

Parent Handbook

Revised March 2015

First Baptist Church Weekday School

(Established in 1972 as the Child Development Center)

1300 East 15th Street

Plano, Texas 75074

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(Children ... in the heart of First Baptist Church of Plano)

TABLE OF CONTENTS

Mission Statement	1
Objectives	1
History and Purpose	1
Hours of Operation	2
Admission	2
Federal EIN Number	2
License, Minimum Standards	2
Reporting Child Abuse	3
Teaching Staff	3
Enrollment and Fees	4
Payments and Fees	5
Holidays and Bad Weather Days	7
Withdrawal/Dismissal	7
Arrival and Dismissal	8
Release of a Child	9
Activities	
Infant, Toddler, and Twos Care.....	9
School Schedules for Toddlers through Pre-K	11
Promotion of Threes and Pre-K	11
Snacks, Lunch	11
Rest time, Outside Play	11
Inside Play, Chapel, Music and Motion, Water Activities	12
VBS, Special Occasions	12
Special Events.....	13
Personal Belongings	13
Naps and Rest Time	14
Illness and Medication	14
Discipline in the Classroom	16
Fire and Severe Weather Drills.....	16
Parent Involvement	16
Appendix	
Child Abuse Prevention Parenting Strategies and Resources for Parents	
Parenting Tips (Texas Baptist Church Weekday Education Association)	
New Requirements Regarding Gang Free Zones (Childcare Licensing)	
Emergency Preparedness Plan (Licensing)	

MISSION STATEMENT

The mission of First Baptist Church Weekday School is to provide an effective educational ministry to preschool children and their family which helps each member to connect and grow toward a personal relationship with Jesus Christ. Part of this mission is also to work daily to build relationships and help young families feel they are a welcome part of First Baptist Church, Plano.

OBJECTIVES

To provide a safe, loving, and nurturing Christian environment where each child feels valued.

To aid the child in learning to understand and live in the world God created.

To aid the child in developing self-awareness, self-control, and a sense of organization.

To provide the initial foundation in reading, math, science, and social studies through established guidelines set by the state and through age appropriate curriculum.

To facilitate physical growth through providing adequate space, freedom of movement, and needed equipment.

HISTORY AND PURPOSE OF THE SCHOOL

The First Baptist Church Weekday School has been faithfully providing the community with quality childcare since 1972.

The Weekday School provides a Christian environment where children ages six weeks through Pre-K (4 yrs.) can receive developmental care and training so that they may develop physically, mentally, emotionally, socially and spiritually.

The Weekday School is staffed with well-trained, experienced teachers, teacher assistants and a dietician who all report to the director. Our school is a non-profit weekday ministry of First Baptist Church. We are licensed by the Texas Department of Family and Protective Services to care for 155 children.

Our day school area is spacious and well equipped. Three playgrounds are available, one for younger Toddlers, one for Twos and Threes, and one for older children. All are clean and spacious with a good balance of sturdy, safe play equipment and free play space.

HOURS OF OPERATION

The School operates Monday through Friday from 7:00 a.m. until 6:00 p.m., January through December. When doing early morning drop off, Infants will go to their respective rooms, Toddlers and Twos will go to an early morning room staffed with two teachers, and the Threes & Pre-K children will go to the Sensory Lab again staffed with the appropriate number of adults. Children in the early morning classes will be released to their teachers at 8:30 a.m. We always want to ensure that our families' 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, 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 Protective and Regulatory Services. Please feel free to stop by the office to review current state ratios.

All children need to be picked up each day by 6:00 p.m. Our license does not allow us to care for children past 6:00 p.m.

ADMISSION

First Baptist Church Weekday School cares for children 6 (six) weeks of age through pre-kindergarten. No child shall be discriminated against due to race, color, religious beliefs, national origin, or gender.

FEDERAL EIN NUMBER

The Weekday School is a non-profit ministry of First Baptist Church of Plano. Our Federal Employer Identification Number is 75-2368712.

LICENSE

First Baptist Church Weekday School is licensed by the State of Texas. Our License number is #33444. If you have questions, concerns, or comments about our facility, you may contact the Childcare Licensing Office at 469-229-6611 or the Dallas Intake office 1-800-582-6036. You may also obtain further information about our facility and other Texas Childcare Centers by accessing the Texas Department of Protective & Regulatory Services website at www.txchildcaresearch.org.

