



A Ministry of First Baptist Church Canton Texas

Parent Handbook
Policies & Procedures

*“Train up a child in the way he should go,
And when he is old he will not turn from it.”
Proverbs 22:6*

Director's Welcome

Welcome to "Way to Go" Parent's Day Out! Our program is a ministry of First Baptist Church, Canton. Our purpose is to provide quality care and instruction in a Christian environment in which a child may develop spiritually, cognitively, physically, emotionally, and socially. We welcome you and your child to PDO and invite you to investigate and participate in the many other programs offered at First Baptist Canton.

This booklet was prepared to help you understand the aims and purposes of our program, and to acquaint you in advance with our policies and to promote a good understanding between our program and your home. I sincerely hope that through our working together we can give your child a solid foundation on which to build future years.

What a comforting thought it is to know that your child is in the care of loving teachers, learning about Jesus' love while you are away for the day. Your children are a blessing to us because we are able to contribute to their early education. The Parents' Day Out Staff appreciates your sharing this part of your child's life with us. If I can be of assistance to you, please contact me at any time.

Striving to Serve,

Jacqueline Petree
Parent's Day Out Director

Purpose: Your Child's Opportunity for Spiritual and Social Growth

It is our desire to partner with parents and caregivers of preschool children to provide a Christ centered environment in which children can grow spiritually, cognitively, physically, emotionally and socially. Our aim is to provide a positive learning environment that is nurturing secure and engaging for children, while at the same time providing parents time away to refresh and renew, knowing that when they are reunited, they can offer the best of themselves to the children God has entrusted to them.

Staff

PDO seeks to employ teachers and staff who are Christian and who have a love for and experience working with preschoolers. All staff members will obtain CPR and First Aid Certification. Teacher/Child classroom ratios are as follows:

Class	Child's Age	Minimum Ratio	Maximum Ratio
Baby Class	6-15 months:	1/4	2/10
Toddler Class	16-24 months:	1/6	2/12
2-Year Old Class	24-36 months:	1/9	2/16
3-Year Olds	3-4 years old:	1/13	2/24
Pre-K	4 - 5 years old:	1/16	2/25

There will be teacher's aides available throughout the day for all classrooms that are at or under the minimum ratio. Every effort will be made to ensure that your child has the best care available.

Curriculum

Our curriculum consists of every experience your child has from the time he enters the classroom until the time he leaves for home at the end of the day. Our goal is to utilize every moment possible to enrich your child's experience. Each classroom will engage in age appropriate learning activities. We will use a simplified learning curriculum that will include Bible stories, letters, colors, numbers, shapes, virtues, and bible verses.

The classrooms are arranged into learning/play centers for individual and small group activities. We have a well-planned combination of curriculum that provides a teaching theme, educational concepts and a virtue for each month, around which we organize activities.

Outdoor play is an important part of each day and will be included except during extreme weather conditions. If your child cannot participate in outdoor play for medical reasons, please keep him/her home that day. We are not adequately staffed to provide individual care for children remaining indoors.

Each classroom will follow a daily routine schedule. Daily activities vary on schedule, but may include Bible Stories, music, art, large muscle activities, science/nature, blocks (manipulatives), cooking, home-living, imaginative play, transition activities, etc.

Enrollment

Enrollment is open to any child 6 months to 5 years old. After the maximum enrollment is reached, we will be happy to put children on a waiting list. Children on the waiting list will be notified as soon as a space is made available.

You may enroll your child by completing an enrollment form. A non-refundable deposit of \$50 will be required when your child has been accepted into the program. The director will contact you to confirm your child's enrollment.

Complete registration includes general information, emergency numbers, up-to-date vaccination records, medical release, and agreement to abide by all policies and procedures outlined in this handbook. Parents' Day Out does not discriminate in its admissions or administration of policies on the basis of race, color, creed, national or ethnic origin.

Tuition and Fees

Tuition (per month)	\$200.00
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A non-refundable \$50 deposit will be due when the child is accepted into the program. That deposit will then go toward the first month's tuition.

Payment for the entire month is due on the first class day of the month. If payment is not made by the 10th day, a late fee of \$5 will be charged. Failure to pay by the first day of the following month will result in forfeiture of your child's space in the program. A \$20 penalty will be charged for any check returned for non-sufficient funds, as well as any applicable late fees. **All registration fees are non-refundable.**

Days of Operation

Parents' Day Out will operate on Tuesday and Thursday's. We follow the Canton Independent School District Calendar as a guideline. Our Fall start date and Spring End dates will be set by the Director upon planning each calendar year. We will observe the same holidays and bad weather days as the school. Please refer to the Way to Go PDO Theme Days & Special Events Calendar for clarification; in addition, we will provide newsletters or e-mails of holiday breaks and closures to assist you throughout the year.

