

# First Baptist Church Child Development Center



## PARENT HANDBOOK

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## MESSAGE FROM THE ASSOCIATE PASTOR

Dear Parents,

Welcome to the First Baptist Church Child Development Center! We appreciate you trusting us with the nurture and care of your child. We look forward to partnering with you to maximize the growth and health of your family during this season of life.

We believe that each child is a unique creation of God. The goal of our Center is to give each child the opportunity to develop mentally, emotionally, physically, socially, and spiritually to the best of his/her ability. We are dedicated to providing a safe, secure environment full of love, happiness, and creative experiences.

This handbook is designed to help you know our policies and better understand our program as we collaborate together. Please read the handbook carefully and ask any questions you may have. As parents, you are encouraged to stop by, ask questions, and make suggestions.

In addition to providing quality Christian childcare for our community, First Baptist Church wants to minister families through worship, Bible study, programs, and relationships. We welcome your involvement and encourage your participation in our “family of faith,” especially if you don’t already have a church home.

Our primary responsibility is providing care for your child during the day. We also want to minister to you as a family in any way we can. Please do not hesitate to call us.

Blessings!



## MESSAGE FROM THE DIRECTOR

Dear Parents,

Welcome to First Baptist Child Development Center. We are honored that you have chosen us to care for your little ones, and we take your trust seriously. Our primary focus and purpose is to share the love of Christ with your children and family.

Our philosophy is rooted in the belief that young children need the opportunity to explore, create, learn, grow, and develop in an environment that is full of love, support, and concern. At First Baptist Child Development Center, children develop the foundational abilities needed for a positive school experience.

We always welcome parents and visitors on our campus. We believe that parent and center communication is vital to your child's success. We welcome feedback and questions from you regarding the education and care that your child is receiving at our center.

If there is any way we can be of assistance to you, please let us know. Thank you for choosing First Baptist Child Development Center.

**Blessings,**



## **MISSION STATEMENT**

The mission of the First Baptist Church Child Development Center is to provide a safe, loving, and nurturing Christian environment where each child is valued for their uniqueness and is encouraged to explore and discover their world. Through this exploration and discovery, children develop a strong sense of who they are, their importance in God's world, and a desire and ability to get along with others. A child enrolled in our program will receive positive reinforcement and exposure to activities, which will help promote social, emotional, spiritual, physical, and cognitive development.

The home is the primary environment for "raising up a child in the way he should go" (Proverbs 22:6). The CDC is an extension of that environment and a reinforcement of those values. Children are an important part of the family and the Body of Christ (the Church). We take seriously the opportunity to be instrumental in the growth and development of each child entrusted to our care.

## **OBJECTIVES**

1. To enable children to feel adequate in their environment.
2. To aid children in learning to understand and live intelligently in God's world.
3. To teach children to manage themselves, their materials, and their daily routine.
4. To facilitate physical growth through providing adequate space, freedom of movement and needed equipment.
5. To protect children from health and safety hazards.
6. To help children find comfortable and contributing places in the group.
7. To encourage children to take initiative in planning and doing things.
8. To allow children to achieve all the preceding objectives and to hear about God's love in an environment of Christian love and concern.

## **ORIGIN AND PURPOSE**

The purpose of the First Baptist Church Child Development Center is to establish a full-time, non-profit, Christian weekday program of childcare as a way to extend the ministry of and help accomplish the purpose of First Baptist Church, Arlington. This is achieved by providing care and activities to aid each child develop to their greatest potential: spiritually, mentally, physically, socially, and emotionally. This is to be accomplished by providing developmentally appropriate activities and guidance, and by providing a program of ministry and outreach to the families of the children enrolled.

## **HOURS OF OPERATION**

The CDC is open Monday through Friday from 6:30 a.m. until 5:30 p.m., January through December. At 6:30 a.m., we have one teacher in an infant room and one teacher in a 3 (three) - 5 (five) year old room. We always want to ensure that our family needs are fully met, so if you are ever concerned regarding the number of children versus the number of staff present when you are dropping off/picking up your child, be sure to let us know.

Our goal is to provide the highest quality of care for your children. Our teacher-to student ratios are lower than the state of Texas recommendations for the Department of Family and Protective Services. Please feel free to contact the office to review current state ratios.

Please review the holiday section to note the CDC closure days. All children must be picked up each day by 5:30 p.m. Our license does not allow us to care for children past 5:30 p.m.

## **ADMISSION**

The First Baptist Church CDC cares for children 6 (six) weeks of age through pre kindergarten. No child shall be discriminated against due to race, color, religious belief, national origin, or gender. Children with special needs, including mental/physical handicaps and serious disciplinary problems, are individually assessed, then admitted as our capabilities allow.

## **FEDERAL EIN NUMBER**

The Child Development Center is a non-profit ministry of First Baptist Church, Arlington. Our Federal Employer Identification Number is 75-0871726.

## **LICENSE**

First Baptist Child Development Center is licensed by the state of Texas. Our license number is 312752. If you have questions, concerns, or comments about our facility, you may contact the Childcare Licensing Office at (817) 321-8604.

You may also obtain further information about our facility and other Texas Childcare Centers by accessing the Texas Health and Human Services website at [www.txchildcaresearch.org](http://www.txchildcaresearch.org).

Our center also holds a permit from the Arlington Health Department. We have annual inspections by the Fire Department.

The policies for the CDC are taken from the requirements of these agencies as well as the philosophy of the church.

