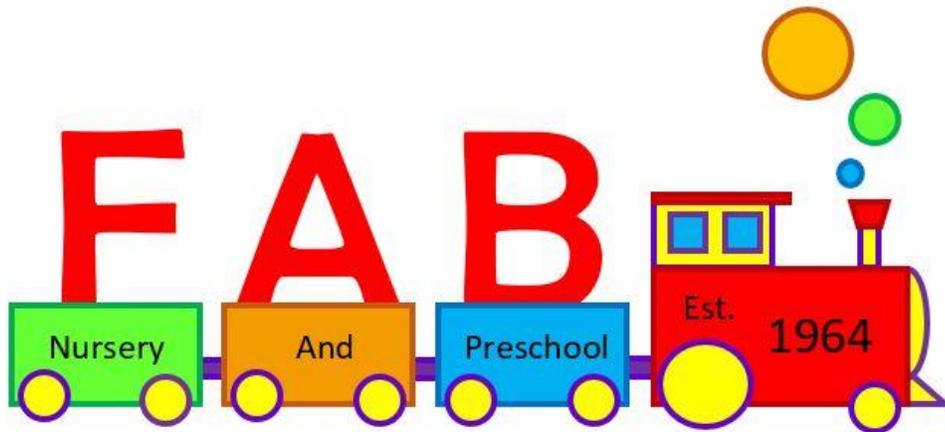


# Fifth Avenue Baptist Nursery and Preschool

## 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

1135 5<sup>th</sup> Avenue  
Huntington WV, 25701

Phone: 304-525-5441

Fax: 304-697-8469

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

to all children and families in the Tri-State area.

## Opening Statements

Fifth Avenue Baptist Nursery and Preschool 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.

We are licensed by the State of West Virginia and meet all health and safety standards as required by the West Virginia Department of Health and Human Resources and State Licensing Board. We have received funds from the same in the form of block grants and LINK payments.

It is the policy of FAB Care, 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.

(Additional comments on beliefs.... Guided by the American Baptists...)

## Purpose Statements and Program Description

**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.”

FAB Care is loving care. The child care center is just one facet of Fifth Avenue Baptist Church's Ministry to Children. The mission of FAB Care 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.

**FAB Care seeks:**

1. To share the love of God and knowledge of who He is with each child, family, and staff member that is a part of FAB Care. We recognize the Holy Bible as are source of this knowledge.
2. 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.
3. To help children socialize in a positive way with other children and significant adults since throughout life all children will be interacting with others
4. 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.
5. 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**

Fifth Avenue Baptist Child Care Center (FAB Care) is a supplement to family care. FAB Care is a home away from home for the children in which the staff members attempt to 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	Rest and Relaxation	Social Studies
Excursions/Field Trips	Indoor and Outdoor Play	Decision Making
Language Experiences	Health and Safety Education	Spiritual Awareness
Music Experiences	Math and Science	

Ages Served: 2 months to 12 years

Licensed Capacity: 32 Infants/Toddlers + 94 Pre-schoolers + 50 extra school age children during summer program

Hours of Operation: 6:30 A.M. – 5:30 P.M. Monday through Friday all year

**Full Time Classes Offered:** ages are approximations

Infants	8 weeks- 8 months old
Crawlers	8 months- 13 months old
Young Toddlers	13 months- 19 months old
Older Toddlers	19 months- 24 months old
Young Twos	2 years- 2.5 years old
Older Twos	2.5 years- 3 years old
Threes	3 year olds
Older Threes/Young Fours	3.5 years- 4 year olds
Pre-K	4 year olds
School Age (Summer Program)	5 years- 12 years old

## **General Outline of Daily Routine**

### **Specific schedules are posted in each classroom.**

**Arrival:** FAB Care hours are from 6:30 A.M. to 5:30 P.M. Enter the building by the small playground entrance after using your security code to open the doors. Parents may park in the diagonal spaces facing Fifth Avenue Baptist Church. Please avoid using the handicapped 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 (and 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:** Your child will be given a friendly greeting upon arrival. The early part of the morning is used for free play. Planned activities begin approximately at 8:30 A.M. with breakfast. The group time follows a similar routine each day, but often includes a variety of different activities that center on the planning theme for the week.

**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.

**Outdoor 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. When weather does not permit outdoor play, the playroom on the second floor will be used as a substitute.

**Quiet Time:** After lunch, a quiet time will be scheduled. This scheduled time varies from classroom to classroom. Quiet time is for listening to music and stories, reading, and/or sleeping. Each child will rest and relax on his or her cot for approximately 2 hours.

**Snack and Lunch Times:** The kitchen staff prepares nutritionally balanced meals daily. The morning and afternoon snacks as well as lunch menus are planned in advance and are posted in classrooms and sent home each month. Class groups eat in a family atmosphere. Children are encouraged to try all foods, but will never be forced to eat.