Arrival and Departure times

One parent or designated person will be allowed to pick up and drop off the children. Ideally, the same parent or designated person should drop off and pick up the child every day.

Our doors open at 8:30 a.m. We can not take children until that time. It is for your child's advantage to be on time, as they miss out on planned activities when they are late. Children will not be accepted after 9:15 a.m. unless the PDO director has approved it.

Children are to be picked up promptly by 2:30 p.m. Please arrange to pick up your child on time. The teachers have other obligations. They must be able to complete their clean-up responsibilities before they leave to pick up their own school-age children.

A \$5.00 late pick up fee for each child picked up “after” 2:35 PM will be charged. No child will be released to a person not authorized to pick up the child.

Inclement Weather

If Canton Schools are closed due to bad weather, Parent’s Day Out will also be canceled.

Days Closed

Advance notice will be given for holidays and other days for which Parents’ Day Out will be closed.

Health/Illness

The Parents’ Day Out Program assumes that responsible parents will not send a child to school if he/she shows any signs of illness. Children and parents will be screened upon arrival. Persons who have fever of 99.9° or above or other signs of illness will not be admitted into the facility. This includes fever, diarrhea, vomiting, cough, chills, fatigue, shortness of breath, or a green/yellow runny nose. This policy is for the protection of your child, and for the protection of the other children and teachers. Sick children will not be accepted and if symptoms of illness are observed, the child will be sent home. Please be aware that the Parents’ Day Out Director and the classroom teachers are responsible for making the decision to accept or turn away children due to illness. Children must be fever and symptom free for 24 hours prior to attending school. In the event that your child or an immediate family has tested positive for COVID 19, you are to remain home until the child or family member has been symptom free for 10 days and fever free for 24 hours without fever reducing medication according to the CDC guidelines.

Special Needs

Children with special needs will be considered for placement in the PDO program with the welfare of the classroom as a whole in mind. Factors considered may include age, ability of the child, behavior, toileting, space requirements, and equipment available and input from parents, teacher and director.

Security Procedure

The safety of your child is our primary concern. With this in mind, we must insist that all parents respect and follow the following security procedures.

An adult must escort every child to the classroom door and sign in on the daily attendance sheet. Complete information must be given, including a phone number at which the parent can be reached. Children will be released **ONLY** to persons whose names are listed on the registration form. **NO EXCEPTIONS.**

The person picking up the child must be listed on the daily sign-in sheet. If there is any doubt as to the identity of a person requesting to pick up a child, **identification will be required** and verified by the DIRECTOR.

For security reasons, parents **MUST** remain in the hallway at drop off and pick up times. You are invited to schedule a time with your child's teachers any time you would like to observe the classroom.

We lock our exterior doors during the day for the protection of the children. We will lock the doors to the preschool at 9:15 a.m. and will reopen at 2:15 p.m. If you have a need during the day, please contact the director by phone or by using the entrance located by the PDO office and we will be happy to assist you.

Accidents

The PDO teachers have been instructed to notify you of minor bumps, etc. that can happen when children are at play. The teachers will fill out an accident report and it will be sent home with your child.

In case of an emergency, a parent will be called. If a parent can not be reached, the doctor listed by the parents will be contacted. The name of a local doctor will be required of all parents.

What to Send with Your Child

Please clearly **label every item** your child brings to PDO.

1. Lunches

No food will be served to babies except as designated by parents. Infants should bring enough bottles for the day. Refrigeration is available in baby and toddler rooms. Microwave use is available in the baby room only.

A lunch should be brought from home made up of finger foods that can be served with little assistance. Water will be made available for the children who do not bring a drink. **Please be sure your child's name is on his/her lunchbox, cups, bottles and all containers.** NO CARBONATED DRINKS.

Your children 1½ to 5 years old will be fed a **snack** provided by the school or parents each day. We ask that you provide a reusable water bottle that each child can use throughout the day; especially for snack time and following recess.

2. Rest Time

In the early afternoon following story time a recording of quiet music is played while the children rest. After a busy day, preschoolers need this time. You will need to bring a blanket, mat, sleeping bag and pillow from home. **Please label all items.** Babies in cribs will need to bring a blanket and a pillow is optional. Rest items will be sent home each week for washing.

3. Personal Toys

We ask that you **DO NOT** send toys with your child, as they tend to cause problems. We cannot be responsible for toys brought to Parent's Day Out. If a doll or stuffed animal is necessary for rest time, please be advised that they cannot be disinfected and will be used only at rest time.

4. Clothing

Dress your child comfortably for active play. Keep in mind when selecting clothing that we encourage self-sufficiency in toileting. Your child needs to be able to paint and glue without worry of ruining good clothes. Children should be prepared for outdoor play with outerwear appropriate for the weather conditions. Children need to wear comfortable shoes. This is for their safety on the playground and inside activities.