## **REVIEW OF MINIMUM STANDARDS & LICENSING INSPECTION REPORTS**

Because the First Baptist Church Child Development Center is licensed by the state of Texas, you, as the parent, have the right to review the most current edition of the Texas Minimum Standards at any time during our hours of operation. A copy of Minimum Standards is located in the CDC office.

You also have the right to review the CDC's most recent Licensing Inspection Report any time during our hours of operation. This report is located on the bulletin board in the Center office by our Licensing Certificate.

## **ABUSE/NEGLECT/SEXUAL ABUSE**

The Texas Health and Human Services defines child abuse as "acts or omissions by a person responsible for a child's care, mental or emotional injury to a child, and physical injury that results in substantial harm to the child..."

Parents, please note that it is very important that the CDC staff be aware of signs and symptoms of child abuse/neglect/sexual abuse. Therefore, all CDC staff will receive training prior to working with the children. This training will include, but not be limited to, the following:

- Texas Family Code Definitions of Child Abuse
- Causes of Abuse
- Behavioral Symptoms of the Abusing Parent
- Behavioral Symptoms of the Abused Child
- What Happens in a C.P.S. Investigation
- Handling Disclosures
- Making a Report
- ***Darkness to Light: 5 Steps to Protecting our Children***
- ***Darkness to Light: Stewards of Children***
- Abuse Worksheet.

CDC parents may request copies of any, or all, of the training documents; or CDC parents may ask to review these training documents above for their own personal reference. At the time of enrollment, CDC parents will be given a copy of ***Darkness to Light: 5 Steps to Protecting our Children***, a guide for responsible adults.

Additionally, all our CDC employees are required to attend one hour of annual training, Minimum Standard Rule, in prevention techniques for and the recognition of symptoms of abuse and neglect, as well as the responsibility and procedure for reporting suspected abuse and neglect.

The First Baptist Church Child Development Center maintains communication with several local organizations in order to increase awareness of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect. These organizations include, but are not limited to:

*Alliance for Children, City of Arlington*, and the local office of *Children's Protective Services*. We attempt to have a representative from one or more of these organizations make an Abuse Prevention presentation to our CDC staff on a yearly basis.

All CDC parents are encouraged to visit the *Alliance for Children* website ([www.allianceforchildren.org](http://www.allianceforchildren.org)) and the *Darkness to Light* website ([www.D2L.org](http://www.D2L.org)) for additional information regarding child abuse.

All our CDC employees must be aware of any changes in a child's behavior and/or appearance that may be indicative of possible abuse and/or neglect. It is against the law NOT to report such concerns. The state of Texas Child Abuse Hotline number is posted on the Emergency Telephone Number Chart by each center telephone. The number is: (800) 252-5400. The responsibility of reporting any abuse **MAY NOT BE DELEGATED TO ANOTHER INDIVIDUAL**.

Additionally, we have available in the CDC office a list of many Community Resources, which includes Helplines and Hotlines, Local Resources, and Local Therapists and Counselors.

If you are the parent of a child, or you know of a child, who is a victim of abuse or neglect, and you suspect the child is in immediate danger, call 911. For all other cases in Texas, call the abuse and neglect hotline at (800) 252-5400.

There are nearly 70 children's advocacy centers (CACs) located throughout Texas. Your local CAC offers a child-friendly environment where children and their families can begin the healing process. It is the goal of all local children's advocacy centers to reduce trauma to child abuse victims and their families.

***Remember, you are obligated by law to report suspected child abuse.***

Please inform your child's teacher of the cause of any bruises your child may have or any emotional trauma your child may be experiencing.

## ENROLLMENT PROCEDURE

When space is available for your child, you will be asked to pay the \$125 new student enrollment fee. After payment of the fee has been obtained, you will be given a new student enrollment packet. The following information must be obtained prior to your child's first day of care.

- Notarized Enrollment Form
- Authorized Release Form
- General Information Form
- Infant and Toddler Information Sheet (If Applicable)
- Discipline & Guidance Policy
- Gang Free Zone Parent Information
- Written Approval for a Special or Therapeutic Diet (If Applicable)
- Center Policy Agreement
- Orientation Form
- Signed Physician's Report with Record of Immunizations
- Emergency Medical Information Card

It is the parent's/guardian's responsibility to update the information in the enrollment packet as it changes.

**NOTE:** The Arlington City Ordinance states: *"In the case of divorce after a child has been enrolled, it shall be the responsibility of the one who is granted custody of the child (being the one with whom the child lives) to provide the childcare center with a copy of the custody decree or agreement, and request that the authorization records for release of the child be changed."*

The policy of the CDC is to discuss the child with the legal parent or guardian who enrolled the child into the program.

## PROGRAM ORIENTATION

The First Baptist Church CDC offers full-time care for children 6 (six) weeks of age until 4 (four) years of age. Part-time care is available through our 2-day program (Tuesday/Thursday) or a 3-day program (Monday/Wednesday/ Friday). **A written request is required prior to a schedule change.** Then the change will be based upon availability.

Once there is a space available for your child and you accept that space, there are several events that need to take place before your child may enter his/her class. You will need to attend a 20 (twenty) minute orientation session to review the paperwork and policies. This orientation session must be completed no more than 1 (one) week prior to your child's start date in our program. At this time, you will be introduced to your child's teacher(s). It is helpful for older children to come and meet the teachers and some of the children in their class. This aids in a smoother transition for your child once he/she enters the program. It will be determined at the initial interview and in the child's first weeks at the Center if the child is ready for this type of childcare program.

