

First Baptist Church Wake Village, Texas
Kids Day Out
Policies & Procedures

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Forward from the Pastor:

Thank you, parents, for your entrustment of your preschoolers to our Kids Day Out program. It is our prayer and desire to provide you and your child the best spiritually sound program possible. We take our responsibility very serious when it comes to the care of your most precious possession. If there is ever any issue you need to bring to our attention please feel welcome to do so. May God richly bless you and your family as you participate in our Kids Day Out program this semester.

Scott Neathery
Pastor

Welcome!

Welcome Parents, I am so happy that you have chosen FBC of Wake Village Kid's Day Out for your little blessing. We are going to have a lot of fun. If I can be of any assistance to you please do not hesitate to contact me.

Paula Stansbury
Preschool Minister

General Information

Employment Requirements - Our teaching staff is trained to provide loving care and developmentally appropriate learning activities. We perform pre-employment screenings, and back ground checks. Our staff will have evidence that they are believers in Christ, and attempt to live in accordance with God's Word.

Days and Hours of Operation - We are open on Tuesdays and Thursdays from 9:00 a.m. – 2:30 pm.

Dropping Off and Picking Up - Please only use the front doors upon arrival. These doors will be locked prior to 9:00 a.m. to allow our teachers the necessary time for prayer and preparation for the day. They will be unlocked promptly at 9:00 a.m. For security purposes these doors will be locked again at 10:00 a.m. If you and your child arrive later than this, you will need to go to the side door and ring the bell. Someone will come to the door to let you in. Your child's teacher will greet you at the door and receive him or her and their belongings. Please leave your child at the door of his or her classroom. This makes for a much easier transition on the child, teacher, and other children who have already arrived. When other adults/parents enter the room, this can often upset other children who have already made the transition from parent to the classroom. Your child will also make a quicker adjustment if left at the door as quickly and quietly as possible. If your child is having a problem adjusting to the transition, you are welcome to stay in the hallway or at the front of the building for a few moments until your child adjusts. Children are usually happily, joining in, and playing within minutes of arriving. In the event a child does not adjust and cannot be calmed, a parent will be called. The doors will be unlocked at 2:15 p.m. for pick-up. Please have your security card ready when you pick your child up. Place the card in the window of your child's class and tap lightly on the door. A teacher will come to the door with your child. All students must be picked up by 2:30, as many of our teachers have children of their own to pick up from school. Any child being picked up after 2:45 may be responsible for paying a late fee charge.

Registration Fees and Tuition - The registration fee for Fall/Spring school year (Aug.-May) is \$50.00. Mid-Term supply fee of \$25.00 will be charged during the month of January. Registration fee for Summer is \$25.00. Tuition is \$130.00 per month. This price is an average based on the amount of days we are open per year. We pro-rate the amount so that each month you will be responsible for the same amount which should be helpful in planning your budget. Also, it alleviates added stress from tuition for a five week month. Children enrolled for the school year will not be permitted to drop for any reason other than the following

Accepted reasons to drop are:

- The family must make an out of town move.
- The change of employment of one or more parents.
- A serious health condition arises with the child, or a parent that would hinder the child attending.

Any acceptable drop requires a drop form to be filled out two weeks prior to the last day of attendance. Teachers are hired according to proper teacher/child ratio for the age of children in their care.

We will follow the TISD schedule for holidays and inclement weather. Each child's tuition is due by the 5th of each month.

Lunch, Snacks & Drinks

Lunch - Each child attending KDO will need to bring a sack lunch to each session. Please send foods that do not need to be heated. We prefer not to use the microwave for heating food because of the risk of uneven heating and the possibility of the food getting too hot. We will warm baby food jars in the crock pot. If you need to send baby food for your infant, please leave it in a jar or put it in a container that can be dropped in warm water in the crock pot. Remember that there are six to twelve children in your child's classroom, depending on the age of your child. It is difficult to heat that many lunches. Also, if your child brings items that need to be refrigerated, please bring an insulated bag with an ice pack so that we may keep these items cool in the room. We have a refrigerator in the resource center, but it is necessary for the teacher to leave the room if items are stored in this area. It is a better plan to keep these items in the room and more accessible. Please understand that we are happy to help your child with any of his eating needs, but please provide items that are easily served.

Suggested foods for preschoolers in group sessions:

- Finger Sandwiches
- Crackers
- Cheese
- Bananas
- Applesauce
- Fruit cups
- Other fruits sliced appropriately (No chunks, whole grapes, pulp)
- Baby Food
- Cooked mixed vegetables cut appropriately

Foods **NOT APPROPRIATE** for group sessions:

- Raisins
- Popcorn
- Whole Grapes
- Large pieces of fruit or candy
- Chips
- Peanuts
- Hot dogs (not cut in half and into small pieces.)

Snacks - To ensure that each child has an appetite at lunch time; we do not offer a morning snack. Most of our children eat lunch around 11:30 am. Their morning time goes by so quickly and there is so much to do, we want them to have as much time for play and learning as possible. Occasionally after nap time, if everyone gets up early, the children will have an afternoon snack provided by the church or teacher. This is usually Goldfish or Ritz crackers, apple juice, or

special occasion refreshments.

