



FIRST BAPTIST
CHILD DEVELOPMENT
CENTER

Family Handbook

2022-2023

First Baptist Child Development Center
901 La Ventana Drive
Marble Falls, Texas 78654

830-693-3930

www.fbcsmf.org

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FIRST BAPTIST
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CENTER**

Dear Families of First Baptist Child Development Center,

Welcome to our school! At FBCDC we believe strongly in the difference between simply providing daycare for children, rather, providing a strong, faith-based, developmentally appropriate and academic-based curriculum/education for your children.

At FBCDC your children will engage in curriculum and activities that enrich their lives and help lay a strong foundation for them to be successful in the classroom and life, today, tomorrow and the future.

We believe that partnering with First Baptist Church of Marble Falls (FBC) and the families of our children in their development is the most effective way to ensure a positive and impactful learning experience for all children in our care.

Thank you for trusting us with your most precious gifts from God! We look forward to sharing an amazing and spirit-filled year with your family!

Here's to a blessed year!

Lindsey Mansur
Director of First Baptist Child Development Center
lindsey.mansur@fbcsmf.org
830-693-3930

And the child grew and became strong in spirit, filled with wisdom; and the grace of God was upon him.

Luke 2:40

General School Overview

Our Vision:

First Baptist Child Development Center strives to provide a Christ-centered early learning environment that nurtures and guides each child's growth and identity by fostering a deeply rooted love for learning and for knowing Jesus Christ.

Purpose

First Baptist Child Development Center is a ministry of the First Baptist Church (FBC), Marble Falls to serve the children of the Highland Lakes area. Its purpose is to provide care, education, and development of each student as Jesus did. FBCDC, a ministry of FBC serves a purpose of "helping people find life in Jesus Christ by following Him."

Objectives

FBCDC believes that students need to see Christ in all things, including people, and experiences that are part of their environment. Therefore, a love and appreciation for Christ and things that Christ has made are stressed through appropriate activities. FBCDC curriculum design helps each student develop in all facets of their life – physically, mentally, emotionally, socially, and spiritually.

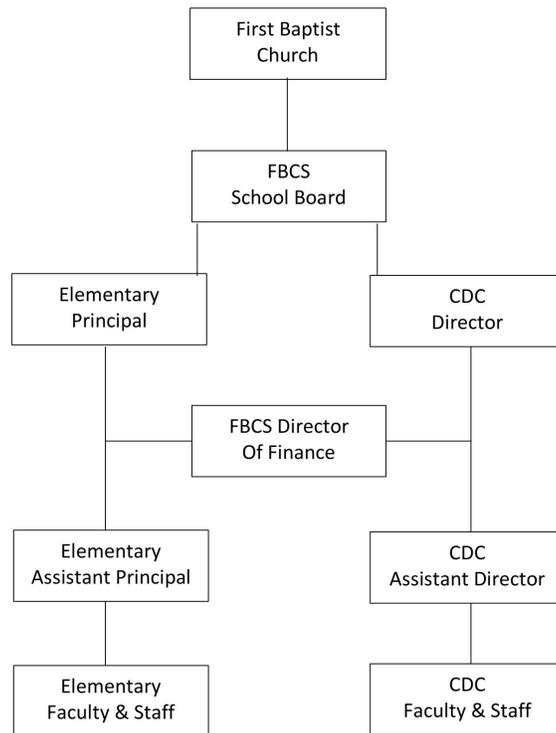
Nondiscrimination Policy

First Baptist Child Development Center admits students of any race, color, national or ethnic origin, or religious affiliation, to all rights, privileges, programs and activities available to students at the school. It does not discriminate on the basis of gender, race, creed, color, national or ethnic origin in administration of its education policy, scholarship, or other school-administered programs.

Goals of a Christian Education

1. To teach students to love God with their heart, soul, mind, and strength through a transforming, redemptive, personal relationship with Jesus Christ of Nazareth as Lord and Savior (*Mark 12:30*).
2. To enable each student to become an effective, responsible, and pleasing servant of our Lord Jesus Christ, trained for works and service that He has prepared for each one to do by loving one's neighbor as one's self (*Mark 12:31*).
3. To disciple students so they may develop a characteristic lifestyle that conforms to the image of Jesus Christ (*Romans 8:29*).
4. To help the Christian student organize, articulate and account for the hope that lies within him/her with gentleness and reverence (*1 Peter 3:15*).
5. To formulate a distinctively Christian mind that is able to think and act according to Biblical principles (*Philippians 2:3-8; 4:8, 9*).
6. To provide a knowledge of the universe, man's place in it, and God's perspective on man and human history in such a way that each student will weigh the value of their relationship to Jesus Christ and accept the challenge of lifelong commitment to knowing Biblical principles and obeying His commandments.
7. To guide the students in knowing, comprehending and applying the fundamental doctrines of the Christian faith and their practical implications for life in the age ahead.
8. To provide a clear perception of truth and the motivation to act in a morally and socially responsible way; to obey God in the fulfillment of His mandate for His people.

Organizational Structure (Chain of Communication)



Parent School Communication Guidelines

School and Home Communication

COMMUNICATION between school and home is of primary importance. To see that this communication goes through the proper channels, First Baptist Child Development uses the Matthew 18 Principle for solving school issues, beginning at the lowest level possible. Our desire is to keep communication between home and school open and healthy. Solving issues according to these guidelines ensures the best possible situation for our school, school personnel, you as a parent, and for your child. Small issues remain small and are dealt with at the most effective level for all involved.

To keep parents informed of grievance procedures, the school will print them in the student handbook, include them in student materials at the beginning of the school year, and refer to them at the parent orientation in the fall.

The Matthew 18 Principle states that the following lines of authority should be followed when seeking resolution to concerns:

1. Discuss the concerns DIRECTLY with the teacher or school staff member involved.
2. If not resolved, go to the Director along with the teacher or school staff member.
3. If not resolved with the Director, go to the Board President, along with the Director, teacher, or school staff member.

4. If not resolved by the Board President and other involved parties, go to the School Board of Directors for a final decision.

If a decision is reached that differs from a parent's request, the parent should accept that decision as one that has been thoroughly explored by the administration and determined to be in the best interest of the school and the persons involved.

