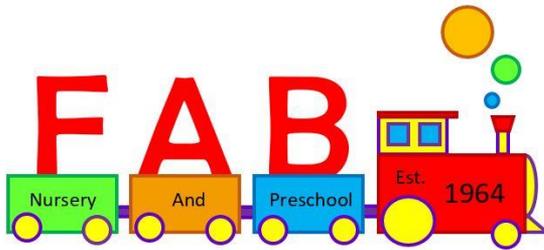


# Fifth Avenue Baptist Nursery and Preschool

## Family Handbook



*Train up a child in the way he should go,  
And when he is old he will not depart from it.*

Proverbs 22:6

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Phone (304)525-5441  
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## **Mission Statement**

Fifth Avenue Baptist Nursery & Preschool (FABCare) for the past 50+ years has provided and will continue to provide:

- R – Reliable Care
- E – Educational Care
- S – Safe Care
- P – Proven Care
- E – Excellent Care
- C – Christ Centered Care
- T – Trusting Care

FABCare’s mission is to be a ministry to the children and families in our community. We want to provide quality care that surrounds children in love, kindness, and a rich learning environment. It is uplifting for us to have multiple generations go through the program and we hope to continue the tradition for our families.

## **Vision Statement**

FABCare’s vision is that every family feels comfortable leaving their child/children in our care while they are at work or school. We want all our children to feel safe and loved while being engaged in an educational experience.

## **Opening Statement**

FABCare is a non-profit program under the supervision of the Church Council of Fifth Avenue Baptist Church. FAB Nursery and Preschool is directly governed by the Child Care Committee of Fifth Avenue Baptist Church.

The center is licensed by the State of West Virginia and meets all health and safety standards as required by the West Virginia Department of Health and Human Resources and State Licensing Board. FABCare receives funds in the form of block grants and LINK payments.

It is the policy of FABCare, in compliance with Title VI of the 1964 Civil Rights Act and other anti-discrimination legislation, and the recent Americans with Disabilities Act to admit children and acquire staff without regard to race, religion, age, sex, living situation, disability, and/or national origin. There is no distinction in eligibility for admission, employment, or in the provision of services. All facilities, programs, and activities of the center are provided without discrimination. All persons, organizations, and agencies referring children to this center are advised to do so without regard to race, religion, sex, living situation, disability, and/or national origin.

## **Purpose Statement**

*2 Timothy 3:14-15 “You, however, continue in the things you have learned and become convinced of, knowing from whom you have learned them, and that from childhood you have known the sacred writings which are able to give you the wisdom that leads to salvation through faith which is in Christ Jesus.”*

The child care center is just one facet of Fifth Avenue Baptist Church’s Ministry to Children established in 1964. The purpose of FABCare is to minister to the people of the Huntington metropolitan area by providing a high quality, developmentally appropriate weekday program in a Christian atmosphere. The program shall address the physical, emotional, social and spiritual needs of children and families.

### **FABCare seeks:**

- To share the love of God and knowledge of who He is with each child, family, and staff member that is a part of FABCare. We recognize the Holy Bible as are source of this knowledge. The program does not provide an alternate curriculum or classroom for families wishing to be exempt from religious material.

- To help children build healthy self-esteem, a sense of trust, and a feeling of security; because how they see themselves and their places in the world will affect everything they do in life.
- To help children socialize in a positive way with other children and significant adults since throughout life all children will be interacting with others
- To help children discover, learn, understand, and experience as many things as possible in age-appropriate activities so they might grow and develop into strong, wise, and healthy human beings.
- To build a fruitful working relationship between home and school that will help the family to build a strong foundation for the growth that is to come.

## **Program Description**

FAB Care is a home away from home for the children in which the staff members build an atmosphere of love, trust, and security which will support the children's development. Each day at FAB Care brings many opportunities that are set up around various routines. All children are encouraged to express themselves, investigate, and learn through: Creative Experiences, Health and Safety Education, Social Emotional, Excursions/Field Trips, Indoor/Outdoor Play, Decision Making, Language Experiences, Rest and Relaxation, Math, Science, Music Experiences, and Spiritual Awareness. The program serves children 6 weeks to 5 years and during the summer time additional classrooms are added for children 6 years to 12 years. Hours of operation are 6:30 am to 5:30 pm Monday through Friday. (See the Closure Policy for more details)

The facility only offers full time care at weekly rate. Please see the Payment Policy for more information. FABCare has 9 classrooms as well as an additional school age program in the summer time.

The classrooms are as followed:

|                          |                     |
|--------------------------|---------------------|
| Infants                  | 6 weeks-8 months    |
| Crawlers                 | 8 months-13 months  |
| Young Toddlers           | 13 months-19 months |
| Older Toddlers           | 19 months-24 months |
| Younger Twos             | 2 years-2.5 years   |
| Older Twos               | 2.5 years-3 years   |
| Young Threes             | 3 years-3.5 years   |
| Older Threes/Young Fours | 3.5 years-4 years   |
| Pre-K                    | 4 years-5 years     |
| School Age Program       | 5 years-12 years    |

\*Ages are approximate depending on spaces available in the classrooms.

## **General Outline of Daily Routine**

\*Specific schedules are posted in each classroom

**Arrival:** FAB Care hours are from 6:30am to 5:30 pm. Enter the building by the small playground entrance by using your security. Parents may park in any spaces but the handicap spaces. Parents should escort each child to the room each day. Sign-in/sign-out sheets are posted on which each parent must record time of arrival, time of departure, and signature. This procedure must be adhered to as it is a requirement of the Licensing Regulations of the State of West Virginia.

**Opening:** From 6:30 am-7:00 am, drop off is in the infant classroom. From 7:00 am-8:00 am children are separated into an upstairs and a downstairs drop off location. At 8:00am children will be transitioned into their classrooms. The early part of the morning is used for free play. At 8:30 am breakfast is served until 8:45 am. Activities begin at approximately 9:00 am and each classroom follows their own schedule which includes circle time, indoor gross motor, outdoor play, small groups, and large groups.

**Work/Play:** This part of the day offers the greatest opportunity for the child to think, learn, plan, execute,

evaluate, and share. The Program Description lists specific areas of work/play. Lesson plans for the individual classrooms will be located on the website, [fifthavenuebaptist.org](http://fifthavenuebaptist.org), as well as posted in the classroom.