REVIEW OF MINIMUM STANDARDS & LICENSING INSPECTION REPORTS

Because FBC Weekday School 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 the Minimum Standards is located in the director's office.

REPORTING CHILD ABUSE AND NEGLECT

FBC Weekday School staff receives one hour of child abuse training every year, and is required by Texas Law to report any suspected cases of child abuse or neglect to the confidential Child Abuse Hotline at 800-252-5400.

The Texas Department of Protective & Regulatory Service 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..."

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.

TEACHING STAFF

Children are a gift from God and you have entrusted us with your child. Our staff strives to uphold our promise to you to instruct and care for your child as one of our own and a child of God.

In accordance with the regulations of the Texas Department of Family and Protective Services, each teacher in our school receives at least 24 hours of training in child care, child development or early childhood education each year. Most of our staff is CPR and first aid certified. A criminal history check has been done on all employees of The Weekday School and the entire staff at First Baptist. Teachers attend the Church Weekday Education. Training and staff meetings are held monthly.

Diversity is essential to our childcare program. We believe strongly in having a multi-ethnic, multi-cultural, Christian staff. We intentionally seek a clientele from all economic, ethnic and cultural groups.

Our day school is different from a family day care home or a babysitter in your home. You have to put your trust in the WHOLE school, not just the person who happens to be your child's teacher. Teachers come and go, on vacation, on leave, or on to other things. Trusting the school means trusting the administration to hire the best people available. We strive to hire teachers who meet our school's high standards. There are times, however, when we have substitutes with less training and experience. They work under close supervision. All staff members have different strengths and weaknesses, some that parents are aware of, some they are not. The Weekday School has a wide variety of teacher personalities. All children will receive excellent care. The entire school is responsible for accomplishing that objective.

When a parent has a concern about a staff member, we take it very seriously. We carefully check out the concern through observation and discussion with the teacher. If necessary, a conference with the director, teacher and parents may be scheduled.

The Weekday School is a Christian, multi-cultural, community-based ministry with families from different circumstances. WE FEEL THIS IS WHAT GOD WANTS FOR US.

ENROLLMENT & FEES

When space is available for your child, you will be asked to pay the non-refundable \$100.00 registration fee. After payment of this fee has been obtained, you will receive a new student enrollment packet. The information in that packet must be completed and returned on or before your child's first day of care. The Packet consists of

NEW STUDENTS

Parent Handbook
Enrollment form
Copy of Immunizations
Child Information Sheet

RETURNING STUDENTS

Parent Handbook
Enrollment form
Copy of Immunizations
Summer/Fall Childcare Plan Form

NEW STUDENTS - Parent's Guide to Daycare is provided to explain options available to parents. Once you have read it, please sign the form stating that it was given to you it and that you have read it.

It is the parent/guardian's responsibility to update the information in the enrollment packet as it changes. **Address and telephone changes need to be reported to the School immediately.** It is important that we maintain a current number where we can reach you in case of an emergency. If you have a pager or cell phone, we would like to have that number as well.

Supply Fee

Effective September 1, 2014, a non-refundable supply fee of \$75 will be due at the beginning of each Fall and Spring semester (\$150 total per school year).

Effective May 1, 2013, in the case of a student enrolling mid-term, Registration and Supply Fees for the current school year will be prorated based on the month attendance begins, regardless of the day of the month. If Open Enrollment for the next school year has already begun, then the Enrollment Fee to reserve a spot for the upcoming school year will also be due, just as it is for all other Weekday School students.

ATTENDANCE BEGINS IN THE MONTH OF	REGISTRATION FEE	SUPPLY FEE
August/September	100	75
October	90	56
November	81	38
December	72	20
January	63	75
February	54	65
March	45	54
April	36	43
May	27	32
June	18	21
July	10	10

Recommitment/Open Enrollment

The first full week of February, currently enrolled families will be asked to recommit to another year of care at the Weekday School as well as decide if their child/children will remain in the school during the summer. Recommitting involves turning in an updated information sheet and the annual \$100.00 Enrollment Fee. This fee is non-refundable and guarantees your child's spot for the next school year. There are no additional fees to be enrolled for the summer.