### **PRIORITY STATUS FOR ENROLLED PARENTS**

Every effort will be made to accommodate currently enrolled families when care is needed for a sibling. Due to limited availability in each of the classrooms, it is important to notify the Center office that you may wish to place another child in the program. Early notification of a pregnancy or adoption plans is important regarding your childcare needs with the CDC.

Please note that there is no guarantee that a sibling can enter the CDC program in a specific period of time.

### **WITHDRAWAL / DISMISSAL**

To withdraw your child from care at the Child Development Center, a 2 (two) week written notice is required.

If your child exhibits behavioral difficulties, and in partnering with you to try and modify the behavior we are unable to do so, we will make every attempt to keep the child for two weeks to enable parents to make alternate arrangements for childcare.

In some cases, we may refer you to another program that may better serve your needs. Please know that if this should happen, it does not mean that there is anything wrong with your child or your parenting skills. Our center just may not be the right environment to meet your child's needs.

## **SUMMER LEAVE – SCHOOL TEACHERS WITH CHILDREN**

We realize that some professions enable parents to spend their summers and holiday breaks with their children. To guarantee a place for your child in August, you will need to pay 2 weeks of tuition for the time their child is absent from the Center. This will guarantee your child's enrollment for full time childcare in August.

Parents who utilize the summer leave options are not eligible to receive vacation tuition credit. **Tuition credit days are only available to parents with children enrolled for continuous full-time care.**

## **MATERNITY / MEDICAL LEAVE**

No special tuition arrangements will be made if a parent withdraws their child from care while on maternity/medical leave. To guarantee space, parents are required to pay 2 weeks of tuition for the time their child is absent from the Center. If parents withdraw their child and childcare space is available at a later date, parents may re-enroll their child for care. Enrollment fees would apply for re-enrollment.

## **HOLIDAYS**

The First Baptist Church Child Development Center will be closed for the holidays listed below.

- New Year's Day
- Friday before Martin Luther King Day (Staff Development)
- Martin Luther King Day
- Good Friday
- Memorial Day
- June 19th in observance of Juneteenth
- Independence Day
- Labor Day
- Columbus Day (Staff Development)
- Thanksgiving Day and the Day After
- Christmas Eve
- Christmas Day
- New Year's Eve or equivalent
- \*One Staff Development Day in August
- \*Floating Holiday, 1 Yearly

\* Parents will be notified 30 days prior to this Staff Preparation day, as well as the floating holiday. NOTE: **There is no reimbursement of fees for these holidays.** This is an essential part of maintaining a quality childcare facility.

## **INCLEMENT WEATHER**

In the case of inclement weather, the CDC will close if the Arlington ISD is closed. If Arlington ISD is delayed, the CDC will open at 9:30 a.m. If AISD is open for classes but cancels their after-school activities, due to inclement weather, the CDC will close at 4:00 p.m. If inclement weather occurs while Arlington ISD is not in session, First Baptist Church Arlington will decide regarding closings/delays. NOTE: We are unable to allow deductions, credits, refunds, or make-up days for inclement weather days.

## **VISITS TO THE CENTER**

The health and safety of your children and our teachers is top priority. All visitors must sign in with the front office and receive a name badge.

## **RELEASE OF A CHILD**

At the time of enrollment, parents will be asked to provide us with the name(s) and driver's license number(s) of persons who are authorized to pick up their children. We enforce strict identification policies regarding the release of children. Upon arrival, these persons will need to provide their driver's license, so proper identification can be made. Once identified, the child/children will be brought to the front for them to pick up.

If at any time you wish to change your child's emergency contact(s) or authorized pick up list, please contact the director so the approved changes can be made. We **will not** release a child to anyone without official written or verbal permission from the child's parent or guardian.

## **CHILD ENDANGERMENT**

When you place your child in our care, you are showing us that you trust us with your most prized possession. We want to continue to earn that trust by looking out for your child's welfare during the entire time that he or she is on facility grounds. Therefore, if we suspect that the person picking up your child is under the influence of drugs

and/or alcohol, we can require that someone else from your pick-up list come to take the child home.

## ARRIVAL & DISMISSAL

All children coming to the Center are typically brought into the classroom by a responsible adult who may not leave until the child has been received by the teacher. However, under certain circumstances (ex: health concerns), children may be dropped off at the front door and escorted to their classroom by a CDC staff member. It is essential that all children be signed in and out on Procure and/or the sign-in/out sheets provided.

Children feel most secure and develop bonds when there is routine. Our 2-5-year-old curriculum also asks for a consistent start time each morning to make time for each days' lessons. With that in mind, we politely request that you have your child in his/her classroom no later than 8:45 a.m. **Please notify the center office by 8:45 a.m., if your child will not be here on a particular day.**

### *When you arrive:*

1. Take your child to their classroom and ensure the teacher has received them. 2. Bring a complete change of seasonally appropriate clothes, including socks, in case your child needs to change during the day.
3. Leave all personal toys and possessions in the car.
4. Your child may bring a soft, sleep-time toy.
5. Bring a small blanket and a small washable pillow for rest time. Remember to label all personal items with your child's name.
6. The C.D.C. does not offer breakfast, you may send breakfast with your child prior to 8:00 a.m. Please ensure that your child has eaten if you arrive close to 8:00 a.m. **Parents, please remember that the CDC is a peanut, peanut butter, and nut free zone.** Morning snack is served at 9:00 a.m.
7. Please do not distract the teacher from the other children by engaging them in a lengthy conversation. If there is a matter you need to discuss, please plan for the teacher to call you. You can also send messages through the Procure Parent Engagement APP.
8. We encourage you to read the lesson plans and discuss with your child what is planned for the day. It will build excitement for the child and smooth their transition into the classroom.

