

Parent Handbook

“Where Children Love to Learn and Learn to Love”

First Baptist Church Wharton
Child Development Center
507 N. Fulton
Wharton, Texas 77488
(979) 532-1462
firstbaptistcdc_2005@yahoo.com

First Baptist Child Development Center
507 N. Fulton
Wharton, Texas 77488
(979) 532-1462

Dear Parents,

Welcome to First Baptist Church's Child Development Center Ministry. We are thankful for the opportunity to share with you in your child's development, and to help support your family by providing a safe, loving environment for your child.

Attached you will find information on our program. Please contact the Child Development Center office with any questions, or if you need more information.

First Baptist Church of Wharton is a bible believing fellowship united in the worship of God through Jesus Christ, loving and nurturing one another while sharing God's grace with all people.

We invite your family to visit First Baptist Church worship services and activities if you are not involved in a church of your own. You may phone the church office at (979) 532-4295 for more information.

Sincerely,

Carroll Crumley, Director
And the First Baptist CDC Family

OUR PURPOSE

To extend the ministry of the church by providing a Christian atmosphere where the child's spiritual, physical, mental, emotional and social needs may be met and developed in biblically based and developmentally appropriate ways.

OUR PROGRAM

The Child Development Center began in May, 1977 when Mr. & Mrs. Pete Wilson gave Jack and Jill School to First Baptist Church. The Center provides a program of preschool classes for children 18 months to 3 years, Pre-K, Kindergarten and After School/Summer care for school-age children Kindergarten through fourth grade. The Center is governed by a church-appointed committee and administered by the Director who reports to the committee. The center is licensed by the State of Texas Department of Family and Protective Services, Child Care Licensing Division.

Our classes are open to any child regardless of race, nationality or religious beliefs. Age groupings are generally based on the child's age as of September 1 of each year. Groupings are flexible and a child may be moved from one group to another to meet special needs. The curriculum is appropriately designed to the age groups and to the stage of development of each child. Your child will participate in a variety of learning center activities which include art, books, blocks, puzzles and manipulatives, science and nature, music and dramatic play. Appropriate field trips are taken in the community. Social skills are developed through sharing, taking turns, thinking, reasoning and solving problems. Bible stories, thoughts, and verses are included in each teaching unit. The bible based WEE LEARN material published by Lifeway is used with each age group as well as other teaching material which supports the unit of study. Your child will attend chapel weekly. Daily outside activities are provided. A morning and afternoon snack, as well as hot lunch are served daily. An afternoon rest period is required for each group.

SCHOOL CALENDAR

Our hours of operation are 7:30am to 6:00pm, Monday through Friday.

CDC is open twelve months a year except for the following holidays:

- New Years Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day & Friday After Thanksgiving
- Christmas Day

Other closing days may be scheduled with advance notice to parents.

Morning class schedules are as follows:

3's, Preschool 8:00am-11:30am

4's, Pre-K 8:00am-11:45am

Kindergarten 8:00am-12:00pm

Being on time insures your child will not miss out on any important learning activities.

In case of emergency weather closings, WISD bulletin will be observed. Parents will be notified by notice or phone.

POLICIES

Age of child:

CDC enrolls children ages 18 months through Fourth grade.

Health and Safety:

Child Care Licensing does not permit a child with any of the following to attend:

- Oral temperature of 100.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;
- Armpit temperature of 99.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;
- Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores, behavior changes, or other signs that the child may be severely ill;
- Illness which prevents the child from participating comfortably in center activities, including outside play
- Illness which results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care
- A communicable disease as defined by the Texas Department of Health (exclusion information available in the CDC office)

If a child will be absent due to illness, please contact the CDC office before 9:00am to notify the center.

If a child becomes ill while in care, CDC will contact the parent to pick the child up.

If a child has a critical illness or injury, CDC will call 911 Emergency Services, provide CPR or First Aid if needed and contact the parent.

Medication may be dispensed only with a signed authorization form on file which includes times to give medication according to label directions. All medication must be in the original container labeled with the child's full name and the date it was brought to the center. Once a day medications will not be given at CDC. Medication will not be given after 3:00pm.

TB-Tuberculin testing is not required in this area unless your child has been exposed to the disease.