**Gross Motor Play:** The fenced areas on the west and south of the church are for outdoor play. A variety of equipment will be used on both playgrounds to enhance the environment for creative play and physical development. When weather permits, a minimum of an hour of outdoor play will be scheduled each day. Parents will need to dress children appropriately. The second-floor gym is also an opportunity for gross motor for children 2 years and up while the downstairs gym will be used for children under 2 years old.

**Quiet Time:** After lunch, a quiet time will be scheduled. This scheduled time varies from classroom to classroom. Quiet time is used for reading and/or sleeping. Each child will rest and relax on his or her cot for no more than 2 hours.

**Meal Times:** FABCare provides a morning snack, lunch, and afternoon snack. The center follows state guidelines to prepare nutritionally balanced meals daily. Menus are posted on the parent communication board, classrooms, and on the website, [fifthavenuebaptist.org](http://fifthavenuebaptist.org).

**Departure:** Parents/guardians need to remember that only persons listed on the child's/children's Pick-Up Authorization form are authorized and allowed to take children out of the building. Any authorized persons picking up a child must enter the building using the assigned door code and sign the child/children out. Children may be located on either playground or in the gym at departure time.

## Registration Information

The following will need to be provided prior to the child's start date:

- Non-refundable \$25 Application Fee
- Signed Registration Form
- Signed Pick-Up Authorization Form
- Signed Payment Contract
- Two notarized Emergency Cards
- CACFP Form
- Immunization Records (see Health Policy for a list of required vaccinations)
- Medical Examination which will need to be updated every six months for children under 2 years and every two years for children 2 and older.
- Signed Acknowledgement of the Family Handbook
- Photo Authorization Form
- Permission Forms
- Doctor's note allowing a child under 2 months to attend child care.
- Activity Fee must be paid in full for Summer School Age Program

\*New families are encouraged to schedule classroom visits for their child/children prior to their start date. This will help with transitioning a child into the program.

## Child and Family Expectations

- A. **Attendance:** Children should maintain a high level of attendance. Children should arrive by 9:00 am. to fully benefit from the planned activities each day. Children arriving after 9:00 am may miss some activities. Staff members will not make special provisions so that children can make up activities missed when absent. Parents are required to sign their child in and out each day and include times. FABCare reserves the right to charge \$2 per day if a child is not signed in and out correctly.

- B. **Notification of Absence:** Parents will call the FABCare Office by 9:00 am when their child will be absent so that the child will not be counted for lunch. Also, please call FABCare when the child will be arriving after 9:00 am so that the child will be counted for lunch.
- C. **Toys from Home:** Children are not to bring toys to school except as directed by the teachers. Staff will keep the toys brought by children until their departure at the end of the day. Weapon-like toys such as guns, knives, bows and arrows are not to be brought to school at any time. Children can bring one plush toy to be used during nap. The toy will be placed in either the child's cubby or cot until nap.
- D. **Electronics:** Children are not permitted to bring any personal electronics (i.e. DS, PSP, iPad, iPod, etc...) into the center.
- E. **Money for Events/Activities:** Children will leave all money at home. When requested by the staff or in other necessary situations, parents should bring money to FAB Care in an envelope with the child's name on the outside.
- F. **Dress Code:** Children attending FABCare are to wear appropriate outerwear and soft soled shoes (i.e. sneakers).
- **Attire:** All children attending Fifth Avenue Baptist Nursery and Preschool must be dressed appropriately. Clothing must fit the child and not contain any inappropriate images.
  - **Footwear:** Fifth Avenue Baptist Nursery and Preschool requires the children in our care to wear shoes that are securely attached to the child's feet, closed toe, and have a back. Children are not to wear sandals, flip flops, crocs, or clogs to the center. Only on water play days, children may bring in flip flops or sandals to wear during water play. If a child arrives at the center wearing inappropriate footwear, the parent/guardian will be asked to take the child home to change his or her shoes.

- G. **Sunscreen:** Sunscreen must be applied to a child by the parent/guardian before arriving to the center. If a parent/guardian would like for sunscreen to be applied by the teachers throughout the child's time at the center a parent/guardian must provide the sunscreen to the teachers. Employees of FABCare will not apply sunscreen if it has not been supplied by the parents/guardians to a child.
- H. **Diaper Cream:** WV Licensing permits the use of diaper cream without a doctor's order as long as the cream is being used as a preventative. Once the cream is being used to treat a diaper rash, a doctor's order must be provided. If a family would like diaper cream to be applied, the cream must be provided by the child's parent/guardian.
- I. **Bottles:** Four bottles labeled with the child's name need to be provided daily. FABCare does not have a way to properly sanitize bottles, so they will be sent home daily to be sanitized. WV Licensing also requires child care centers not to provide a bottle to children once they turn 1 year of age. The center recommends that children start being introduced to sippy cups around 9 months so that they will be able to easily make the transition once they are a year old.
- J. **Diaper/Pull Ups and Wipes:** All diapers, pull ups, and wipes must be provided by the parents. At the beginning of the month the classrooms will ask for a 240-count package of wipes. Teachers will notify parents that a child needs diapers/pull ups using the child's "My Day." If FABCare supplies a child with diapers a \$2 charge per diaper provided will be applied to the child's account. If wipes are provided for a child a \$5 charge will be applied to the child's account.
- K. **Cloth Diapers:** FABCare does allow the use of cloth diapers. Parents must supply cloth diapers with an absorbent inner lining completely covered by waterproof material used for the outer lining. Parents must also provide a plastic container or bag for the storage of soiled cloth diapers.

- L. **Diaper Changing Procedure:** In accordance with NAEYC, children unable to consistently use the toilet will be checked by the staff at a minimum of every two hours. Staff will check children for signs that diapers/pull-ups are wet or soiled. Staff will change children out of soiled diapers/pull-ups/clothing in designated changing areas. Diaper changing procedures are posted in classrooms with children under the age of 3 years.
- M. **Potty Training:** FABCare will begin potty training children at two years old. A parent can request to begin potty training prior to the child turning 2 years. Children will not be moved or enrolled into our three-year old room without being potty trained. Potty training varies for children and an individualized plan will be developed between a child's teachers and parents.
- N. **Transitioning Children into a New Classroom:** Parents will be contacted either by written notice or a phone call when their child will be moving into the next classroom. Once parents have received the notice, children will begin visiting the new classroom multiple times at different times of the day. By allowing the child to have small introductions at multiple times our teachers will be able to reassure the child and build a relationship prior to the child starting in the classroom.
- O. **School Age Children:** School age children will be allowed to come to the daycare during days off school. Parents must call to make sure there is an available spot for your child on that day.
- P. **Parking Policies:** Persons coming into FAB Care must not leave any children unattended in their vehicles. Parents are expected to park and then escort their child from the car to the room. (Parents, do not drop your child off at the covered walkway or the door.) Vehicles should be turned off and brakes applied when left unattended. There will be no stopping in handicapped spaces, driveways, fire lanes, or the alley. Please do not park in the AAA parking lot during working hours.