### ***When picking up your child:***

1. We encourage you to greet your child with a positive statement and avoid immediately inquiring if they were "good."
2. Check your child's folder.
3. Remember to take home and launder your child's rest items (blanket, sheet, and pillow) weekly.
4. Ensure the teacher knows you are signing your child out for the day.

## **TRAFFIC PATTERN**

Parents will park their vehicle, turn off the ignition, and personally escort children to their classroom, or collect children from the center.

Children will not be allowed to leave the building without a parent (or adult) accompanying them.

## **ACTIVITIES**

### **Our Commitment to Your Child**

We will respect and honor your child with an understanding that they are precious in God's sight, created in God's image, and deeply loved.

We recognize that all children are to be active participants in their own learning, and we are fully committed to providing a wide variety of opportunities for this learning to take place.

Through frequent communication and interaction among staff, children, and parents, your child will naturally be inclined to:

- Be full of wonder about God's world and everything in it.
- Express themselves by letting others know their thoughts and feelings through words, expressions, and actions.
- Learn actively through experiences of new sensations, activities, ideas, and people.

## Teacher's Commitment

As your partner, our teachers agree to work with you to help your child become a growing learner in the following ways:

- Integrating language arts throughout the classroom
- Sharing stories and books with your child, including stories of faith • Giving your child opportunities to express their ideas and helping their ideas come to life.
- Encouraging your child through daily conversations to develop the speaking and listening skills that are the foundations of learning.
- Communicating with you regularly about our classroom curriculum and about your child's learning progress and interests, and welcoming your communication in return.
- Inviting you to participate in classroom activities on a regular basis. • Sharing suggestions for at-home activities to support your involvement in your child's learning.

The following developmentally appropriate activities for worship, educational, and social growth are integrated throughout the day/week.

### SNACKS

The CDC provides snacks and a beverage (juice, milk and water) to all children attending in the morning and afternoon. Juice, milk and water are also available at lunchtime.

### LUNCH

Items on the CDC menu are governed by the USDA guidelines. We understand that many children may be picky eaters; however, we encourage children to eat what we are serving during the day. Please do not bring lunches or snacks from home unless absolutely

necessary due to extreme allergies, a special or therapeutic diet or religious beliefs.

Regarding food allergies, the FBCA kitchen does not maintain, store or cook with any products containing peanuts, peanut butter, or nut items. However, there may be an occasion (ex: bereavement or fellowship

meal) when food containing these ingredients would be served. In this case, these will be contained and served in a specified area only. All bowls, serving items and utensils used to prepare CDC snacks and foods will never be used to prepare or serve those meals.

#### **REST TIME**

Rest time is 12:00 p.m. - 2:30 p.m., depending upon the age of the child. We politely request that children not be received during this time without prior notice and approval from the teacher or director.

#### **OUTSIDE PLAY**

Children go outdoors, weather permitting. It is the parents' responsibility to provide appropriate clothing, including jackets and coats. If the temperature is below 45 degrees or over 100 degrees, the children will have gross motor play experience in the State approved designated area.

#### **INSIDE PLAY**

Age-appropriate toys and manipulatives are provided in child-initiated, teacher-supported play in the classroom.

#### **CHAPEL**

Chapel is offered once a week on Thursday mornings for children 2  $\frac{1}{2}$  years and older. The children sing, pray, worship, and enjoy Bible stories appropriate for the age of the child. It is our commitment to present God's word to the children daily.

#### **BIRTHDAYS**

Parents are welcome to bring a birthday cake or treats, and special cups and plates for the members

of the child's class. Please ensure that you only provide individually wrapped food items that have been purchased from the grocery store, **no homemade treats**. Please prepare to do so during snack time.

Teachers should be notified at least 2 (two) days in advance, so that they can make this a special time for your child. ***Parents, please be reminded that the CDC is a peanut, peanut butter, and nut free zone and any food items brought for the class must be store bought and delivered in the original container.***

## **SPECIAL PROGRAMS**

Many special activities are provided throughout the year for parents, students, and teachers so they can interact with one another. Some of these activities include holiday parties; Easter Egg Hunt; Graduation Ceremony; Red, White and Blue Parade; Fall Harvest Party; and the CDC End-of-the-Year Program.

## **FIELD TRIPS**

We do not take off-site field trips at the CDC. Enrichment experiences are brought on site. Typically, parents are invited to participate in these experiences with their children. Check your monthly calendar.

## **WATER ACTIVITIES**

During the summer months, the preschool-age children will have the opportunity to participate in water play.

Sprinklers and water toys are made available to the children during this time. Children will need a swimsuit, towel, and swim diaper (if applicable), to participate. Teachers will give parents advance notice about impending water play days.

## **Art**

Developmentally appropriate art is encouraged to motivate the creativity of each child.

## PERSONAL BELONGINGS

Personal belongings brought to the CDC, such as wraps, toys, etc., are the responsibility of the child and parent. The center will not be responsible for loss, wear, and damage. *Please mark your child's name on everything you bring to the Center.*

Each child will need a change of clothing to be kept at the Center. Remember to change the extra clothing with the seasons.

