

# First Baptist Church Child Development Center

Parent Handbook

Revised 2017



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Parent Acknowledgement

Of

The First Baptist Church Child Development Center Handbook

By signing below I acknowledge that I have read this entire book and agree to cooperate with staff persons and the director in regard to the policies and procedures as described herein.

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Child's Name Class

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Mother's Signature

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Father' Signature

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Date

**\*Please tear off and return to the CDC office as soon as possible.\***

\*Thank you so much for your cooperation\*

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## Introduction

Welcome! We are glad that you have joined us as a new family here at the First Baptist Church Child Development Center. The purpose of this booklet is to introduce you to the general policies of the center and to the philosophy from which they came. Please feel free to ask any questions that you may have.

## Mission Statement

The purpose of the First Baptist Child Development Center is to extend the ministry of the First Baptist Church by providing care, education, moral and spiritual guidance and a family ministry for each child enrolled. The CDC seeks to accomplish this purpose by implementing age appropriate curricula that integrate Christian values. Most importantly, the CDC will treat each child and family as valued individuals.

We believe that children have rights as individuals. Our task, as we see it, is to provide a space and environment for children to grow and learn within a nurturing relationship. We are committed to meeting the needs of the children by providing: love and security, a healthy self concept, care for physical needs, the right to make choices, learning by experience, boundaries and limits, and becoming a whole person.

## Objectives of First Baptist Church Child Development Center

First Baptist Child Development Center is organized for children ages six weeks to five years. It aims to enrich the life of each child, so that he/she may have the best and happiest experience during preschool years.

The staff for First Baptist CDC is concerned with the total unique growth and development of each child and seeks to promote:

### Mental Development:

- Learning to solve problems and form concepts
- Develop language and communication skills
- Expressing ideas through the creative skill
- Discovering the world around them
- Developing an open attitude to new ideas

### Social Development

- Achieving self-confidence in relationships
- Learning to share
- Being responsible to other as members of groups

### Emotional Development

- Developing self-esteem and personal adjustment skills
- Developing a sense of responsibility and persistence in completing tasks

### Physical Development

- Developing hand and body coordination
- Learning physical Skills

### Spiritual Development

- Developing awareness of God and creation
- Developing ability to talk to God through song and prayer

### O. Potty Training

- We recommend that potty training not begin before two (2) years of age, as a typically developing child is physiologically unable to potty train before this age. There are some instances where potty training before two is possible, but this is very rare.
- We will, of course, follow the parent's lead with potty training as long as the same techniques used at the center are used at home. We must all be consistent with the child to better help him or her with the potty training process.
- Please be open to suggestions from your child's teacher, as many of them are qualified and have worked in child care for many years. They will certainly be glad to help you and let you know if your child is or is not ready to be potty trained.
- Please bring several outfits to the center in the even of accidents.

### P. Toys:

- Children are not allowed to bring toys to the CDC to play with. Each classroom will have a specific time for show and tell. During that time, your child may bring a toy but only to be played with during the time instructed by his/her teacher. No toy guns, knives or swords of any kind may be brought at any time. These will be collected and kept in the office until the parent arrives for pick-up. We will then return the toy to the child.

### Q. Movies:

- All classrooms will no longer watch videos as of January 4, 2016, unless they are celebrating a special day or have scheduled a special movie day. Children may bring only 'G' rated movies to watch. All movies must have the teacher's and office staff permission before viewing.
- Family Involvement: Kentucky State Regulation requires that our facility have at least one family involvement project during the year.

order for their child to continue attending or be considered for admittance back into the center.

#### M. Nap:

- We are required to provide rest time each day. The Nursery and Toddler I follow their own nap schedules according to the child's needs. Classrooms Toddler II through Pre-K II sleep from 12:30-2:30 pm.
- Our Nursery and Toddler 1 rooms provide the bed and linens for your child to sleep with. Per state regulations, blankets or other items are not allowed in the crib. Your child may have a pacifier. Each child will be assigned their own bed and the linens will be laundered each Friday unless otherwise soiled during the week. Please do not send any toys or crib attachments to the center.
- Toddler II through Pre-K II requires you to bring a toddler bed sized fitted sheet and a flat sheet that will be used on your child's mat each day. These will be sent home for laundering each Friday unless otherwise soiled during the week. All sleeping mats are sanitized daily.
- Some children have difficulty sleeping/resting without their favorite security item. These items are permitted but must be labeled with the child's name and kept away in his/her cubby until nap time.
- Children are not required to nap during the rest time, but he/she must stay quiet and still on the mat while others are sleeping. Quiet activities will be given to the child if he/she lays still for the required amount of time set by the teacher. Quiet activities include coloring, reading books, or playing with stuffed animals. If the child begins to get noisy with the activities, he/she is then required to resume laying quietly. This is to ensure that all children get their required amount of rest each day per state regulations.