**Departure:** The same parking, security code, and sign-in and sign-out procedures are used at the end of the day that are used for Arrival. However, parents need to remember that only people listed on the Pick-Up Authorization form are allowed to take children out of the building.

Generally, you can find your child in their room or on one of the playgrounds at the close of the day. During good weather, the children will be outside by about 3:30 or 4:00 P.M. During bad weather, the children will remain inside either in their classroom, one nearby or in the gym.

### **Remember to sign your child in and out every day.**

## **Additional Information Concerning Infant & Toddler Routines**

**Daily Log:** A log is filled out and sent home by teachers at the end of the day and will include notes concerning behavior, play choices, food intake, diaper changes, and sleep patterns.

**Diapering:** Parents should write down diapering instructions for the child's teacher, if applicable. Diapers will be changed whenever wet or soiled. They will be checked hourly, before lunch, and approximately 30 minutes before parents are due to arrive.

**Food:** Children's food preferences and eating styles are respected. Toddlers will be served the same table food as the other children at the center. Special adaptations will be made, as needed, concerning the cutting, serving, and distribution of food. We are licensed by the State of West Virginia and children are not allowed to bring in "sippy" cups or outside food for use during child care hours.

**Guidance:** FAB Care staff will strive to ensure that each infant and toddler (and family) forms a positive relationship with the teachers. Teachers will initiate gentle, supportive responses to children, talking one on one and face to face with each child. Teachers will use simple language, a calm voice, and frequent eye contact while being responsive to the child's cues.

**Rest:** Each infant has his or her own sleeping habits. The parent and teachers will work out an individual schedule for each infant. Toddlers will work toward a routine which includes resting between 12:30 P.M. and 2:30 P.M. each afternoon.

**Bottles:** Parents will provide bottles for their infant. Each bottle should be clearly labeled with the child's name. We will prepare bottles as needed according to the child's schedule. Bottles will be cleaned and sanitized daily.

**Medical/Health Exams:** Every infant and toddler must have a medical form from his or her physician to attend FAB Care as noted in the registration information. However, infants and toddlers must renew this medical form every six months until they are two years of age.

**Breast Fed Infants:** As it states in the licensing regulations for the state of West Virginia; A center shall use fresh refrigerated breast milk within forty-eight (48) hours of receipt, breast milk that has been frozen and properly thawed within twenty-four (24) hours of receipt and frozen breast milk within two (2) weeks of receipt if it is reported that it has been stored in the back of a freezer.

## **Registration Information**

### **Required Forms and Fees:**

- Non-refundable \$25.00 Application Fee
- Signed registration form
- Signed pick-up authorization form
- Signed payment contract and first week's payment
- Signed acknowledgement of handbook and policy orientation and other such paper work

- Two (2) notarized emergency and general release cards
- CACFP form
- Immunization record (see health policy for list of necessary shots)
- Medical examination form that has been signed by doctor (infants/toddlers renew every six (6) months, children over two (2) years old renew every two (2) years)
- Summer school age children's activity fee (amount will be decided each year) for the summer. Activity fee may vary for Preschool classes.
- If diapers are not provided as needed, a charge of \$2.00 per diaper provided by the school will be applied to the child's account

**Pre-admission Visit(s) by Parent and Child to:**

- Tour the center
- Meet the child's teacher and other staff members
- Handbook and Policy orientation
- Discuss WVDHHR Licensing Regulations which are available in the office and online at [www.wvdhhr.org](http://www.wvdhhr.org) then click "Start a Daycare" then "Regulations".
- Discuss specific needs of the child
- Special needs of children and family will be accommodated to the fullest extent possible, including medical treatment issues, allergies, physical and other disabilities, and other factors. If the center cannot make sufficient accommodations, we will refer to a location that can better meet the child's specific needs
- Acquaint the child with the classroom environment and children

**Important Items to Remember:**

- Fill out new forms each time family information changes
- Keep the staff up-to-date on work or school schedules
- Have accurate emergency numbers on forms updated as changes occur
- Keep account current. Any family who leaves with a balance will be turned over to our collection agency.
- Liability insurance is carried by the center to protect the children, staff, and facility in signing in and out of children
- Children must be signed in and out daily.
- Late pick-up fee is \$5.00 for the first 5 minutes, then \$2.50 per minute after 5:35 P.M.

## **Items that Children Need to Bring to FAB Care**

Pre-School Children keep these items at FAB Care:

Complete change of clothing (as season changes, have both warm and cool set of clothes on hand)

- Extra underwear and socks
- Small blanket (and pillow, if desired)
- Crib sheet or other blanket
- Sleepy time stuffed animal (kept on cot till naptime)
- Big box of tissues and diaper wipes

Infants & Toddlers need all of the above PLUS:

- Supply of diapers
- 2 changes of clothes
- Wipes and tissues monthly

Infants need all of the above PLUS:

- Bottles and formula or breast milk

\*\*\*Please remember to label all items brought from home with your child's name in order to prevent any mix ups.

**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 are allowed to bring one plush toy to be used during nap. The toy will be placed in either the child's cubby or cot until nap.