- Q. **Security:** To maintain a high level of security and safety for the children, parents and staff must use the assigned security code every time you enter the building. Also, pay close attention to whom is picking up your child, who is on the pickup authorization form, and the current, accurate nature of information on file at FAB Care.
- R. **Parent Visitation and Volunteers:** Parents are requested to use good judgment concerning their child's ability to adjust to their presence in the classroom and re-adjust when they leave. There are always projects that need special attention at FAB Care. Parents are welcome to take part in these projects, such as improving the playgrounds, researching financial grants that might be available for early childhood programs, and helping with supervision of field trips. Volunteers who work with children also need to fill out a volunteer application and give the center a copy of their driver's license.
- S. **Social Media:** FABCare has a Social Media Policy for all our employees that prohibit them from posting pictures/information of children enrolled at our center on to their personal Social Media Page. Pictures will be posted onto FABCare's Facebook page of only the children who have signed permission from a parent/guardian. Our social media policy also asks that our employees not use social media to converse with families. We ask that all our families not use Social Media to contact the teachers over a child's attendance or day. "My Days" will be sent home daily and notes will be posted as reminders or addressing any changes. Parent Teacher Conferences can also be scheduled. Please feel free to call the center when you have any questions or concerns.
- T. **Birthday Parties:** Parents may wish to purchase special treats for a child's birthday or special holiday from an approved vendor. Please check with the teacher in advance for help with snack ideas, other treats, and amounts needed for the entire class. State licensing requirements prohibit enjoying homemade

treats or meals. Teachers may also welcome special craft projects or games as part of a party. Teachers will furnish a list of children's first names in a classroom when needed for parties or Valentine preparation. The staff will not give out addresses and phone numbers. Parents wishing to invite children to a "private party" after center hours may have invitations distributed at FABCare, if every child in the specific classroom is invited. FABCare will not distribute invitations when children are excluded.

- U. **Assessments:** FABCare uses the Ages and Stages Questionnaires as assessment tools to base children's learning goals while enrolled in our program. A minimum of two assessments will be completed throughout the school year. Parents may be asked to complete portions of the assessment in order to provide a more comprehensive report on a child's experiences.
- V. **Parent Teacher Conferences:** Parents wishing to schedule a parent teacher conference may contact their child's teacher to schedule a date and time. Conferences will only be scheduled with a child's legal guardian. The Operations Director is available to discuss a child's behavior, adjustment to FABCare, and other issues if an adequate solution is not found during a parent teacher conference. FABCare will offer at least two opportunities during the school year for parents to meet with their child's teachers to discuss progress.
- W. **Suggestions and Concerns:** The payment slot in the office door also serves as the FABCare suggestion box. Ideas and concerns are welcome. Feel free to identify yourself or not as you prefer. We welcome your input and you can be assured that no reprisal will result from your candor.
- X. **Sexual Harassment:** FABCare WILL NOT tolerate sexual harassment of any kind. Any issues need to be brought to the Director's attention immediately.

# **Cabell County Collaborative Pre-K Program**

Fifth Avenue Baptist Nursery and Preschool is in collaboration with Cabell County Schools to offer a Cabell County Pre-K classroom. While a child can be enrolled strictly as a Cabell County student, FABCare offers extended care for a fee.

## **Guidelines for students not partaking in extended care with FABCare**

- Cabell County Pre-K is a free program that operates while Cabell County School is in session
- Students attend Monday through Thursday 8:30 am to 2:45 pm
- FABCare's late pick up fee will be applied if a student is not picked up by 2:45 pm
  - \$5 for the first five minutes and \$2.50 for every minute after 2:50 pm
- Students must abide by the Cabell County Schedule
  - Students will not be permitted to attend when Cabell County Schools are closed
  - If Cabell County declares a two hour delay the student cannot be dropped off until 10:30 am

## **Extended Care Students:**

- The extended care allows students to attend school as early as 6:30 am and as late as 5:30 pm Monday through Friday.
- Extended care also provides care on days when Cabell County Schools are closed (i.e. OSE days, Thanksgiving break, Winter Break, Spring Break, and Snow Days), with the exception of days when FABCare is closed (Please see the list of closure dates for FABCare)

## **Attendance:**

- The program is part of Cabell County Schools so attendance is taken daily.
- If the child arrives after 8:30 am they will be marked as tardy.

- If the child has a doctor's excuse the tardy will be excused
- After an excessive amount of unexcused tardies, FABCare reserves the right to withdraw the child from the program.
- A child needs to have some type of written excuse when they leave school before 2:45 pm or miss a Cabell County day
  - After an excessive amount of unexcused absences, FABCare reserves the right to withdraw the child from the program.

## **Procedure for Releasing Children**

- A. Children may only leave FAB Care with persons listed on the signed Pick-up Authorization Sheet kept on file in each room's blue notebook.
- B. Persons under the age of 16 will not be permitted to pick up children.
- C. Parents need to state in writing when someone other than the normal person will be picking up a child.
- D. In rare situations, a parent may call the center to advise the staff that a different person (who is already on the Pick-up Authorization Sheet) will be picking up the child.
- E. When a child is being picked up during naptime, it would be helpful if the parent would come to the nap room, get the teacher's attention, and have the teacher awaken the child and bring him or her to the parent waiting outside the door. This will cause less disruption for the resting children.
- F. Parents will be given a new Pick-up Authorization Sheet to fill out and sign whenever there is a change of address, phone number, authorized pick-up persons, family situation, or work information.
- G. Parents must sign child/children out by adding the time they are leaving, am or pm, and their signature.
  - If the person picking up the child is not the parent, they must sign their name rather than the parent's

- H. Parents need to verbally inform the teacher(s) on duty that the child is leaving.
- I. Any persons not familiar to the staff at FABCare will be asked to show photo ID which will be compared to the child's Pick-Up Authorization form.
- A child will not be released to anyone not listed on the Pick-Up Authorization.
  - If an emergency occurs and someone not on the Pick-up Authorization, a parent may call the center with that person's information. Photo ID must be produced before the child is released.
- J. **Parents' Right to Pick Up Children:** Under the laws of the state of West Virginia, both parents have the right to pick up their child, unless a court document restricts that right. The enrolling parent, who chooses not to include the child's other parent on the Pick-Up Authorization, must provide the center with current court documents detailing the custody arrangement. Without a court document of custody, the center may release the child to the other parent who provides adequate legal documentation.
- K. **Car Safety Seats Requirement:** Children who are transported in a vehicle must be securely buckled in car safety seats that meet state requirements. If a proper car safety seat is not present when the child is picked up, another person on the child's Pick-Up Authorization will be called to pick up the child. A Fifth Avenue Baptist Nursery and Preschool teacher will provide assistance if asked to help buckle a child into a car seat, but the teacher will not buckle a child in the car seat.
- WV Licensing requires a parent to remove the infant from the car seat before leaving the classroom.