After a one week recommitment period the registration process will be opened to the public to fill the remaining spaces. The enrollment at the Weekday School is an open enrollment, accepting students throughout the year.

PAYMENTS AND FEES

Tuition

Tuition is payable monthly in advance. Tuition and fee schedules are also available at the reception desk. There is a Third-Child Discount available. Speak with the director for more information.

Effective September 1, 2014, tuition rates are as follows:

Infant & Toddlers	\$925.00 per month*
Twos	\$815.00 per month*
Threes & Pre-K	\$725.00 per month*

**subject to change*

Upon enrollment, parents will be required to sign a Financial Agreement regarding tuition payment. By signing the Parent-School Financial Agreement, parents recognize that this is a binding legal document, and that tuition and fees must be current in order to ensure continuous enrollment.

Forms of Payment

Money order, personal check, cashier's check, debit/credit card and auto-draft checking are satisfactory forms of payment.

Payments should be placed in the drop boxes near the North and South entrances, not handed to any individual.

If a check is returned by our bank for non-payment, we will charge a fee of \$25.00 and will require the check and fee be covered by money order or cashier's check.

Tuition and fees are based on enrollment, not on attendance. No reduction of fees or tuition will be made for absences, holidays, or bad weather days, except in cases where written notice per policy is provided.

Late Payment Fees

Tuition is due on the 1st of the month and past due on the 5th. Payments received after the 5th will incur a \$25 Late Fee. If payment in full is not received by the 15th of the month, an additional Late Fee of \$100 will be assessed. If payment in full is not received by the end of that month, student will not be allowed to attend Weekday School until balance of tuition AND all fees are paid in full. At that time, student will be allowed back in school, if space is available.

Late Pick Up Fees

Because our teachers have families to go home to at night, we must be fair about our closing time. For a child left after 6:00 p.m., a late fee will be charged at the rate of \$1.00 per minute per child beginning at 6:01 p.m. The time will be recorded and you will be asked to sign an acknowledgement when you arrive. The Weekday School will then bill you for the late fee.

Optional Activities Fees

There may be additional activities that you would like your child to participate in (such as dance and computers) that will be offered here at the school. The companies offering these activities will determine their own fees. The fees will be paid directly to the company providing the activity.

Partial Month Enrollment

If your child starts attending The Weekday School anytime during the 1st through the 15th of the month, you will be charged for the full month. If your child starts attending after the 15th of the month, you will be charged for half a month.

HOLIDAYS & BAD WEATHER DAYS

Holidays

FBC Weekday School will be closed for the holidays listed below:

- New Year's Day
- Martin Luther King Jr. Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Wednesday, Thursday and Friday of Thanksgiving week
- Christmas Eve
- Christmas Day
- The Week between Christmas and New Year's Day
- One Staff Development Day*

**Parents will be notified 30 days prior to this staff development day.*

Bad Weather Days

We observe the same bad weather closings as the Plano Independent School District. If PISD is closed, we are closed. Tune in to local news stations and check PISD's website for school closings related to weather.

If PISD delays opening school because of bad weather, we will do our best to open on time, but always call first and check to see if someone is in the School.

If PISD closes because of gas curtailment only, we will be open.

WITHDRAWAL/DISMISSAL

The Weekday School requires two weeks advance WRITTEN NOTICE submitted to the Director if your child will be withdrawing from the School, otherwise you will be charged tuition for the full month regardless of last day of attendance. With receipt of your two-week notice, tuition will be assessed as follows: if last day of attendance is on the 1st through the 15th of the month, you will be charged for half a month; and if last day of attendance is after the 15th of the month, you will be charged for the full month.

Enrollment Fees and Supply Fees are annual, and are non-refundable under any circumstance, except as prescribed here: one half of the upcoming fall's

Enrollment Fee may be refunded in case of a transfer from the city if the School is notified in writing before June 1st; current school year's Registration/Enrollment Fee is non-refundable under any circumstances. Supply Fees are non-refundable under any circumstances.

If your child exhibits behavior 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.

ARRIVAL & DISMISSAL

All children are expected to eat breakfast at home. Please do not allow your child to come in bringing or eating food.