As set forth by school policy, formal evaluations of faculty are done by professionally trained administrators. The administration determines who will be recommended for employment each year. Recommendations are based on formal evaluation, attitudes, relationships, conduct, spiritual life, and job performance. All matters that concern First Baptist Child Development Center and its personnel shall be handled through the First Baptist Child Development Center Director's Office.

School Family Partnership

First Baptist Child Development Center affirms a strong partnership with its parents in the education and development of our students. As such, the school values the tremendous involvement and support of its parent body, and understands parents provide important feedback that aids school improvement. At the same time, should a parent's involvement with the School become disruptive and/or counterproductive, the Administration reserves the right to render judgment that the relationship between the School and family is not working well and is not in the best interest of the School or family. In such cases, the student(s) in this family may not be invited to return to FBCDC. In extremely difficult or unproductive situations, the student(s) may be dismissed during the academic year. Emails or letters with concerns about the school or its employees or volunteers must be directed ONLY to the employee, volunteer and/or Director where the Matthew 18 Principle will be applied.

Texas Department of Family and Protective Services

First Baptist Child Development Center is under the supervision of the licensing requirements of the State of Texas. This department oversees our quality of services based on the Minimum Standards for Child-Care Centers. Their information in our yearly reports may be found at <http://hhs.texas.gov>.

To contact the Department of Family and Protective Services you may also call 936-756-1551 for the local area office. If you suspect neglect or abuse, their hotline number is 1-800-252-5400.

Policies and Procedures

Admission and Registration

First Baptist Child Development Center is open to all children, regardless of race, national origin, or Creed. All children must be able to participate in daily classroom and curriculum activities based on their age group.

Enrollment to First Baptist Child Development is open year-round to children ages 6 weeks to 5 years old who miss the September 1st cut off.

FBCDC is Full Day, Monday through Friday Program.

An annual enrollment fee is due at the time of enrollment. The enrollment fee will be due yearly in August at the start of the FBCDC school year.

This fee will reserve a classroom space in the requested room and cover materials and classroom supplies.

Once paid, fees and deposits are non-refundable and non-transferable to another member of the family. Upon receipt of the annual registration fee. It will be sent to you. The completed enrollment packet and fees for each child must be received prior to a child starting at FBCDC. Providing FBCDC with any false information will be grounds for immediate dismissal.

In accordance with the guidelines of Child Care Licensing and Texas Department of Family and Protective Services, children whose enrollment packets are incomplete will not be permitted to attend class. Please know that it will take up to a week to review and approve your packet. Any special accommodations will be discussed and kept confidential with the director.

Enrollment Information

All enrollment forms in the enrollment packet must be filled out before your child will be allowed to attend this Center. The following is the required documentation for any child in the state of Texas to attend childcare:

- A copy of the child's official birth certificate. Hospital certificates, baptismal records and confirmation certificates are not acceptable.
- An up-to-date immunization record for the child or a vaccination exemption certificate.
- A health statement signed by a healthcare professional stating that the child is healthy and able to be in our care.

*No child will be admitted without **ALL** documentation.*

Policy On Records

It is the policy of FBCDC to treat each child as an individual. As a result, it is our policy to treat each parent individually. We serve many different family styles. In regards to parents who are either separating, divorcing or already divorced, we welcome both parents to visit at any time. Both parents also have the same access to their children's records (such as enrollment records, medical records and incident reports) unless unique circumstances are submitted to us from the court. Please be sure to expedite these documents to our office staff as well as any changes made during the year.

Upon receiving the enrollment documents, First Baptist Child Development Center has the right to communicate with a child's doctor and/or specialist; we require full disclosure of prescriptions and or Specialist Care that the child receives to ensure the quality of care we offer each child. This is for the purpose to identify if a modification in our curriculum might be needed and to provide an individual education plan for that child and for any health concerns that may arise without notice.

Student Records are only available to the office staff maintaining and ensuring the confidentiality of those records. Whenever your contact information changes, it is imperative that we have the new information in order to update your child's file. Parents can update their contact information with the relevant forms at the front desk.

Tuition And Fees

General Information

Tuition Invoices will be emailed on the first of the month. Tuition charges are due on the seventh business day of every month. Please speak with the Financial Office to fill out an automated billing process form indicating your bank account or debit card to be used for payments. Automated tuition payments will be processed on the seventh business day of each month. Payments made using a bank account will not incur a service fee. Payments made using a credit card or debit card will incur a 2.9% service fee.

A 30-day written notice before the last day of attendance is necessary to withdraw or change a child from any program.

Statements

Upon enrollment you will receive a monthly statement via QuickBooks by the **1st of each month**. This statement will be emailed to your email address as it appears in your financial contract signed during enrollment.

All tuition payments are due on the 7th business day of each month, unless prior arrangements have been made and approved with the Financial Office.

A late fee will be posted to your account if payment is not received by the 8th of each month.

Enrollment Fee: All Programs

The annual enrollment fee covers curriculum materials, classroom supplies, annual school spirit shirt and administrative fees associated with each student.

Once paid, fees are non-refundable nor transferable to any other member of the family. If the fee is not received in full, we can not guarantee your child's placement in the school.

Program Tuition and Fee Description

FBCDC is a 5 day a week Full day program serving infants 6 weeks to children 5 years. We also have a Before and After School program open to students of FBES. For specific tuition fees, please visit our school website.

Late Fee Charges

Tuition

When enrolling your child at FBCDC, you will be required to complete and sign an Enrollment Contract. Payments are due on the 7th business day of every month. Payments received after the 8th business day of the month are subject to a late fee. Outstanding balances are not permitted. Full payments for all services are required for your child's continued enrollment.

Late Pickup

The FBCDC operating hours are 7 a.m. to 5:30 p.m. every weekday. Late fees are charged if a child is picked up after our operating hours.

- **First 10 minutes after closing : \$25**
- **10 + minutes after closing : \$50**

This applies to students in all programs picked up after 5:30 p.m.

Three late pickups within a school year will result in a meeting with the Director.

Receipts & Tax Statements

Your monthly statement will reflect all charges and payments from the previous month. A year-end statement is available upon request with all payments made within the year for tax purposes. Families who are no longer in attendance should request to receive a year end statement for either pick-up or to be mailed to the current address.

Withdrawal Policy

FBCDC relies on our families to pay their child's tuition in a timely manner in order to pay teachers' salaries and administration operations. A 30-day written notice prior to the last day of your child's attendance is required to withdraw your child from our program. If a 30 day notice is not given prior to your child's last day of attendance, you will be billed 2 weeks of your tuition plus any days of the current

month your child is attending. This policy also applies to withdrawals from the FBCDC before and after school care program. Registration fees and deposit fees are non-refundable.