## Outside Activities

Children will play outdoors daily, weather permitting. Teacher judgment will be used to discern appropriate weather conditions, but will consider these guidelines:

- Too cold – when 40 degrees or below
- Too hot – when 90 degrees or higher

**Grassy Playground:** Children under 24 months will play in a playground separate from the older children. Children older than 24 months are permitted to be on the bigger playground equipment. Children will dress in accordance with the weather.

**Buggy Rides/Walks:** Children enrolled in the infant, crawler, or toddler classrooms will be exploring the world around them in buggies. All other classrooms will be taking nature walks. Children in the two-year-old classrooms and three-year-old classroom will be guided on a rope. Children are taught to hold tightly to the rope and to not let go until the teacher tells them to. Both teachers are also holding the rope to ensure children's safety. Buggy rides and walks will be marked on the classroom calendars. If changes are made, the teachers will notify the families the day before the scheduled activity. Each family will sign a permission form for walks/buggy rides. If permission is denied, it is the parents/guardians responsibility to provide alternate care for their child. Children are not permitted to stay back at the center in another classroom due to ratio.

**Water Play:** Written permission is required for all children participating in any water activities. If permission is not given, parents/guardians must provide alternate care during scheduled water play. Children under 8 months will not partake in water play. Children enrolled in the School Age Program are the only students to visit a public pool.

**Field Trips:** A list of field trips are provided to parents at least two weeks prior. If any adjustments are made to the field trip, parents are notified at least by the day before. If field trip permission is denied, parents/guardians are responsible for providing alternative care. Children are not permitted to stay behind at the center in another classroom due to ratio standards. If a child arrives after his/her class has left on

the trip, the parents/guardians can either meet the classroom at the destination or provide alternate care.

## **Mealtime**

- A. FABCare prepares breakfast, lunch, and snack for all the children enrolled.
- B. The lunch count will be taken at 9:00 am. We ask that parents call the center if they intend on arriving after 9:00 am so that their child may be counted for lunch.
- C. Substitutions are made for children that have an allergy, intolerance, or religious belief, providing the parents/guardians have the proper forms on file with the office.
- D. Children are not permitted to bring outside food into the center. Exception to this policy is only when the classroom is having a celebration and enough food was provided to serve the whole class.
- E. In rare cases children will be permitted to bring a packed lunch. The family must provide the center with adequate documentation that the child has severe allergies/intolerance.
- F. FABCare provides Parent's Choice Infant formula. A family may provide formula for their child if they would prefer another brand or type.
- G. Breast Milk: As it states in the licensing regulations for the state of West Virginia; A center shall use fresh refrigerated breast milk within 48 hours of receipt, breast milk that has been frozen and properly thawed within 24 hours of receipt and frozen breast milk within 2 weeks of receipt if it is reported that it has been stored in the back of a freezer.
- H. Baby food is only provided for children enrolled in the infant and crawler classrooms. Parents are welcome to bring in homemade baby food for their child.
- I. Breast milk must have the child's name, date it is expressed, and the date it is brought into the center.

## Health Policies

It is vital to safeguard the health and safety of all children by adhering to the following policies:

- Children under the age of 2 months must have permission from a doctor to attend.
- Each child must have a signed physician's report on file at FAB Care within ten (10) days of the enrollment date of the current school year. This report must be updated every two (2) years. Children under 24 months must be updated every six months.
- The West Virginia Department of Health and Human Resources requires each child to have an immunization certificate or record signed by the physician on file at FAB Care. FABCare will not accept any exemption for vaccinations. Children who do not provide appropriate records will be withdrawn. Required immunizations include, but are not limited to: Diphtheria-Tetanus-Pertussis (DTP); Polio; Measles-Mumps-Rubella (MMR); and Haemophilus Influenza Type B (HIB). A new copy of a child's immunization record is required after each vaccination.
- Each child should be given a daily health check at home. Children showing signs of illness should be kept at home. Any child arriving at FAB Care showing signs of illness as listed below shall not be admitted. Children developing any of the listed symptoms throughout the day will be sent home and are not permitted to return until they are symptom free for 24 hours.
  - Rash
  - Sore Throat
  - Ear Ache
  - Fever of 100.5 or higher
  - Diarrhea (Two diarrhea bowel movements within three hours or three diarrhea bowel movements in a day)
  - Chronic Cough
  - Redness, Drainage, or Matting Eye(s)

- Vomiting
  - Other Contagious Condition
- Teachers will notify parents if their child exhibits an unusual activity level, behavior, or appearance, complains of pain or illness, becomes ill, badly hurt, endangers others, or exhibits one of the previously mentioned symptoms. The teacher will complete a Child Illness Form which includes the symptoms and temperature, or an incident form, which is used for behavior or accident, and file it in the child's record. Teachers will render first-aid when necessary unless a written statement from the parent objects to such treatment. This statement will be kept on file in the child's record. When situations warrant it, parents will arrange for the child to go home immediately and stay home for the rest of the day and the entire next school day.
- If a child needs immediate medical treatment that requires professional care, parents will be called as stated above using emergency numbers on the emergency card and emergency medical personnel will be called (using #911) to the scene, unless parents have a written objection on file. If the child requires ambulance transport to a medical facility from FAB Care and the parent is not present, the child's teacher or the Director will accompany the child to the hospital and take the emergency card with them. For children whose parent objects to medical treatment, the parent will provide a written statement to that fact that will be kept with the child's emergency card and phone numbers of those who will come immediately when medical treatment is required (emergency or non-emergency).
- Medication will be given only with written instruction and permission given by custodial parent or guardian and physician. A Medication Request and Authorization Form provided by the center should be filled out in ink for each medicine to be given by the teacher. Written orders from the physician for every medication, even over-the-counter, non-prescription medications, must

accompany the medication at FAB Care.

