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# Parent Handbook

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## **STATEMENT OF PURPOSE:**

The First Baptist Church Weekday Ministries program began in 1972 and continues to serve young children of our community. The Weekday Ministries of First Baptist Church is an extension of the Church's Christian Education for young children. The purpose is to provide safe, educational and nurturing programs for young children that meet the developmental needs of the child and emphasize physical, mental, social, and spiritual growth in a Christian environment.

## **GENERAL OBJECTIVES**

- *Spiritual:* To grow in his/her knowledge of God, His love and care, Jesus, the Bible, church, family, others, self, and world.
- *Socially:* To develop an attitude of kindness, cooperation, courtesy, and helpfulness toward everyone.
- *Physically:* To develop muscular coordination and control, and to develop desirable health habits.
- *Mentally:* To do independent thinking, accept the results of a decision, and to develop language power.
- *Emotionally:* To meet new situations with a reasonable amount of stability, initiate and follow through a simple plan of work, grow in self confidence as he/she learns to do more things for himself/herself and helps to solve his/her problems.

Young children learn best through first hand experiences. They need many opportunities to touch, feel, handle, create, build, experiment, and explore. Some of their time is spent on play. Play is the business of childhood. Through play, children begin to clarify their confusions, orient themselves to their immediate world, accept themselves as creative individuals, solve problems, and build concepts. Young children like repetition and dramatic play. They can spend surprisingly long periods of time on things that interest them, but only short periods of time on activities beyond their physical and mental readiness. The most important thing to establish is a healthy learning environment where the child feels secure feels wanted and respected, and feels free to explore. It is an environment conducive to teach about one's self, one's world, people, and things. It is an environment, promoting success.

The Weekday Ministries Program at First Baptist Church is designed to bridge the gap between home and school for each child at his/her own rate. Children share common characteristics and have unique, individual characteristics that determine what each child is able to learn at any given time. First Baptist Church Weekday Ministries provides a developmentally appropriate curriculum that will provide for the common characteristics as well as the individual stages of development of each child. The program is designed to create a nurturing environment that provides stimulating activities at each child's own developmental level.

## **DISCIPLINE**

At First Baptist Church the discipline policy is designed to help your child develop emotionally and socially as well as learn to interact with peers. Acceptable behavior is encouraged through positive reinforcement. Attention spans and skills of children are considered so that behavior exceptions are developmentally appropriate. Giving positive verbal and concrete rewards encourages acceptable behavior. This reinforces a child's good feeling about his/her behavior and serves as an example to the other children to act in such a way as to receive this praise. Asking a child to stop and think about his/her unpleasant behavior enables that child to work at self-control.

Children are assisted in solving problems and using words to solve conflicts. Teachers attempt to anticipate problems and interest the child in another activity before a conflict occurs. As a last resort, a child may be removed from the activity to regain control. Corporal punishment is never used (example: shouting, hitting, striking, rough handling, or abusive language). Voices should never be raised unless in the gym or on the playground or in a situation where danger is present.

For a child not cooperating in a group listening situation, the child is redirected in an appropriate manner and may be seated by a teacher and reminded of acceptable behavior. Removal from the group for a period of time-out is the next tactic for a child who continually demonstrates unacceptable behavior.

A child's unacceptable behavior will be modified to acceptable behavior by trying to model correct behavior in front of the child. If the behavior persists, the child will then be brought to the director for conference and possibly a period of time that will be spent away from the child's peers. The child will always be attended to at this time. Should non-acceptable behavior persist over a period of time, the parent/guardian will be called. A child may be temporarily suspended from the program as a disciplinary measure. Full-week payment is expected during suspension. If the non-acceptable behavior continues, the director reserves the right to withdraw the child from the program, due to needing special attention that can not be provided by the program, or due to the child demanding so much supervision that the whole group is unfavorably affected.

**PARENT INVOLVEMENT:**

Parent involvement is seen as beneficial to our school program. Parents are encouraged to volunteer for special visits to our school to serve as "resource people" in providing experiences with music, art, physical education, demonstrations, story-telling, etc. If you have a particular skill or interest that the children might enjoy, the teachers would appreciate knowing of it. Parents are always welcome to visit your child's room, attend field trips, etc. When visiting or volunteering in the classroom, parents should treat all children as they would like for their child to be treated. Toys and attention should be shared with all children, and the teacher is responsible for any discipline or correction issues. You are welcome to visit for lunch and the fee for an adult is \$2.50 if you are eating from the cafeteria. Lunchtime standards should be followed to maintain the peace of other children. When parents want to spend special time with their own child, moving to a less congested table in the lunchroom and away from the rest of the class will be less stressful for the class as a whole and will also provide the parent with one on one time with their child. Throughout the year we will have activities that involve the family to promote the child's development. We welcome any suggestions.