Sign In/Out

It is required by licensing that all children be signed in and out. There is a sign in/out sheet at each reception area. Please note the time of your arrival and your departure. Please be sure to walk your child into the building, sign them in and then escort them to their class. Parents of Twos, Threes and Pre-K should bring their child in through the main Weekday School door. Parents of Infants and Toddlers should enter at the second double glass doors near the nursery area. It is very important for parents to make sure their children are signed in and out every day, marking the time they are picking up their child.

ABSOLUTELY NO PARKING IN THE DRIVEWAY AT ANY TIME!

Security

Our security service is in place between the hours of 7:00 a.m. until 6:00 p.m. Monday through Friday. When you come to the School, ring the doorbell and you will be buzzed into the building as soon as possible. Please be patient, our teachers and assistants must make sure classes are covered with two teachers in each room at all times and this may cause a slight delay in getting to the buzzer.

RELEASE OF A CHILD

The parent who enrolls the child in the Weekday School, who signs the forms, and signs the agreement and release, has the right to say who may or may not pick the child up from school.

In case of **joint custody** of the child, we must have the signatures of both parents on all forms.

In the case of shared custody or visitation rights, we must have a copy of the court document on file.

There is a place to list all persons allowed to pick the child up and we will verify names with this list (a valid driver's license is required.) We cannot and will not send a child home with a parent or relative whose name is not on the list. We will call the parent who enrolled the child even if someone insists on picking up the child.

"Special Release Forms" are required if someone other than the persons listed on the enrollment form will be picking your child up. Forms are available upon request or a written note from you will be acceptable (a valid driver's license is required.)

If a parent comes to pick a child up from the Weekday School smelling of alcohol or exhibiting erratic behavior, our staff will not release the child to that person. Someone else on the child's form will be contacted. If the parent insists on taking the child, we will call 911.

EMERGENCY EVACUATION PLAN – The State of Texas requires the school to have an emergency evacuation plan in case of an emergency. In case of a fire or some other catastrophic event, the school will evacuate to Mendenhall Elementary School on 1313 18th St, Plano, Texas. When this happens you will be notified by a cell phone call from your child's teacher. A map with directions has been included. (A copy of this plan is at the back of the handbook.)

ACTIVITES

Infant, Toddler, and Twos Care

Philosophy:

Most crucial to the quality of our infant care program is the role and function of people working with our infants. Providing good physical care is just the beginning in building the trusting, secure relationship that each baby needs in order to thrive. Our staff members have been carefully chosen for their warmth and nurturing skills. They are sensitive to the individual but predictable rhythms of each baby's day and responsive to signals of distress. They recognize each baby as a complex, unique bundle, different from every other baby.

Drop Off:

Upon arrival, you will be asked to take your child out of the infant carrier. This is based upon the recommendation of several agencies after several incidents of infant deaths several years ago.

Diapers:

Each child's storage bin will hold one box of disposable diapers. Please monitor your supply of diapers. If a child runs out of diapers, we will furnish diapers at the rate of \$1.50 per diaper. This charge will be added to your account.

Pacifiers:

When a child is promoted into the Twos class, we ask that pacifiers be left at home, not only for sanitary reasons, but many educators believe pacifiers are a hindrance to language development.

Promotion:

Promotion from Infant I, Infant II, Infant III, Toddler I and Toddler II will be decided by the assistant director and the child's teacher. Promotion policy to the Twos class will be as follows: If your child is two on or before September 1, he/she will be promoted in August, regardless of being potty trained. (Promotion from Toddlers to Twos will occur if there is an opening in the Young Twos class).

When your child has been promoted to the Twos class, you will continue to provide disposable diapers. When your child is ready for potty training, we prefer to use disposable diapers. Training pants are acceptable after your child is 80% trained.

When the child is promoted to the Twos class, daily schedules filled out by parents are no longer required.

Promotion is based on development, not age. This means your child may be older than another child who is developmentally ready for promotion before your child.

Parent Visitation:

Parents of Infants are encouraged to visit anytime. We would like to ask parents of children in Toddler class to visit before lunch (served at 11:00 a.m.) or after naptime (12:30 a.m. to 2:30 p.m.)

Feeding and Schedules:

Nursing Mothers – a private nursing area is available when needed.

Infant III – When your child is promoted to the Infant III class, he/she will need to have breakfast before coming to School. Please do not allow your child to come in eating.