**Electronics From Home:**

Children are not permitted to bring any personal electronics (i.e. DS, PSP, iPad, iPod, etc...) into the center

**Money:** 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.

Also, please remember no "sippy" cups or food from home!

## Payment Policy

**Full Time Fees:**

Classroom	Infants	Crawlers	Toddlers	Preschool	School-Age	Cabell County Pre-K
Amount per week	\$168	\$158	\$143	\$128	\$128	\$85

**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 \$5.00 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 FAB Nursery & Preschool (or 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 by full time, 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.

Vacation days accumulate for each child at a rate of one every other month up to a total of 5 for the 12 month period from September to August.

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 \$10.00 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 \$25.00 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 \$10.00 per week will be added to the account. The parent has until 5:30 P.M. 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 P.M. closing time. The charge is \$5.00 for the first 5 minutes, then \$2.50 per minute after that per child.

## **Closure Policy**

Fifth Avenue Baptist Nursery and Preschool 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.

### **FAB Nursery & Preschool Calendar of Dates the Center will be Closed**

Two Days for Fall In-service  
Thanksgiving and the day after  
One day for New Years  
Early Childhood Conference  
Independence Day

Labor Day  
Two days for our Christmas Holiday  
Good Friday  
Memorial Day

### **Emergency Closing Policy**

If Fifth Avenue Baptist Nursery or Preschool 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, Fifth Avenue Baptist Nursery and Preschool's Facebook page, or the Remind Me app. If a parent or guardian cannot be reached, Fifth Avenue Baptist 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**

Fifth Avenue Baptist Nursery and Preschool 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 Fifth Avenue Baptist Nursery and Preschool'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, Fifth Avenue Baptist will be closed. We will notify families using WSAZ, the center's Facebook page, and the Remind Me app.

## **Child and Family Expectations and Responsibilities**

**Policy and Other Information Verification:** Parents need to read and discuss with child care administrators and staff questions about information included in this handbook to assure families understand as much about FAB Care as possible and are required by state regulations to sign forms to verify this communication. **These regulations are in the Office and online at [www.wvdhhr.org](http://www.wvdhhr.org). Click on "Start a daycare" then "Regulations".**

**Attendance:** Children should maintain a high level of attendance. Children should arrive by 9:00 A.M. to fully benefit from the planned activities each day. Children arriving after 9:00 A.M. may miss some activities. Staff members are not required to 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.

**Notification of Absence:** Parents will call the FAB Care Office by 9:00 A.M. when their child will be absent so that the child will not be counted for lunch.

It would be helpful for parents to call the FAB Care Office when the child will be arriving after 9:00 A.M. so that the child will be counted for lunch.

**Part-time Schedules:** In very rare situations, students may be scheduled to attend FAB Care on a part-time basis as space and budget allow. Parents may be permitted to share a space if an agreement can be reached for two families whose children are assigned to the same classroom.

Part-time students will be assigned specific days to attend. They may deviate from the schedule only when emergencies arise and permission from the office is granted.

Part-time students who miss activities on the days they are home will not be scheduled to make them up.

**School Age Children:** School age children will be allowed to come to the daycare during days off of school. However, they must be signed in, active in the summer program, be assigned to a room, as well as provide the proper medical forms. You must call to make sure there is an available spot for your child on that day.

**Dress Code:** Children attending Fifth Avenue Baptist Nursery and Preschool 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.

**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 Fifth Avenue Baptist Nursery and Preschool will not apply sunscreen if it has not been supplied by the parents/guardians to a child.

**Diaper Cream:** If a family would like diaper cream to be applied to their child the diaper cream must be provided by the parents/guardian.

**Parking Policies:** Staff members will park in the designated spaces in the lot next to AAA.

Parents may park in diagonal spaces on the parking lot between churches for the period of time needed to bring children to FAB Care and to pick them up at the end of the day.

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.**

**Security:** To maintain a high level of security and safety for the children, parents, and staff, please use your **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.

**Parent Visitation and Volunteers:** Parents are welcome to visit the center at any time. Lunchtime visits should be scheduled ahead when possible. Adult meals cost \$3.00

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.

**Social Media:** Fifth Avenue Baptist Nursery and Preschool has a Social Media Policy for all of 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 Fifth Avenue Baptist Nursery and Preschool's Facebook page of only the children who have signed permission from a parent/guardian. Our Social Media policy also asks that our employees do not use Social Media to converse with families. We ask that all our families do 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.

**Sexual Harassment:** Fifth Avenue Baptist Child Care WILL NOT tolerate sexual harassment of any kind and needs to be brought to the Director's attention immediately.

**Birthday Parties and Other Parent Initiated Events:** 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.

**FAB Care staff members recommend that you consider alternative snacks and treats when planning these events. Also, please consider appropriate portion sizes for young children. Many children do not eat cupcakes (that are traditionally served at these parties) and the standard size is overwhelming to them. Please consider bringing other snacks such as: Popcorn, Ice Pops, fruit with dip, pretzels, cheese cubes, mini-doughnuts etc. Also, please inquire about any allergies that might be in a classroom.**

Sign-up sheets are posted in rooms for classrooms planning holiday parties. Parents may sign-up to bring items needed for these parties.

