

Kids' Day
Out
Parent
Handbook
2013-2014

A Ministry of
First Baptist Church Brownwood

History of the Program

The First Baptist Church Kid's (Mother's) Day Out program began in the 1970's. It was a program for moms that provided a place for their preschoolers to come and play and interact with other preschoolers. It started out one day a week for three hours and was staffed by mothers of the children. It has changed from three hours one day a week to five and a half hours, two days a week. We are now considered as being Kid's Day Out (KDO) Preschool.

Our Purpose

The purpose of the program is to minister to preschoolers and their families by encouraging them to develop and grow as Jesus did "in wisdom and stature and favor with God and man." (Luke 2:52) To help accomplish this purpose, the program provides love, care, and education to help develop each child enrolled to his/her greatest potential. Our goal is to meet the total needs of the child mentally, physically, socially, emotionally and spiritually.

Our Curriculum

The curriculum of a good program for young children is the sum total of all that a child experiences from the time he/she arrives at school until he/she leaves for home. All activities, whether they be in the classroom, on the playground, at lunch, on a field trip, or during transitional movement, should be planned with the child's needs in mind. We believe in a developmentally appropriate curriculum and use *Wee Learn Curriculum* which is published by Lifeway, as a base for our daily activities.

Staff

We require our staff to attend at least one workshop a year to keep them up to date on what is going on in Preschool Education. We also attend First Aid and CPR classes. We hire staff that loves children and want what's best for them.

Our Facilities

Our building is air-conditioned, heated, and furnished with, modern, comfortable equipment. All facilities are shared by the various organizations of the church..... Sunday School, Wednesday Night Children's Groups, Extended Session, VBS, Champs Camp and Kid's Day Out.

We have an outdoor playground that is spacious and furnished with safe equipment.

Clothing

Children need to be brought to the program in clothing and shoes that will enable them to play outside during the day. Comfortable, washable play clothes and tennis shoes are requested. Girls should wear shorts under dresses or skirts. All children will go outside with their class, so please help them to enjoy playing by dressing the appropriately.

A change of clothes (including underwear and socks) should be packed in the bag or backpack of all children. All clothing needs to be labeled with your child's name. We cannot be responsible for items which are not clearly labeled. Lost and Found is in the Preschool Office.

Lunches

Children need to bring a nutritious lunch that they will be able to feed to themselves. We are not able to refrigerate or heat their lunches, so please pack appropriate lunches. Most children will be lying down for rest time shortly after finishing their lunch. This policy does not apply to infants and children on baby food. We have a refridgerator in the bed baby room to keep their bottles cool.

Separation from Parents

Whenever a child begins school, it can be an exciting but difficult period for the child and the parents. The child may appear to be eager in the beginning, but may suddenly realize that you will not be there and balk at your desire to leave. This is completely normal!!! Most children have little difficulty adjusting to

2. As parents leave, he/she needs to hug the child before entering the room. Hand the baby over the door or have your older child walk into the room. Tell your child you will be back soon to get them. **It is important that you leave as soon as you drop them off in their room, even if your child begins to cry.** Please leave the room and let the teacher deal with your child.
3. It is necessary that parents do not stand at the door or window where your child can see you, they will sense your hesitation and become upset and cry.
4. Sometimes it is helpful if a non-parent brings the child to the program if separation anxiety becomes a problem.
5. Generally, young children will adapt to a new program within two weeks to a month. Please give them a chance, even if they cry for the first month. We will never let a child cry all day, we will call you to come pick up your child if we feel they are not going to settle down and enjoy the day.
6. Parents need to be aware that the child may need extra time or more physical contact in the forms of hugs and kisses and rocking during the first few days of a new routine.

If you have any questions, please discuss them with your child's teacher or the director. Parent-teacher communication is VITAL for the best care of your child.

Photographs and Videos

In the course of the year, Kids Day Out will take many photos/videos of your child. Your agreement in KDO allows these photos/videos to become the property of FBC Brownwood and be used by FBC/KDO. These photos/videos will be used with our curriculum, on bulletin boards, during programs, for scrapbooks, and/or on the official website fbcbrownwood.org. FBC/KDO will use the utmost discretion in the use of these photos/videos.

Tuition and Fee's

Each parent will provide a Tuition Contract included in the enrollment form. **Tuition is paid for places reserved for your child, not for periods of attendance.** The contract states that the balance for the previous month must be paid to allow a child to continue in the program. Please make arrangements with the Director to keep your account up to date. Tuition is due on the first KDO day of the month. If you need to pay twice a month, tuition is due on the 1st and the 15th.

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Tuition Rates for 2013-2014 school year:

Registration- \$25

Monthly Tuition- \$105

Material Fee for Second Semester - \$25 (due by Feb 1st)

Drop In-\$15.00/day –Directors Discretion, space available

Arrival and Departure

Arrival

Children will be welcomed by their teachers no earlier than 8:55a.m. or no later than 9:10 a.m. Parents must bring children to their classroom and present them to their teacher upon arriving. The parent will sign the child in correctly each day the child attends.