Toddlers – By the time your child promotes to the Toddler class (13 to 18 months), they should be almost weaned from the bottle and eating table food.

Your child will be happier with a set school schedule each day. Lunch for Toddlers is at 11:00 a.m. If you choose to bring your child after 11:00 a.m., please be sure they have eaten lunch.

School Schedules for Toddlers through Pre-K

All classes (Toddler through Pre-K) participate in the following experiential Schools: Art, Books, Puzzles, Home Living, Nature, Science, Blocks, Outdoor Play, plus Bible stories and group time. Music & Motion and Art are offered to students in the Twos through Pre-K classes. Threes through Pre-K attend chapel once a week.

Promotion of Threes and Pre-K

Three- and four-year-olds will promote at the end of August. The age cut off for these classes will be the same as the Plano Independent School District guidelines. Twos and Threes classes are assigned younger and older children as class size dictates. Pre-K classes are distributed randomly among teachers with equal number of boys and girls in each class. We enroll from our wait list only after we have given current students the opportunity to re-enroll.

Snacks

The Weekday School provides snacks and water to all children attending in the morning and afternoon.

Lunch

Items on the lunch menu are governed by the USDA guidelines. We understand that many children are 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 there is a dietary/allergy concern and permission from the director has been obtained.

Lunch and snack menus are posted each week on the "Parent's Bulletin Board". If your child is allergic to certain foods, please be sure your child's teacher or the director receives written notification.

Rest Time

Rest time is from 12:30 a.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 daily, weather permitting. It is the parent's responsibility to provide appropriate clothing, including jackets and coats. If the temperature is below 45 degrees or over 92 degrees, the children will have gross motor play experience in the church gym after an outside "Nature Walk". Our recess time is

45 minutes in the morning and 45 minutes in the afternoon. If your child has had the sniffles or does not need to run, please notify the teacher and she will take a game or toy outside for your child to play with.

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 Tuesday mornings for Threes through Pre-K. The children sing, pray, enter into worship and enjoy Bible Stories appropriate for the age of the child. It is our commitment to present God's word to the children on a daily basis.

Music and Motion

Music and Motion is offered three days a week to Twos through Pre-K.

Water Activities

During the summer months, the children will have the opportunity to participate in water play. Sprinklers and water toys are made available to children at this time. Parents will be notified as to when their child's class will participate in "Water Days". Children will need to come to school dressed in their swimsuit with a towel and a swim diaper (if applicable).

Vacation Bible School

All Weekday School children will attend a one week Vacation Bible School during the summer session. The exact dates will be announced so that other siblings have the opportunity to enroll. This is a very special week for all children

Special Occasions

Parties AWAY From School - If your child has a birthday party away from school and you would like to invite all of the children in your child's class, our teachers will put invitations in the children's boxes at school provided ALL children in the class are invited. Please do not ask us to hand out invitations for just a few children at school. The uninvited children will certainly find out about the party and be hurt.

Parties AT School - Some parents find it much more convenient to have their child's party at school during class hours. Should you choose this option, we do all we can to make it a memorable occasion. Just let us know in advance, and we will all have fun. However, we do request birthday parties at school be a "no

present” occasion. We request that you bring store bought cookies without peanut butter. This will keep us in compliance with local requirements. Please, no balloons.

Holiday Parties – We have holiday parties at school and each teacher will have a sign-up sheet in their classroom for parents to sign up to help. We welcome parent involvement in parties!

Special Events

Open House or Meet the Teacher Night usually in August soon after the start of school. This is a time of brief orientation, meet the teachers and staff, and visit your child’s classroom.

Christmas Sing: Twos, Threes, and Pre-K sing for their parents. Concert etiquette is expected from parents at these special events. This includes NO DRINKS in our church sanctuary and a quiet respectful audience for our children. Your child will be given an opportunity to wave at you, and will then need to watch the director. We offer a professional CD or video of each of our programs.

Spring Program: (for Twos through Pre-K) is held in April or May for children to demonstrate what they have learned in Music and Motion. Children love for their parents to be involved and attend all the functions at The Weekday School and so do we!

Week of the Young Child: We celebrate this in the spring with different activities all week and a parent/child breakfast.