Parents wishing to invite children to a "private party" after center hours may have invitations distributed at FAB Car, if every child in the specific classroom is invited. FAB Care will not distribute invitations when children are excluded.

Teachers will furnish a list of children's first names in a particular classroom when needed for parties or Valentine preparation. The staff will not give out addresses and phone numbers.

**Parent/Teacher Conferences:** A child's regular teachers will handle conferences with parents. Afternoon teachers may feel free to have short general conversations, but will refer significant questions and discussions about the child to the lead teacher.

Teachers will set up scheduled conferences when parents or teachers need to discuss matters concerning the child's progress, behavior, and adaptation to the child care center, or issues or concerns of another nature. Parent/Teacher conferences will be held away from the classroom and children. Teachers are expected to give their full attention to the children while in their classrooms. When special situations arise, teachers and parents may meet away from the classroom on a spur-of-the-moment basis, as long as other staff members are available to cover all classrooms.

Teachers will confer only with the custodial parent of children in their classroom on progress and behavior issues

The Director is available for conferences regarding the child's behavior and adjustment to FAB Care, or other issues, if parent/teacher conferences do not adequately find solutions to problems.

**Suggestions and Concerns:** The payment slot in the office door also serves as the FAB Care 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; no reprisal will result from your candor.

## Parents and 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.

## 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 payment slot in the office door. Parents may also talk with the child's lead teacher. If issues still remain, you have three days to talk to the Director and the Director will respond within three days. If you are not satisfied with the results you have three days to meet with the Minister of Children 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, Michelle Platt. Her number is 1-304-746-2390 ext. 2161. Her email is [michelle.b.platt@WV.Gov](mailto:michelle.b.platt@WV.Gov)**

## **Administrative and Program Expectations and Responsibilities**

**Security Measures:** The security of children and staff is of the utmost importance. All doors of the church will remain locked during hours of FAB Care operation to control access to the building. Parents and those authorized to pick-up children may gain entrance by using the family's personal security code. Each family will be given a security code when registration is completed. Each number will be coded to identify the family who uses it.

Others may gain entrance to the building by buzzing the childcare buzzer on the side of the building closest to the office. Please know and use your security code and help maintain a secure environment.

**Insurance:** Liability insurance is carried by the center to protect the child, staff, and the facility in case of accident.

**Information Disclosure and Privacy Issues:** The FAB Care Office and teachers will maintain confidential, private records for each student and his or her necessary family information including attendance, fee payment, and progress. Copies of any records may be requested from the Director only by custodial parents, legal guardians, or officers of the court.

Student records will be kept in a locked room, cabinet, or closet in the classroom area to assure their security against loss, theft, tampering, or unauthorized use.

Financial records will be in the office computer allowing use with passcode only.

Child care bills and other sensitive communications will be sent home in fashion that will prevent access of information by unauthorized individuals.

**Asbestos Management Plan:** *All schools are required to submit an Asbestos Management Plan.* FAB Care 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, FAB Care 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 FAB Care hours.

As of February 2016 the child care center completed a renovation project to remove Asbestos located in classrooms where children have constant contact with. There are small amounts of Asbestos located in some areas of the church that has been encapsulated which causes no danger in this condition. If you have any questions or concerns please contact the directors of the child care center.

**Pest Management Plan:** Child Care facilities are also required to file a plan for the management of insects and similar pests. This plan is part of the ongoing safety procedures for Fifth Avenue Baptist Church and is on file and available for review in the FAB Care Office. Take note that an inspection of the building, both interior and exterior, for pest activity and conditions that may attract pests will be done by Jim's Termite and Pest Control, on the first Tuesday of each month at 6:00 P.M. Application of pesticides will be done at that time, if needed.

**Communication with Families:** A monthly newsletter will be available on our website (Sept. – June) to inform, remind, and prompt parents of important dates and information.

A yearly calendar will be published and distributed in the fall of each year that will list dates FAB Care is closed and other notable days.

A list of current staff members and their responsibilities will be published and distributed yearly.

Other important information will be posted on the sign-in board or sent home in written form with the children.

## **Staff Expectations and Responsibilities**

**In addition to duties listed in each person's job description, staff will also:**

**Communicate Clearly:** Teachers will leave a note on the classroom door or other visible place when leaving the classroom that will tell others the location of the class.

Make every effort to relay pertinent information to parents as soon as possible about activities, supplies, and field trips. Teachers may do this by using notes on the sign-in board for parents to see upon both arrival and departure, by writing personal notes to parents or by adding information to the "My Day" sheet which comes home most days with the child.

Communicate specific information about each child daily to families. Most communications will be in written form, such as "My Day" sheet, but at times oral communication will be sufficient.