Drinks - Each child is asked to bring something to drink with their lunch (i.e. Milk, Juice, Water). Also, each child should bring a sippy cup (or bottle) with an extra drink for a morning drink break. The children will be asked to sit at the table mid morning and given their cup. We do not allow the children to walk around with their cups, because of cross contamination. Someone else's drink always looks more exciting. Having the children to sit at a table and drink at the same time allows the teacher to closely watch and make sure there is no sharing.

Pacifiers - Parents of children who still use a pacifier should make sure the item is clearly labeled and has a clip to attach to the child's clothing. This helps to prevent any cross contamination through sharing each others binkies.

Stuffed Animals - Children may bring blankets or a favorite stuffed toy to be used at naptime. If a parent leaves these items for a child to use during naptime, we will give these items to that child during naptime. These items will be placed in the child's cubby or bag until naptime. Parents will decide when these items are no longer needed.

Extra Clothing - Potty trained children will also need a change of clothing in their bag in the case of an emergency during nap, or spill.

Mats & Blankets - Each child will need to bring their own nap mat, blanket, sleeping bag, pillow etc. We will keep their mats in their classrooms, but will send home their bedding each day. We do not have the space in each classroom to keep bedding. This gives parents a chance to launder the bedding.

Toys from home - Please DO NOT bring toys from home, other than a sleep buddy to be used at naptime only. Our toys are age appropriate and meet guidelines set forth by the state. We have no way of knowing if a toy from home has been recalled.

Labeling - Please label each child's mat, blankets, stuffed animals, binkies, extra clothes, diaper bags, bottles, sippy cups, food, jackets, diapers etc. This is so important!!! There are more children than workers and this helps prevent lost items, and sharing of items.

Safety Procedures

Tornado Plan - Once a semester we will have a tornado drill. This pre-planning will allow our children and staff to be equipped in the event of a tornado, or other inclement weather.

Fire Plan - Once a semester we will have a fire drill, so that our children and staff will be both calm and prepared in the event of an emergency. Each teacher has an escape route map in their room.

Security Card Policy - Your child's safety is of utmost importance to us. Please remember that a child will not be released to anyone other than a parent or another responsible adult with a security card. Also, please help us by not sending older siblings to drop off or pick up your preschooler. Each parent will be given up to 3 cards to be presented when you pick up your child. Please understand that this policy is not meant to be an inconvenience to you in any way. We are implementing this policy for the safety of all our children and we believe that we can never be too careful when ministering to preschoolers.

Playground Rules - Children age two and older may play on the new playground equipment. Children age one may play in the fenced off play yard. Children are expected to be safe while playing on the playground. During inclement weather the children will have playtime in the gymnasium.

Sanitary Guidelines

Hand Washing Policy - All staff, volunteers and children will wash their hands at the following times:

- A. Upon arrival for the day (staff and teachers)
- B. Before eating or handling food
- C. Before feeding a child
- D. After diapering and toileting
- E. After handling body fluids (mucus, blood, vomit)
- F. After cleaning
- G. After handling pets or other animals

Diaper Changing - Each child who is still in diapers will be changed on an as needed basis. Please bring sufficient diapers, wipes, and diaper rash ointment if needed for the day.

Toys - All of our toys that have been used throughout the day will be sanitized before they will be put back in the resource room. Again, please **do not** bring toys from home.

Illnesses and Accidental Injuries

Administering of Medications - Neither teachers nor employees are allowed to give any medication to a child in the preschool building. Exceptions will be made for those children on long-term prescription medication. Forms will be available in the Preschool Office. These exceptions do not include prescribed or other over the counter medication such as antibiotics, fever, cough and cold medicines.

Call Parents - Children who appear ill during a session will be removed from the classroom and the parents will be called.

Emergencies - In the event of an accident of a serious nature, 911 will be contacted immediately, as well as the child's parents. At that time an accident report will be completed and placed in the child's file.

General Health Policy - In order to insure a safe, healthy environment for our children, we request that parents take the responsibility for making sure their children are well before coming to Kids Day Out.

Upon recommendation of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, a child should not be taken from the home when any of the following exist:

- A. Fever (100.4 or higher rectally or taken in the ear, or 100 or higher if taken under the arm or orally). We ask that a child be free of fever for 24 hours before coming back to Kids Day Out.
- B. Vomiting or diarrhea
- C. Any symptom of childhood diseases: Scarlet Fever, German Measles, Mumps, Chicken Pox, RSV, Cox Sacke Virus, Hand Foot and Mouth, or Fifths Disease, or Whooping cough.
- D. Common Cold: (From onset through one week).
- E. Green runny nose
- F. Sore throat
- G. Croup
- H. Any unexplained rash
- I. Any skin infection: (boils, ringworm, impetigo, etc.). A child can return once they have begun treatment and the sores are kept covered.
- J. Pink eye and other infections: (child can return to KDO when treated at least 24 hours and improving).
- K. Any communicable disease (such as head lice, scabies, mouth sores with drooling, etc.).