All children need to bring one **change of clothes**. This includes threes, fours and fives. Accidents do happen! Please be sure children's jackets, coats, hats, sweaters, gloves or mittens, etc. are clearly labeled with your child's name.

Birthdays

The child's birthday may be recognized at school. Celebrations will be limited to snack time. Parents may bring refreshments as arranged with the child's teacher. Please contact the teacher and director of your involvement on your child's birthday as we like to coordinate with you and require notification of outside parents in classrooms. Gifts may not be presented to the child at school. Invitations should not be distributed for private parties unless all the children in the class are invited.

Parking

Parking is limited in the back parking lot. Please be considerate of others and park only in designated areas. **DO NOT BLOCK THE DRIVEWAY!!!** The speed limit for the entire parking lot is 15 miles per hour. **Please refrain from being on the cell phone while dropping off and picking up your children as safety of all children are most important!**

Absences

Your child's success in the PDO program depends largely on his/her consistent attendance. Teaching begins at 9:00 a.m. and every effort should be made to arrive on time. Some separation anxiety is to be expected. You can best minimize this by reassuring your child that you will return and by leaving promptly. You will be notified if your child does not seem to be settling in.

You are billed for the number of days the Parent's Day Out is open. If the need arises for your child to be absent, the fee for that day or days is not refundable.

We hope you understand our need for financial stability, and we greatly appreciate your cooperation in the matter.

Immunization Policy

FBC Parent's Day Out will accept waivers for those families who choose to not vaccinate their child. A form can be obtained from the director to keep on record along with other waivers obtained from the state, doctor or pastor. The number of unvaccinated children is not to exceed 10% of the total number of children in the program.

Head Lice

In the case of head lice, parents/guardian will be notified of the occurrence. The classroom and commonly used areas will be treated by the PDO staff. Nap mats and bedding will be sent home to be laundered. We ask that you treat this matter with diligence. We adhere to a "no nit" policy before a child can re-enter the classroom.

Withdrawal

If you withdraw your child, you must fill out a withdrawal form, giving a **two-week paid notification** (your child may continue to come during that two-week period). Space has been made available for your child in his/her class. Your fees are used to pay the salaries of the teachers hired based upon the teacher/child ratio of each class. "Verbal notice will not be accepted." Please see the Director for a copy of the ADD/DROP form.

Behavior/Discipline

A Christian atmosphere shall preside in the preschool at all times. The focus of discipline shall be on positive reinforcement of desired behavior. Reasoning or re-direction will be utilized if a child's behavior requires attention. If further action is needed, a period of time-out shall be instituted, as a last course of action.

PDO strictly prohibits the use of corporal punishment, including verbal abuse. We always try to work with any child and parent when a problem arises, but we also must consider what is best for the classroom as a whole. Please remember that we do not have a 1 on 1 ratio in any classroom, **each child deserves the same amount of attention**.

Crying – some children will experience sadness when separated from Mom/Dad/caretaker but most will calm down after a few weeks. If the crying continues, we will ask you to ease your child into the program by bringing the child for short periods of time. We will do this until the classroom teachers feel the child is ready for a full day.

Biting, scratching, hitting – if this occurs the child is told no, placed in a time-out setting so as not to injure any other children, and the parent is notified by a note or a phone call. If this occurs again, the parent may be asked to come and pick up the child immediately or come and stay with the child for the day to discipline the child and support the teacher. If this behavior continues, the child will be released from the PDO program. This

is for the safety of the other children in the program. We will never release the name of the child who is biting, scratching, or hitting.

Disciplinary problems – are handled on an individual basis. We will attempt to work with the child and parent, but safety is always our first concern. Dismissal from the PDO program is at the discretion of the PDO director.

Communication

Correspondence will be sent home weekly from your child's classroom teachers. Correspondence will also be sent home monthly to inform you about activities at school. This will include a newsletter from the Director with important dates and school events to remember.

Teacher-Parent meetings will be held as deemed necessary to help you understand your child and our program better. Please do not discuss your child in front of him/her. Please do not come into the classroom when you deliver your child and expect to have a conference with the teachers. The teachers' first responsibility is to their classroom. Please feel free to contact the teachers or director and schedule a time to discuss any concerns you may have.

Please keep forms updated and make sure that emergency contacts are aware they will be called and expected to pick up your child in case of emergency or illness.

Enrolling for Next School Year

If you are enrolled in the current PDO school year, you are given priority in enrolling for the next school year. If you withdraw your child before the next year's enrollment period, or drop before the end of the school year, you are considered not in the program and do not get priority enrollment.