Use a monthly calendar to communicate weekly activity themes and field trip dates to families.

**Maintain Privacy:** The FAB Care Office and teachers will monitor, maintain, and secure personal student records including but not limited to details on family, attendance, fee payment, health, abuse, neglect, accidents, special incidents, and progress. Copies of any records may be requested from the Director only by custodial parents, legal guardians, or officers of the court.

Staff will not open or look through property belonging to other staff, children, or visitors for any reason unless given specific instructions to do so by parents, guardians, or the director.

Teachers will maintain confidentiality of families and staff. They will not discuss personal issues concerning any child or any child's family members, friends, etc. while on duty. After a friendly greeting, teachers will continue to give their attention to the children in their care.

**Wear Appropriate Dress:** Teachers will dress appropriately. Each employee will wear a name badge to signify their employment with Fifth Avenue Baptist Nursery & Preschool. Athletic pants, blue jeans, and shorts may be worn as long as they are free of holes and rips, and are not revealing in any way. Sleeveless shirts with at least a two inch strap will be acceptable. Leggings must be covered by a shirt that hangs at least to the staff member's thighs. Very short skirts, shorts, tank tops, spaghetti strap shirts and bikini bathing suits are not permitted. If these items are worn, the teacher will be asked to leave to change their clothing. The Administrative staff reserves the right to ask teachers to change their clothing if immodest or unprofessional. Teachers may wear flip flops during their classroom's "Splash Day" only.

**Model Behavior:** Teachers will model appropriate behavior for children (i.e. proper language, patience, kindness, and positive strategies for conflict resolution). WV Licensing Regulations outlines more specifically the appropriate behaviors that are expected.

**Provide Supervision:** Teachers will accompany and supervise each child in the hallway, bathroom, classroom, play areas, and nap room.

Teacher/student ratios will be maintained at all times.

Teachers will report behavior, discipline, abuse, and health problems, as well as supply, equipment, maintenance, and custodial needs to the Director who will take the appropriate action.

If a teacher finds him or herself alone when an emergency arises, he or she will look in the hallways for help, use a cell or other phone, or use the class radio to contact other staff.

**Offer Parent/Teacher Conferences:** A child's regular teachers will handle conferences with parents. Any afternoon teachers may feel free to have short, general conversations, but will refer significant questions and discussions about the child to the teachers.

Teachers will schedule conferences when parents or teachers need to discuss matters concerning the child's progress, behavior, and adaptation to the child care center. Teachers are expected to give their full attention to the children in their classrooms at all times. When special situations arise, teachers and parents may meet away from the classroom on a spur-of-the moment basis, as long as staff is available to cover all classrooms.

Teachers will confer with the custodial parent to discuss health, safety, development, and/or behavior issues.

**Exemplify Teacher/Child Interaction:** Teachers are not to baby-sit for daycare children. The Director will clear emergency situations.

Gifts to the children, if given, are to come collectively from both teachers in the room. No gifts are to be given to individual children from individual teachers. The Director will determine special considerations.

Teachers will follow FAB Care Discipline Policy.

**Seek to Provide Pastoral Ministry to Families as Needed:** Problems of any sort, including serious illness, grief experiences, abuse or neglect, affecting a child or the child's family should be brought to the Director's attention immediately.

Together, the staff member(s) and Director will work with the family in a private, appropriate manner to minister in Christ's name.

The Director will communicate to other staff of appropriate issues when necessary.

**Schedule Field Trips:** At times, field trips are taken that correspond with the lesson themes. Parents will be notified in advance of the trip and told the method of transportation used. Parents must give written permission before children are permitted to participate in off site activities. Please read the field trip policy and procedures page and the transportation policy for details.

**Professional Behavior:** An employee is to behave in a professional manner, whether in public, on line, and in any other circumstance where an employee's behavior may reflect on the program.

## Procedure for Releasing Children

### Normal Procedure:

1. Parent signs out the child by writing time, A.M., P.M., and signature on sign-out sheet. If the person picking up the child is different than the parent, the individual leaving with the child signs his or her own name.
2. Parent comes to the classroom or playground to get the child and their belongings.
3. Parent verbally tells the teacher on duty that the child is leaving.
4. Parent and child leave together.

### Guidelines to Remember:

1. **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.**
2. Persons under the age of 16 will not be permitted to pick up children.
3. Parents need to state in writing when someone other than the normal person will be picking up a child.
4. 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.
5. 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.
6. 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.

### Situations Involving New Children and Children Being Picked Up By Unrecognized Persons:

When anyone arrives to pick up a child that a staff member does not **know on sight** as one of the persons who picks up the child on a regular basis, the staff member will do the following:

1. Ask the person for identification indicating who they are (driver's license or other photo identification preferred).
2. Check the **Pick-up Authorization** notebook sheet for the child to make certain this is one of the authorized persons.
3. Check the bottom of the page to see if there are any special situations involving the child or this person.
4. If everything checks out and child knows the person, the staff member may release the child.
5. Have the person sign the child out on the sign-out clipboard sheets.

