

First Baptist Church

Child Enrichment Center

Parent Handbook

Discipline Policy

We believe that encouragement and praise are positive deterrents to negative behavior. However, we recognize that some form of discipline may be necessary at times. When redirection and verbal warnings are not effective, time out and loss of privileges may be implemented. Should behavior problems continue, a conference may be required. No form of physical discipline will be implemented. State regulations prohibit spanking. There is an Expulsion Policy written for this daycare available for Parents.

Meals/Snacks

Parents are responsible for bringing a healthy breakfast, lunch, and an afternoon snack, along with drinks. Label all lunch bags and cups with your child's name. Bottles, food, and diaper bags for infants should also be labeled with your child's name. We will feed your child breakfast, lunch & snack.

*If your child has any food allergies, please notify us.

Clothing & Supplies

Your child needs at least one change of seasonally appropriate clothing in the classroom. We also ask that you send Kleenex and wipes once a month. If any other supplies are needed, your child's teacher will notify you.

Outside Play

Each day we will play outside, weather permitting (state regulations require us to take children outside if the temperature is between 32 and 95 degrees). Please dress your child appropriately in play clothes and comfortable shoes.

Personal Items

Any items brought from home should be labeled with your child's name and should fit in the classroom cubby. The Child Enrichment Center is not responsible for lost or damaged items. We ask that you limit these items to one cuddle buddy for nap time.



Child Enrichment Center Staff

Felicia Barrett Assistant Director

Alisha Doyle Full-time

Sarah Taylor Full-time

Chelsea McIntyre Full-time

Lilliana Salto Full-time

Yer Vang Part-time

*All staff members are CPR and First-Aid Certified

Daycare Phone: 731-658-6846

Church Phone: 731-658-5123

Illnesses/Medications

In order to keep a healthy environment for all children, please keep your child at home if any of the following have occurred within the last 24 hours:

- Severe runny nose, cough, or sore throat
- Undetermined rash or other symptoms
- Temperature over 99 degrees
- Signs of severe fatigue or ill feeling
- Diarrhea and/or vomiting
- Conjunctivitis (pink eye)

We will contact you if any of these symptoms arise during the day, so you may pick up your child immediately.

This center does not administer any form of medication to our children. If there is a need for your child to receive medication during our daycare hours you are welcome to come to your child's room and give the medicine to him/her.

Parent Concerns

We hope to keep a positive atmosphere within our daycare so this ministry can continue to benefit the community. If a parent has a complaint or concern regarding their child or any employee, they should discuss it with the director. If the director is not available, the parent may write a note and place it in the collection box for the director to discuss upon return. (We ask that all matters only be discussed with the director.)

Birthday Parties

Your child's birthday is a very important day to us. If you would like to do something special to celebrate your child's special day, contact the teacher to make arrangements. We will pass out birthday party invitations, unless everyone in class will be receiving one.

Curriculum

The Child Enrichment Center curriculum consists of various age-appropriate activities to make learning fun for your child. We use centers, stories, crafts, and games to help your child learn colors, numbers, letters, shapes, and basic pre-school concepts. Bible stories, prayers, and music are also taught to develop a strong spiritual foundation. We want your children to experience God's love.

Holiday Closings

Daycare is closed for the following holidays:

New Year's Day	Labor Day
Good Friday	Thurs./Fri. of Thanksgiving week
Memorial Day	Christmas Eve
Independence Day	Christmas Day

If a holiday is on a Saturday, the daycare will be closed the preceding Friday. If a holiday occurs on a Sunday, the daycare will be closed the following Monday.

Daycare is also closed the week the church has Vacation Bible School. We will notify you of the dates. Parents do not pay for this week.

Drop Off and Pick-up

Daycare is open Monday through Friday from 7:00 a.m. until 5:15 p.m. Parents are required to escort children to and from the welcome center to be signed in and out. The center assumes no responsibility for children let out at the outside entrance. Exterior classroom doors are for emergency purposes only. Therefore no drop-offs or pick-ups will be allowed. Must be 18 or older to pick up child. Please do not bring your child before 7:00 a.m. Children should be picked up by an approved adult by 5:15. There is a late pickup fee of \$1/minute. Please remember that your child will not be released to anyone that is not on the pickup list on your application unless we are notified by you in advance. For the safety of your child, teachers may request a photo i.d. anytime they deem necessary. Drop off time is until 9:00 after 9:00 am must have a Doctor's note in order to come.

We welcome your family to the First Baptist Church Child Enrichment Center! Children are very important to us because they are one of God's most precious gifts. Our goal is to provide a Christian atmosphere in which your child can develop physically, mentally, and spiritually.

This center is a ministry of First Baptist Church and is environmentally smoke free. The rules and policies found in this booklet have been planned by the Child Enrichment Center Committee and church staff. We believe these policies are necessary for the best interest of all concerned. We appreciate any suggestions you may have about how we can improve this ministry.

Please contact us if you have any questions or if we can be of assistance to you in any way.

Policies

Registration

The following forms are necessary (along with registration fee) to complete registration:

- Current Immunization Record (Please bring a new immunization record every time your child receives shots.)
- Application Form
- Health Checklist
- Waiver for Photos

*The registration fee is equal to one week's daycare fee and will be applied toward your last week of daycare.

*If at any time your address and/or phone number changes, please notify us so that we can have current contact information.

*If your child withdraws, the registration process must be completed again if they return to the Child Enrichment Center.

Tuition Policies

Fees

Infants 6 weeks—2 years \$110

2 years and older \$105

We serve ages of children from 6 weeks to 5 years old.

During school/summer breaks for school-age children, the fee is \$30/day or \$100 per week.

*Families will receive a discount of \$5 a week for each additional child who is enrolled.

Fees are due on Monday morning of each week and may be placed in the payment box in the main hallway of the daycare. You are welcome to pay ahead. Any non-payment will result in the dismissal of your child.

If you pay cash, please put your payment in the envelope provided and write your child's name and payment amount on the front. Checks should be made out to FBC Daycare, with your child's name in the Memo line. If deemed necessary, fees are subject to change.

Sickness

No deduction will be made for days missed due to illness. Consideration may be given in cases of extended illness and is subject to approval by the Child Enrichment Committee.

Withdrawal

Two weeks paid notice is required if your child is to be withdrawn.

Leave of Absence/Summer Break

Any leave of absence (a period of more than three weeks) must be approved by the daycare committee. There will be a \$25 retaining fee for each week to reserve your child's place, which will be due the first week of the absence.

During the summer only, if you pay the retaining fee but need occasional care, the fee will be an additional \$30/day. Please call ahead of time to let us know that your child will be here.

Inclement Weather Policy

For the safety of our daycare families and our staff, we have developed the following inclement weather policy:

When schools are closed for hazardous road conditions, daycare may be on a delayed schedule. Please notify the director if you are in need of child care. If at all possible, we will try to open on time. If we close, we will notify local TV channels (3, 5, & 7)

If the weather turns bad while at daycare and we have to close early, you will be notified and expected to pick up your child as soon as possible.