Outstanding Account Balance Policy

Payments are due and payable in full each month. Your child's placement will be fortified immediately if an account is not made current before the next tuition billing cycle. First Baptist Child Development Center will extend payment arrangements at any time it is deemed necessary; however, communication of such a need with the FBCDC Director and Finance Office must be within the 30-day period. Collection procedures will be pursued if a payment is not received promptly.

Emergency Preparedness Plan

School Closure

In the event of an unprecedented event, such as, but not limited to floods, hurricanes, and pandemics that forced the school to close, a plan will be in place for children to continue their Academic Year through distance learning. Material will be picked up or emailed and classes will continue virtually.

Fire

- The teacher is trained with the fire escape plan on the wall in the classroom. An extra copy will be included in the teacher's emergency bag.
- The alarm is an intercom emergency announcement and a shrill beeping alarm sound.
- The teacher should grab their cell phone and the emergency bag in their classroom which contains written instructions, another copy of the Fire Escape Plan, a roster of their students with emergency numbers, a flashlight, and 3 colored cards:
 - **GREEN** means- all students accounted for,
 - **YELLOW** means - extra student is with class,
 - **RED** means – students missing.
- When the alarm sounds, teachers will quickly line children up to be taken to the designated areas outside of the building according to the plan.
- Teachers must lead the line! If a passage is blocked because of a fire, the teacher should lead in a secondary route depending on the situation. If smoke is thick, students should stay low to the floor as they exit the building. Remember the firemen's advice to STOP, DROP AND ROLL, if necessary.
- The fire protection doors at the front entrances on both floors of the school wing will automatically close when the sprinkler system is engaged. The fire door may be pulled back open manually to allow an exit if necessary.
- Designated staff will search for any remaining individuals in the building by doing a sweep of classrooms, restrooms, the Kids Theater and the gym before exiting the building.
- When teachers and students have reached the designated areas outside the building, the teacher will hold up colored cards and wait for the "all clear" from administration.

Severe Weather or Tornado

- In case of a tornado alert, the alarm is an intercom announcement.
- Teachers will grab their cell phone and the emergency bag in their classroom which contains written instructions, another copy of the Tornado or Severe Weather Plan, a roster of the students with emergency numbers, a flashlight, and 3 colored cards:
 - **GREEN** means- all students accounted for,
 - **YELLOW** means - extra student is with class,
 - **RED** means – student(s) missing.
- The children will be moved quickly to the downstairs hallways and designated areas at the end of the downstairs hallways without windows according to the class evacuation plan for Tornado or Severe Weather.
- Children should position themselves close together and cover their neck and head with their hands.
- The First Baptist Church building is rated for an E-4 wind event/tornado.
- Designated staff will search for any remaining individuals in the building by doing a sweep of classrooms, restrooms, Kids Theater and the gym.
- When teachers/students have reached the designated areas in the hallways on the first floor of the building, the teachers will hold up a card and wait for the “all clear” or further instructions from administration.

Threatening Incidents & Intruder Lock Down

All of our staff train on the lockdown procedures several times a year. Lockdown procedures are internal and shared with staff only. All parents will be notified through the Procure app in the event that a lockdown procedure would be in place. Staff that may be off-site (field trip or walk etc.) are informed via phone call or text and will remain off-site until contacted to return. If a lockdown is estimated to continue indefinitely, parents of off-site students will be called to pick up their child at a designated location. Entering and exiting the building is prohibited until the lockdown has been resolved. At this time, each classroom is unlocked by administrative staff.

Building Emergencies: Evacuation

A large-scale emergency such as a fire, bomb threat, hazardous spill, or gas leak will require evacuation of the First Baptist Child Development Center buildings for an indefinite period of time.

- Upon notification of emergency evacuation, teachers and students will listen for instructions from the administration on the emergency situation and the plan for transporting students.
- Students will be transported to an appointed location. Parents will be notified to pick up their students as quickly as possible.
- Younger students will be transported first.
- Students will be transported in Church and School vans and school and church employee vehicles according to the emergency evacuation plan.

Inclement Weather Policy

In times of inclement weather conditions that may cause a possible school closing, FBCDC will follow the decision made by the Marble Falls Independent School District. Messages will be posted on the school website, Procure app, Facebook page, and an email will be sent to the address on file.

**If weather does not allow our children to participate in outdoor activities, a designated area for indoor activities will be available for each age group.

FBCDC is a Weapon, Gang, & Violence Free School

In accordance with the Texas Penal Code, any area within 1000 feet of a child development center or school is a gang-free zone, where criminal offenses related to organized criminal activities are subject to harsher penalties.

Texas and federal law prohibit intentionally, knowingly, or recklessly causing bodily harm or injury to another. Exhibiting, using, threatening or possessing any firearms or illegal weapons on school property, parking lot, or any passenger transportation vehicles is prohibited.

Code of Conduct

To create a kind and caring environment that teaches an understanding of God's love for all people. Our school does not promote or sanction any activities that could harm or endanger any children. Any harassment or bullying among students and adults must be reported to the director immediately.

Health Standards

It is the parents responsibility to update all Health and Medical information. Any allergies or activity limitations must be made known upon enrollment; all health and medical forms must be filled out and signed by the parent or doctor as per the guidelines of the Department of Health and Protective Services. Please let the school know in detail any severe allergies or special health issues. We require a medical diagnosis and a medical action plan with a doctor's signature for the child's file. We ask that you notify us immediately when your child contracts any communicable disease. The school will send a child home if there is any doubt to the diagnosis, lack of a doctor's note to return to school, symptoms of illness, the child is not able to join in class or activities during class due to lethargy, irregular breathing or wheezing, diarrhea, vomiting, rashes or change in behavior. The doctor's note must indicate the diagnosis. This note is mandatory to clarify the illness or disease. Health and wellness checks are performed on the children

each morning. Under no circumstances can we care for a child who is ill. Hand sanitizer stations will be available throughout the school for adult use only. Children and teachers are requested to wash their hands upon arrival at the school and several times throughout the day.

