms you will be required to provide a rest mat for your child. For your convenience we sell rest mats for \$40.00 each.

Payments

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

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

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

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

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

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

5:35	\$ 5.00
5:40	\$10.00
5:45	\$15.00
5:50	\$20.00
5:55	\$25.00
6:00	\$30.00

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

Withdrawal From Program Procedures

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

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

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

Hours of Operation

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

Holidays

The First Baptist Preschool Development Center will be closed on the following days in 2024:

Good Friday	March 29, 2024
Memorial Day	May 27, 2024
Independence Day	July 4, 2024
Teacher Training	August 9, 2024
Meet the Teacher	*August 16, 2024
Labor Day	September 2, 2024
Thanksgiving	November 28 & 29, 2024
Christmas	December 23-27, 2024
New Year's Day	January 1, 2025
<u>Early Closures at 3:30 PM</u>	November 27, 2024 December 20, 2024

Tuition is not charged during the week closed for Christmas.

*Meet the Teacher date will be determined by local school schedules.

Special Events

Parents are invited to special events throughout the year including but not limited to:

Valentines Parties, Easter Egg Hunts, Independence Day Parade, Pumpkin Patch Party, Baylor Homecoming Parade, Thanksgiving Parties, Christmas Parties, and Open House Meet the Teacher night, Fall and Spring book fairs. Families are always welcome to attend all First Baptist Church services and events. For more information on church activities and events please look at our website, fbcwaco.org.

Inclement Weather Policy

Should it be necessary to close the school due to bad weather, the closing will be posted on the KWTX website. If First Baptist Preschool is closed for bad weather days, tuition will still be charged in order to pay our teachers and staff.

Health Requirements

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

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

A current immunization record is required for admittance. If your child's physician chooses not to give an immunization at the given time, we will need written documentation from the physician.

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

Employee Immunizations: Employees are not required to provide proof of immunizations as a condition for employment at the time.

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

Medications

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

Illness and Accident

A. According to the minimum standards set by the Texas Department of Protective and Regulatory Services: An ill child must not be admitted for care if one or more of the following exists:

1. The illness prevents the child from participating comfortably in facility activities including outdoor play.
2. The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children in care.
3. The child has any of the following:
 - a. oral temperature 100 degrees or greater; armpit temperature 100 degrees or greater; accompanied by behavior changes or other signs or symptoms of illness until medical evaluation indicates that the child can be included in the facility's activities.
 - b. symptoms and signs of possible severe illness such as lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting illness (two or more episodes in 24 hours), rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill.
4. A health care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

B. Parents will be notified when a child has been exposed to a communicable disease at the First Baptist Preschool Development Center.

PLEASE NOTIFY THE TEACHER IMMEDIATELY IF YOUR CHILD HAS BEEN EXPOSED TO ANY CONTAGIOUS DISEASE.

C. In case of an accident or sudden illness, we will try to:

- (1) Contact the parent.
- (2) Contact the child's physician.

If the child's parent cannot be contacted, the administrative staff or teacher in charge will contact the child's physician and act according to his/her directions.

D. **A child who has been kept home or sent home sick should be free of fever (without medication), diarrhea (without medication), or upset stomach for 24 hours before returning to school. This policy is for the protection of your child as well as the other children.**

Some illnesses may require a note from the child's doctor for readmission.

A child who is ill may return to school when the child is free of symptoms of illness for 24 hours or you have obtained a health care professional's statement that the child no longer has an excludable disease or condition.

Rest Time

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

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

Drop Off and Pick Up Procedures

Arrival

Morning snack is served at 8:30, and instruction begins at 9:00. Please make sure your child is here and signed in by 9:00 so that they can participate in the learning activities that their teacher has planned for the day. Children will not be admitted after 10:00 a.m. unless the child has a dental or well check appointment. A note from a healthcare professional must be submitted to arrive after 10:00 a.m.