All children enrolled who are four years of age by September 1 must have a vision and hearing screening (performed by a licensed or certified screener or a health care professional) on file. We offer a screening opportunity in the fall.

Each child enrolled must meet applicable immunization requirements specified by the Texas Department of Health. The center must keep an up to date immunization record on file.

Arrival and Departure:

Children must be dropped off and picked up by a parent or other responsible adult.

Child Care Licensing requires a parent or other responsible adult to sign the child out daily upon leaving CDC.

CDC must be notified when child will be arriving or leaving at a different time than usual, or if being picked up by someone other than parent. CDC will need identification for anyone not listed on the enrollment form, or who is unknown to CDC staff.

The covered driveway must be entered from Linn Street. The Driveway is for pick up and drop-off only. If you are going to walk your child in or out, please park on the street or in the parking lot.

For afternoon pick-up, please pull to the right and park at the curb while signing out so other cars can get around you.

Never leave a child unattended in a parked car.

When picking up your child, ***please refrain from cell phone use***. Your child or his/her teacher may need to communicate with you about the day. Check his/her box daily and take an interest in whatever your child brings home.

Food and Drink:

A monthly menu is sent home as well as being posted on office and classroom bulletin boards.

Morning snacks are provided daily by the center or a parent. Your child's teacher will provide a snack calendar.

Afternoon snacks are provided daily by CDC.

Food allergies should be noted on enrollment form and posted in the child's classroom and kitchen. All teachers and kitchen staff are made aware of children's allergies. Please notify the CDC office if your child had special dietary requirements or eating issues.

Birthday parties are encouraged. Feel free to bring treats for the class to share for birthday time. Please do not bring gifts and invitations to CDC for distribution.

Records:

Attendance, health, and identification records are kept for each child. All information and enrollment forms are required in writing prior to the child attending. Parents must update information as changes occur.

Clothes:

Please label **ALL** coats, sweaters, caps, gloves, clothing and bedding with your child's name.

Diapers and wipes will be supplied by the parents. You may bring a large supply and your child's teacher will notify you when they are getting low.

Children are to keep a change of clothing in their box/bag in case of accidents. Children who are potty training need several changes of clothes. Children should be dressed comfortably for play and for ease in attending to their toileting needs.

A light cover and small pillow (which will fit in the child's box) may be brought for naptime each week. These will be sent home each Friday for laundering.

Transportation:

Transportation is provided for field trips, after school pick up and dance drop off and pick up as authorized by the parents. CDC does not provide before school transportation, or transportation after 3:30pm.

Field Trips:

Parents will be given advance notice of all field trips. Parents may volunteer to accompany their child's class in the CDC office. To ensure safety, each child is required to wear a CDC t-shirt any time he/she leaves the center for an activity. These will be made available for purchase, at our cost in the CDC office. Child Care Licensing requires a child safety seat for children under 8 years old or under 4'9" tall.

Water Activities:

Parents are notified in advance of water activities. Children 18 months to 3 years will have water play in sprinklers or wading pools. Children 4 years and up are transported to the public swimming pool at a time designated only for CDC students.

Animals:

Child Care Licensing requires that CDC give parents 48 hour prior notice of an animal visit to the center.

Toys:

Our classrooms have adequate toys which enforce the current unit of learning. Please do not bring toys from home unless the teacher requests something for show and tell. CDC is not responsible for toys brought from home. Please do not allow your child to bring money or other valuables except for a specific reason.

Outdoor Play:

Child Care Licensing requires an outside play time each day, weather permitting. CDC classes play outside in the morning and afternoon each day. Children need to wear appropriate clothing and shoes for outside play, including coat when necessary. If a child has been ill and must be kept inside, please keep the child home until he/she may participate fully in all CDC activities.

Parent Meetings/Notification:

A conference may be requested at any time through the CDC office. Periodic parent conferences will be held to help the parent and teacher better understand the child and his/her participation in the CDC program. Conferences are best arranged beforehand as to not take the teacher away from classroom time. Please refrain from discussing the child in his/her presence. Children may not attend conferences.

Open house and twice a year student evaluations are held to document the child's progress during the year. Parents are always welcome to drop in for informal visits during non-napping classroom hours.