#### N. Diapers

- Any child not potty trained will be required to wear diapers while in the facility or pull-ups, if in the potty training stage.
- Diapers and wipes must be provided by the parents and labeled with the child's name on each package. We do allow cloth diapers, but you must provide a waste bag for the soiled diapers to be placed in. We are not allowed to wash the diapers, but only empty the diapers into the toilet and place in the waste bag.
- Your child's teacher will let you know when your child is running low of diapers or wipes. Please bring these items in a timely manner after the teacher has notified that your child is low. We keep a very low amount of extra diaper and wipes on hand.

#### Specific Guidelines

##### A. Registration:

- The CDC accepts children ranging in ages of six (6) weeks to five (5) years of age.
- All children accepted into the CDC shall have an individual file complete with the following:
  - Registration Form
  - Emergency Care Release Form
  - Immunization Certificate
  - Medical Record
- Upon entering the center, a registration fee of \$30 and a supply fee of \$100 is due (pro-rated for those entering after August). In addition to the registration and supply fees, the first week's payment will be due upon registration. On August 1st of each year, an annual supply fee of \$100 will be charged to the account of children who are continuing enrollment at the CDC. These fees are used for supplies and other necessary expenditures and are non-refundable. If a child discontinues enrollment, you must re-submit a waiting list form and a re-enrollment fee will be issued.

##### B. Hours:

- First Baptist CDC is open Monday through Friday 6:30 am to 5:30 pm
- If a child is picked up after 5:35 pm, a late fee of \$1 per minute will be charged to the child's account, beginning from 5:30. Under extenuating circumstances, we will waive the late fee. Please let us know in advance if you are going to be late.

##### C. Arrival and Departure:

- Upon arrival to the center each morning, please park in the parking spaces located directly in front of the CDC. It is *very* dangerous when one parks along the curb, as children can dart into the parking lot at an unexpected time. We greatly appreciate your cooperation in this matter.
- For the safety of each child, parents or an authorized adult will be required to bring the child into the building each morning. The child will be signed in upon arrival and the caregiver will greet the child and parent.
- An emergency phone number will need to be left where the parent can be reached if the parent will be away from home or work for the day.

\*\*continued on next page\*\*

- Each child will be signed out by a parent or an authorized adult. Please notify the CDC in writing if someone other than a person recorded on the child's information sheet will be picking up the child. We will not release a child without proper identification.

- Proper authorities will be notified should any parent arrive to pick up a child in a condition that the director feels would endanger the child.

D. Tuition: **(For all families as of April 1st, 2016)**

<u>Class:</u>	<u>Weekly Rate:</u>
Nursery to Toddler 1	\$165 per week
Toddler 2 to Pre-K 2	\$145 per week
 Annual Supply Fee	 \$100 per year/child due August 1st

- **Payment is due one of three ways:**

- **Every Monday or by Friday of the current week**
- **Every other Monday or Friday of the current weeks**
- **The first of every month for the current month**

- Tuition fees are due for the week according to the schedule listed above. Non-payment of tuition for TWO (2) consecutive weeks, *without a payment arrangement*, will result in the withdrawal of the child from the CDC. A child will be reinstated after the balance is paid in full, plus a registration fee equal to one week of tuition, provided there is enough space available in the appropriate age group.

- **A \$20 late fee will be accessed to all accounts more than one week late.**

- If extenuating circumstances occur such as loss of job, death in the family, divorce, etc., we are more than happy to assist you in any way we can. Please let the office staff know of any status changes within your family that may affect your payment schedule. Arrangements can be made to help you through those difficult times.

E. Withdrawal from Center

- Should your family decide that First Baptist CDC is no longer home for you and your child, we require that you must pick up a termination agreement from the office, fill out the form and return it to us. A two (2) weeks notice before removing your child from the center must be given. If a two (2) weeks notice can not be given, you will be required to pay the weekly fee for those two (2) weeks.

child's special day (i.e.—Birthday, Gotcha Day or other special celebration) but under the State Regulations 922 KAR 2:210: Food shall be obtained from a source that is in compliance with the Department of Public Health and Food Safety. (A licensed caterer, commercial food-processing establishment, or fast food restaurant.).