Medication guidelines are as follows:

- Medication, even over-the-counter, non-prescription medications, must be brought to the classroom teacher on duty in the original container labeled with the prescription and/or proper label naming the child by the first and last name and the directions for administering the medication properly.
- Medication must be picked up at the end of day by the parent, taken home, and returned as needed.
- Parent must designate dosage, date, and storage requirements on medication form for all medications, even over-the-counter, non-prescription medications.
- On a daily basis, parents need to leave documentation with their child's teacher, of when medicine was last administered by the parent and how it was given. (i.e. oral)
- Length of authorization must not exceed five (5) days or one week, unless special permission has been given for monthly authorization for ongoing medication needs.
- Medication administration will be logged by the staff member giving the medication on the child's medication form and will be accumulated in the child's file so that a cumulative record is kept of all medications given to a child while enrolled including the dates, times, dosages, and staff members administering medicine.

## **Safe Sleep Policy**

Sudden Infant Death Syndrome (SIDS) and SUIDs is sudden unexpected infant death of a child under 1 year of age. FABCare has implemented the following procedures that research has shown will reduce the risk of SUID and create an environment that will be safer for the infant to sleep in.

1. All infants 12 months and younger will be placed in a safety approved crib (meets USCPSC standards) that was purchased after June 28, 2011.
2. Infants may not share a crib.
3. All infants 12 months and younger will be placed in a crib on their backs for every rest time.
4. In the event that back sleeping is medically inadvisable, the infant's parents will produce a signed waiver from the infant's physician stating the child's diagnosis and the position that is preferred for sleeping.
5. An infant shall never sleep on the floor, on a piece of furniture, or equipment that is not a safety approved crib. If an infant falls asleep while on the floor, on a piece of furniture, or in equipment the infant will be immediately moved to a safety approved crib.
6. No extra bedding, equipment, or toys will be placed in the crib with a sleeping infant including: blankets, comforters, pillows, bumper pads, wedges, and stuffed animals.
7. The placement of the crib is away from any large objects that could fall or be pulled into the crib and there are no strings or cords that could dangle into the crib.
8. Infants shall not be swaddled during sleep time, as swaddling can come undone, cause the infant to get over heated, or cause other-health related issues such as hip dysplasia.
9. Pacifiers cannot have holders attached and can only be given to the child at naptime in their crib.

## **Late Pick Up Policy**

All children must be picked up by a parent/guardian or someone on the child's Pick-Up Authorization Form by 5:30 pm, the center's closing time. The Late Pick-Up Fee (see Payment Policy\_ Late Pick Up Fee for more

information) will be applied to a family's invoice when a late pick up occurs.

After 5:30 pm, the child/children will remain safe in the office with a designated staff member who will keep the child/children safe and entertained until they are picked up by a parent/guardian or someone on the Pick-Up Authorization. A staff member will contact the parents/guardians first. If they cannot be reached, the staff member will contact the persons listed on the Pick-Up Authorization. If a parent/guardian does not contact the center or a staff member of FABCare is unable to be get in touch with a parent/guardian or any persons listed on the Pick-Up Authorization, after 30 minutes FABCare is obligated to contact CPS as well as the Huntington Police Department. The Huntington Police Department will contact the parents/guardians afterwards.

FABCare reserves the right to dismiss a family from our program should the child/children be picked up late on three separate occasions within a school year. It is the family's responsibility to ensure that their child/children are picked up from the center on time.

FABCare understands that emergency situations happen that may prevent a parent/guardian from picking up the child on time. If a family contacts the center as soon as it is realized that they may not be able to be at the center by 5:30 pm, the administration may decide to waive the late pick up fee depending on circumstances.

## **Closure Policy**

FABCare understands that our families have obligations to their work. We want our families to feel comfortable leaving their children in our care while they are at work, so we strive to provide quality and reliable care for our children. However, we ask that all our families have a secondary source of child care when the center is closed.

## **FABCare's Calendar of Dates the Center will be Closed:**

- One or Two days for a Fall In-Service
- Labor Day
- Thanksgiving and the following day
- Christmas Eve and Christmas Day (or date observed on)
- New Years Day (or observed on)
- Good Friday
- Early Childhood Conference Dates
- Memorial Day
- Independence Day

**Emergency Closing Policy:** If FABCare must close due to an emergency situation (power outage/water line breakage) parents/guardians will be notified immediately using any of the following methods phone calls, FABCare's Facebook page, or the Remind Me app. If a parent or guardian cannot be reached, FABCare will contact other persons listed on the child's Emergency Contact.

In the case of the center having to shut down early, parents/guardians must have their child/children picked up within an hour of being notified of the center's closure.

**Inclement Weather Policy:** FABCare uses its own discretion when determining to close or delaying the opening of the center due to inclement weather. Any closures and delay in opening the center will be announced on WSAZ and FABCare's Facebook page. Parents/guardians may also be notified using the Remind Me app.

If West Virginia's Governor declares a State of Emergency and asks that the roads only be used by emergency vehicles only, FABCare will be closed. We will notify families using WSAZ, the center's Facebook page, and the Remind Me app.

## Payment Policy

FABCare is a full-time program with weekly rates.

### Classroom Rates Per Week:

- Infants-\$170
- Crawlers-\$160
- Toddlers-\$145
- Preschool-\$130
- Cabell County Pre-K-\$85
- School Age-\$130

**Family Rates:** If two (2) or more children from a single-family unit are enrolled as full-time students, the rate for the oldest child will be reduced by \$5 per week. If more than two children from a single-family unit are enrolled as full-time students, the reduction will apply to all children except for the youngest child.

**Payment Routine:** Please pay each Monday for the week to come. Make checks and money orders payable to FABCare. Drop payments and notes in the FAB Care Office mail slot.

### Free Vacation Days:

- Preschool and Toddlers- Five (5) free vacation days may be taken, full-year students from September 1st through August 31st each year. No vacation days will be given to infants and crawlers.
  - For example:
    - Three free (3) vacation days may be taken by full time preschool students who register after March 1st.
    - Four (4) vacation days may be taken by full time students who register by January.
    - One (1) vacation day may be taken by full time students who register in June.
- Free vacation days must be requested in writing through the FAB Care Office.
- Free vacation days may be used to pay for days the center is closed. Days may also be used to replace

payment when a child is absent for one or more days. Vacation days may not be used for days a child is in attendance.