Universal Precautions

Universal Precautions as defined by the Center of Disease Control are set up standards designed to prevent the transmission of blood-borne pathogens when providing First Aid or Health Care. Universal precaution training is provided to all new employees before their first assignments and to all staff every year. FBCDC practices Universal precautions as a matter of routine; the staff always wears gloves before touching blood, bodily fluids, body substances, urine, feces, vomit, soiled linen or soiled clothing. Face shields are used when mouth-to-mouth resuscitation is required.

Vinyl exam gloves are provided in each classroom, diaper changing areas, classroom first aid supplies, playgrounds, Kids Theater and transportation vehicles. Gloves are discarded after one use and hands are washed each time gloves are discarded.

All surfaces or objects exposed to blood or bodily fluid are immediately washed and disinfected with disinfecting solution. Carpets are immediately decontaminated with standard carpet cleaning solution and sectioned into a canister. If the child's clothing or bedding is soiled, those items are double-bagged, tied and sent home. Waste, including but not limited to diapers, discarded gloves, first aid dressings and blood-soaked bandages, are double bagged in plastic bags, tied and disposed of in a covered trash container that is inaccessible to children.

Sanitation and Hygiene

FBCDC disinfects and sanitizes the school by cleaning all surfaces with a 3 step cleaning process. This process includes soap & water, water, and a bleach and water solution. Each classroom has a set of labeled spray bottles for sanitizing surfaces, furniture and other equipment used by children. The spray bottles are kept in an area that is outside of the child's reach.

Toys and manipulatives that are used daily are disinfected with the same three step process. All nap mats are sanitized after quiet time before being put away.

Staff and children wash their hands for 20 seconds at the following times or as needed: arrival at the school and after breaks or after transitioning from playground, before and after preparing foods or drinks, before and after eating or handling food or feeding children, before and after administering medication or medical ointment, before and after diapering, after using the toilet or helping a child use the bathroom, after coming in contact with bodily fluid, after handling animals or cleaning up animal waste, after playing outdoors or in sand and after handling garbage. If hands are not visibly dirty, alcohol based hand sanitizer with at least 60% alcohol can be used if soap and water are not available.

Allergies

At First Baptist Child Development Center we want to provide the very best care for your child. In order to do so, we require a medical diagnosis signed by a physician along with a medical action plan for any allergy your child may have. Please be specific with your child's allergy information. We need to know

what signs or symptoms have been exhibited during reactions. This will help us recognize a reaction quickly. If your child requires an EpiPen, please have your doctor complete an anaphylaxis action plan. This form provides specific instructions concerning treatment if your child is exposed to his or her allergen.

First Baptist Child Development Center is a **Nut-Free** Facility. See page 12 regarding this and other food allergy protocols.

Smoking and Tobacco Use Regulation

FBCDC is a smoke-free environment. We insist on strict adherence to this policy, as well as other substances prohibited by law.

Vision and Hearing Screenings

Texas law requires all 4 year old children (as of September 1st of the current school year) to have a vision and hearing screening, the results of which must be recorded in the childcare files by December 1st. FBCDC will offer a screening service late fall, early winter, or you may have your child screen through your Physician's office. Once your doctor has completed a screening, a copy must be submitted to our office.

Immunizations

The Texas Department of Family and Protective Services requires that we have a health statement signed by the physician and a copy of your child's up-to-date immunization records **signed** by the physician before admission. Records will not be accepted if they are printed from "My Chart".

Exclusion from immunizations for reasons of conscience, including a religious belief, must be submitted on an original notarized "Exemption from Immunization for Reasons of Conscience" document issued by the Texas Department of State Health Services. This form is required before the first day of attendance.

Information on required immunizations for childcare facilities as well as the immunization exemption form can be accessed at www.dshs.state.tx.us/immunize

Medication Dispensation

Medications (prescription and or over-the-counter, including diapering creams and ointments) dispensed at First Baptist Child Development Center are subject to the following guidelines:

- No medications are to be sent with a student in his or her backpack.

- An authorization for dispensing medication form must be completed by the parent for every medication. These forms are available at the front desk and should specify when it should be administered.
- Prescription medication must be in the original container and labeled with a child's full name, the date the medication was brought to FBCDC, dosage directions and a physician's name.
- Non-prescription medication must be in the original container and labeled with a child's first and last name, room number, and date the medication was brought to FBCDC. The parent or guardian must provide all non-prescription medication. Any medication requiring a consult for the dosage level will need to have a written doctor's order stating the child's name, date, dosage directions and physician's name and telephone number.
- Parental authorization is for long-term, as needed medications for periodic and reoccurring medical problems (i.e. headache, asthma attacks, allergic reaction), "The reservation to administer medication expires on the first anniversary of the date the authorization is provided," as per the Minimum Standards for Child Care Centers, 746.3803- b.
- Sample medications require a doctor's written prescription.
- FBCDC cannot administer the first dose of a new medication(e.g. the child has never taken the medicine). Exceptions would be emergency medications (i.e. EpiPen) that a student requires but has not received in the past.
- Medication can only be given in amounts and time intervals according to package directions or as amended by a physician.

Sunscreen and Insect Repellent

The container must be labeled with a child's name and room number. The parent must log the product into the book labeled sunscreen and insect repellent, which is located at the front office. It will be kept in the cabinet out of the children's reach. The teachers will use it as needed. The product will not be applied after its expiration date and will be either disposed of or returned to the parent.

Illness

Acutely Ill Children

Your child's health is a matter of major importance to all of us. A child will be sent home if he or she appears to have any signs or symptoms of illness. In such cases, the parent is contacted immediately. Under no circumstances can we care for a child who is ill or unable to participate in classroom activities. At any time our Director or Assistant Director has the discretion to send a child home due to illness or an Incident.

Cause for Medical Dismissal

The child will be dismissed if the illness prevents the child from participating comfortably in classroom activities or the illness results in a greater need for care than the staff can provide without compromising the health safety and supervision of other children.

If a child is displaying the above or any symptoms of a minor illness such as lethargy, headache or stomach ache, the child will be brought to the office and the symptoms will be assessed. The child will return to class provided there is no fever. Parents will be notified and requested to pick up the child if assessment warrants so.