We ask that parents not enter the room when dropping off their child. Some children have a hard time with separation, and if a parent lingers in the classroom it could affect other children. This makes the transition easier as well as allowing the teacher to keep the class flowing in the morning.

Also please notify us (646-8505) if your child will be absent.

Departure/Pick-Up

Parents are expected to pick up their children at 2:30. **Children picked up after 2:40 will be charged a \$5.00 late fee for each ten minute period thereafter.**

Your child will only be released to persons listed on the enrollment form under Authorized Release of Child. Parents must notify the Director and teacher if someone other than the parent will be picking up the child. That person must report to the Director, present a picture I.D. and sign for the child. Children will not be released to school age siblings or relatives. If it is necessary for you to pick up your child early, please notify the Director/Assistant Director prior to your arrival so that the teacher can be notified.

Health and Safety

We can only accept healthy children. WE ARE DEPENDING ON YOU TO HELP US MAINTAIN THIS POLICY. All children will be examined on arrival each morning. Symptoms such as cold with fever, severe cough, skin eruptions, sore throat, fever, vomiting or diarrhea will necessitate our sending your child home. Some symptoms, while not contagious are not conducive to group care and will not be admitted/or allowed to return for the day. A sick child may not return until 24 hours after he/she has been free to all symptoms. This is for the protection of your child as well as others.

Parents will be notified when a child has been exposed to a communicable illness within the program. Parents should likewise notify us when children are exposed to something contagious outside the program.

In case of accident or sudden illness, he/she will be isolated from the group. We will immediately try to contact the parent, or persons listed on the enrollment form. If no contact can be made we will contact the child's physician. In extreme emergencies, the child will be taken to the Emergency Room.

Teachers may not administer any medication to a child. The director will administer the medication to the child Please fill out an "Authorization for Dispensing Medication" form. Notify the Director if you need this form and leave the medication with the director.

BITING IS VERY SERIOUS WITH LITTLE CHILDREN. The staff will at all times try to work with the child and the family to stop biting. If biting continues, though, a child may be subject to dismissal from the program, with no refund of tuition.

If a child has been infested with lice, he/she may not return to KDO if there are lice or nits attached to hair. After appropriate treatment the child will be readmitted after being brought to the Director's office for a head check.

Discipline Policy

In order to provide an atmosphere conducive to mental and spiritual growth, we have guidelines for student behavior which gives every child the opportunity to benefit from an optimum learning environment. Our concept of discipline is as follows:

1. Children will participate in making rules for their classroom.
2. Teachers will give positive reinforcement of good behavior. This includes praise, progression to another activity (redirection), and occasionally a token reward.
3. When reprimands are necessary, the following measures will be taken:
 - a. The child will be warned for inappropriate behavior.
 - b. The child will be removed from group activity but kept in the group area (time-out).
 - c. If child does not modify behavior they will be removed from the group area to the Director's Office. The teacher shall discuss the problem with the director or assistant privately (not in front of the child or other teachers). It will be decided at this time if parent needs to be contacted.
 - d. If behavior does not improve, the parents will be called and asked to come for a conference.
 - e. The child may be suspended/removed from classes for a period of time.
 - f. If after the suspension, the child's behavior continues, further disciplinary actions up to and including expulsion will be considered. No tuition will be refunded.

Much care is taken to insure that correction is handled properly. We believe in good discipline, not punishment. We will give the child every opportunity to improve his/her behavior according to their development and understanding. Usually a parent will only need to be involved if a child's behavior is extremely disruptive or harmful.

Parents please provide the following for your child:

Infants-Bibs, baby food, spoon, bottles, sippy cups, changes of clothing and diapers. Please be sure to label with your child's name or initials.

Toddlers- The parents will need to bring safe finger foods. Sippy cups, extra clothing and diapers. Please bring something for your child to rest on and label all items.

Two's- Please provide a change of clothing. Pack a lunch that will be easily handled by your child and a towel or blanket, nap mat for rest time. Also provide a sufficient supply of diapers or pull-ups for the day and label all items.

Threes-Pre-K- Provide a change of clothes (including socks and underwear), a lunch and something to rest on, label all items.

Miscellaneous Information

Toys- Please no toys brought from home, unless requested by teacher.

KDO Closings-School closings for Holidays or bad weather, will be the same as Brownwood ISD (Except the first and last days of school).

Dismissal/Withdrawal-The program reserves the right to dismiss any child after entering if he/she is unable to participate in group experiences or if fees are not paid. Two weeks prior notice is preferable for withdrawal and should be directed to the director.

Field Trips- Trips from the building are planned to complement the program. Only the older classes will participate and parents will be notified prior to the trip. Permission slips will be required.

Parent Visits and Conferences-Please visit any time. Do take care not to upset your child. If you wish to arrange a conference, they may be scheduled for a time before or after hours. Our focus during school will be with the kids.

Party Invitations - Party invitations may be distributed provided there is one for each child in the class.

