

# **Parent's Day Out**

## **Parent Handbook**

## **Guidelines and Policies**

We welcome you and your child to the First Baptist Church Parent's Day Out ministry. Our goal is to show God's love to your children through loving care and guidance in their formative years.

You are encouraged to visit us, ask questions and make suggestions. Our best assurance of success of your child's experience is the close cooperation and understanding between parents and staff. This handbook is prepared in order that you may know the policies and understand our ministry as we work together to help you through an exciting year in Parent's Day Out.

Thank you for your trust and the opportunity you have given us to be a part of your child's early years.

### **PURPOSE**

The Parents Day Out (PDO) is operated by First Baptist Church as a part of the ministry to 9 months through pre-kinder aged children and their families in our community.

### **PHILOSOPHY**

First Baptist Church Parents Day Out seeks to nurture each child as they develop physically, intellectually, socially, emotionally, and spiritually to his/her fullest potential. We provide learning experiences that encourage each child to: ask questions, explore, be creative, experiment, develop security and independence in the world outside the home, make friends, and learn to cooperate with children and adults.

### **CURRICULUM**

Gospel Light's *My Great Big God* and *Little Blessings* curriculum is used at PDO. Projects or activities are scheduled every day.

Your child will participate in a variety of activities including physical play and creative expression.  
Your child will be:

- ...learning about God and His world
- ...working with paints, crayons, blocks and other manipulatives
- ...enjoying stories through books and music
- ...learning social skills
- ...learning structure in a classroom setting

### **ADMINISTRATION**

The Parents Day Out is operated under the supervision of the Children's Director and Parent's Day Out director.

### **ENROLLMENT**

Children are enrolled on a first come basis without regard to race, creed, or religious background. We accept children ages nine months through pre-kinder. Class sizes are limited to accepted staff/child ratios. A waiting list is kept for additional children/families wishing to enroll. Enrollment is complete when the following items are received by PDO:

- (1) Completed Enrollment Forms
- (2) Registration Fee (non-refundable)
- (3) Child's Health Record
- (4) Parent Handbook Acknowledgment with signature

Drop-ins are not accepted.

## **REGISTRATION AND TUITION**

School Year Registration \$100.00

Monthly Tuition \$150.00

All registration fees are non-refundable.

We are a self-sufficient program and are unable to give refunds for absences. Tuition is due by the 15th of each month. A late fee of \$25.00 will be assessed if tuition is not paid by the fifteenth of the month. Please make all checks payable to "First Baptist Church" with PDO in the memo line. Or pay online at [www.firstcorpus.org](http://www.firstcorpus.org), click on "Giving", under "Purpose" choose Parents Day Out.

Tuition is a \$150 per month regardless of the number of days in session. The tuition is based upon a 35 week school year.

## **WITHDRAWAL FROM PDO**

Parents are responsible to give the Director a written month notification with payment of the month's tuition. Written notification should include child's name and date of withdrawal. No refund of tuition will be given.

Parent's Day Out reserves the right to dismiss any child who is unable to participate in group experiences, or whose fee payments are not current. A conference will be scheduled with the parents to discuss situation.

## **ARRIVAL AND DEPARTURE**

Parent's Day Out is open Tuesdays and Thursdays from 9:00 a.m. to 2:00 p.m. It is important to be sure your child is picked up in a timely manner. A late fee of \$10 per child will be charged if a child is picked up after 2:05 p.m. Drop off is no earlier than 9 am, pick up no later than 2pm

A parent must accompany the child to his/her classroom and leave the child in the care of a staff member. Please be sure a staff member acknowledges your presence before leaving and that you sign your child in and out each day.

PDO will only release a child to a parent or an authorized adult listed on the enrollment form.

## **EMERGENCY CLOSINGS**

We will follow Corpus Christi ISD closings.

Updates will be posted on the website, [www.firstcorpus.org](http://www.firstcorpus.org). You may also call the church at 361-888-8228.

## **ILLNESS**

Children must be kept home if they have fever, severe coughs, vomiting, diarrhea, or other symptoms of a contagious disease. Children are able to return to PDO upon being fever-free and symptom-free for 24 hours. If the child becomes ill at PDO, you will be notified and expected to pick up your child immediately.