Exclusion of Care

Children must stay home if they are exhibiting any of the following symptoms:

- An auxiliary (armpit) temperature of 100 or more degrees accompanied by behavior changes or other signs or symptoms of illness.
- Skin rashes, bumps or hives that appeared suddenly, open wounds, lesions, encrusted areas, or red eyes with discharge.
- A diagnosed communicable disease.
- Symptoms and signs of possible severe illness such as lethargy, irregular breathing or wheezing, diarrhea, vomiting, behavior change, or other unusual signs, until medical evaluation indicates that the child can be included in the facility's activities.

He or she must remain home until medical evaluation indicates that the child can be included in the facility's activities. A child must be free from vomiting, diarrhea and fever (without fever reducing medications) for 24 hours before returning to school.

Head Lice

First Baptist Child Development Center has a no-nit policy concerning head lice. Should an episode of lice occur, the following guidelines apply:

- Once lice have been found on one child, everyone in the classroom, including adults, will be examined. The child or children found with the lice will be kept in the office and the parent(s) contacted immediately to pick up the child. All parents of the class will be notified of the outbreak.
- A child with lice must be treated with lice-killing shampoo, and the school must be notified of the treatment. In addition, it is important to remove all white, oval-shaped eggs (nits) after treating the hair; eggs that aren't removed are likely to hatch and start the infestation over again.

Once the child is treated and all nits are removed, the child may return to the center; this might take 2-3 days. Upon arrival, affirmative, the child will be readmitted to class.

Absence And Attendance

In the event that your child will be absent or late to school please inform us directly through the messaging feature in the Procure app. If your child has seen his or her doctor and has been diagnosed with a communicable illness, please notify the school of the diagnosis. A doctor's note will be required for your child to return to school. In addition, we may alert the class regarding a particular diagnosis through the Procure app. If your child will be absent due to vacation or holidays, please also notify the school through the app.

Emergency Medical Procedures And Incident Reports

In the case of onset of critical illness or injury, we will make an immediate attempt to contact a parent. Parents must keep all phone numbers in their child's file/app profile current. The child will be taken to the emergency room (as authorized in the enrollment packet) by emergency vehicle. The Director or Assistant Director will follow the emergency vehicle to the facility and remain with the child until the parent arrives.

In the case of minor injuries such as a bump or scratch the injury will be treated according to the prescribed methods of first aid and an incident report describing the incident will be first uploaded into the Procure app with a photo attached. A 3-ply written incident report will also be completed giving the parents the white copy and placing the other copies in the child's file. Head injuries, such as a bump or bruise will result in a phone call to the parent.

All incident report forms must be signed by the parent or guardian of the child.

FBCDC is not responsible for medical costs associated with a child's medical condition.

Preventing And Responding To The Abuse And Neglect of Children

First Baptist Child Development Center staff are **REQUIRED** by Texas law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is **reason** to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. Our staff receives training annually on recognizing and preventing child abuse and neglect. The staff may not notify parents when the police or CPS is called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called. To report child abuse or neglect, call 1-800-252-5400 or go to www.txabusehotline.org.

Employers are prohibited from retaliating against caregivers who make reports in what is considered "good faith." Causes for reporting suspected child abuse or neglect include but are not limited to the following:

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands
- Dropping off or picking up a child while under the influence of alcohol or illegal drugs
- Failure to attend to the special needs of a disabled child
- Obvious malnourishment
- Lack of personal cleanliness
- Need for glasses, dental care, or other medical attention
- Evidence of injury to the genital area or private areas
- Difficulty sitting or walking
- Leaving a child in a vehicle unattended
- Not securing a child in a car/booster seat or seat belt

Child abuse is a community concern. An excellent resource for strategies to reduce and prevent child abuse and neglect can be found at www.helpandhope.org.

If you feel you need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help. Please call the national Parent Hotline at 1-855-427-2736 or visit www.helpandhope.org/Find_Help/

The Statewide abuse and neglect phone number is 1-800-252-5400.

Nutrition and Meals Guidelines

At this time, FBCDC asks that parents provide a lunch for their child that does not require heating and snacks if they prefer. FBCDC will provide two snacks daily, a morning snack and afternoon snack. A monthly snack menu will be provided to parents through the Procure app and a paper copy can be given at parent request. In accordance with Minimum Standards, FBCDC will not serve and does not allow any fruit or sugar drinks at the school. Water and milk are the preferred beverages.

Allergies and Individual Dietary Requirements or Restrictions

Information regarding a child's allergy to a particular food is posted in every classroom and is accessible by all teachers and staff. The staff is educated about any food allergies and every precaution is taken to ensure that the child is protected. Allergies must be observed at all times. If your child is allergic or sensitive to dye, sugar, milk, etc. or if you must send a special drink, please prepare it in advance or send it in a plastic container, clearly marked with the child's name.

First Baptist Child Development Center is a nut-free facility. This policy aims to increase our community awareness in order to minimize the risk for children with documented allergies to nut products. FBCDC has developed and will maintain a whole school action and implementation plan when dealing with students who have critically life-threatening allergies. Allergies are a very serious matter and the safety of all of our children is our priority.

Our facility will remain a “nut-free” facility. Please do not send in any food items to be consumed that contain peanuts, nuts, peanut butter, nut butters or peanut products.

- This includes almonds, filberts, Brazil nuts, cashews, hazelnuts, macadamia nut, pecans, pine nuts, pistachios, and walnuts
- Read labels carefully to make sure the products are nut-free. This includes labels that may contain traces of peanuts/nuts or “processed in a facility that processes products that contain peanuts/nuts.” Food labels and ingredients change over time, so always read the label each time before purchasing food items.
- **NO HOMEMADE TREATS MAY BE BROUGHT INTO THE CLASSROOMS.** All treats and snacks brought to the classroom to share must have an ingredient label.

Here is a link with a nut free food guide to help assist you with keeping all of the children in our care safe: <https://snacksafely.com/safe-snack-guide/>

Other Dietary Requirements or Restrictions:

In order to accommodate every child's special dietary needs, we ask that parents document any necessary information. If your child will need a substitute food item due to religious or cultural preferences, please provide this information in writing at the time of your child's enrollment or thereafter. Dietary restrictions and requirements will also be posted in your child's classroom along with other food restrictions and allergies in order to keep all staff informed.

Feeding/Eating Schedules

Infants: You determine your infant's feeding schedule. During feeding time, we hold and talk to babies. Please provide us with freshly prepared bottles and food daily. Always label all bottles and food containers with your child's first and last name and date.

You may breastfeed or provide breast milk for your child while in our care. Breast milk must be individually labeled with your child's first and last name and dated. We provide a designated room for mothers to breastfeed their child.