**TRANSITIONARY PERIOD:**

Most children go through a transition period when leaving their parent/guardian for the first time. Drop-off and pickup time should be brief so as not to disrupt other children as they settle into their routine. Also this starts the routine for your child as to how drop off and pickup transition time works. Never drop your child off in a classroom that does not have a teacher already present. Take your child to a classroom that is occupied by teachers and the other children. As stated above we would love to have parent involvement. We just ask that you wait until your child has grown to feel at home in their new environment, If at any time visiting your child becomes an disruption for the classroom or for your child we will ask you to postpone visiting until his/her child is ready.

**STAFF:**

Each staff member will complete **fifteen (15) hours** of staff development training annually. Each staff member also has CPR and Pediatric First Aid Certification. All teachers are trained to teach and care for infants, toddlers, and young children and are committed to these goals:

- 1) To help each child understand that he/she is created by God and is valuable in the sight of God and others.
- 2) To promote the growth of self-worth in your child.
- 3) To encourage children to value the uniqueness of others.
- 4) To create a safe, secure environment that encourages exploration and learning by discovery.
- 5) To keep open communication among staff, parents, and children.
- 6) To challenge each child to develop his/her full potential in areas of social, emotional, motor, and cognitive.
- 7) To teach about God and God's love, Jesus, the Bible, self, church, others, and creation through imaginative play, social interaction, hands on experience, full choice, stories and example of teachers.
- 8) To provide a developmentally appropriate curriculum that meets the needs of each individual child.
- 9) To care for all children of all ages.

## **PROGRAM OPTIONS:**

The Weekday Ministry Program provides the following options for your child:

### *Three and Four-year-old Preschool/Extended Session*

1. 5 FULL DAYS A WEEK
2. 5 HALF DAYS A WEEK
3. 3 FULL DAYS A WEEK
4. 3 HALF DAYS A WEEK
5. PER DAY DROP OFF (1-2 DAYS A WEEK)

(Half-day times consist of 8:00am to 12:00pm. Lunch cost is \$2.50 per day or a provided lunch will be expected.)

*ANY DEVIATION FROM THIS MUST BE APPROVED BY THE DIRECTOR*

**KY Education Department Regulations, a child must be 5 years old by August 1 to proceed to kindergarten; therefore, children are placed in our program to ensure, if at all possible, that they spend only 1 year in the 2, 3, and 4 year old class.**

## **INCLEMENT WEATHER OR OTHER UNFORSEEN CIRCUMSTANCES:**

Daycare is open from 6:30 a.m. to 5:30 p.m., Monday through Friday. We will make every effort to be open on snow days. However, if the weather is so bad that our center must close, the announcement will be made on News Channel 5 which also includes radio stations 103.3 FM and 104.5 FM. Please also check the church website at [www.fbchopkinsville.com](http://www.fbchopkinsville.com) . **Payment is expected even if we are closed due the continuing operational cost.**

## **EMERGENCY/DISASTER PARENT/CHILD REUNIFICATION**

In the event of an emergency situation and the children and staff of First Baptist Church Weekday Ministries must leave the daycare building, all the children will be taken by their teachers to a secure location. The first safe area that will be looked at is the parking lot of Planters Bank located on 14<sup>th</sup> Street, right across the street from the daycare parking lot. If that location is not safe, then we will take the children to the Christian Life Center, which is located across the street from First Baptist Church on Main Street. After the children are secured, the staff will begin calling the emergency numbers provided to us from the parent to notify parents of their child's location. Staff will stay with the children until all have been picked up by an authorized person.

## **BITING, SPITTING, AND FIGHTING POLICY**

Incidents among young children are common and occur frequently as it is a somewhat natural learning process. At our center, if any of these behaviors occur, the parents of all children involved are notified immediately. It is also brought to the attention of the director. Incident reports are written and signatures are required of all sets of parents.