PROGRAM GOALS

Infants

1. To care for infants in a warm, affectionate way that lets each child know that he/she is a special person made by God which includes the physical affection and cuddling that is so important at this stage of development.
2. To meet each child's physical needs completely.
3. To implement strict sanitation procedures that are faithfully adhered to.
4. To provide opportunities for exploring, learning, and social interaction through a variety of daily activities.
5. To prepare activities that stimulate the senses.
6. To care for children in small groups; to prevent over-stimulation and disorder; and to provide opportunities for one-on-one interaction between child and caregiver.
7. To provide opportunity for the use of large and small motor skills and outdoor activities.
8. To establish awareness that always provides for a safe environment.
9. To provide a consistency between child care and home care practices that will be most beneficial to the infant and will offer the parents an opportunity to influence the kind of care their child receives.
10. To be supportive of parents through involvement and open and honest communication.
11. To develop staff potential through proper supervision by making expectations clear, following through to see that expectations are met, and utilizing staff input and their abilities.
12. To provide an appreciation for the beauty of God's world.

Two Year Olds

1. To provide a wide variety of age-appropriate activities within a routine that draws from the curriculum areas of art, math, science, cooking, music, and movement (large muscle), practical life, social studies, dramatic play, language arts, and manipulative activities.
2. To promote emotional growth through building self-confidence and a sense of self-worth by allowing choices within limits and building successful experiences; through a warm accepting environment for work and play; through encouragement of curiosity and a sense of wonder with emphasis on self-motivation.
3. To provide a nurturing, flexible, and calm atmosphere where physical affection is freely given, self concept is enhanced, independence is encouraged and expectations are made clear.
4. To be supportive of parents encouraging involvement through open and honest communication.
5. To establish room awareness among staff to insure a safe environment is present both indoors/out.
6. To meet each child's physical needs while setting the stage for future independence in self-care.
7. To provide ample opportunity for the use of large motor skills and outdoor activities.
8. To provide an atmosphere where the foundations of respect for others is established.
9. To encourage social development through cooperative play.
10. To establish respect for equipment and materials.
11. To develop an appreciation for the beauty of God's world.
12. To provide an awareness that each child is special and made by God.
13. To provide activities that introduce each child to their shapes (circles, squares, and triangles), colors, numbers (1-3), and beginning letter of their first name.
14. Work on social skills (taking turns with toys, waiting your turn to paint, etc.)

Three Year Olds

1. To provide a wide variety of age-appropriate activities within a routine that draws from the curriculum areas of art, math, science, cooking, music, and movement (small and large muscle), practical life, social studies, dramatic play, language arts, and manipulative activities.
2. To promote emotional growth through building self-confidence and a sense of self-worth by allowing choices within limits and building successful experiences: through a warm accepting environment for work and play; through encouragement of curiosity and a sense of wonder with emphasis on self-motivation.
3. To provide a nurturing, flexible, and calm atmosphere where physical affection is freely given, self concept is enhanced, independence is encouraged and expectations are made clear.
4. To be supportive of parents encouraging involvement through open and honest communication.
5. To establish room awareness among caregivers to insure a safe environment is present both indoors/outdoors.
6. To meet each child's physical needs while setting the stage for future independence in self-care.
7. To provide ample opportunity for the use of large motor skills and outdoor activities.
8. To provide an atmosphere where the foundations of respect for others is established.
9. To encourage social development through cooperative play.
10. To establish respect for equipment and materials.
11. To develop appreciation for the beauty of God's world.
12. To provide an awareness that each child is special and made by God.
13. To provide activities that introduce numbers from 0-5, shapes (squares, circles, triangles, and rectangles), and letters in their first names.

PreK(4's & 5's)

1. To meet each child's needs while encouraging independence in self care.
2. To provide an atmosphere in which children have respect for themselves and others.
3. To establish respect for equipment and materials.
4. To provide a relaxed, loving calm atmosphere where self-concept is enhanced, independence and choices are encouraged, and self-discipline is gained in an environment where the child knows the limits and expectations.
5. To provide a wide variety of activities within a routine where cooperative play is encouraged. These activities should be drawn from the curriculum areas of art, math, science, cooking, music, and movement (small and large muscle), social studies, practical life, dramatic play, language arts, and manipulative play.
6. To develop in the child an active curiosity about the world in which he lives and enthusiasm for learning which stimulates exploratory behavior and creativity.
7. To develop in each child an appreciation for the beauty of God's world.
8. To provide ample opportunity for the use of large motor skills and coordination through physically active play in either indoor or outdoor activities.
9. To establish an observation system in which notes and papers are kept on each child.
10. To establish room awareness among staff to insure a safe environment is present indoors/outdoors.
11. To be supportive of parents encouraging involvement through open and honest communication.
12. To provide an awareness that each child is special and made by God.
13. To establish activities that consist of quiet, structured time as well as active free play.
14. To provide activities that will introduce each child to the letters of the alphabet, their sounds, numbers 1-10, shapes, calendar, colors, scissors skills, and writing (first name, etc..)