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

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

Release of children

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

Procedure to allow parents to update contact information at all times without staff assistance

Please notify the First Baptist Preschool Development Center administrative staff immediately of any change in address, phone number, email, or employment. Please leave updated information

with Administrative Staff only. Parents are able to update contact information at any time without staff assistance by emailing preschool_office@fbcwaco.org

Absences: Prompt and consistent attendance is recommended. If your child will be late or absent, please notify the office (756-6933) by 8:30 a.m. let us know if you are going to be out of town for an extended period. If your child is absent for two weeks and we have not been able to contact you, we will assume that you are no longer bringing your child and we will fill the vacancy. **If your child is absent, payment will still be due in order to stay enrolled in the preschool.**

Driveway Policy

The driveway is a one-way driveway. On good weather days, one should drive all the way to the end of the driveway so that as many cars as possible can fit behind you. On bad weather days when it is necessary to drop off your child underneath the carport, please drive as close to the edge of it as possible so that another car can fit under it as well. A car may not be in the driveway longer than five minutes. Parents may park across the street in the parking lot. For the safety of the children, please do not park along the street in the cross walk. Cars parked in the cross walk will be ticketed or towed

Discipline and Guidance Policy for First Baptist Preschool

Discipline must be:

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

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

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

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

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

Written Policy/Process for Addressing Challenging Behaviors

An expectation of group childcare and education is that the children enrolled can participate safely and productively without the consistent need of one-on-one care. If a routine challenging behavior may occur a teacher may refer a child to the administrative staff. When a discipline problem persists, a parent conference with the teacher and administrative staff will be scheduled so we may better collaborate with families and develop an action plan that helps the success of the child and parents will be kept up to date on their child's progress. A written Individual Behavior Management Plan will be implemented. The classroom teacher will document the child's behavior on the plan sheet daily and a copy of the Individual Behavior Management Plan will be sent home each Friday with the parent. A child who does not respond to positive methods of discipline and guidance shall be subject to dismissal from the school after the parents have been advised of the problem.

Age Group Information

Infants

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

Toddlers

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

Two-Year-Old Children

1. Potty training at school will begin when your child shows signs of readiness and when your child begins potty training at home.
2. Potty training will not begin before a child's second birthday.
3. Bring additional clothing and a plastic bag for soiled clothing.
4. All items brought from home, including clothes and blankets, must be labeled with your child's name.
5. Children are required to wear disposable diapers for nap time.

Pre-Kindergarten

1. Children who will be 5 years old by September 1, will receive a Pre-Kindergarten Developmental Progress Report. Progress reports will be issued during the traditional school year.
2. B3, Pre-k 3 and Pre-k 4 classes have been awarded Texas School Ready Certification by the State Center for Early Childhood Development.

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

Nutrition Program Practices:

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

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

Special Dietary Home Lunch Practices:

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

What Are Major Food Allergens?

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

The eight foods identified by the law are:

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

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

Know the Symptoms

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

Allergic reactions can include:

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

About Other Allergens

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

Reference

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

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

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	Cereal Milk	French Toast Milk	Pancakes Milk	Waffles Milk	Biscuits & Grape Jelly Milk
Lunch	Hamburgers Pickles Ketchup Tater Tots Peaches Milk	Chicken Nuggets Buttered Rice Peas Ketchup Pineapple Milk	Hamburger Pizza Corn Pears Milk	Steak Fingers Mashed Potatoes & Gravy Green Beans Apricot Halves Milk	Fish Sticks Ketchup Macaroni & Cheese Pork & Beans Mixed Fruit Milk

PM Snack	Ritz Crackers Apple Juice + Vitamin C	Animal Crackers Apple Juice + Vitamin C	Graham Crackers Apple Juice + Vitamin C	Goldfish Crackers Apple Juice + Vitamin C	Vanilla Wafers Apple Juice + Vitamin C
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Breastfeeding Policies and Resources We have a nursing mother's room in the front hallway near the infant rooms.

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

Last Published: 04/22/2016 Research has shown that there is no better food than breast milk for a baby's first year of life. Breastfeeding provides many health, nutritional, economical and emotional benefits to mother and baby. Since a major goal of the WIC Program is to improve the nutritional status of infants, WIC mothers are encouraged to breastfeed their infants. WIC has historically promoted breastfeeding to all pregnant women as the optimal infant feeding choice, unless medically contraindicated.

WIC mothers choosing to breastfeed are provided information through counseling and breastfeeding educational materials.

*Breastfeeding mothers receive follow-up support through peer counselors.

*Breastfeeding mothers are eligible to participate in WIC longer than non-breastfeeding mothers.

*Mothers who exclusively breastfeed their infants receive an enhanced food package.

*Breastfeeding mothers can receive breast pumps, breast shells or nursing supplements to help support the initiation and continuation of breastfeeding.