These behaviors will be taken very seriously due to the health risk. Acceptable behavior will be encouraged through positive reinforcement and modeling acceptable behavior in front of the child. Children will be encouraged to use words to solve conflict and to express feelings. For a child not cooperating in a situation, the child is redirected in an appropriate manner and may be seated by a teacher and reminded of acceptable behavior. Removal from the group for a period of time-out is the next tactic for a child who continually demonstrates unacceptable behavior. The situation will be monitored very closely to discover why the unacceptable behavior is happening. This will ensure that the appropriate developmental needs of all children are met. We encourage parents to use this system also. If the unacceptable behavior persists, the child will then be brought to the director for a period of time away from the child's peers. The child will always be attended to during this time. If the unacceptable behavior persists over a short period of time, the parent/guardians will be called in for a conference to discuss the unacceptable behavior. The child will risk suspension from the program as a disciplinary measure.

Full week payment is still expected during suspension. If the unacceptable behavior continues, the director reserves the right to withdraw the child from the program. Please remember that Weekday Ministries is a ministry through First Baptist Church and children displaying this behavior may require individual attention that cannot be provided through the daycare.

### **TOILET TRAINING**

Please communicate your toileting methods with the teachers so there is a consistency between school and home. It is not our jobs to potty train your child, but we will certainly aid in the training as your child is here most of the day. You are still expected to carry out potty training at home or it will be a very confusing time for your child.

### **FACILITIES**

The Weekday Ministries Program occupies space in the education wing of First Baptist Church. Each classroom is equipped with a wide variety of materials for art projects as well as books, clothes for dress up, records, basic toys, blocks, puzzles, dolls, trucks, play dough, etc. Each child is assigned his/her own cubby where personal items may be kept, as well as changes of clothing, artwork, etc. Playgrounds and a gymnasium (located at the Christian Life Center) are available to Weekday Ministries' children daily. All of the facilities are provided and maintained by First Baptist Church.

### **TUITION:**

**Tuition is due the first day of attendance each week. Acceptable forms of payment are by check, money order or through bill pay from your bank (NO CASH). All delinquent accounts will be assessed a \$10 per week late charge. If any account goes past due for more than 5 days an additional \$25 late fee will be added to the balance. A child will be withdrawn from the program if a reminder becomes habitually necessary. Tuition is the same if there is a holiday, snow day, vacation, or sick day. The late charge applies to all unpaid balances. The money is removed from the collection boxes after 5:30 pm each day. We do try to make allowances for 2 weeks of absence if a doctor's note is provided for the child's file. We respectfully request that you put the dates covered by on your check or money order. Please remember to note on the check or money order the child's name and the days being paid for.**

**\*Tuition adjustments** may be made in case of illness resulting in absence of two (2) consecutive weeks, when the director receives a written note from your child's doctor stating your child has been unable to attend school due to illness or accident. If a child is withdrawn for a reason other than illness, a two-week written notice must be given; otherwise full yearly contractual tuition will be required.

School year only tuition is based on the number of weeks that school is in session NOT including the scheduled breaks. This is around 40 weeks. We take the amount and divide it into weekly payments; this is why your child attends only on the days that the Public School System is in session. Your child does not attend during fall, spring, and Christmas breaks and any other holiday according to the school calendar. Your child may attend on Professional Development Days and snow days. **School Year children DO PAY regular tuition during all of these holidays and breaks even though your child is not in attendance.** This is because your rate was *calculated for approximately 40 weeks*. Because your rate is figured for *40 weeks instead of 52 weeks* - if your child attends on any of the scheduled breaks, you must pay for that day since it was not figured into your tuition agreement. Tuition is needed during these scheduled closings to hold your child's spot and the continuing cost of running the classroom/program.

The "Full Year" children are enrolled for the full year and are automatically signed up for Fall Break, Thanksgiving Break, Christmas Break, and Spring Break as well as the Summer session (when the public school system IS NOT IN SESSION). The only days these children would not attend are due to an illness or vacation. Full tuition is expected for the 52 weeks.

If at anytime during the year you need to withdraw your child from our program, a **two (2) week written notice** is required. When your child is going to be miss a day, please call by 8:00 a.m. so we can adjust the number of lunches ordered. For extenuating circumstances please see Tuition adjustments above.

**Please understand that First Baptist Church Weekday Ministries is a nonprofit organization.** We are here to teach children pre-readiness skills for kindergarten and to minister to children and families. *Therefore, all tuition and other fees are necessary to provide supplies and resources to keep our facilities in compliance with state licensing and regulations and to support our staff.* The program, at no cost, utilizes the church ministerial and support staff. Members of the Weekday Ministries Ministry Team volunteer hours to support the program. Consequently, it is imperative that tuition payments are made in a timely manner so that our program maintains its fiscal responsibilities.