- All unused free vacation days are forfeited at the end of August each year.

**Fee Adjustments:** No fee adjustments or refunds will be given for absences. No fee adjustments or refunds will be given for days the center is closed (other than the use of free vacation days).

**Late Payment Fee:** A fee of \$10 per week will be added when a payment is not made in full after the last day of the month. The late payment fee will be added for each week that the payment is late.

**Sign In-Out Neglect Fee:** A fee of \$2 will be assessed for each day that a child is not signed in/out correctly (name, not initials used, and times in and out clearly marked).

**Returned Check Fee:** A \$25 fee will be charged for each check returned to FAB Care by the bank. Please contact FAB Care when a check is returned.

**Payment Schedules:** Each family will have a payment schedule that is most convenient for them: weekly, bi-weekly, or monthly. All accounts must be paid in full before the last day of the month. Payments are to be made on Mondays. If payment is not made by the end of the month, a late fee of \$10 per week will be added to the account. The parent has until 5:30 pm. on the next Monday to make payment or the child will not be able to attend on Tuesday. If payment is not made by that Friday, the family forfeits the child's spot and the child will be withdrawn from the center.

**Fiscal Year:** The FAB Care year runs from August through July. All accounts must be paid in full before a child can begin a new year.

**Withdrawal from FAB Care:** A written notice must be given at least two (2) weeks prior to the child's last day at FAB Care. At that time, a bill for the remaining fees will be given to the parent. A penalty equal to the fee for two (2) weeks of care will be charged to any account where the written two weeks notice has not been given.

- The children of families whose accounts fall behind will not be allowed to return until the account is paid in full and only if space allows. Any account that is not paid in full when the child withdraws will be subject to collection from the appropriate agency.
- On the last day, the child attends FAB Care, the child's belongings will be sent home. The final bill must be paid before leaving for the final day.
- Children leaving the center for the summer only must give the office at least one month notice in writing. However, the office will begin surveying parents about their summer plans long before the summer begins. Any child leaving the center for an extended period of time with hopes of return must bear in mind that a space may not be available when they are ready to return. The only way to assure a spot upon return is to pay the weekly fee for the duration of time not attending FAB Care.

**Late Pick-Up Fee:** A fee will be charged when children are picked up after the 5:30 pm. closing time. The charge is \$5 for the first 5 minutes, then \$2.50 per minute after that per child.

**Diaper/Pull-Ups Supply Fee:** Families are responsible for providing their child/children with diapers/pull-ups. If the center has to supply diapers/pull-ups for a child there will be a charge of \$2 per diaper/pull-up provided applied to the statement.

**Fee for Wipes:** Families are responsible with providing their child's classroom with 240 count wipes and the beginning of the month. A \$5 charge will be added to the statement if the center has to supply the child with wipes.

# **Behavior Management and Positive Guidance Policy**

The goal of guidance at FABCare is to help the child learn self-discipline. This includes learning to behave so as not to endanger self or others and show respect for the property and feelings of others. The staff uses positive guidance techniques to help teach children what to do, rather than what not to do.

The guidance of the children shall be the responsibility of all staff members. Such discipline shall be in compliance with the licensing requirements set down by the West Virginia Department of Health and Human Resources. Included within these requirements is the following statement:

- Staff shall not use or threaten to use spanking, or other forms of physical or psychological punishment. Staff shall not use or threaten to use punishment which is humiliating or damaging to children in any way.

Behavior such as hitting, biting, pinching, shaking, threatening to physically hurt, or verbally demean others is unacceptable for staff, parents, and children while at FAB Care.

To achieve a positive and safe learning environment, all staff shall:

- Plan activities that foster a positive classroom climate and limit children's time to sit and wait.
- Set and verbalize consistent, clear limits for children and if appropriate have them help in the process.
- Freely offer praise, attention, appropriate positive physical contact, eye contact, interpersonal problem-solving help, and positive reinforcement.
- Take appropriate, immediate action: i.e. redirect, ignore, apply logical consequences, and use

appropriate, supervised time-out for inappropriate behavior.

- Fill out Incident Report Form for all serious behavior incidents. Parents or guardian(s) and one teacher sign the form. File signed copy of form in child's record. Send copy to parent, if requested.
- Notify the Director of serious or consistent problem behaviors.
- Notify parents of serious or consistent problem behaviors.
- Hold a parent/teacher conference to ask for parent cooperation in devising and implementing a specific plan for the child when the situation warrants.
- Seek community child guidance resource help with the situation.

**Biting:** Biting is a common behavior for children under 30 months of age. Children that bite typically outgrow the behavior once they develop any of the following skills needed: verbal communication, problem-solving, and self-/regulation. Teachers will work with the families to develop strategies for the child to gain the skills required for them to move past the biting stage. In some cases a referral to Birth to Three may be necessary to provide extra resources for the child to develop the needed skills.

Staff are continuously monitoring the classroom to help prevent biting. However, a child may be bitten before the teacher is able to diffuse the situation. When a child is bitten, an incident report is completed for the child that was bitten and that the child that bit. At no time can the center reveal to families the names of the children biting as well as the children that were bitten.

The child that was bitten is the top priority in the moment. A teacher will comfort and apply first aid (if needed) to the child until he or she is ready to go play.

The teachers will develop a plan of action with the parents of the child that is biting, which may be altered at any time if it is in the best interest of the child. This plan is confidential and may only be viewed by the center's directors, the child's teachers, the child's

parents, and the child's specialist if Birth to Three is providing services.

For more information on why children bite and techniques to deter biting please visit the National Association for Education of Young Children (NAEYC) for Families at <https://families.naeyc.org/learning-and-development/child-development/understanding-and-responding-children-who-bite>.

**Behavior that Endangers the Safety of Others:** If a child exhibits serious behaviors that endanger others or is consistently abusive or aggressive towards the teachers or children, our center reserves the right to withdraw the child immediately. Also, if a parent presents disruptive un-Christian like behavior, the child may also be withdrawn by the center. If such a situation presents itself, the family will be notified at a parent/staff meeting as listed above. Before the last day, the family will be given a bill for remaining fees. On the last day, final payment must be made and all the child's belongings will be sent home.