A monthly newsletter, menu and activity calendar from the center will be sent home with the child. Informational notes and reminders will be sent home as needed. Notes will be posted on the front door or at the sign out table as needed.

Discipline and Guidance:

CDC staff uses positive methods of discipline and guidance that encourage self esteem, self control, and self direction. Unacceptable behavior is redirected using positive statements and brief, supervised separation from the group is used. If unacceptable behavior continues, the child may be sent to the director's office and parent may be notified by note or phone call. CDC reserves the right to dismiss from the program a child whose behavior is detrimental to the welfare of the group or who because of behavior is unable to participate in the group's activities. See attached Discipline and Guidance Policy and Biting Policy.

Fees:

Annual Registration Fee: \$100.00 per child

Registration is paid annually and is non refundable. A child is not considered registered, and a spot will not be reserved until the fee is paid and enrollment forms are received. Full time spots will be filled first, part time will be filled as available.

Monthly Tuition:

Kindergarten, school only	\$250.00
With lunch	\$320.00
Preschool/PreK 5 days, school only	\$230.00
With lunch	\$300.00
Preschool/PreK 4 day, school only	\$205.00
With lunch	\$261.00
Preschool/PreK 3 day, school only	\$195.00
With lunch	\$237.00
Preschool/PreK 2 day, school only	\$140.00
With lunch	\$168.00

Additional afternoon \$10.00 day

Monthly tuition is due on the 1st of the month and late after the 10th. A late charge of \$5.00 per day will be added after the 10th until the balance is paid in full. Tuition not paid by the 15th will result in dismissal from the program. There are no reductions for days missed or holidays.

Daycare Tuition (includes school, lunch and afternoon care):

18 months/2 years	\$95.00 per week
3 years, PreK, Kinder	\$90.00 per week
Part time, full day	\$20.00 per day

Weekly tuition is due on Monday for the current week. After Tuesday morning a late charge of \$5.00 per day will be added until the balance is paid in full. After five days of non payment, the child will be dismissed from the program. There are no reductions for days missed except Christmas break and Spring break. Two weeks of summer vacation will be allowed free of charge for full time, year around students.

Late Pick up Fees:

After 6:00pm the following charges will apply:

6:00-6:10	\$10.00
After 6:10	\$1.00 per minute

After School Tuition:

Registration Fee: \$50.00

\$8.00 per day (all scheduled days will be billed unless office is notified by 2:00pm of absence)

\$10.00 per month transportation fee

After School tuition will be billed monthly and is due by the 10th of the month. A late charge of \$5.00 per day will be added until the balance is paid in full. Tuition not paid by the 15th of the month will result in dismissal from the program.

When there are two or more children from one family enrolled, tuition is reduced by 10% for the older child(ren).

Make checks payable to First Baptist Child Development Center (FBCDC) and note the week/month the check is for. Also note the child's name on the check for proper credit. We accept cash, checks and money order...no credit or debit cards. You may drop your payment in the tuition box at the front door, or mail or deliver to the CDC office.

NSF Check fee: \$25.00 - after receiving an NSF check all future payments will be required in cash or money order.

Withdrawal:

Two weeks notice in writing is required for children withdrawing from the program. CDC will not refund tuition or registration fee when a child withdraws.

Fundraising:

Fundraisers are an important part of our income. This money helps cover operating expenses and special projects. CDC generally makes approximately 40% from each item sold. We need every family to participate in helping with fundraisers. If you do not want to buy or sell items, you may consider cash donations which profit the program 100%

Child Care Licensing Information:

A copy of the Texas Department of Family and Protective Services Child Care Licensing Rules is on file in the CDC office. CDC posts the most recent licensing inspection report on the office bulletin board. The CDC is licensed to care for a maximum capacity of 196 children.

Child Care Licensing and Child Abuse Hotline contact information is posted on the office bulletin board.

Revised 2/22/2010

I, _____, whose child _____ is
enrolled in the _____ school year at First Baptist Child Development Center,
have received a copy of the Parent Handbook. I have read and understand the policies and
guidelines as described in the Handbook, and I agree to abide by them.

Parent or Guardian Signature

Date