**DAYS CLOSED:**

Our center will be closed the following days: Labor Day; Thursday and Friday for Thanksgiving, Christmas Eve & Christmas Day, New Years Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day. If one of these days falls on a weekend WDM will honor the holiday on the closest weekday.

**HEALTH INFORMATION AND REQUIRED DOCUMENTS:**

Each child is required by state regulations to have a health statement in his/her file, which includes a record of up-to-date immunizations certificate. Immunization forms must be completed and signed by the child's physician or the health department. This must be on the *official Kentucky certificate* provided by your health care professional. Immunization records must be on file before admission into the program. You may also have your physician's office fax them to 270-889-0324 prior to admission.

The center must have on file for each child a signed and notarized *Permission for Health Care* authorizing emergency care and transfer of medical records to the local hospital. Emergency numbers for reaching the parent or guardian and another authorized person must also be on file.

If child has an IEP, please provide a copy so we can support the goals set for your child.

**The handbook also needs to be signed and a copy of the signed paper will be put into each child's file. This is to ensure that all policies and procedures have been read and understood.**

**ILLNESS AND MEDICATION:**

When a child has contracted a communicable disease or is a carrier of a communicable disease, parents MUST notify the director. A child with a fever, fresh cold, sore throat or skin eruption must not come to school. When a child has been directly exposed to a communicable disease, parents will be notified. The school will abide by instruction from your family doctor and/or public health department regarding re-entry to school but please note that if your child has a fever of 100.4 or above we will have to call you to pick him/her up. If your child complains of feeling sick at school, the teacher will take the temperature, provide a resting place, and call you if there is a fever of 100.4 or above (unless you direct us to call at any fever above 98.6). If there is no fever or sign of illness, the child will be encouraged to remain at school.

Your child shall be administered physician-prescribed medication only upon the written request on the Sign-In/Sign-Out record by the parent or guardian. The center shall not administer a non-prescription medication unless it is accompanied by a parent's request to do so. The center shall have no responsibility of any kind whatsoever for failure to provide requested prescription of medication or for adverse reactions that are caused by the administration of such prescription medication. Prescriptions must be in the original bottle and properly labeled. At no time will medication be given to your child if the expiration date on the bottle is past that day.

The staff shall give appropriate first aid to a hurt child. A parent or guardian will be contacted if it is the judgment of the staff that the injury is of an emergency nature. Paramedics shall be called to the center, and you will be contacted.

**CHILD ABUSE OR NEGLECT PROCEDURE:**

If there is evidence or believed intentions of any kind of abuse or neglect from a parent towards any child that attends First Baptist Church, there is a procedure to be followed. The teacher or employee responsible for this evidence, or intention of abuse / neglect, they are to report it immediately to the Director who will take immediate action. If the employee is not satisfied with the decision or actions of the Director, they are to make their own personal call about the offense immediately.

*The director shall report to Children's Protective Services or the police department or any other specified agency as provided by individual state laws, as required by the state penal code, any suspicion of child abuse, sexual or otherwise, neglect, or endangerment of which they may become aware.)*

**CLOTHING: NO FLIP FLOPS OR ANY TYPE OF SLIDE ON SHOE (SAFETY HAZARD)**

Your child's clothing should be easily managed. Part of their learning to be independent is that they manage their own clothing. Shoes should be comfortable and appropriate for outside climbing. Avoid unnecessary belts and clothes that fit so that the child cannot manipulate the buttons, snaps, etc. *Clothes should be clearly labeled since many items of clothing look very similar, and the children don't always recognize their own sweaters, gloves, boots, hats, etc.* Please do not send your child wearing their very best. We play outside, use paint, markers, etc. Please dress your child for the weather. They will go outside everyday (if it is 32 degrees or above) even for a few minutes unless it is raining. Please wear gloves and hats in cold weather. Children are encouraged to wear play clothes to school, as many of our activities are not conducive to staying clean. In the event that we cannot go outside to play, the church does have a playroom that we use.

Please send an extra set of clothes marked for identification and bagged with your child's name on the bag that will remain at school. Include underwear, socks, shirt and pants. These clothes are for possible water spills, bathroom accidents or whatever may require a change of clothes. Please make sure they are replaced whenever used. Make sure they fit your child and are appropriate for the season of the year. It is very important that your child feels comfortable.

**INFANT & TODDLER:**

Bottles are to be labeled with name and date and to go home daily. Please put your child's name or initials on ALL items brought to the nursery and one-year-old classes. A lot of children have the same type of pacifiers, bottles, blankets, toys, etc. -so please help us, help you. If your child comes home and you find his/her name on the diaper or pull-up, this is because we write the names on these items so we do not use the wrong kind on any child. If your child is teething, bring appropriate gel or tablets for gums and baby Tylenol if you want us to give it to the child to help control the discomfort along with a DAILY written note approving administration of any over the counter substance.