Local WIC Office

1105 Washington Ave.

Waco, TX 76701

254-750-8623

Reference

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

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

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

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

Screen Time: We do not use screen time activities for children under the age of two years. A screen time activity may be used to supplement, but not replace, an activity for children that are two years of age or older. The screen time activity must be related to the planned activities that meet educational goals, must be age appropriate, must not exceed one hour per day, must not be used during mealtime, snack times, naptimes, or rest time, may not include advertising of

violence and must be turned off when not in use. School age children may use screen time without restriction for homework. Screen time activity is defined as an activity during which a child views media content on a cell or mobile phone, tablet, computer, television, video, film, or DVD.

Family Participation: Parents may visit the child-care center at any time during the child-care center's hours of operation to observe their child, the child-care center's operation, and program activities, without having to secure prior approval. Please check in with your child's teacher or with the office upon arrival. Please consider your child's developmental level of separation anxiety and classroom activities when visiting. Visits should not exceed 15 minutes.

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

Parent Conferences: Parent conferences are a time set aside for you to discuss your child's assessment results along with other progress and vital information. Conferences are held a minimum of twice a year (fall and spring). Additional parent conferences may be scheduled by the program, or the parent as needed. Our teachers will also be documenting your child's development and skill accomplishments throughout the year. Children should not attend the parent-teacher conference.

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

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

Physical Activity/Outside Play

A minimum of two daily opportunities are given for outdoor play, weather permitting, in which a child makes use of both small and large muscles. Infants 6 weeks to 12 months may engage in

outdoor play for an amount of time as tolerated by the infant. Infants 13 months through 17 months of age, toddlers, and preschoolers must engage in outdoor play for a minimum of 60 minutes per day. A balance of active and quiet play that incorporates group and individual activities, both indoors and outdoors must include a minimum of 60 minutes of moderate to vigorous active play for toddlers and a minimum of 90 minutes of moderate to vigorous active play for prekindergarten age children. Daily activities and approximate times they will occur are written in our activity plans and classrooms schedules that are posted on the parent board in each classroom.

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

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

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

Extracurricular Activities

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

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

Birthday Party Policy

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

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

NO HARD CANDY, LATEX BALLOONS OR SODA WITH CAFFEINE PLEASE

Fee Structure
First Baptist Preschool Development Center
Tuition Rates 2024

	A1-A4	A5-A6	B1-B3	Pre-K3 & Prekindergarten	Summer Camp K-4 th grade
Monthly Due on the 1 st ((\$5.00 late fee per week if not paid by the 5th))	\$931.66	\$888.33	\$845.00	\$801.66	\$801.66
Semi-Monthly Due on the 1 st and the 15 th ((\$5.00 late fee per week if not paid by the 5 th or the 20 th))	\$465.83	\$444.16	\$422.50	\$400.83	\$400.83
Weekly Due every Monday ((\$1.00 late fee per day of not paid on Monday))	\$215.00	\$205.00	\$195.00	\$185.00	\$185.00

\$100.00 non-refundable one-time enrollment fee

\$50 supply fee due January 1, June 1, September 1

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

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

LATE PAYMENTS AND REFUND INFORMATION

- All payments should be paid on time and in full.

- Dates payments are due:

➔ Weekly-Monday of each week

(Payments received on Tuesday or later will result in a \$5.00 charge per week.)

➔ Semi-monthly - 1st and 15th of each month

(Payments received after the 5th or 20th will result in a \$5.00 charge per week.)

➔ Monthly - 1st of each month

(Payments received after the 5th will result in a \$5.00 charge per week.)

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

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

Emergency Preparedness Plan

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

Live Oak Gym
500 Webster Ave.
Waco, Texas 76706
Phone 254-714-1007

Procedure for evacuation:

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

Lock down procedure:

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

Preventing and responding to abuse and neglect of children:

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

Texas Rising Star

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

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

To learn more about Texas Rising Star you may go to the website at texasrisingstar.org.

Family Resources and CCS Eligibility

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

Developmental Milestones

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

Volunteer

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

Donate

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

Reporting Abuse and Neglect

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

Requirements Regarding Gang-Free Zones for Child Care Centers

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

What is a gang-free zone?

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

How do parents know where the gang-free zone ends?

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

What is the purpose of a gang-free zone?

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

What does that mean for my day care center?

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

When do I have to comply with the new requirements?

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

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