Regularly scheduled snack times and meal times are provided for the children in our care. Lunch is provided by parents and FBCDC provides snacks that meet safety guidelines for the children in our care. Children are encouraged to feed themselves to promote self-help skills and autonomy. Children wash their hands before and after eating. Children do not share food or feeding utensils with other children. Hand washing sink and diaper changing areas are not used for food preparation, washing food, or for food/preparation equipment, pacifiers or toys.

Physical Activity and Screen Time Policy

At First Baptist Child Development Center, children receive a balance of active and quiet play, including group and individual activities both indoors and outdoors. Children will have a minimum of 30 minutes of

outdoor play in the morning and 30 minutes in the afternoon each day, weather permitting. The children will also have 30 minutes of moderate activity throughout the day indoors. FBCDC ensures that children receive a variety of activities to address their emotional, social, intellectual and physical development.

According to the Minimum Standards, FBCDC does not allow screen time for children under the age of two years. During the first two years of life children's brains and bodies are going through critical periods of growth and development. Screen time activities for children ages three and up may not exceed one hour per day and must be age-appropriate and related to planned activities that meet educational goals.

Clothing

The following are the clothing guidelines to keep your child safe and comfortable while in our care:

- Dress your child in comfortable, washable play clothes, free from complicated fastenings. Clothes that children can easily put on and take off for toileting purposes are best.
- Select weather appropriate outerwear that is washable and please label these items with your child's name
- Let teachers know if your child needs to be cleaned up and changed for an appointment or party. We will be glad to help.
- Children should leave a change of clothing at FBCDC clearly labeled with their first and last name in a gallon-size Ziploc bag. An extra pair of shoes is also advisable in the case of a toileting accident.
- **To avoid a choking hazard, no backpacks or clothing with drawstrings are allowed.**
- Children are required to wear enclosed Footwear at all times to ensure children's safety. Examples of footwear that are not allowed are flip flops or sandals with open toes.
- Please label all clothing!

Diaper Changing

Proper diaper changing procedures are posted at each changing table. The changing tables are waterproof, non absorbent surfaces. Tables are sturdy and are adult height. The changing area is never located in food preparation areas and is never used for a temporary placement of food. Hand washing sinks with liquid soap dispensers are within arm's length of each changing table. A closeable, foot operated, plastic-lined trash receptacle is used in every diaper changing area for contaminated diapers, pull-ups, wipes and liners.

Diaper Changing Procedures

Parents must provide a sufficient supply of daily diapers and wipes. Teachers check diapers and pull-ups regularly and change soiled or wet diapers and clothing immediately. Universal precautions are practiced at all times-teachers prepare the diapering area with diapers, disposable wipes and disposable bags. Teachers use a three-step sanitation process for cleaning the diaper changing table after each

child is changed. Staff wear disposable exam gloves when changing diapers, and gloves are changed between each child.

Minimal contact is made with the child's clothes and diaper. While safety straps on changing tables are not used (to avoid contamination), staff members always have one hand on the child during a diaper change. The staff is trained in and follows proper procedures for cleaning a child's genital area.

Staff use diapers and wipes that are disposed of in a plastic bag. If necessary, soiled clothes are placed in a plastic bag to be sent home to parents. A clean diaper is placed on the child.

During a diaper change, caregivers talk and interact with children. The child is carefully removed from the changing table. The child's hands are washed at the sink with soap and running water. The changing table is disinfected after each use. The staff member washes his or her hands after each diaper change with soap and water for 20 seconds, then uses a paper towel to turn off the faucet.

Toilet Training Procedures

Parents are responsible for providing a sufficient supply of disposable diapers and wipes for children not yet toilet trained. When children are ready for toilet learning, teachers request that children graduate to training pants or wear the easy open sides diapers or Pull-Ups. Several changes of clothing and shoes are needed. Supplies should be checked periodically by the parent and replenished as needed.

All children attending the Preschool Threes class must be toilet trained by age 3 and should be toilet trained by the beginning of the school year.

Napping Procedures

Texas law requires that children 18 months or older who are in childcare for 5 or more consecutive hours should have rest or quiet time. Parents are asked to provide a mat labeled with their child's first and last name. Fold up mats or rollup mats are allowed. Parents may send a blanket and pillows, which are only acceptable if they are attached to the mat (to prevent suffocation). Children are always within Sight and Sound of a qualified caregiver. There is a walking space between mats. Mats are not placed next to or near doors, closets or cabinets. We understand that not all children will nap, however, they are required to be able to lie down and rest without disturbing the other children in the classroom. Age appropriate, quiet time activities will be provided when necessary.

Toys

We request that all toys from home be left at home, unless your child's teacher has indicated otherwise. An exception to this would be a transitional object or "lovey" that young children often bring to school when they are learning to comfortably separate from a parent. When a very young child is attached to a special blanket or stuffed animal, bringing it to school often aids in the transition from home. All toys must be washed daily and return to school clean.

Special Activities

Birthdays

FBCDC would love to celebrate your child's special day! Parents can choose to send store bought, nut-free/allergy friendly treats to be eaten during afternoon snack time that day. Please notify your child's teacher in advance if you plan a celebration so that any student allergies can be addressed. For preschool and Pre-K age children, birthday invitations can be distributed in your child's class or can be given to the teacher. We do not release email addresses or phone numbers of other parents.

Holidays

Each parent will be given an opportunity to provide treats or supplies for holiday celebrations in their child's classroom. Teachers will contact parents to request supplies or volunteer sign-up. If providing snacks, please remember to adhere to the nut-free facility policy and verify other food related allergies in your child's classroom.

Visiting Pets

Due to allergies, pets are not allowed. However, animals are permitted at some special events that are planned and approved by the Director or Assistant Director; forms will go home to parents prior to the occasion. Special events are outside the front of the school and pets will stay with their owners the entire time. Pets will go home directly after the event ends.

Field Trips and Transportation

Educational and recreational field trips are planned throughout the year for children who are in pre-kindergarten and school-age summer camp only. A signed permission form must be on file in order for your child to participate and to be transported on the FBCDC van. In addition, parents must sign a 48-hour advance notice permission slip and return it to the child's teacher before the field trip. Parents are allowed to accompany on field trips but are required to use their own transportation. All children that are transported must be able to follow the transportation requirements in the Texas Minimum Standards.

