



“Children are a gift from the Lord; they are a reward from Him.”

Psalm 127:3 NLT

Parent Information

Policies and Procedures Handbook

2024 - 2025

401 East Criner/PO Box 454, Grandview, TX 76050

Phone: 817.866.4430 Fax: 817.866.4424



2024-2025 Registration

CDO Hours are	8:30 a.m. – 3:00 p.m.
Before School Hours	7:30 a.m. – 8:30 a.m.
After School Hours	3:00 p.m. – 4:00 p.m.

CDO closely follows the Grandview Independent School District calendar for school holidays. CDO will begin August 20, 2024 and ends May 22, 2025. (Dates may be subject to change due to changes in the GVISD calendar.)

Classes available determined by Director & based on enrollment. (Must be this age as of September 1, 2024)

<u>Toddlers:</u>	12 months – 23 months
<u>2-year-olds:</u>	24 months – 35 months
<u>3-year-olds:</u>	36 months – 47 months <u>(Must be fully potty trained)</u>
<u>Pre-K:</u>	ages 4 & 5 <u>(Must be fully potty trained)</u>

Registration Fee is non-refundable

All classes have a registration fee due at the time of registration.

Online registration \$65.00 (plus online payment fee of \$2.25 for credit cards or \$.91 for ACH)

Monthly Tuition

Tuition is due on the first day of school and on the first day of each month thereafter. ***Tuition for the month of August and September will be due on the first day of school. Tuition for October through May will be due on the first of each month.*** All classes have a monthly supply/activity fee of \$10.00 added to the tuition, so that it can be paid out over the course of the school year.

August & September Tuition:

Online credit card payment = \$339.74 (Tuition for 4 days in August \$110.00 + September Tuition \$210.00 + supply/activity fee \$10.00 + 2.95% online payment fee \$9.74) **OR**

Online bank draft (ACH) = \$331.98 (Tuition for 4 days in August \$110.00 + September Tuition \$210.00 + supply/activity fee \$10.00 + \$1.98 ACH fee)

October - May Tuition:

Online credit card payment = \$226.49 (Monthly Tuition \$210.00 + supply/activity fee \$10.00 + 2.95% online payment fee \$6.49) **OR**

Online bank draft (ACH) = \$221.32 (Monthly Tuition \$210.00 + supply/activity fee \$10.00 + \$1.32 ACH fee)

We do offer a sibling discount of \$25 per month off 1 child's tuition.

CDO Before & After School Program

For the 2024-2025 school year, we will continue to offer a before/after school care program. The purpose of this program is to provide parents the opportunity to leave their child in a safe, comfortable, and familiar Christian environment for extended hours. There will be no after school care on early release days.

Children will enjoy free play during these extended hours. The afternoon extended hours will include a playtime outside (weather permitting).

Hours: Before School Care 7:30 a.m. – 8:30 a.m.
 After School Care 3:00 p.m. – 4:00 p.m.

Please note that LATE FEES start at 4:05 p.m. as stated in the CDO Parent Policies & Procedures Handbook. These will be enforced.

The monthly cost of Before and/or After Care is as follows:

Fee Structure for Before and/or After Care	Month	Before and/or After Care Fees
Before OR After Care, 1 day per week	Aug/Sept	\$ 30.00
	Oct-May	\$ 20.00
Before AND After Care, 1 day per week	Aug/Sept	\$ 60.00
	Oct-May	\$ 40.00
Before OR After Care, 2 days per week	Aug/Sept	\$ 60.00
	Oct-May	\$ 40.00
Before AND After Care, 2 Days per week	Aug/Sept	\$ 120.00
	Oct-May	\$ 80.00

Drop-In Rates: \$7.00 per hour

SPACES ARE LIMITED!!



Parent Policies and Procedures Handbook

Children's Day Out is a ministry of First Baptist Church of Grandview for 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, as well as social interaction skills, are 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.

Enrollment

To enroll your child, please read the Parent Policies and Procedures Handbook. Enroll online at gvfbc.org, by using the QR Code below, or via the direct link listed below. Paper copies of the Parent Policies and Procedures Handbook are available upon request, but registration must be completed online.



<https://gvfbc.breezechms.com/form/1ba5a2>

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.-4:00 p.m., Monday - Thursday. 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 or you may email the director at grandviewcdo@gmail.com. Parents are always welcome to visit the program throughout the day. Please make sure to check in at the CDO office if you are visiting after drop-off time or before pick-up time.

Schedule

The CDO calendar begins on August 20, 2024 and ends on May 22, 2025. CDO class days are Tuesday and Thursday. CDO will closely follow the holidays of Grandview ISD and will follow the school district's decision on the opening and closing or delaying of school during inclement weather. On early release days, CDO will release 30 minutes prior to whatever GVISD campus is dismissing earliest. This ensures that CDO teachers are able to clean/sanitize their classrooms and still pick up their own children on time.

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 8:30 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 3:05 p.m. and 4:05 p.m.

Arrival and Departure

CDO begins at 8:30 a.m. Please walk with your child to his/her 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. To help with the flow of the class, children can not be dropped off later than 9:30a.m., unless prior arrangements have been made with the Director. If someone other than the parent/regular pickup person 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: \$65.00 (plus online payment fee of \$2.25 for credit cards or \$.91 for ACH). All registration fees are non-refundable.

Supply/Activity Fee: \$10.00 per month, calculated into the monthly tuition fees, so that it can be paid out over the course of the school year.

The registration fees pay for any dues to organization and licensing agencies, as well as background checks. The supply/activity fees pay for craft supplies, snacks, and special event day activities.