PERSONAL BELONGINGS

Clothing

Young children should be dressed and ready to participate in the many sensory experiences provided daily at the School. Comfortable, washable play clothes are the most suitable. Children need to wear tennis shoes, tie shoes or Velcro shoes every day. *Please, no boots or sandals.* A change of clothing is to be kept in your child’s bag at all times in case of an accident or spill.

Each child needs to bring a small blanket or cover, as the building is usually cool during naptime. Please mark all clothing, especially coats, sweaters and hats with the child’s name. Please mark clothing with a permanent marker.

On their first day at the School each child, Twos and up, will be given a Weekday School tote bag. Should you need an extra bag, they are available in the Weekday School office for a fee.

Please use the issued tote bag for your child's belongings, clothing, etc. No backpacks, please. Please bring to school only what will fit easily into the bag. No large pillows or large blankets.

Toilet Training

Children in the Pre-K classes must be toilet trained. We can provide some help with Threes. Children under the age of three are not required to be trained. Our teachers will work with your child when you feel it is time to start toilet training. (See Infant/Toddler Section)

Toys from Home

We provide stimulating age-appropriate toys and games for your child. Please do not allow your child to bring toys from home unless the teacher has specified a special "Show and Tell" day. A blanket, small pillow and small stuffed animal or toys are acceptable for nap time, but all must be small enough to fit into the Weekday School bag. (No noisy toys, please.)

NAPS AND REST TIME

All children are required by the Texas Department of Family and Protective Services to rest quietly for no less than two hours, but not more than three hours each day immediately following lunch. The law states that there can be no exceptions. During this time, some children do not fall asleep but they must lie quietly and not disturb other children. Rest time is two hours from the time the children are all on their mats just after lunch. Times vary with each class.

As mentioned earlier, children may bring pillows/blankets for naptime but all items are to be taken home each day in their Weekday School bag.

ILLNESS AND MEDICATION

Your child's health is a matter of major importance to us. As we consider all of our children's safety and comfort, we cannot care for your sick child. We do not have the facility or the staff necessary for sick care. A child who becomes ill will be isolated and the parent notified to promptly come for him/her. For the protection of all children, keep your child home with the symptoms listed below. Your child may not return to school for 24 hours from the time they are picked up at school unless special permission is granted by the director only.

- Intestinal disturbance accompanied by diarrhea or vomiting
- Temperature of 100.4 or greater
- Any undiagnosed rash
- Discharge from the eyes or ears or profuse nasal discharge

- Symptoms of a possible communicable disease, such as sniffles, red eyes, sore throat, headache and abdominal pain with a fever

If your child is absent from school due to a hospital stay, an infection or contagious disease such as mumps, measles, chicken pox, rubella, roseola, strep or pink eye, please notify the School immediately of your child's illness.

If your child is too sick to come to school, but is not critically ill, you might try "Coughs and Cuddles" at the Presbyterian Hospital of Plano. The phone number is 972-981-8585.

A DOCTOR'S NOTE will be required before a child can return from having Hand Foot & Mouth disease or RSV.

Weekday School will not administer over-the-counter medications.

We will administer breathing treatments to any child who needs it. Please pre-mix the mixture and always be very specific about the instructions. This is a big responsibility for the teacher and the School. We want to make sure the child gets the correct dosage.

Texas Department of Family and Protective Services require the following in reference to medication:

- An **AUTHORIZATION TO DISPENSE MEDICATION** form must be completed every 6 months for **any** medication that we would need to give a child. This form is available at both reception desks and will be kept in the child's file. No medication can be given without written instructions by parents
- All medication must be in the original container and the child's name must be on the original box or bottle.
- The expiration date must be noted on the bottle.
- We will give prescription medication only with a prescription from the child's physician that includes a beginning and ending date.

A medication chart is available to sign daily as you bring your child's medication. We will document the administering of medication and keep the records on file for the required three-month period. Please use one line for each medication and each dose to be given.

DISCIPLINE IN THE CLASSROOM

Our discipline philosophy as a school begins with helping children build positive decision making skills that relate to their behavior choices. We strive to re-enforce positive behavior whenever possible. When negative behavior occurs, we work with each child to help him/her discover the better choice they can make next time. Diversion, re-direction, and possibly even renewal time away from the group for a brief period are all additional methods used by our teachers. Our goal is to maintain a positive classroom with children who are learning every day as they build their decision-making skills.