**Reporting Abuse or Neglect:** Child abuse and neglect is defined as: physical injury, mental or emotional injury, sexual abuse, sexual exploitation, or negligent treatment or mal treatment of a child by a parent, guardian, or custodian responsible for the child's welfare. Staff, parents, volunteers, and other adults are advised to report any child abuse or neglect to the Director immediately verbally or by other means. All of FABCare's employees are mandated reporters and are required by law to report any signs of abuse to CPS. One may also report such instances directly to the Child Abuse Hotline, 1-800-352-6513.

## **Child Care Committee**

The child care is supervised by the Child Care Committee which is comprised of individuals from the program commissions of the church. At least one is also a child care parent. If a family has concerns or issues that have not been addressed adequately by the teachers or Director, the committee will make attempts to intercede. Please schedule any such meetings ahead of time to assure the concerns are on the Committee's agenda. Information on how to do so is available in the office.

**Committee Purpose:** The committee shall be actively involved in charting the course of the Child Care program and keeping its staff, policies, procedures, and activities consistent with the mission and goals of the center.

**Committee Structure:** The Child Care Committee shall be a standing committee of Fifth Avenue Baptist Church under the direct supervision of Church Council.

**Committee Membership:** The committee shall consist of nine (9) members, including the Chair, who shall serve as the liaison to the Church Council.

**Qualification for Membership:** The members shall be selected from the church membership at large including, whenever possible, at least one member who is also a child care parent or a past child care parent.

**Membership Selection Procedures:** The Moderator will appoint the Child Care Committee Chair and four (4) at large members of the Child Care Committee in keeping with the Church By-laws and State requirements and approved by Council. The Chairs (or their designates) of the Property, Finance, Children's Education, and Missions and Ministries Commissions will each serve on the Child Care Committee. The Associate Minister to Children and Minister of the Childcare shall act as ex-officio members.

**Committee Members Terms of Office:** The committee members shall be appointed by the Moderator and approved by Council. They shall hold office for the terms for which they are appointed or until their successors are appointed. At-large Committee members shall serve a term of two (2) years and may not serve for more than three consecutive terms without an intermission of at least one year.

**Committee Officers Selection Procedures:** The officers of the committee shall be:

- A Chairperson who shall be selected by the Church Moderator.
- The Children's Commission Chair who also serves as the Liaison between Children's Commission, Church Council, and the Child Care Committee
- A secretary who shall be selected by the committee at the July meeting to take minutes of all meetings.

**Committee Meetings:** The committee shall meet at least quarterly and as often as deemed necessary by the Chair who shall be responsible for calling the committee into session. Regular meetings shall be held once a quarter.

**Committee Responsibilities:**

- The committee shall interpret to the community and the church the purpose and program of the center on an ongoing basis.
- The committee shall oversee the formulation and maintenance of all childcare policies and procedures. The committee shall make long and short-term plans for the center in relation to program and policy.
- The committee shall make every effort to ensure that the center is financially self-sustaining by doing the following:
  - The committee shall recommend to the Church Council the annual budget request that shall include the projected maintenance, improvements, programs, and personnel costs.

- The committee shall designate a financial director to handle the child care center bookkeeping.
- The committee is responsible to review monthly financial statements.
- The committee shall report directly to the Church Council and Children’s Commission concerning the work of the committee and all actions taken by the committee.
- The committee shall hear and act upon staff and parent grievances that have not been resolved by the director.
- The committee shall maintain the confidentiality and privacy rights of parents, staff, and childcare business.

**Individual Committee Member’s Responsibility:** The Child Care Committee Liaison, who is the Committee chair, will attend Children’s Commission and Church Council meetings to report on pertinent Child Care Center issues after each committee meeting. The secretary will take minutes and prepare them for distribution to committee members shortly after the meeting. He or she will send reminder notices to all committee members one week before each meeting. These notices should include the date, time, and place of the next meeting.

## **Grievance Procedures**

Parents and staff who wish to share concerns have many options to have your feelings and issues heard. Parents/Staff may drop signed or anonymous notes in the slot in the office door. Parents may also talk with the child’s lead teacher. If issues remain, you have three days to talk to the Director and the Director will respond within an additional three days. If you are not satisfied with the results you have three days to meet with the Associate Minister and she/he will have three days to get back to you with a solution. If you still have concerns you may schedule a meeting with the Child Care Committee by calling the church office at (304)523-

0115 and asking the committee chair to contact the parent or staff member. One other option is to call the West Virginia Department of Health and Human Resources and talk to the Day Care License Coordinator for our center.

## **Asbestos Management**

FABCare has a long history of going above and beyond state and federal guidelines for the safety and care of children. In accordance with the Federal Environmental Protection Agency rule 40-CFR-763, FABCare has been inspected for asbestos containing building material and has worked with GSC Laboratories to formulate and utilize an Asbestos Management Plan. A copy of the Asbestos Management Plan is on file in the Church Office. It is available for review during regular church hours.

As of February 2016, Fifth Avenue Baptist Church completed a renovation project to remove asbestos in all the child care classrooms and encapsulated small amounts of asbestos in the remaining areas of the child care building. The encapsulated asbestos poses no danger, but if there are any further questions please see the child care office.

## **Insurance Policies**

The facility has a policy with Nation Wide to reimburse families for any out of pocket expenses incurred if a child is injured while at the center. Please see the child care office for further information.

## **FABCare's Emergency Plans for Any and All Emergencies**

\*Please refer to specific type of emergency for more specific procedure information.

**Policy Statement:** FABCare seeks to provide a safe, loving, and hazard free environment for her families, staff, and visitors. Toward that end, we plan for, practice how to react to, and pre-empt emergencies whenever possible. When emergencies arise, we will endeavor to react in the best interest of those at risk and maintain the safety of people at the center until the emergency is dealt with successfully, diffused, and/or period of risk has expired.

Emergency responses have been categorized into four (4) main types, which are:

- Emergencies that require lock-down and staying indoors away from windows, such as: violent weather (tornado), chemical release, and weapon fire.
- Emergencies that require lock-down and staying in the classroom, such as: earthquake, blizzard, violent suspicious intruder.
- Emergencies that require building evacuation and re-entry, such as: fire, bomb threat.
- Emergencies that require building evacuation with no re-entry, such as: long term utility failure, earthquake.

(This information is included in the Emergency Building Evacuation Plan.)

**Responsibilities:** Each staff member is responsible for reacting to emergency situations to minimize risk and bring the situation to a swift and positive conclusion.