We request that **no toys** (except those that are to be used at rest time) be brought from home without the knowledge and consent of the teacher. The toys that are brought may not be of a violent nature and must fit within your child's cubby.

## C.D.C. CURRICULUM

The First Baptist Church CDC is committed to the belief that each child is a unique individual created by God with the potential of developing to their highest capability. Our goal is to provide an environment which will enhance the development of the whole child - physically, socially, emotionally, cognitively, and spiritually.

A Christian atmosphere is provided, which emphasizes Christian principles and the value of faith as a foundation for spiritual growth. The CDC has adopted the Abeka Curriculum for our 2-5-year-old classrooms. The Abeka Curriculum features a traditional approach to teaching and learning, cross-subject integration, spiral review, and hands-on activities. The curriculum was developed from a Christian worldview, and fosters a love of learning through age-appropriate, engaging, and fun activities.

It is part of State regulation that each child goes outside daily, weather permitting. We also stay inside on Heat Advisory days. Please remember to dress your child accordingly.

There is also a required rest period after lunch. We provide mats for rest time. Occasionally, there are opportunities for extra activities such as music and computers. The CDC curriculum is consistent with the educational philosophy of the church.

## DISCIPLINE PROCEDURES

Enforcing rules reassures children that we love them, and we care what they do. When we desire good behavior of children, we must realize that when discipline is needed it must be planned thoughtfully. It is not the child's behavior that we must guide, but more importantly, their feelings about the behavior. Behavior patterns will be altered as the child grows to adulthood, but their feelings about self and other people may become deep-seated attitudes.

The goal of our discipline is to direct the children toward acceptable behavior which helps develop self-control, and to maintain the order necessary to accomplish the academic and social growth we desire. We do not see discipline as punishment, but rather as correction. Children may be corrected for displaying behavior such as:

1. Actions that disrupt the class or interfere with the learning process of the child or of his classmates.
2. Actions that could possibly cause physical or emotional harm to the child, his classmates, or an adult.
3. Actions in direct violation of a well-explained school or classroom rule.
4. Willful disrespect toward the teacher.
5. Our sincere concern of the environment your child is exposed to will not permit children to use profane or inappropriate language. Should language become a problem, our disciplinary procedure will be used to correct the problem.

To provide a safely structured environment, general class rules are established for each preschool classroom. The rules are reviewed frequently so that children will learn expected behaviors. Children who do not follow the rules are removed from group participation.

Most corrections will be handled by the teacher through a verbal reminder ("God gave us hands to give hugs. God gives us words to use when we are angry."), or by restricting the child's freedom or privileges. Parents can help by reinforcing our positive guidance techniques in the home (instead of saying, "No running," say, "We use

walking feet.") Parents will be notified if the problem continues.

When negative behavior is exhibited, the Teacher will discuss the situation with the parents, informing them of the strategy chosen to help the child resolve the difficulty. The Teacher needs the cooperation and participation of the parents in reinforcing at home the chosen methods to provide consistency in the solution strategy.

As children reach certain ages, there are common negative behavioral characteristics (ex; biting, hitting, spitting, hair pulling). Our low ratios and planned activities are sometimes not sufficient to alleviate these behaviors. In cases where a problem persists and there is no behavior change, a child will be sent to the Director. Parents will be notified in writing or verbally if their child is sent to the Director.

If negative behavior is occurring and being documented on a regular basis, a parent conference will be arranged so we can work together to determine the cause of and a solution to the behavior. A written plan of action will be established. If the behavior is still being exhibited within 2 (two) weeks following implementation of the plan of action, we may need to make a referral to an outside agency.

Children who consistently fail to respond to efforts of correction may be dismissed. Much care is taken to ensure that correction is handled properly. We do not expect perfection from our children, but we do expect reasonable cooperation.

## **MEDIA POLICY**

Our lesson plans provide children with many opportunities for exploration and discovery through hands-on experiences. We believe that the only times television and video should be incorporated into the day is when they are related to the weekly themes.

## **CLASSROOM PROMOTIONS**

For preschool age children, major classroom promotions at the First Baptist Church CDC will take place each August. Promotions are generally based on developmental readiness rather than chronological age.

Occasionally, childcare slots will open during other times of the year. If a child is developmentally ready to move classrooms, the child will likely be promoted. Parents will be notified prior to a child's promotion to another classroom.

Infants generally promote to the next developmental classroom every 6 (six) to 8 (eight) months for the first 2 (two) years.

## **BREASTFEEDING MOTHERS**

The CDC provides a breastfeeding area for nursing mothers in the **MOTHER's Room** (next door to the Teacher Workroom). This area provides a rocking chair and privacy for mothers who choose to nurse throughout the day. Please knock before entering.

Breast milk may be brought to the center and will be stored in the classroom refrigerators/freezers. Breast milk must be labeled with the infant's first and last name and the date that the milk was brought in or frozen.

## **SAFE SLEEP FOR INFANTS**

The First Baptist Church CDC follows the Infant Safe Sleep Policy provided by the Texas Health and Human Services. This policy is part of our enrollment packet and parents are required to sign this Infant Safe Sleep Policy. This State policy is provided for your review as an insert to our CDC Parent Handbook.

During orientation, the parents of infants will be given the **Room to Breathe: Safe Sleeping for Your Baby and You** pamphlet. This is a publication of the Texas Health and Human Services.

***Safe Sleeping: Crib, Mattress, Sheet, and Infant on their Back.***

If parents want to use a sleep sack for their infant, please check with the CDC office and obtain a copy of a print-out for an appropriate sleep sack that is acceptable for use by Child Care Licensing.