In the event of severe discipline problems, the school reserves the right to ask parents to withdraw their child from the school. This will only occur if the child's behavior is continually interfering with the learning or safety of the other children in the classroom.

FIRE AND SEVERE WEATHER DRILLS

Fire Drills

The Weekday School is required by the state to have a fire drill once a month. Evacuation routes are posted in every room. It is the responsibility of the teacher & assistant teacher to review the evacuation plan with the children in their care. On occasion, the fire drill will take place during lunch or nap time.

Severe Weather Drills

The Weekday School is required by the state to have one tornado drill every three months. Evacuation routes are posted in every room. It is the responsibility of the teacher & assistant teacher to review the evacuation plan with the children in their care. On occasion, the severe weather drill will take place during lunch or nap time.

PARENT INVOLVEMENT

Parents are encouraged to become involved in the School by dropping by for a brief visit anytime or occasionally eating lunch with their child. Advance reservations for lunch must be made with the office. See Schedule of Fees for cost of lunch. Please do not bring food from outside to eat with your child.

If you need to talk to your child's teacher, please make an appointment. Because children deserve their teacher's undivided attention, conferences must be scheduled at nap time or evenings.

Conferences are not regularly scheduled. However, we will not hesitate to call you if we feel there is a need. Progress reports are sent home for Pre-K.

If a parent has a job, hobby or craft that would be of interest to young children, we would be happy to have you share with us.

Please notify the School of specific occurrences in your child's life that may affect his/her emotional as well as physical well-being. These may include parent work changes, illness, a new baby, a marriage, a move or a divorce. We will notify you if anything happens at school that would affect your child such as a contagious disease, serious illness or death of a teacher or student.

Counseling referrals are available through the church upon request.

It will be a pleasure to have your child in our program. If you have any concerns, requests, or suggestions, please feel free to stop by or call the director at any time.

Handbook approved by Weekday School Committee June 2014.

APPENDIX

Child Abuse Prevention Parent Strategies

Provided by Cynthia Garrison, MS, CFLE, CAMS

9 Strategies to Do Before You Lose Your Cool

1. Take a walk - Stop what you're doing and take a quick family walk. The combination of physical release, a change of scenery, and fresh air will help to clear your mind and give you time to put your frustrations back into perspective.

2. Take a deep breath - Breathe in as deeply as you can, very slowly. Do this several times until you feel yourself beginning to calm down.

3. Leave the room - Separate yourself from your children for a few minutes. If your child is an infant, place him or her in the crib and walk away until you can feel yourself calming down. Your child may be crying, and that's okay. He or she will be safer in the crib than in your arms during those moments when you feel intensely frustrated or angry.

4. Talk with a friend - Develop some friendships with other parents whom you can lean on when you have a rough day. At first, you might be worried about letting someone else know you're "not perfect," but the truth is every parent has bad days. In fact, sharing your experiences will not only help you to feel better and cope more effectively, but your effort to be real with one another will also result in a deeper, closer friendship.

5. Call a hotline - There is absolutely no shame in calling for help. The person on the other end of the phone is most likely there because he or she has been through exactly what you're going through, and wants to help. For immediate, live assistance, 24 hours a day, dial 1-800-4-A-CHILD (1-800-422-4453).

6. Write - Take a moment to sit down and write about what you're feeling in a journal. Or, if you can't think of anything, just write out the words to a favorite song. Focusing on this task will give you a chance to calm down and reorganize your thoughts.

7. Do something productive - Many parents find that they become extra sensitive to tantrums when they're already stressed out about other things. One way to gain control over your emotions when this happens is to take a break from the interaction with your child and do something productive, such as cleaning up the kitchen or straightening up the living room. Spending just a few minutes doing something productive that makes you feel more in control can help you approach the situation with your child with a different attitude and intensity.

8. Create a plan - Many times heightened frustration results from feeling like there are no alternatives. When you find that you're angry over something that your child has done, sit down and think about what needs to change in order to prevent the same thing from happening again. This may include changing your house rules, employing different discipline strategies, or communicating with your child on a different level.

9. Be forgiving - Be just as willing to forgive yourself as you are willing to forgive your children. And when it is appropriate, take the time to apologize to your child. This creates a clean slate, but it is also humbling enough as a parent to make you think twice before reacting the same way next time.