**If one of the following occurs, staff members must make further inquiry.**

- a. If the information checks adequately, but the staff member still has some questions.

**OR**

- b. If the person is not listed on the Pick-up Authorization Sheet. **OR**

- c. If the person is listed, but all the "special situation" criteria and identification requirements have not been met.

**While making further inquiry, staff will do the following:**

1. Keep the child in the classroom or on the playground.
2. Tell the person in question that an authorized person must give permission.
3. Check to see if the Directors are in the building for assistance. If neither is available, contact the designated staff member who has been appointed by the directors.
4. Check with the parents (parent with custody) by phone to verify the situation.
5. If neither the parents nor the child care administration (nor others listed above) can be reached, try the Director at home.
6. If none of these persons can be reached, **tell the person that the child will not be released until the custodial parent is contacted.**
7. Should anyone become violent or abusive, **tell the individual to leave the building and grounds immediately. If the person does not leave, call 911 for assistance.**
8. When the person appears to be under the influence of a substance that will impair driving ability and/or endanger the child, the staff will detain the person in question while another staff member calls another pick-up person or calls police and informs them of the problem. Staff member may also bring the person in question to an administrator on duty.

**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.

**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.

### SAMPLE SIGN-IN and SIGN-OUT Form

Date	Time AM/ In	PM	Parent's Signature	Time AM/ Out	PM	Parent's Signature	0-2 Hr	2-4 Hr	4+ Hr	Non Trad.

### 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 5:30pm, 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 5:30pm, 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 the parents/guardians 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 Fifth Avenue Baptist Nursery and Preschool is unable to be get in touch with a parent/guardian or any persons listed on the Pick Up Authorization, after 30 minutes Fifth Avenue Baptist Nursery and Preschool will contact CPS as well as the Huntington Police Department. The Huntington Police Department will contact the parents/guardians afterwards.

Fifth Avenue Baptist Nursery and Preschool 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 parents/guardians responsibility to ensure that their child/children are picked up from the center on time.

Fifth Avenue Baptist Nursery and Preschool 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 wave the late pick up fee depending on the circumstance.

### Health Policies

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

1. 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. **Infant and toddler physician reports must be updated every six months.**

2. 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. 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).
3. 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.
4. **Children with any of the following symptoms** or who have exhibited any of these symptoms within 24 hours of arrival to FAB Care **may not attend** the center:
  - Rash
  - Sore Throat
  - Ear Ache
  - Fever (100.5+ degree or 101+ degree rectal)
  - Diarrhea (Two diarrhea bowel movements within three hours or three bowel movements in a day)
  - Chronic Cough
  - Redness, Drainage, or Matting of Eye(s)
  - Vomiting
  - Other Contagious Condition
  - Behavior that endangers the safety and health of others
5. 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 above 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 make arrangements for the child to go home immediately and stay home for the rest of the day and the entire next school day.
6. 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 of 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).
7. 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.

## **Behavior Management & Positive Guidance Policy**

The goal of guidance at Fifth Avenue Baptist Child Care Center 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.

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

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

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

**Biting:** Biting is a common behavior that is often exhibited in children two years of age and younger. Children who do bite typically outgrow the behavior once they develop more verbal skills, problem-solving skills, and gain more self-control. For further information on biting as well as techniques to deter biting please visit the National Association for the Education of Young Children (NAEYC) for Families at <https://families.naeyc.org/learning-and-development/child-development/understanding-and-responding-children-who-bite> .

Our staff is constantly monitoring in order to prevent biting. However, a child may be bitten in a split second before the teacher is able to diffuse the situation. When a child is bitten an incident report is filled out for both the child who was bitten and the child that bit. One teacher comforts and applies first aid (if needed) to the child who was bitten while another teacher uses proper disciplinary tools for the child who bit. Information regarding the names of children who are biting, the names of children who were bitten, and behavior plans are considered confidential. The teachers and administrators are not permitted to release information of a child to anyone but the child's parent/guardian.

**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.**

### **Report Abuse and Neglect**

**Please be an advocate for children. Stand up for them.  
They cannot stand up for themselves.**

**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 listed in this handbook. All of Fifth Avenue Baptist Nursery and Preschool 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**

## **Potty Training**

FABCare will begin working with children on potty training once they are 2 years old. In both our two year old classrooms the teachers work vigorously on potty training. Children will not be moved into the three year old classroom until they are potty trained. As a team, we can ensure that every child succeeds.

## **Mealtime and Snack Time Policies**

**The child care will provide all food for children and with the exception of breastfed infants. All food being served at FAB Care must be from a health department approved source as required by West Virginia Department of Health and Human Resources regulations.**

The cook will bring food to the hallways and will check back with the classes to see that their needs are being met.

Teachers will sweep the floor and wipe off the lunchroom tables after the meal is finished.

Teachers will advise the Director of mealtime concerns. The Director and the cook will deal with food choices, time constraints, and other problems with valued input from the other staff members.