## **TOILET LEARNING**

Learning to use the toilet is an individual, developmental task just as learning to walk. Typically, children around 24 (twenty-four) months of age begin to show signs of readiness. Once a child is ready, the child's parents and teachers need to agree on a plan of action to teach the child.

This process will be used for 10 (ten) days. If at that time your child is fearful or having many accidents, a recommendation will be made to put the child back in diapers until they show signs of readiness again. Potty training must be completed in order to be promoted to the Preschool 3-year-old classroom.

## **IMMUNIZATION REQUIREMENTS/VACCINE - PREVENTABLE DISEASES**

Since the First Baptist Church CDC is licensed by the state of Texas, all children who are registered for care must have a copy of their most current immunization record on file in the Center office. If immunizations are due, your child may be temporarily removed from care until the required shots are obtained and on file.

If you, as a parent, wish for your child not to be immunized, an approved immunization exemption must be on file in the school office. To learn what exemption statements are approved, you may visit the Texas Department of Health's Website at: [www.tdh.state.tx.us/immunize](http://www.tdh.state.tx.us/immunize).

While we encourage our CDC employees to remain up to date on all immunizations recommended by their own personal physician, we do not require that they do so. We do, however, require all CDC employees to take the TB test every other year, as mandated by an ordinance of the city of Arlington.

The requirement is documented in the employee's state mandated personnel file as well as on the STATE MANDATED TRAINING AND CERTIFICATION form.

To help protect the children and the employees, our employees are required to use gloves when handling body fluids or serving food/drinks to the children. Additionally, our employees are not allowed to care for the children if they are ill.

## HEARING & VISION SCREENINGS

In accordance with The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination, for possible vision and hearing problems for the following children who are enrolled in a childcare center.

First-time enrollees who are 4 (four) years of age or older, and all children enrolled in programs who are 4 (four) years of age by September 1 of each year. These children will be screened for possible vision and hearing problems prior to completion of the first semester of enrollment, or within 120 calendar days of enrollment, whichever is longest, or present evidence of screening conducted 1 (one) year prior to enrollment.

Hearing and vision certified screeners will conduct screenings annually. You will be notified in advance of the screening dates and be given a copy of your child's screening results.

## ILLNESS

The State of Texas does not allow the Center to keep sick children. If a child exhibits symptoms of illness, parents are required to keep the child home. To protect all of the children, a child who becomes ill at the Center will be sent home. They will be isolated, and a parent will be notified to pick up the child immediately. A child must be free of fever (without the aid of Tylenol or Motrin) and/or diarrhea for 24 (twenty-four) hours before they may return to school. Please note that the state of Texas defines a "fever" as an armpit temperature of **above 100 degrees** and accompanied by behavior changes or other signs or symptoms of illness.

If a child has 2 (two) episodes of diarrhea within 1 (one) hour, the parent will be notified, and the child must be taken home. Fever and diarrhea are symptoms often associated with teething and/or reactions to different medications. If this is the case, a doctor's note must be presented to authorize re-admittance to the Center.

Parents must notify the Center if a child has been exposed to a communicable disease. A child returning to the Center after having a communicable disease or surgery must present a medical release form from a doctor before they will be readmitted to the Center.

Please, for the health of your child and others, do not send your child to the Center for care if they are ill. Every child should be inspected at home each morning before they associate with other children in the school. The Director or Teacher has the authority to refuse your child if they see signs of illness.

Since a portion of our program is outside, a child that is not well enough to be outdoors may not attend care.

The First Baptist Church CDC will give written notice in the event of any exposure to a contagious disease within the group.

## MEDICATIONS

If your child needs medicine, we ask that, **if at all possible**, you administer it before and after care. If necessary, we will administer medication at 11:00 a.m. only. **To dispense medication, an authorization form must be completed for each week that the medication is to be administered.** These forms are available only from the Center office. Medication is administered by the Center's Director or authorized personnel. This service is offered to assist our parents. However, the laws regarding administering medication in a licensed childcare center are very specific. A parent or legal guardian must complete Medical Release Forms. These forms are available only through the Center office.

Medication may only be administered to the child when we have written consent from the parent and the pediatrician. The medication will be dispensed as it is stated on the label, or as amended by a physician.

All medication brought to the Center by the parents must:

1. Be in the original container and include a measuring medication spoon or dispenser.
2. Be age appropriate.
3. Be labeled with the child's name.
4. Be labeled with the date.
5. Include directions to administer the medication.
6. If prescribed, include the name of the physician prescribing the medication.

Medication cannot be given by us if it is put into bottles, drinks, or food. Medication may not be sent in a child's backpack.

Children (siblings) may not share a prescribed medication in the Center unless both children's names are listed on the original container and above-mentioned information must be on the container for both children.

Medications must be refrigerated if required and will be stored separately from the food. All other medications will be kept in the Center office and out of the reach of children.

Parents, if you want insect repellent/sunscreen/sunblock applied to your child's skin, please note that we do not administer this without a note from your child's physician.

Since we are required to go outside each morning and each afternoon (weather permitting), we ask you to apply these products prior to dropping your child off. We will assist you with a re-application in the afternoon prior to the children's outside time.

Only the CDC Administrative Staff are allowed to give/apply medications.

## **ALLERGIES**

It is the responsibility of the parent or legal guardian to notify the office of any allergies the child may have, and to provide information on any emergency procedures that must be followed should an allergic reaction occur.