One of the most important things you can do to prevent child abuse is to build a positive relationship with your own children. (Source: Department of Health and Human Services, Washington DC)

Help your children feel loved and secure.

We can all take steps to improve our relationship with our children: Make sure your children know

you love them, even when they do something wrong. Encourage your children. Praise their achievements and talents. Spend time with your children. Do things together that you all enjoy.

Seek help if you need it.

Problems such as unemployment, marital tension, or a child with special needs can add to family tension. Parenting is a challenging job on its own. No one expects you to know how to do it all. If you think stress may be affecting the way you treat your child, or if you just want the extra support that all parents need at some point, try the following:

Talk to someone. Tell a friend, healthcare provider, or a leader in your faith community about your concerns. Or join a self-help group for parents.

Get counseling. Individual or family counseling can help you learn healthy ways to communicate with each other.

Take a parenting class. Nobody was born knowing how to be a good parent. Parenting classes can give you the skills you need to raise a happy, healthy child.

Accept help. You don't have to do it all. Accept offers of help from friends, family, or neighbors. And don't be afraid to ask for help if you need it.

Monitor your stress level. Find out where your frustrations lie and address them in some way.

Evaluate your use of substances such as alcohol or drugs. Understand how these substances change your decision-making ability or your personality. Do you yell? Do you hit? Does it change you in some other way?

Resources for Parents

Children's Advocacy Center of Collin County 2205 Los Rios Blvd. Plano, TX 75074	972-633-6600
Family Education and Guidance Center/Plano ISD 1300 19 th Street Plano, TX 75074	469-752-2272
Child and Family Guidance Center 4031 West Plano Parkway Plano, TX 75093	214-351-3490 Plano office ex. 3105
Crossroads Family Services 2600 Ave. K #140 Plano, TX 75074	972-578-2802
Strengthening Families of North Texas 6308 3415 Custer Road, Suite 140 Plano, TX 75023	972-517-
Family and Protective Services 5400 State of Texas	800-252-

EMERGENCY EVACUATION PLAN

FOR:

First Baptist Church Weekday School

1300 E. 15th Street

Plano, Texas 75074

972-422-5904

Procedures for an Emergency

Three whistle blows = fire drill

Two whistle blows = bad weather drill

Routes are posted in each classroom (Red line = primary exit)

Relocation Site

Mendenhall Elementary

1330 19th Street

Plano, Texas 75074

(469) 752-2600 Fax: (469) 752-2601

Method of Transportation

Walking

Infants

Teachers will use the evacuation cribs marked with red tape. Four (4) infants will be loaded per crib and pushed by teachers. Teachers will take their emergency folder/bag and cell phones with them.

Toddlers

The two (2) red bye-bye buggies and strollers as needed will be used to transport toddlers. Teachers will take their emergency folder/bag and cell phones with them.

Essential Documentation

Each teacher will have a folder with the following for each child:

Parent emergency contact information

Authorization for Emergency Care

Child Tracking System

In case of a Severe Weather evacuation, teachers will also have a bag with:

water

crackers

first aid kit

books for the children

Staff Assignments in an Emergency

Director and Assistant Directors will check rooms and restrooms for children, turn lights off and close doors. Church Front Office Staff will assist with the Infant and Toddler rooms.

Parent Communication

Each teacher will have their cell phones and the class folder with all emergency contact information for parents and guardians.

The Director will have the same information on ALL children with her along with her cell phone.

Each teacher has the director’s cell phone number in their phone.

Primary Contact Person(s) for the school in an Emergency

Debbi Mitchell, Assistant Director	214-763-6528
Lori Washam, Supervisor	469-471-1323

Method of Communication

<u>EMS:</u>	<u>phone</u>	<u>911</u>
<u>Fire:</u>	<u>phone</u>	<u>972-941-7159</u>
<u>Health Department:</u>	<u>phone</u>	<u>972- 941-7143</u>
<u>Law Enforcement:</u>	<u>phone</u>	<u>972-424-5678</u>
<u>Licensing:</u>	<u>phone</u>	<u>469-229-6911 or 1-800-582-6036</u>
<u>Parents:</u>	<u>phone, email, text messages (Director will have master list of all children)</u>	