- You are more than welcome to send your child's lunch to school as long as it continues to follow the guidelines set by the Kentucky Division of Regulated Child Care Nutrition Requirements. Please see the office if you have any questions regarding those requirements.

K. Emergencies:

- Each parent is required to provide his/her home, cell and work phone numbers and two (2) emergency numbers on file at the center.
- Accidents and sudden illness can occur and the CDC will take immediate action. We will make every effort to contact the parent, the child's physician and following instructions, and notifying emergency personnel if needed.

L. Discipline:

- A goal of the CDC is to teach your child(ren) self-discipline. The guidance techniques used are based on the developmental level of the child and include the following:
  - Positive Reinforcement
  - Redirection
  - Time – out
  - Helping children figure out different ways to deal with troubling issues
- Children at the CDC are made aware of expectations through the consistent use of clearly defined limits. No physical or harsh verbal tones will be tolerated. If a child is not responding to our discipline strategies, a problem solving conference may be scheduled with the parents. This will help us get a better understanding of the discipline used at home. Using similar strategies at home and in the center will allow us to guide the children in a way that they are familiar with. We will be able to keep discipline consistent in the classroom and at home.
- Biting & Other Behavior Issues  
If a child is biting excessively or exhibiting other behavior issues (i.e. hitting adults, children, running away from teachers or other behaviors which might be a safety risk or detrimental to the learning environment) the following policies are in place:
  - 1) Notes will be sent home when such behavior is exhibited.
  - 2) Excessive notes will require a meeting with the Director and/or Assistant Director.
  - 3) If behavior continues, the parent may be asked to remove their child from the center for a period of time, or in some cases, permanently and/or pursue behavioral intervention or testing in

\*If a child becomes ill at the CDC, we will notify the parents first. If no response is given, we will then contact the emergency contact person to come pick up the child.\*

#### H. Medication:

- If medication is to be administered at the CDC, a parent must sign the medication in on their child's medication chart. The parent must write a specific amount and a specific time(s) for the medicine to be given. This must be signed every day. *As needed* and *repeat marks* will not be accepted and medication will not be given.
- Medication that is expired will not be accepted or administered and will be sent back home with the child.
- Over the counter medication will be given as directed on the bottle after being sign in. If the parent signs in a different amount, a doctor's note stating the specific amount must accompany the signature or the medicine will not be given.
- Many medications require you to consult a doctor if giving medicine to a child under 2 years old. If the child is under 2 years old, we *must* have a doctor's note stating the correct dosage amount recommended by a doctor and that it is ok for the child to take the medicine.

\*\*\*\*Please inform the CDC of any allergies or previous health issues that we should be aware of.\*\*\*\*

I. Extra Clothing: A complete change of clean clothing, including socks and undergarment, should be kept in the child's diaper bag or cubby at all times.

#### J. Meals:

- Our facility is a peanut and tree nut free facility. Please do not send any type of nut products to the center with your child.
- We will serve a breakfast snack, lunch and afternoon snack in accordance with the Kentucky State nutritional guidelines, also set by the Kentucky Division or Regulated Child Care.
- A menu will be posted on the CDC reception counter for viewing and also for you to pick up at the beginning of each week.
- Please let us know of any special food allergy or dietary concerns, so we are able to notify our cook.
- Fast food will not be provided by the parent unless the parent wishes to provide a fast food meal for the entire class.
- Homemade food cannot be served to the classrooms in our facility. We apologize for any inconvenience. Parents may send food to celebrate their

#### F. Holidays

- The CDC will be open 52 weeks per year, closing only on selected holidays and snow days (called at our discretion). The CDC will be closed for the following holidays:

New Year's Day  
Memorial Day  
4th of July  
Labor Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Eve  
Christmas Day  
Close at Noon New Year's Eve

- Each family will be given ten (10) vacation days from January 1 to December 31. These days may be used at your discretion, however, the child must be absent from the center on a day the vacation day was/is used. All unused vacation days expire on December 31 and cannot be carried to the next year.
- **If your child is in PK2 or leaves the center prior to December your vacation days will be based on the time actually at the center. If you have used more vacation days than you have accrued, your account will be charged. (For Example, if you leave the center in May, you will be allowed 5 days, June 6 days, July 7 days and so on.)**
- If you enter the center after January 1 of the current year, you will be given pro-rated days as follows:

JANUARY – 10 DAYS  
FEBRUARY – 9 DAYS  
MARCH – 8 DAYS  
APRIL – 7 DAYS  
MAY – 7 DAYS  
JUNE – 6 DAYS  
JULY – 5 DAYS  
AUGUST – 4 DAYS  
SEPTEMBER – 3 DAYS  
OCTOBER – 2 DAYS  
NOVEMBER – 2 DAYS  
DECEMBER – 1 DAY

\*\*See next page for our Snow Policy\*\*

- In the event that inclement weather should arise, our center will follow the policy below:

-In the event that Warren County Schools are closed and the CDC is open, we will have care for school age children (Kindergarten—5th grade).

- If Bowling Green City Schools have a delay of one (1) to two (2) hours, we will follow their schedule and open one (1) to two (2) hours later than our normal opening time.

-If Bowling Green City School close early because of ice and snow, the center will begin the closing process in order to get our children and staff home safely. We will remain open until all children and staff are able to leave, but we encourage you to pick up your child(ren) as soon as possible.

- If Bowling Green City Schools are closed, the determination to close will be made on a case-by-case basis and will be announced via WBKO, Facebook and E-mail. Please stay tuned to the local Polar Report for the latest news on closings.

- **If the center is closed due to inclement weather, you are welcome to use a vacation day as payment, otherwise you must still pay for that day.**

#### G. Illness Policies:

- Certain symptoms in children may suggest the presence of a communicable disease. Children who have the following symptoms will be excluded from the CDC until,
  - 1) A physician has certified the symptoms are not associate with an infection and a statement proving,
  - 2) They are no longer a threat to the health of other children and/or the symptoms have subsided.

#### **Symptoms of Illness:**

- 1) **Fever:** A child will be sent home with a temperature of 101 degrees or higher. The child must be *fever free without fever reducing medication for 24 hours* before the child may return to the center. \*We understand that fever can occur while teething or after shots. A fever due to either of these is usually not higher than 100 degrees. We still must have a doctor's note, declaring your child is not contagious per state regulations. He/she can return to the center once there is a doctor's excuse.\*

- 2) **Respiratory Symptoms:** Difficult or rapid breathing or severe coughing; child makes high-pitched croupy or whooping sound after he/she coughs and child is unable to lie comfortable due to continuous cough.
- 3) **Vomiting:** Two or more episodes of vomiting within the child's time at the center. To return, he/she must be vomiting free for 24 hours.
- 4) **Diarrhea:** Two or more episodes of abnormally loose stools within the child's time here at the center. To return, he/she must be diarrhea free for 24 hours.
- 5) **Eye/Nose Drainage:** This mucus or pus draining from eye or nose.  
(unless the child has a statement from the doctor that he/she has allergies that can cause drainage from they eyes, the child may not return to the center unless he/she has been on pink eye drops for 24 hours or a statement from the doctor stating the child is not contagious)
- 6) **Sore throat:** Sore throat when fever or swollen glands are present.
- 7) **Skin Problems:** Rash or sores with crusty green or yellow drainage with cannot be covered by clothing or bandages.  
\*Hand Foot and Mouth Disease is one exception that can not be covered by clothing or bandages and the child return to the center. Be cause HFMD is contagious through bodily fluids including saliva, the child may not return until instructed by doctor.\*
- 8) **Infected Sores:** Sores with crusty green or yellow drainage which cannot be covered by clothing or bandages.
- 9) **Itching:** Persistent itching (or scratching) of body or scalp.
- 10) **Appearance/Behavior:** child looks or acts differently; unusually tired, pales, lacking appetite, confused, irritable, and/ or difficult to wake from sleeping.
- 11) **Chicken Pox:** All scabs must be dry in appearance before returning to the CDC.
- 12) **Conjunctivitis (Pinkeye):** The child may not return to the center unless he/she has been on pink eye drops for 24 hours. Eyes must also be clear in appearance.
- 13) **Head Lice:** Should head lice appear, the CDC must be notified immediately. Confidentiality will be strictly maintained. The head lice and nits must be completely gone before the child returns to the CDC. A note from a healthcare provider must be submitted before returning to the CDC.
- 14) **Impetigo:** Your child must be on antibiotic for 48 hours and all scabs must be dry in appearance.
- 15) **Strep Throat:** Child must be fever free and on antibiotic for 24 hours before returning the CDC.