## **TRANSPORTATION OF CHILDREN**

The First Baptist Church CDC does not transport children.

## PAYMENTS & FEES

The First Baptist Church Child Development Center is a non-profit ministry, making every effort to maintain the lowest tuition possible consistent with the highest standard of program and care for a child. The Center reserves the right to make adjustments in tuition as required by increased operation expenses. Weekly tuition rates generally increase each August. Parents shall be notified in writing of general tuition increases at least 30 (thirty) days in advance.

**TUITION** Payments are due in advance each Monday. Payments may be paid weekly, biweekly, or monthly. Payments that are made bi-weekly must be paid ahead; there should be no remaining balance at the end of the week. Payments can be paid online. Payments can be set for weekly auto-draft. The CDC will accept checks or money orders. Checks or money orders should be handed directly to an Office Staff member at drop-off or pick-up.

The Center provides families with a year-end statement reflecting the total payments received.

Payments are considered late if not received by 12:00 p.m. each Tuesday. There will be a \$30 late fee charged. The CDC is not responsible for payments left in children's bags.

A 2 (two) week written notice is required to withdraw. Tuition obligation continues during the 2 (two) week period, regardless of attendance.

Please note that the operating cost of the program is not eliminated when a particular child is absent. Therefore, tuition is due in full without deductions for absences or days when the Center is closed.

The First Baptist Church CDC is a ministry and we seek to help whenever possible. If you experience financial difficulty, which would make it a hardship to keep your tuition current, it is imperative that you make us aware and fill out a payment plan form.

At no time may a balance exceed 2 (two) weeks tuition, or the child may be un-enrolled.

Since we are a non-profit center, our budget cannot support non payment of accounts. Therefore, any account with no payment posted after 1 (one) week will become deactivated and services will be immediately terminated.

Payments are the responsibility of the parent/guardian who signs the Center Policy Agreement. The Center Policy Agreement is renewed each January. If information on this agreement should change, please come by the Center office to complete a new form.

## **FEES/ RETURNED CHECKS**

**Returned Checks:** There is a \$25.00 fee for every returned check. The CDC will not re-deposit the check once the bank has returned the check to the Center. After the Center has received 2 (two) returned checks from a parent/guardian, tuition must be paid by cash, money order, or a bank check.

**Late Payments:** If the Center office has not been notified by you in writing of special circumstances (see above) the following action will take place: a \$30 charge is added to your payment when your weekly tuition is not received by noon on Tuesday. If tuition is not received by Wednesday, a note will be sent home stating that the student's enrollment will be terminated unless half of the delinquent charges and all the current week's charges are paid on Monday. The remaining balance must be paid the following week to avoid de-enrollment.

**Supply Fees:** Supply fees are biannual. \$150 per child is due the first week of January and \$150 per child is due mid-August.

**Summer Camp Activity Fees:** Summer activity fees will be assessed on the first week of June for Summer Camp activities.

**Multi-child discount:** If you have more than one child enrolled, a 10% discount is applied to the tuition of the oldest child.

**Optional Activities Fees:** There may be additional activities you would like your child to participate in that will be offered here at the center. The company offering the activity will determine their own fees. The fee will be paid directly to the company providing the activity.

## **LATE CHARGES**

Parents must not violate the hours of care agreed upon. In addition, a late charge will be made for children left at the center after 5:30 p.m. There is a charge of \$3.00 per minute late pick-up fee after 5:30 p.m. This charge is added to your next week's tuition.

## **SICK DAYS AND ABSENCES**

Our CDC expenses are based upon the number of children enrolled. The absence of your child does not reduce the expense of the daily program. We are unable to allow deductions, credits, refunds, or make-up days. If your child will not be in attendance, parents need to notify the Center by 8:45 a.m. that morning.

## **TUITION CREDIT DAYS**

Once a child has been enrolled in the CDC for 12 (twelve) consecutive months on a full time basis, you may use tuition credit totaling 1 (one) week. A tuition credit voucher (available in the Center office) must be submitted to request tuition credit. **Tuition credit may not be carried over from year to year.** Tuition credit applies to parents with children enrolled for **full-time** continuous care only. Children may not attend childcare when tuition credit days are being used.

If a child's enrollment converts to part-time status, unused credit days are forfeited. A family with children enrolled in the CDC on a full-time basis may receive 1 (one) extra week of credit if a referral is given to another family who enrolls a child for full-time care. The referred family must stay with the CDC for a minimum of 6 (six) months. It is the responsibility of the family giving the referral to notify the Center office of the referral. This benefit is limited to 1 (one) time only per family.

Accounts must be current to take advantage of tuition credit days.

## **PARENTAL NOTIFICATIONS**

At the First Baptist Church Child Development Center, we believe communication with parents is vital to the success of your child's care. Listed below are specific times when you, the parent, will receive immediate written or verbal notifications from the center:

- Changes to policies, procedures, or tuition rates,
- Accident reports involving your child,
- Promotion of your child to the next age group,
- Water days,
- Immunization reminders,
- If any part of our facility has been rendered unsafe,
- If your child is too ill to remain in group care,
- If critical illness or injury requires immediate attention of a physician, Health alerts involving sickness in your child's class,
- Results of hearing and vision screenings,
- Progress reports,
- Daily reports for all students under the age of three,
- Monthly snack menu,
- Monthly curriculum,
- Receipt of payment or past due tuition notices,
- Invitations to attend special Church/Center events or programs,
- Other information relevant to the care your child is receiving.