All children attending a FBCDC field trip must leave and return to FBCDC with their class on the bus. Parents may not pick up or drop off their child at the field trip location. For safety reasons, we reserve the right to exclude any child from participating in off-campus activities.

Please be assured that First Aid supplies are carried on all field trips and all staff members are first aid and CPR trained.

Holiday/School Closures

Please refer to FBCDC's School Year Calendar for specific dates of events and other scheduled days that we are closed.

Communication/Notices

Parents will be regularly communicated with regarding their child's daily and school-wide activities through a variety of methods including, but not limited to, messages in the Procure app, flyers, signs posted throughout the facility and of course through verbal communication as well.

It is the parents responsibility to read the notices and keep them handy for reference. State Licensing requires a parent or guardian's signature on all **Incident and Behavior reports**. Please help us to meet this requirement by signing and dating the notice immediately upon pick up.

Visitors

FBCDC keeps an open door policy and encourages parents to participate in activities with their children. Please coordinate with your child's teacher before visiting the class to read to the children, help in class or participate in lunch.

Arrival/Departure

First Baptist Child Development Center's hours of operation are from 7 a.m. to 5:30 p.m. Child care licensing mandates that children are signed in and out each day that they attend school. Parents or other authorized pick up persons will sign children in and out on the Procure app through the Parent Kiosks (tablets) at the boat desk. All parents or authorized pick up persons must have an individualized QR code or 4 digit PIN to sign a child in or out.

Morning drop time will be cut off at 9:30 am for children in the Infants, Young Toddler, Older Toddler, Young 2's and Older 2's classrooms.

For the Preschool 3's & Prek 4/4A classes, children are required to arrive before 8:30 am.

We understand that doctor appointments and other things occur that would make your child need to arrive after our cut-off times. We ask that you let us know ahead of time through the Procure app or in-person. We ask that you notify us of planned or unplanned absences as well. Please let us know if your child will be out for the day or longer.

FBCDC strongly discourages cell phone use during drop-off and pickup time.

Please adhere to the following drop off and pick up rules:

- Please be sure to have your QR Code Or 4 digit PIN ready to check your child in or out
- For first time pickup by authorized persons, please bring a driver's license or state ID to verify identity. A copy will be made and placed in the child's file.
- Children being picked up during nap time will be dismissed by the front office or boat desk receptionist. Please notify your child's teacher if you plan to pick your child up during this time.
- Children should never be left unattended in vehicles under any circumstances.
- Please do not park your vehicle in the crosswalk.
- Please note there are late fees when children are not picked up by 5:30 p.m. ***Please see the Late Pick Up Policy on page 3.***

Releasing Children to Non-Parent or Non-Legal Guardian

If a child is to be released to someone other than the parent or legal guardian, the procedure is listed below. The following policy applies to all students:

- The parent must notify administration, specifically the Director, Assistant Director or Receptionist in advance, through the Procure app or verbally on the day of pickup.
- If the pick up person is not on the authorized pick up list, notification to administration must be in writing by the child's parent or guardian. An authorization must include the dates, child's name, the person who is to pick up the child and the person giving authorization (the parent or legal guardian).
- This person must bring a state ID or Driver's license at the time of pickup to verify identity. A copy will be made and placed in the child's file.

Children will not be released to anyone that is not listed as an authorized pick up person in their file. These strict policies regarding the release of children are in place to ensure the safety of all children at First Baptist Child Development Center.

Parent Concerns/Separation

If this is the first time your child is experiencing a structured, school environment away from home, your positive attitude will greatly affect your child's initial adjustment. We encourage you to call us and schedule a tour/conference with the director and your child's teacher prior to enrollment. Your child's safety and happiness is our priority. We will be sure that his or her needs are taken care of upon arrival.

We encourage our parents to participate in their child's educational process through observation, volunteering and communication with us. Our door is always open to you!

Opportunities for Parent Involvement

There are many ways for parents to participate in the daily activities at First Baptist Child Development Center, as our doors are always open to classroom visits. We believe that working closely with parents is the most effective way to ensure a successful early childhood education experience for the children.

Below are ways we encourage parents to get involved at FBCDC:

- Eat lunch with your child, with previous advance notice
- Participate in classroom activities/parties when we celebrate special days throughout the school year
- Volunteer when possible
- Visit your child's class to share your profession, culture or to be a guest reader

Please be aware that parents will be required to check in and out at the office upon arrival and departure and that class activities might be in progress at the time of your visit. For this reason, it is imperative to schedule a parent visit ahead of time with your child's teacher.

Environment for Learning

Children develop at varying ages in stages. Moreover they learn differently. Learning styles and rates of learning are as individual as each child's personality.

Early Childhood Educators and researchers have found that a stimulating and planned environment can influence the learning capabilities of young children. First Baptist Child Development Center is fully aware of such concepts and early childhood development and offers a variety of learning experiences in a stimulating physical environment to promote learning for each individual child.

Physical Facilities

Our facility at FBCDC is devoted to the care of children. Each classroom is age appropriately spacious and well-equipped. The floors are partially carpeted to decrease noise.

Our Kids's Theater space is used for a variety of activities including, but not limited to, a combined drop-off and pick-up area, class gross motor development and music activities, and children's chapel time.

We have three outdoor activity spaces available to provide a learning environment for children to connect with nature. These include the upper-level toddler playground, the lower level preschool/pre-k/school age playground and the fully turfed backyard. All playground equipment is carefully selected with safety and

age appropriate development in mind. All of our equipment meets optimum safety requirements while providing enjoyment for the children.

Our Church Sanctuary/Gym is also available for age appropriate indoor, gross motor activities.

Security Entry System

In order to increase and ensure the safety of all children in our care, only designated individuals have access to enter our FBCDC facility using a key card. These persons include teachers and other staff that work in our school, minimal church staff and minimal FBES staff members. To help further ensure building security, our receptionist or other administrative personnel are present at the boat desk during school operational hours. *Parents or other authorized pickup persons may only access entry if someone with a key card grants it.*

Video Surveillance Camera

The front lobby, the hallways inside the FBCDC, the Kids's Theater and all classrooms are monitored by a video surveillance system. This security measure allows us to assure the safety of our children by monitoring each area during operating hours. Footage is only available for school administration at this time.