Teachers ask the cooks for mealtime supplies when necessary (i.e. plates, cups, forks, second helpings of food), but will avoid spending time in the kitchen. The cook will plan, post, and distribute monthly menus.

Teachers will pour (or have children pour) sloppy, liquid foods and leftovers into a bucket so that the trash bags will not be apt to leak when being carried outside at night. Teachers may opt to put bowls of some items back on the tray, so that the kitchen staff will know how much food was left over. No leftover food will be re-served.

Classes eat family style, which means:

Food is served to the children from serving bowl to plate.

Teachers sit at the tables with the children.

A blessing is said at the beginning of each meal and snack.

Children are encouraged to try foods, but are not made to eat.

The lunch count for each classroom will be taken by 9:00 A.M. daily. Teachers should send count adjustments to the kitchen as necessary.

Kitchen staff will note menu changes on the hallway menu.

A current list of the allergies of children and staff will be posted in the lunchroom, kitchen, classrooms, and office.

A note from the doctor or parent will be sent to advise staff when a child is not to be given milk to drink for reasons other than allergies which would be listed on the allergy list.

**No outside food for your child is permitted to be brought into the center unless the center is provided with a doctor's excuse. We have many children with food allergies and restrictions must be posted and followed.**

## Nap Room Policies

Children may bring one soft toy to sleep with. The teacher makes the final decision on toys that may be brought. Children should bring a toy that may be left for an entire week at a time.

Cots, which are of appropriate size and height, will be set at least two feet apart or in a head-to-toe arrangement with plenty of space in which to rest. Each child has his or her own cot. He or she is the only person who rests upon it.

A sheet will be on a cot any time a child is sleeping on it.

Parents provide a blanket and pillow or similar sleeping items for children over the age of 1 year. They must be labeled with the child's name. The blanket and pillow should be kept at school and sent home for laundering at various intervals.

A can of disinfectant spray will be in each nap room.

Children will not be required to sleep, but will stay on cots quietly and allow others to sleep.

Teachers may utilize music, stories, patting of backs, and sitting by children to settle children down.

One staff person is to be in the nap room and alert to needs of the children at all times. If alone, he or she will look in the hallways for help, use a cell phone or other phone to contact other staff, if emergencies arise.

Teachers will sign the sheet in the office when taking their break with their beginning and ending time while on break.

All staff assigned to a room will help stack cots, tie shoes, and help children make a smooth transition from naptime to further activity.

Parents needing to pick up children at naptime will come to the nap room door and ask the teacher to awaken the child. This will help the other children to rest undisturbed.

## **Playground and Outdoor Activity Policies**

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**

**Shorten or cancel outdoor playtime during extremely high heat humidity, or pollution levels**

A variety of age appropriate equipment and activities will be provided for children whenever they are playing. Playground equipment will be locked in the storage building by staff according to the duty schedule. Teachers will help the children learn to play with equipment in the appropriate manner. Two teachers will attend to each class on the playground. Licensing child/staff member ratio requirements will be maintained at all times.

When more than one class is on the grassy playground, one teacher remains beside the exit gate, slide, bike area, and climber at all times. Teachers will distribute themselves throughout the play areas so that supervision is maintained adequately. One person is always near the exit gate to prevent children from leaving.

School age children will play in play areas away from preschool and toddlers except in special situations where the Director has given permission for two such different age groups can play in the same area.

All children are the joint responsibility of all attending teachers.

When a child is ill and needs to be inside, one staff member may remain inside with that child if there is enough other staff on the playground to provide adequate supervision. Another alternative is to place the child with another class. No child will be left alone. Children should be taken to the bathroom before going outside. A teacher escorts the children to the bathroom and drinking fountain, if a return inside to the restrooms is necessary.

Maximum child occupancy allowances will be enforced on the squishy and grassy playgrounds.

**Children will wear appropriate soft-soled shoes (i.e. tennis shoes, not crocs or sandals).**  
**Children who have on other shoes will be given sedentary and other safe activities to enjoy.**

Ice water and cups will be taken in a jug to the grassy playground on hot days (above 80 degrees or humid). Teachers will be assigned to take the jug according to the duty schedule.

**Equipment Usage Guidelines:** Bikes are to ridden on the back half of the playground by one child (except in the case of the wagon and rickshaw)

Children will stay away from the bike another child is riding. Toys will remain off the slide. One child slides down the slide at a time. Teacher judgment determines the number and spacing of children. Ropes are to be used for jumping and are put away when large numbers of children are on the playground.

**Any group using the grassy playground must take a cell phone or the designated walkie-talkie with them to provide immediate communication with the indoor staff.**

## **Water Play and Outdoor Time Policies**

**Permission:** Written permission is required for all children participating in any water activities. FAB Care Contract has permission signature on it. Teachers will make a list of those able to participate. Others will have alternative activities to enjoy.