Toward that end staff members are:

- Alert at all times to prevent emergencies from happening. Such alertness requires staff to watch and be aware of persons in and around the center and children; to prevent accidents inside and outside the building; communicate irregular or suspicious activity to the office immediately.

- Practicing all emergency procedures with the children.
- Trained in emergency first-aid and CPR.
- Trained in proper Medication Administration.
- Trained in FAB Care Emergency Response.

**Training:** All full-time staff and whenever possible, part-time staff and substitutes will be:

- Trained in emergency first-aid and CPR.
- Trained in FAB Care Emergency Response Policy.
- Trained to be aware of unusual, irregular, and suspicious behavior.
- Children will practice emergency responses with their classmates.
- Families will be notified of emergency plans in the FAB Care Handbook.

**Record Keeping:** The Operational Director will record dates, times, and other necessary information for fire drills, severe weather drills, and other emergency drills posted on FAB Care forms available in the office for all to view. Send fire drill and other forms to the appropriate state agencies as required.

## **FABCare’s Emergency Plan for Situations When Children Must Remain Indoors but Move to a Lower Level of the Building**

- Warning are given (tornado, chemical release, or other) using Phone Intercom or Hand-held Radio ALERT. Directors will call 911, if situation warrants an emergency response team.
- All children and teachers leave rooms in the same fashion as for fire drills: quiet, orderly, single file, walking behind the teacher.
- Teachers will take places at the front and end of lines to assure that all children are present.
- Teachers take emergency cards and class list with them.

- Classes on the 200 level will walk in a single line down the hall toward the playground entrance. Room 209's class will lead and will be followed by Room 208, Room 207, Room 206, Room 204. The leaders will turn left down the hall leading to Smith Hall; follow the corridor to the end; go down the steps to the basement level; line up along the east wall; and sit down.
  - Classes on the 300 level will walk in a line in the direction of the Nancy Brannon Room. Room 304's class will lead and will be followed by Room 303 and 301. Those classes in the gym follow at the end of the line. The leaders will go down the steps by the Fellowship Hall; down the corridor towards Smith Hall; down the steps to the basement level; along the west wall; and sit down.
  - Each child will sit on his or her bottom. Some situations may require children to sit with head down toward the lap or knees. If necessary, the head should be covered by the arms.
  - Each teacher and assistant will count the children to make sure all are present.
  - Non-teaching staff will make preparations to seal doors as the situation requires.
  - When the **all-clear** signal is given, the children may sit up and look to their teacher for further direction.
  - If the classes are scattered in and outside; a warning will be given on personal cell phones when suspicious activity is taking place in the vicinity.
- Code Yellow** – stay where you are, no matter where you are. **Code Red** – return to your rooms and shut your doors as quickly as possible. If on the playground, find the nearest entrance and go directly to your own classroom (except on the 1<sup>st</sup> floor with outside windows – they go to an inside classroom across the hallway). **Code Green** – all clear. The codes to the security doors will be blocked and each door will be manned by a staff member. This code system will be used if any person comes on the premises whose health or behavior may be harmful to a child or staff member. We will call emergency

services if needed (because of threatening behavior or attempted kidnapping).

**Be aware, if an emergency arises, the children will be kept safe here at FAB. Parents may call the child care number, (304)525-5441 to check the status of any situation. If no answer, call (304)523-0115.**

## **FABCare's Emergency Plan for Situations When Children Must Remain In The Classroom Where They Currently Are Playing**

- Warning is given (earthquake, blizzard, violent or suspicious intruder or other) using the Phone Intercom or Hand-held Radio ALERT. Director or Administrator calls 911, if situation warrants an emergency response team.
- All children and teachers stay in rooms with the door closed: quiet, orderly, seated at tables, between teachers.
- Teachers will take places at the front and back of classroom to assure that all children are safe.
- Teachers take out emergency cards and class list.
- Each child will sit on his or her bottom in his or her assigned seat. Some situations may require children to sit with head down toward the lap or knees. If necessary, the head should be covered by the arms.
- Each teacher will count the children to make sure all are present.
- When the **all-clear** signal is given, the children may look at their teacher for further direction before returning to normal activities.

**Be aware, if an emergency arises, the children will be kept safe here at FAB. Parents may call the child care number, (304)525-5441 to check the status of any situation. If no answer, call (304)523-0115.**

## **FABCare's Emergency Building Evacuation Plan**

### **(fire, earthquake, bomb threat, etc.)**

- Fire alarm sounds. The Directors will call 911 and report, however the security system will automatically call 911 to dispatch response team.
- Children and teachers immediately stop what they are doing and line up at the classroom door. Teachers will make sure the hallway is safe enough to enter.

**If fire is visible in hallway or door is hot to touch, try to exit through kitchenette into room next door, if possible. If no other exit exists, STAY IN ROOM until firefighters rescue you. Seal doorway as much as possible to prevent smoke penetration into classroom.**

#### **If exit is possible:**

- Teachers carry emergency cards and class list with them which include parent contact phone numbers.
- One teacher will lead the line and encourage children to walk in a quiet, orderly, single file line being careful to be quick but not pushing.
- Another teacher will follow after the group after checking the room, bathroom, and so on for stragglers making sure all children exit safely.
- The 200 level classes exit their rooms moving toward the playground exit and carefully line up on the parking lot beside Trinity Church.
- The 300 level classes on the west side of the building exit down the north stairway to the lobby by the Chapel and line up on the Fifth Avenue sidewalk.
- The 300 level classes on the south and east sides of the building will walk toward the playground exit and carefully line up on the parking lot beside Trinity Church.
- When reaching the outside station, teachers will count heads and report to the director that all

children are present. If a child is missing, the Director will leave the group with their teachers and re-enter the building to find the child. If re-entry is impossible, the Director will inform the emergency response team of the situation and let them find the child.

- When the all-clear signal is given, the children will look at their teachers for further directions as to re-entering the building.

**If re-entry is impossible, parents will be called using cell phones to make emergency pick-up arrangements. If re-entry is impossible and weather or other situations are unfavorable, the classes will be escorted to Trinity Church to wait for further instructions. If Trinity Church is too close for safe housing, First United Methodist Church will be used.**

**If utility failure occurs, we will call parents to pick up children if failure will last longer than three hours or if building gets too cold or too hot to safely keep children. Each situation will be evaluated by director, staff, and ministerial staff as to the best way to keep the safety of the children the top concern.**