Classroom Operations and Procedures

Your Child's Experience

Our Teachers

Providing a nurturing, Christ-centered, developmentally appropriate educational environment is as vital to us as is the guidance of caring teachers to the children in our facility. First Baptist Child Development Center employs dedicated and supportive teachers. Many of our teachers here at FBCDC have taught in our school for many years and continue to graciously educate children in our care. This being said, we have faithfully hired many new teachers as well. While some of our teachers may possess credentials in fields similar to early childhood education, our teachers are also selected for their experience. Each year FBCDC teachers and staff are required to attend workshops and complete training, not only in accordance with the requirements of the State of Texas, but to also keep abreast of current trends in early childhood education.

FBCDC does not require our teachers to be vaccinated.

Student-teacher ratios at First Baptist Child Development Center meet or exceed the ratios outlined in the Minimum Standards for Child Care Centers for the State of Texas. We proudly maintain low student-teacher ratios in our school. All children are within Sight and Sound of a qualified caregiver at all times. If the situation arises where we have to pull a staff person, a qualified caregiver or administrative staff member will assist the class to maintain student-teacher ratios. Volunteers are not included in our student teacher ratio.

Curriculum

When it comes to learning, First Baptist Child Development Center is committed to educating the whole child: cognitively, emotionally, socially, physically and spiritually. We teach children developmentally appropriate concepts and integrate them throughout each day, even during play. This method encourages and inspires children to discover their individuality and become confident in their understanding of the world.

Our Goals for Our Children

- To develop a positive attitude towards learning
- To work to improve listening and learning skills as a child grows from a two-year-old into the preschool years
- To expand their creativity through ART and music
- To develop skills in the foundation of reading and writing
- To support all aspects of the child's development as he or she becomes an independent thinker
- To provide an advanced program that stimulates all aspects of the child's developmental growth
- *We carefully monitor local educational trends so that our students will be well prepared for both private and public sectors of formal education.*

Discipline and Guidance Policies

First Baptist Child Development Center bases its discipline and guidance policies on the State of Texas Minimum Standards:

Overview:

- Discipline and guidance will be consistent and based on the understanding of a child's development.
- We encourage and promote self discipline and acceptable behavior.
- There will be no harsh, cruel or unusual treatment.
- Teachers will praise and encourage children's good behavior, focusing on good expectations using clear statements.
- Teachers will redirect behavior and or use brief separation (Quiet Time or Thinking Time) from the group when appropriate.
- If reasonable concern about a child's behavior arises, this will be documented and made aware to the Director.

- **Behavior Reports** are sent home when an incident occurs at school. These reports are evaluated, and when necessary, accompanied by a parent-teacher conference with the Director or Assistant Director to discuss the behavior.
- If the inappropriate behavior continues, parents may be asked to remove the child from the school for a certain amount of time. Continual behavior issues may lead to School dismissal.

Reasons for Dismissal

While it is always unfortunate to dismiss a child from First Baptist Child Development Center, there are times when such an action is appropriate and necessary. All administrative decisions regarding dismissal will be made on a case by case basis, in the best interest of all children involved, and will be final.

Some situations requiring expulsion include but are **not limited** to the following:

- Non-payment of tuition (unless some other arrangement has been made)
- Continual tardiness on the part of the parent to pick up a child at the prescribed time
- Inappropriate behavior of the child and/or parent that violates the rights of others and that shows no improvement after steps are taken to change such behavior
- Inability of a child to participate in classroom routines and learning activities after steps are taken to familiarize the child
- **BITING and Other Physically Violent (Harmful) Behavior:** Biting/Physically harmful behaviors are unfortunately not unexpected in an early childhood education setting. The best way to deal with these behaviors is consistency and communication between providers and parents. Proper communication will help determine why a child is biting or causing harm to others. We will work with a child who bites or physically harms others to teach appropriate behavior; however, for the safety of all children, unresolved or repetitive biting or physically harmful behaviors will result in suspension and/or termination of care. Parents are expected to assist with correcting this unacceptable behavior.

While biting or other physically harmful behaviors can be an age appropriate, developmental stage, FBCDC is committed to providing and maintaining a safe environment for all children entrusted in our care.

The following measures will be put in place for any students who bites or causes physical harm to others. This policy has been established to:

- Help the child understand that biting or harming others is not acceptable
- Ensure the health and safety of the other children
- Help the child gain self control
- Teach the child alternative ways to communicate frustrations or discomfort using their words or other means of communication

If a child bites or physically harms another student, the teacher will notify the parents of both children involved in the incident. Specifics of the incident, without names, will be provided in a **Behavior Report**.

If a second incident occurs, the teacher will request a conference with the parents of the child who is biting or causing physical harm and determine a specific plan in an effort to meet the child's individual needs.

Following the parental conference, the individualized plan for the child will be put into place. Included in this plan, the teacher will communicate clearly, and on an individual basis, when giving directions and during times of transition, outlining expected behavior toward fellow students. The teacher will then shadow the child (who has been biting or causing physical harm), in an attempt to prevent the behavior from occurring and reinforce appropriate behavior. The teacher will also look for patterns or provocations, which could include, but are not excluded to, sharing or communication issues.

Should the biting or other physically violent (harmful) behavior continue, the following steps will be taken:

If the child bites or causes physical harm two weeks in a row, the child will stay home the following day after the second incident.

If the child inflicts 2 bites or causes physical harm twice in a one week period, (5 weekdays) to another child, the child will be asked to remain at home for 2 contracted school days.

If the child again inflicts 2 bites or causes physical harm twice in a one week period (5 weekdays) to another child, the child will remain at home for 5 contracted school days. The administration will then meet and review all of the facts to determine if the student will be able to return to school or be dismissed.

If attempts to correct any of the situations named above are unsuccessful, dismissal notifications will be made by the Director in writing in a face to face meeting with the parent. **Failure to comply with policies and procedures as stated in the Family Handbook will be cause for immediate dismissal.**

Policies are reviewed annually and updated as needed.

This handbook is to guide you in Preparing your child for the experience of learning and growing at First Baptist Child Development Center.

***All regulations and policies in this handbook may be updated and/or amended as the schools deems necessary.

***By attending FBCDC and signing that you have read this handbook, you are agreeing that FBCDC/First Baptist Child Development Center is not liable for any illness to your child or family and you are also agreeing that you would adhere to all of our policies and regulations. Refusal to do so would be grounds for non-enrollment or dismissal.