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.

Tuition

Tuition payments should be made online through the Brightwheel app. There is a 2.95% fee for credit card payments or a .6% fee for ACH (\$.25 min/\$2.00 max) payments that will automatically be added to your online payment. The credit card fee and the ACH fee are merchant fees that CDO is charged by the merchant vendor. This is a pass-through fee that is subject to change. Parents will be notified in writing if the merchant vendor changes the pass-through fees.

Tuition pays for the teachers' and Director's 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 \$10.00 will be assessed after the tenth. 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.

The monthly cost of CDO is as follows:

Fee Structure for Brightwheel Credit Card Payments	Month	Monthly CDO Fees	Before and/or After Care Fees	Supply Fee	2.95% Online Payment Fee *	Total Monthly Fees for Online Payments
Regular CDO without Before & After Care	Aug/Sept	\$ 320.00	\$ -	\$ 10.00	\$ 9.74	\$ 339.74
	Oct-May	\$ 210.00	\$ -	\$ 10.00	\$ 6.49	\$ 226.49
Regular CDO + Before OR After Care, 1 Day per week	Aug/Sept	\$ 320.00	\$ 30.00	\$ 10.00	\$ 10.62	\$ 370.62
	Oct-May	\$ 210.00	\$ 20.00	\$ 10.00	\$ 7.08	\$ 247.08
Regular CDO + Before & After Care, 1 Day per week	Aug/Sept	\$ 320.00	\$ 60.00	\$ 10.00	\$ 11.51	\$ 401.51
	Oct-May	\$ 210.00	\$ 40.00	\$ 10.00	\$ 7.67	\$ 267.67
Regular CDO + Before OR After Care, 2 days per week	Aug/Sept	\$ 320.00	\$ 60.00	\$ 10.00	\$ 11.51	\$ 401.51
	Oct-May	\$ 210.00	\$ 40.00	\$ 10.00	\$ 7.67	\$ 267.67
Regular CDO + BOTH Before & After Care, 2 Days per week	Aug/Sept	\$ 320.00	\$ 120.00	\$ 10.00	\$ 13.28	\$ 463.28
	Oct-May	\$ 210.00	\$ 80.00	\$ 10.00	\$ 8.85	\$ 308.85

*If paying online by ACH, there will be a .6% fee (\$.25 min/\$2.00 max) in lieu of the 2.95% credit card fee.

Classes

Each class's enrollment is determined by Director. Children will be grouped as follows:

Toddlers ages 12-23 months by Sept. 1st (depending on enrollment)
2's ages 24-35 months by Sept. 1st (depending on enrollment)

ALL CLASSES LISTED BELOW MUST BE FULLY POTTY TRAINED:

3's age 3 by Sept. 1st (depending on enrollment)
Pre-K age 4 by Sept. 1st

We will be enforcing our policy on potty training for our 3-year-old and Pre-K classes. Please make sure your child is fully potty trained before the first day of school, or we will have to terminate enrollment. If space is available, children may be placed in a younger class while working on getting potty trained. 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 a shot record on file with up-to-date shots, or an exemption affidavit. 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). State licensing requires that any child running 101°F and higher should be sent home immediately.

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). State licensing states that a child must be sent home immediately if they vomit.

Diarrhea (must not have diarrhea for 24 hours prior to returning to CDO). State licensing states that any child who has more than two bowel movements with diarrhea is to be sent home immediately.

Rash that has not been explained by a doctor.

Conjunctivitis (Pink Eye) or what appears to be pink eye, which is not allergy related (must have a doctor's note). State licensing states that a child must stay home until either a physician gives permission, or they are symptom free. Symptoms include redness, itchiness, a gritty feeling, discharge that forms a crust that may prevent the eye or eyes from opening in the morning, tearing, or watering.

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.

The CDO Director reserves the right to send a child home if their behavior (due to not feeling well) is a disruption to the class.

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.

Brightwheel

CDO has implemented a complete app via Brightwheel. Parents and authorized pick up individuals are required to download the free app. We will be using Brightwheel to notify parents of any changes, documenting incident reports, general communication throughout the day, checking child in/out, and documenting each child's day through pictures. Parents are also able to pay their tuition through this app. If there are ever any questions regarding Brightwheel, please reach out to the director.

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 Brightwheel. 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. All children need to bring a bag or backpack to school each day. It should be big enough to hold his/her lunch box, folder, and a complete change of clothes (underwear, socks, shirt, and 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 his/her 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 his/her healthy food. We DO NOT allow sodas; all drinks must be non-carbonated. Children need to bring a cup or water bottle with a lid. 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. During this time, your child will be expected to nap or rest quietly and not disturb others. Your child may bring a blanket, small pillow, and a soft toy to sleep with, if necessary. Make sure his/her name is clearly marked on any nap items. If your child has trouble resting quietly and is continually disturbing others, the parent may be called. 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 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 may be asked 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 in the classroom, and for serious abuse of Church or CDO property. If the behavior persists after multiple attempts of redirection and parent notification, the child may be asked to leave the program.

Basic Things Every Child Needs

- 1) Nap mat and/or blanket
- 2) Complete change of clothes (seasonally appropriate shirt, pants, underwear, and socks)
- 3) Lunch
- 4) Sippy cup/cup with lid or refillable water bottle
- 5) Diapers or pull-ups and wipes, if applicable

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 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.

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 State Standards. A copy of the Texas Department of Family and Protective Services Minimum Standards is available for you to view online @ DFPS website. 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 childcare 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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