**FIELD TRIPS: AGES 2-4**

A quality preschool class provides some field trips in the course of the school year. These trips will be conducted within the regular session hours. You will be notified in advance about these trips; and in order for your child to participate the parent must sign a written permission slip for the teacher to drive their child or each parent may drive their own child.

**PICTURES:**

Please send a small picture of your child to be used to identify his/her coat hook and cubby. This will be returned to you at the end of the year. Children may also be photographed/videoed at school for the purpose of interpreting the school program and may possibly be photographed or filmed by TV stations when we are engaged in specific activities or on field trips. We will take pictures in the spring and possibly again in the fall if we feel it is necessary.

**NAP TIME:**

For all full day children, there shall be provided an opportunity to nap between 11:30 p.m. and 2:15 p.m. on a cot provided by the center. You will need to provide one (1) crib sheet and/or one (1) blanket for naptime. Your child will also be allowed to bring one soft toy to sleep with. Please take nap items home the last day of attendance each week for them to be laundered. Naptime is a transition time and difficult for some children. Parents should not be in the room during that time. Goodbyes should be said at the door prior to lying down for nap.

### **SNACKS:**

PLEASE DO NOT BRING BREAKFAST WITH YOUR CHILD IN THE MORNING. OTHERS SEE THIS AND WANT BREAKFAST, ALSO. WE DO NOT PROVIDE BREAKFAST BUT WE DO OFFER A MORNING SNACK LATER IN THE MORNING. A morning and afternoon snack will be provided each day. Snacks will be simple and nourishing and will include whole fruit juice or milk, crackers, peanut butter, cookies, bread products, fruit, cheese or vegetables. Our noon meal is prepared in the First Baptist Kitchen. Each month the menu is posted so you can see what they have to eat each day.

### **TOYS FROM HOME:**

Your child may bring one (1) stuffed animal to sleep with during naptime. We ask that all other toys be left at home or in your car. The school cannot be responsible for toys, DVD's, videos, etc. that are brought to school. A book or movie that your child would like to share with the class is always appreciated. Just make sure your child's name is written in the book or on the movie.

### **COMMUNICATION AND COMPLAINTS:**

We feel that the most effective basis for communicating about your child is your observation of how your child is functioning in the classroom. Please come and observe at least once each semester if you can. Do not wait until you sense a problem. Please call ahead to make an appointment, and the director will make every effort to discuss your observation with you.

Complaints and concerns regarding the program should be relayed directly and specifically to the Weekday Ministries Committee in order to have those issues or questions addressed. Complaints and concerns should be addressed in the following order:

- 1) Discuss with your child's teacher;
- 2) Discuss with the director;
- 3) Request a meeting with the Weekday Ministries Committee through the director if the teacher or director has not adequately addressed your concerns.

The Director may dismiss a parent/family from the program at his/her discretion when the quality and overall well being of the program is at risk. If a parent/family would like to dispute the decision, a complaint may be submitted to the Weekday Ministry Committee in writing or a review meeting may be scheduled with the Ministry Team through the Director.

### **SIGN-IN / SIGN-OUT:**

**STATE LAW:** *You or another adult must sign your child in and out each day on the sign-up sheet.* Our program will not release your child to any adult other than the parent or guardian unless written permission has been received from the parent or guardian (Call-ins are not acceptable unless there is an extreme emergency.) There are places on the registration form and the emergency card to list adult persons who are allowed to pick up your child. Please remind these people we will probably ask for picture identification if we are not sure who they are. Precautions are necessary to safeguard your children.

### **DOOR KEY CODES AND PROCEDURES:**

Each family will be issued a numerical code that will allow you to enter the Weekday Ministries entrance to bring your child to school and to pick the child up at the end of the day. Only you will have your code and we respectfully ask you to be very careful to safeguard your code. This was done for the safety and protection of your child and the staff. The only doors that a person who has a child with WDM should use are the 14<sup>th</sup> Street door and use your code. **All others are to enter through the Church Office on the Virginia Street side of the church.**

**Also, PLEASE DO NOT LET ANYONE ELSE ENTER ON YOUR CODE. IF THEY HAVE BUSINESS WITH WDM, THEY HAVE A CODE OR THEY CAN CALL OUR OFFICE AND WE WILL COME DOWN TO SPEAK WITH THEM.**