**Safety:** Children participating in any water play must be closely supervised at all times by a staff member who has successfully completed CPR and first aid training (and when away from the building participating in Level II water experiences, the additional supervision of a certified lifeguard). Staff members will check the list of participants at least every 15 minutes to assure the safety of each child.

Children in a Level II (18" or deeper) water experience must be evaluated for swimming ability (swimmer or non-swimmer) prior to the experience and activities planned accordingly.

Children will be supervised at these ratios during swimming pool water activities: (Level II activities)

Infants: 1 teacher per child

Toddlers: 1 teacher for 2 children

Preschool (2 up to 5 years): 1 teacher for 4 children

School age (k – 12): 1 teacher for 8 children

## **Field Trip Policies**

Teachers will clear all field trips and special projects that involve others with the Director.

The proper field trip forms will be filled out by the teacher and taken to the Director's office at least three days prior to the trip and will be kept on file. Please include safety rules, emergency plans, travel routes, and all pertinent information.

Children must have a signed permission form in their file before attending field trips. If a parent/guardian refuses to sign the field trip permission form, the parent/guardian must find alternative care for the child during the field trip.

If a child arrives to the center after his or her classroom has left on their field trip, it is the parents responsibility to either meet the classroom at the destination or find alternative care during the time the class is away from the center.

A field trip may be revoked if the child's behavior presents a safety concern or causes harm to self or others. If the child has his or her field trip revoked the parents/guardian will be notified and must provide alternative care during the scheduled field trip.

Trips that involve lunch, menu changes, or kitchen staff should be cleared with the office two weeks ahead.

Parents will be informed in advance of destination and activity type and will sign a permission slip.

*When the activity involves water, special parent permission must be given and water activity regulations must be followed. (see water activity policy)*

First-aid kits, cell phones, and emergency cards are to be taken with all groups leaving the building.

Teachers will notify the Director when leaving the building by signing out in the office. They will verbally notify the Director upon their return.

**Field Trips Using Buses:** FABCare uses city buses to transport children in and around the city of Huntington. During the summer, we may rent buses from Cabell County for special trips out of the city. i.e. Carter Caves, Hurricane Wave Pool, Clay Center.

**Field Trips Within Walking Distance:**

One teacher always leads the group when they go on a walk.

The other teacher in the classroom will follow up the group.

At least two (2) adults must go with a group on a field trip.

Young children will hold the safety rope or be in a stroller.

Teachers will take a cell phone.

## **FABCare's Collaborative Cabell County 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 Fifth Avenue Baptist Nursery and Preschool:**

- Cabell County Pre-K is a free program that operates while Cabell County School is in session
- Students attend Monday through Thursday 8:30am to 2:45pm
- FABCare's late pick up fee will be applied if a student is not picked up by 2:45pm
  - \$5.00 for the first five minutes and \$2.50 for every minute after 2:50pm
- 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 attend school till 10:30am

#### **Extended Care Students:**

- The extended care allows students to attend school as early as 6:30am and as late as 5:30pm 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 8:30am they will be marked as tardy.
  - If the child has a doctor's excuse the tardy will be excused
  - After 15 unexcused tardies Fifth Avenue Baptist Nursery and Preschool 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 2:45pm or miss a Cabell County day
  - After 15 unexcused absences Fifth Avenue Baptist Nursery and Preschool reserves the right to withdraw the child from the program.

## **FAB Nursery & Preschool Emergency Plans Pertinent Information for Any and All Emergencies**

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

#### **Policy Statement:**

Fifth Avenue Baptist Church 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 and every 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 Director or Executive 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.

## **FAB Nursery & Preschool 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 calls 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 nap rooms. 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 Primary class; walk past the Fellowship Hall; down the corridor to the FAB Lab; 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.**

## **FAB Nursery & Preschool 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.**

## **FAB Nursery & Preschool 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.

## **Fifth Avenue Baptist Church Child Care Committee Policy & Procedures**

### **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**

1. The committee shall interpret to the community and the church the purpose and program of the center on an ongoing basis.

2. 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.
3. The committee shall make every effort to ensure that the center is financially self-sustaining by doing the following:
  - a. The committee shall recommend to the Church Council the annual budget request that shall include the projected maintenance, improvements, programs, and personnel costs.
  - b. The committee shall designate the church secretary to handle the child care center bookkeeping.
  - c. The committee is responsible to review monthly financial statements.
4. 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.
5. The committee shall hear and act upon staff and parent grievances that have not been resolved by the director.
6. The committee shall maintain the confidentiality and privacy rights of parents, staff, and childcare business.

#### **Individual Committee Member Responsibilities**

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.

**FAB Care -- Child Care Contract**  
**(Please sign and return this sheet!)**

*Please read the entire handbook, sign, and then return this sheet to the office. A copy will be returned for your records, if so desired.*

**I, \_\_\_\_\_, have read the handbook. I have read over the payment, behavior, guidance, abuse, and neglect information. I have had my questions about the handbook and policies explained to me.**

**Child's Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_