No child suffering from head lice, nits, and/or fleas shall be permitted to attend PDO. The child will be excluded from school until all head lice, nits and/or fleas are removed. Once the child is sent home, it is the parent's responsibility to remove the head lice, nits and/or fleas in the child's hair as well as in the living environment. If this is not done, the child can be reinfested.

When deciding to take your child to PDO, a good rule of thumb is to consider if you would want your child to be exposed to another child with similar symptoms.

## **MEDICATIONS**

Parent's Day Out will not administer any medications except for extreme allergic reactions. This includes bug spray, so please apply it before leaving. Since our day is short, please schedule your child's medication needs before and after PDO hours.

## **CLOTHING**

Please select clothes which are practical, durable, and easily managed by the child. We ask that you send an extra set of clothing in case of accident.

Please send what your child will need for the day; wipes, diapers, pull-ups, etc...

Athletic shoes are *required* for playground use.

## **FOOD**

Each child will be required to bring his/her own lunch and snack. Please send items that are ready to be eaten. The children should bring their own juice or drink. Children should bring a sippie cup or water bottle that they can handle. Children are not allowed to share lunch items.

Please notify the director and your child's teacher of any food allergies that your child might have.

Please label everything you send with your child's first name and last initial.

## **TOYS**

We discourage children from bringing toys from home. It is difficult for little ones to share their "special treasures" and there is a possibility of damage or misplacing the toys. They may bring a book to share at reading time. Please be sure to mark each book clearly with the child's name.

## **PARTIES**

We love to celebrate birthdays at PDO. We do suggest birthday crafts or games in lieu of goodies. If you would like to send cookies, goodie bags or cupcakes, we ask the items be individually wrapped and we will send one home with each child to be enjoyed with their parent.

All celebrations take place at 1:30pm. Please coordinate with your child's teacher if you would like to include the class in celebrating your child's birthday.

Fall celebration – The children may wear a costume.

Christmas celebration – The children will exchange an age-appropriate book with their class.

Valentines celebration – The children may exchange Valentine cards with their class.

Easter celebration – The children will have an egg hunt.

Parents will be given the opportunity to help with these special events and are encouraged to attend.

## **DISCIPLINE & BEHAVIOR MANAGEMENT POLICY**

In order to make our PDO a friendly and safe place for all children attending, as well as for the teachers, the following policy is in place.

Discipline at PDO does not include physical punishment of any kind. PDO will provide an environment of instruction and guidance in helping children to learn the appropriate behavior in the classroom.

Appropriate behavior is defined as a cooperative spirit on the part of the child to follow guidelines and rules. (Example: willing to put away toys, follow instructions during craft time, etc...)

Appropriate behavior will be rewarded with praise and recognition including verbal rewards.

Inappropriate behavior is defined as an uncooperative or harmful behavior to oneself or others. (Example: biting, hitting, screaming, fighting, unwilling to follow instructions, etc...)

Inappropriate behavior will be handled by verbal correction (reminding child of limits), redirecting the inappropriate behavior toward appropriate behavior, using positive reinforcement for appropriate behavior, time out, and with extreme behavior, removal from the classroom for a time out under the Director's supervision.

Behavior reports are written when a child displays extreme disruptive behavior. To help resolve behavior issues, a parent/teacher conference maybe be scheduled. If behavior is not resolved, a child may be dismissed from the program.

## **PARENT / TEACHER CONFERENCES**

If you have questions or concerns about your child or our ministry, please feel free to talk with your child's teacher or the director. A conference time may be scheduled as well.

## **FINAL ENCOURAGEMENTS**

Your child's experience at Parents Day Out will be enhanced if parents will:

- (1) Make sure your child attends regularly, with the exception of illness.
- (2) Encourage your child to become self-reliant through activities such as: allowing him/her to do things for him/herself and giving ample time to do them, teach him/her to dress without assistance, encouraging them to put away toys, helping them to eat regularly and properly, and establishing regular toilet and sleeping habits.
- (3) Become acquainted with your child's teacher and discuss any problems or needs.
- (4) Express an interest in what the child brings home and spend each day listening as he/she tells you about his/her day.
- (5) Read to your child.
- (6) Encourage your child to learn his/her full name.
- (7) Volunteer to help for special events.
- (8) Regularly attend Bible study and Worship with your child.

First Baptist Church offers Worship and Bible studies for all age groups. If you are looking for a church home, we would encourage you to come visit us!

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