If your child does contract a childhood disease following a session of Kids Day Out, please inform the Director of that area so that they might inform the other parents to take preventive care.

Allergies - Any allergies should be reported to the Minister of Childhood Education, Director or Teacher. If a teacher observes questionable symptoms, or if your child has continuous allergy problems, we will request that the child's physician write a statement explaining the appropriate action to be taken in the event of an allergic reaction.

Special Needs - Parents having children with special needs are encouraged to contact the Preschool Coordinator before bringing the child into the Preschool Building so that special accommodations can be met.

Behavior & Discipline

Positive Reinforcement - It is our goal for Kids Day Out to be a positive, engaging, and fun experience for each child. Our teachers make it their personal goal each day to be patient with their students and passionate about what God has called them to do. In order to teach and keep everyone safe, we must have some rules. This also prepares our children for following rules at school. Our rules are very basic and age appropriate. Some of our rules are:

- A. Be courteous and kind to our friends
- B. Obey our teacher
- C. Only run outside
- D. Use kind words
- E. No violence (i.e. hitting, slapping, biting, pinching, etc.)
- F. No pretending to shoot each other
- G. Lay quietly on your mat

We realize that the children here at KDO are young and need reminding of our rules, from time to time. In the event that a student needs reminding of a particular rule, the teacher will remind the student of our rules and re-direct the child to change the behavior. After re-direction and or several verbal warnings, the child will be asked to move their happy stick. At this time the child may be told to have a short time out (no longer than 1 minute for each year of the child's age) away from the other children where the fun is happening. Usually this is all that is needed in the form of correction. However, if there is a case in which the child completely refuses to obey or chooses not to change his behavior, the parent of the child will be called. This is a LAST resort, and rarely ever used. Under NO circumstances will there be any corporal punishment, i.e. spanking, thumping, swatting, or aggressively yelling.

Biting Policy - At times we will have a child who is a "Biter". When a child chooses to bite another child the victim will be attended to immediately. The biter will be separated from the group. While it is not our policy to single out any child, we are also responsible for keeping all of our children safe. Each child's parent will be notified of the incident.

Extracurricular

Parties - We will have several class parties throughout the year. There will be notes sent home prior to the party letting each parent know the time, occasion, and items the child needs to bring.

Field Trips - Occasionally in the summer we will plan a field trip. Parents will be asked to sign permission slips, send car seats, and/or accompany their child.

Water Days - In the summer we have one or two Water Days. The children really enjoy this time of outdoor fun. We will ask each child to wear or bring their swimsuits and beach towels. Children who are not potty trained should bring swim diapers. We set up Kiddy pools and sprinklers on the front lawn of the church. Lots of Fun for Everyone!!

Other Ministry Opportunities

Operation Christmas Child- Each year in November our church participates in Operation Christmas Child. You may already participate in this event through another church, organization or ministry. This is an excellent opportunity to minister to boys and girls around the world, boys and girls who may never receive a Christmas gift. It is an excellent family project that every member of the family can be a part of. Some time in early November a reminder will be sent out to each family with all the detailed information.

One last note - If you and your family do not attend worship services anywhere, we would like to invite you to worship with us here at First Baptist Church of Wake Village. Sunday Morning worship begins at 8:00 am and 10:00 a.m. Bible Study for all ages is at 9:15 am. We would love to see you there.

If at any time you have questions regarding any of these procedures or policies please do not hesitate to speak with the Preschool Minister or your child's teacher. We enjoy spending time with your child and desire to minister to your family.

How Do I Become a Christian:

Our problem

All people are sinners by nature and are spiritually dead.
Romans 3:23- "All have sinned and fall short of the glory of God."

Our Inability

Our sin separates us from God and brings us eternal death, but God offers us eternal life as a free gift.
Romans 6:23- "The wages of sin is death, but the gift of God is eternal life through Christ Jesus our Lord."

Our Savior

The son of God, Jesus, was crucified and rose again for you so that you might have forgiveness and life.
Romans 5:8 "But God demonstrates his own love for us in this: while we were still sinners, Christ died for us."

Our Response

We must turn from our sin and place our faith in Christ's sacrifice alone for forgiveness and eternal life.
Romans 10:9-10 "That if you confess with your mouth, 'Jesus is Lord,' and believe in your heart that God raised him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you confess and are saved."

Church information:

FBC of Wake Village
820 Wake Avenue
Wake Village, TX 75501
(903) 832-4588

Sunday Worship

| | |
|------------|--|
| 8:00 a.m. | Early Worship |
| 9:15 a.m. | Sunday school |
| 10:30 a.m. | Late Worship |
| | Children's Worship K-2 nd Grade |
| | Extended Care Babies – 4 years old |

Wednesday Worship

| | |
|-----------|----------------|
| 5:45 p.m. | AWANA |
| 6:15 p.m. | Prayer Meeting |

Paula Stansbury
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