## **EMERGENCIES – ILLNESS/INJURIES**

The First Baptist Church CDC will exercise reasonable care and judgment in all matters related to the welfare and safety of the child. If your child becomes ill while in care, we will contact a parent to pick up the child. We will care for the ill child apart from other children and give appropriate attention and supervision until a parent picks the child up. Any such measures or actions taken will be in the best interest of the child.

In case of an illness or accident requiring immediate care by a physician, the Director or Staff member in charge will call 911 for immediate assistance. A member of the CDC Staff will give the child first-aid treatment or CPR if needed. We may also

contact the physician identified in the child's record. Every attempt will be made to reach the child's parent/parents.

The First Baptist Church CDC will provide supplement accident insurance coverage. Parents are responsible for keeping emergency phone numbers and addresses of those persons designated to pick up your child.

## **EMERGENCY PREPAREDNESS PLAN**

Unfortunately, childcare centers are not exempt from situations requiring immediate action (severe weather, fire, hostile parents, etc.). We do not want to imagine these scenarios happening, but we do need to be prepared if we ever encounter such things.

Parents, please note that the relocation site for the CDC is the FBCA Student Center building. This building is located at 401 South Pecan Street, Arlington, Texas, 76010. If relocation is necessary, the children will walk to the Student Center building accompanied by CDC Staff, employees of FBCA Operations Department, and members of the FB.CA Pastoral Staff. Each CDC teacher will carry their "sign in/sign out" notebook with them, as well as their flashlights. The CDC Administrative Staff will bring the **Emergency Medical Notebook**, which contains parents' emergency contact telephone numbers and the authorization for emergency medical care for each child in care, and the **Master Roll Sheet**.

Once the children have been relocated, each child will be accounted for by using the teachers' "sign in/sign out" notebooks and the administrative office Master Roll Sheet. The Administrative Staff will communicate with the local authorities, childcare licensing, and the CDC parents through their cell phones.

We have established the following plans of action in case of emergencies:

1. Each month the Center will hold an unannounced fire drill. Children will be escorted as calmly as possible to the western exit of the Center and stay on the sidewalk outside the CDC. If we do experience a fire and evacuation is necessary, we will walk to our assigned relocation site as noted above.
2. Every 3 (three) months we will hold tornado drills. Children will be escorted to the nearest internal hallway or area that is free of windows and/or glass. If a tornado should occur, we will contact parents as soon as we have been notified that it is safe to return to the Center.

3. If we have a hostile parent or a person who poses an immediate threat to the children, we will make every effort to contact authorities and church security. The CDC has confidential codes in place to notify CDC Staff and Church security that this immediate threat is present. They will contact the appropriate authorities. We will certainly contact parents if we are able.
4. In the event of a facility emergency, such as a power outage or water main break, we will accept children, and inform parents of the facility emergency. Parents may render judgment as to whether they would feel secure dropping off their children. If the problem has not been corrected within 1 hour, or in a reasonable length of time, the facility will begin calling parents, and request them to pick-up their children. Our childcare licensing representative will also be notified at this time.
5. In the event that part of our facility is rendered unsafe due to explosion or gas leak, during our hours of operation, we will relocate to our assigned relocation site as noted above. Parents will again be notified by phone and asked to come pick-up their children if the problem is not correctable, or if it is too dangerous to continue providing care. Our childcare licensing representative will again be notified.

## **FIRST BAPTIST CHILD DEVELOPMENT CENTER POLICIES**

The Child Development Center Advisory Committee sets the policies of the CDC. This is a group of church-elected volunteers who faithfully serve and support the Center.

Changes made to CDC policies and procedures, affecting children and families, will be given to parents in writing. If updates are made to the Parent Handbook, parents will be asked to sign a new acknowledgment of the CDC Handbook.

If parents have any questions or concerns that have not been addressed to their satisfaction by the CDC Teachers or Administrative Staff, they are encouraged to contact Curt Grice, Associate Pastor of Spiritual Formation, at (817) 276-6457.

## **PARENT - CENTER AGREEMENT**

Parents are expected to support and uphold the CDC policies. Without this cooperation and confirmation from the parents, a double standard exists between the home and the Center, which is counter productive to the child's development and the Center's effectiveness.

If at any time a misunderstanding develops between the Center and the home, it is the obligation of both to resolve it in a biblical manner by going directly to the parties involved for clarification and explanation. Suggestions and comments from Parents are welcomed and encouraged for the overall strengthening of the Center.

The Center agrees to work closely with parents in the education of their children. This includes provision of competent Teachers, a full and developmentally appropriate curriculum, regular reporting, proper child supervision, and good communication.

Any parent who openly demonstrates to a child or other parents a lack of support for the Center and its policies is undermining the Center's positive intent and thereby hindering its effectiveness.

In full cooperation with the Center, Parents are expected to attend conferences and actively support other planned activities knowing that parental participation is critical to the health and well-being of the Center and the child.

## **PARENT/TEACHER CONFERENCES**

Pre-K (4's & 5's) teachers are required to schedule 2 parent/teacher conferences: one in the Fall and one in May each school year.

Preschool (2's and 3's) teachers are encouraged to schedule conferences as needed.

## **PARENT/DIRECTOR CONFERENCES**

Parent conferences may be arranged with the Director at any time.

If you have questions, comments, or concerns about the policies and procedures of the First Baptist Church Child Development Center, you may contact the Center office at (817) 276-6492 to speak with the Director.

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

Proverbs 22:6