

**First Baptist Church  
Children's Day Out  
401 East Criner/PO Box 454  
Grandview, TX 76050  
817.866.4430**

**2018-2019 Fall 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 follows the Grandview Independent School District Calendar for most school holidays. CDO will begin August 23, 2018 and ends May 30, 2019. (Dates are 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, 2018)*

<u>Toddlers:</u>	12 months - 23 months
<u>2 year olds:</u>	24 months - 35 months

**Must be fully potty trained for 3 yr old & Pre-K Class**

3 year olds

Pre-K: ages 4 & 5

**Registration Fee is non-refundable**

All classes have a registration fee of \$60 due at time of registration

**Monthly Tuition**

Tuition is due on the first day of school and on the first day of each month thereafter. ***Tuition for the 3 days in August AND for the month of September will be paid on the first day of CDO (August 23).*** All classes have a monthly supply/activity fee of \$10 added to the tuition, so that it can be paid out over the course of the school year.

August & September Tuition: \$243.75

(3 days in August + September tuition \$233.75 plus supply/activity fee \$10)

October - May Tuition: \$180.00/month

(Monthly tuition \$170 plus supply/activity fee \$10)

**We do offer a sibling discount of \$20/month off 1 child's tuition**

## CDO Before & After School Program

For the 2018-2019 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:                    7:30 a.m. - 8:30 a.m.  
                              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.

Fees:                    \$4.00 per hour if paid in advance at the 1<sup>st</sup> of the month

1 day per week:

Morning OR Afternoon ONLY \$16.00/month

2 days per week:

Morning OR Afternoon ONLY \$32.00/month

2 days per week:

BOTH Morning & Afternoon \$64.00/month

Drop-In Rates: \$5.00 per hour

Non-Refundable Registration Fee:

\$10.00 per year, due at time of enrollment

**\*\*You will be required to pay for before/after care for the 3 days CDO attends school in August in addition to the September rates.**

**SPACES ARE LIMITED!!**

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

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 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.

## **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:

- \*\* 2018-2019 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., 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 [amylc1985@gmail.com](mailto:amylc1985@gmail.com). 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 on August 23, 2018 and ends on May 30, 2019. 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 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. 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: \$60.00 (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

The monthly cost of CDO is: \$180.00 (\$170.00 Tuition and \$10.00 Supply/Activity Fee)

The monthly cost of before/after care is:

1 day/week Morning OR Afternoon ONLY \$ 16.00

2 days/week Morning OR Afternoon ONLY \$ 32.00

2 days/week Morning AND Afternoon \$ 64.00

Tuition pays for the teachers' and Director's salaries.

Tuition payments should be turned in to either the Director or Financial Secretary. **Please do not give tuition payments to your child's teacher or leave them in your child's folder.** This has nothing to do with trusting teachers, it frees teachers from the responsibility of handling payments, so they can better focus on the children in their care. Parents may also pay online now if they wish. Go to <http://gvfbc.org/home> and set up an account through our online giving. There is an option to pay CDO tuition. To help us cover the cost of paying online, we ask that you cover the 3% processing fee. Paying online also gives you the option to do an automatic monthly draft.

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. 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

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

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. 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.

## **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. Correspondence will be inserted in your child's folder and put in his/her backpack. It is important that you check his/her 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. The Remind App is also used to communicate with parents. If you are not added to a class please see the director about information to do so.

## **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 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. Your child will need 2 napkins—one for the table and one for his/her lap. Grapes and hot dogs are the leading cause of choking; please pre-cut 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. 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 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 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.

## **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.

## **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 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  
401 E. Criner  
P.O. Box 454  
Grandview, TX 76050

(817) 866-4430 office  
(817) 866-4424 fax  
amylc1985@gmail.com

Children's Day Out  
2018-2019 Registration Form

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_ Age: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Dad's Phone: \_\_\_\_\_ Mom's Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Who does the child live with? \_\_\_\_\_

If Before/After School Care is needed, complete the following:

Circle the days:            Tues Only            Thurs Only            Both Tues /Thurs

Times:            Mornings ONLY            Afternoons ONLY            BOTH Mornings & Afternoons

## Getting to Know You

Child's Name \_\_\_\_\_ Date of birth \_\_\_\_\_

Parent's Names \_\_\_\_\_

Siblings & Ages \_\_\_\_\_

Any pets in the home? \_\_\_\_\_

Any allergies? \_\_\_\_\_

Any health issues we should be aware of? \_\_\_\_\_

\_\_\_\_\_

Does your child have any fears? \_\_\_\_\_

How does your child like to be comforted? \_\_\_\_\_

Will your child bring any security items to class? \_\_\_\_\_

Is your child fully potty trained? \_\_\_\_\_

How does your child indicate they need to be taken to the restroom? \_

\_\_\_\_\_

Has your child attended any other programs? \_\_\_\_\_

Is there any other information you would like to share with your child's teacher to help him/her have a successful year at CDO? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## CDO Enrollment Agreement

Please initial each of the following statements:

- \_\_\_\_\_1. Parents are responsible for payment of tuition on time. ALL TUITION IS DUE ON THE FIRST OF EACH MONTH. A late charge of \$10.00 will be assessed after the 10<sup>th</sup> of the month. A fee of \$25.00 will be charged for a returned check. WE DO NOT ACCEPT POST DATED CHECKS.
- \_\_\_\_\_2. Refunds are NOT made due to illness, vacation, inclement weather, or school holidays.
- \_\_\_\_\_3. I understand that a LATE fee of \$5.00 will be charged at 3:05 or 4:05 and \$2.00 per minute will be assessed for every minute afterward.
- \_\_\_\_\_4. \*\*Parents must NOT bring sick children. If your child has had the following: fever, diarrhea, constant runny nose, or vomiting within the previous 24-hour period, or red eyes with discharge from the eyes on a school day, they MUST be kept at home.\*\*
- \_\_\_\_\_5. A child that has a fever of 101°F, diarrhea, vomiting, constant runny nose or discharge from the eyes, will be sent home immediately. Please note: parents are expected to pick up children exhibiting these symptoms promptly.
- \_\_\_\_\_6. All personal belongings (lunch boxes, pacifiers, sippy cups, blankets, backpacks, jackets, etc.) must be clearly labeled with your child's name.
- \_\_\_\_\_7. Children must be FULLY potty trained to enter the following classes: 3 yr olds and Pre-K.
- \_\_\_\_\_8. Children should be dropped off at 8:30 a.m. but no later than 9:00 a.m. Before 8:30 a.m. the teachers are busy preparing classrooms and materials for the day. If you need care before 8:30, please enroll them in before school care.
- \_\_\_\_\_9. Current immunization records are required by law. Your child cannot attend CDO without current immunizations.

I have read the CDO Parents Policies & Procedures Handbook. The CDO guidelines and policies outlined in the handbook involving the care of my child are understood and agreed upon between CDO and myself.

Child's Name \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

# ADMISSION INFORMATION

PLEASE PRINT LEGIBLY

Operation Name <b>Children's Day Out</b>		Director's Name <b>Amy Curry</b>	
Child's Full Name		Child's Date of Birth	Home Telephone Number
Mailing Address (and Physical Address, if different)			
Date of Admission	Date of Withdrawal	Gender	
Parent's or Guardian's Name		Address (If different from child's address)	
List telephone numbers below where parents/guardian may be reached while child will be in care:			
Mother's Cell Phone Number	Father's Cell Phone Number	Guardian's Telephone Number	Alternate Phone Number
Give the name, address and phone number of person to call in case of an emergency if parents/guardian cannot be reached:			Relationship
I hereby authorize Children's Day Out to allow my child to leave the premises <b>ONLY</b> with the following persons. Please list name & telephone number for each person. Children will only be released to a parent or a person designated by the parent/guardian after verification of ID.			

**CHECK ALL THAT APPLY:**

1.	<input type="checkbox"/> <b>TRANSPORTATION:</b> I hereby <input type="checkbox"/> give <input type="checkbox"/> do not give	consent for my child to be transported and supervised by CDO employees for <b>EMERGENCY CARE</b> .
2.	<input type="checkbox"/> <b>FIELD TRIPS:</b> I hereby <input type="checkbox"/> give <input type="checkbox"/> do not give	consent for my child to participate in Field Trips:
3.	<input type="checkbox"/> <b>WATER ACTIVITIES:</b> I hereby <input type="checkbox"/> give <input type="checkbox"/> do not give <input type="checkbox"/> sprinkler play <input type="checkbox"/> splashing/wading pools <input type="checkbox"/> swimming pools <input type="checkbox"/> water table play	consent for my child to participate in Water Activities:
4.	<input type="checkbox"/> <b>PHOTOGRAPHY:</b> I hereby <input type="checkbox"/> give <input type="checkbox"/> do not give	consent for my child to be photographed for CDO publications.
5.	<input type="checkbox"/> <b>RECEIPT OF WRITTEN OPERATIONAL POLICIES:</b> I acknowledge receipt of Children's Day Out Parent Policies and Procedures, which include those policies for discipline and guidance.	
6.	<input type="checkbox"/> <b>I UNDERSTAND THAT NO MEALS WILL BE PROVIDED TO MY CHILD WHILE IN CARE:</b> Parents are to bring a sack lunch for their child each day.	

**AUTHORIZATION FOR EMERGENCY MEDICAL ATTENTION:**

In the event I cannot be reached to make arrangements for emergency medical care, I authorize the person in charge to take my child to:

Name of Physician	Address	Phone Number
Name of Emergency Medical Care Facility	Address	Phone Number
I give consent for the facility to secure any and all necessary medical care for my child.		
Signature of Parent or Legal Guardian _____		

List any special problems that your child may have, such as allergies, existing illness, previous serious illness, injuries and hospitalizations during the past 12 months, any medication prescribed for long-term continuous use, and any other information which caregiver's should be aware of:

**IMMUNIZATION RECORD:**

I have provided Children's Day Out with a copy of my child's most current immunization record.

Child daycare operations are public accommodations under the Americans with Disabilities Act (ADA), Title III. If you believe that such an operation may be practicing discrimination in violation of Title III, you may call the ADA Information Line at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Signature of Parent or Legal Guardian \_\_\_\_\_

Date \_\_\_\_\_