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PARENT HANDBOOK



For The Love of Children Mine and Yours

Many mothers including myself have found themselves in the workforce either as a supplement to the family income or as sole provider for a family. Whatever the case, childcare is needed and quality childcare is a great concern. I have two children of my own and have been married for 26 years to Scott. I have had flexible employment allowing me to work around our girls' schedule and ensure their safety and happiness. I was fortunate. Not every parent is in this regard. It is for you the parents and your peace of mind that I am writing this testimony.

Amber, our oldest daughter, was four when we enrolled her here at FBC in the preschool program to give her a head start on kindergarten, but what we received out of the program in the end was so much more. While Amber was here I started feeling the need to go to church. I thought it was probably guilt or something so I disregarded it but soon I could not deny that something was missing in our life and I needed to know what it was. I started attending Sunday school and church and like every new thing, it got old and I slacked off because, well, I couldn't give my free weekends to the church after all. That worked fine for me but the girls weren't so ready to stop coming to Sunday school. They had found a place they loved. Like most mothers I gave in and came back this time with a renewed attitude that I had to do what was best for our girls and our family. In 1998 I gave my life to the Lord.

I have always had a love for children, babysitting when I was only twelve and always knowing that I would have babies of my own one day. Because of Amber and Lindsey, I know how a mother feels having to leave their babies in the care of someone else and it is my love for children (mine and yours) that drives me to provide a safe, healthy, happy environment for your child to grow and learn about the world around them. It is my love for God and my understanding of His love for me that drives me to provide a God centered, God honoring environment for your child to learn to know, love and trust the God of the universe and His son Jesus Christ, our Lord and Savior.

First Baptist Church called me in September of 2006 to serve as director of the childcare ministry, a position I take very seriously. I know without a doubt that God began preparing me for this long ago and it is with His leadership that I move forward daily.

The children's ministry of First Baptist Church is so special to me because I know that it is the avenue God used to bring me to Him. It is my prayer that through one of the ministries of First Baptist Church others will feel that same urgency to trust Jesus as their Savior.

Philosophy

In order for children to grow spiritually, mentally, physically, emotionally, and socially they must become aware of God through His son, Jesus Christ, and His importance in their lives.

It is our desire to establish the foundations that will lead children into a relationship with Christ.

Goals

Our goal as a children's ministry is to provide an environment that will allow children to learn about Jesus, establishing a background for growth in the many other aspects of their lives. It is also our goal to establish a relationship with parents and to become a resource for you.

Our goal as a childcare center is to provide a safe, clean, environment for your child to learn about the world around him or her through academics, games, music, art, playtime, quiet time, friendships with peers, and relationships with teachers.

Licensing

First Baptist Childcare Center is a ministry of First Baptist Church Atmore, Al. We are a non-profit organization and therefore receive a licensing exemption from the Alabama Department of Human Resources. We do, however, adhere to DHR regulations in regard to student teacher ratio and safety standards.

Classroom Placement

Classroom placement will be determined by your child's age as of September 1 of the current year. The local school systems require a child to be 5 years of age by September 1 to enter kindergarten. When your child leaves our preschool program they will be ready to enter kindergarten.

We use the Wee Learn Curriculum. Each teacher will prepare a daily and monthly schedule that must be approved by the director for use in their classroom. Parents will receive a monthly calendar of activities. Children will receive a morning snack, full lunch, and an afternoon snack. All students have rest time following lunch. We provide a rest cot and a sheet for each child. The sheets are washed daily and cots are cleaned as needed. Children can bring a pillow and blanket for nap time that will be sent home weekly to be laundered. Growing children benefit greatly from rest time in their busy day and we will encourage every child to nap. No child will be forced to sleep, but they must lie quietly so that others may nap. Please keep in mind that children who are allowed to sleep late at home will not nap well.

Teacher Qualifications

Our teachers are required to receive 12 hours of training specific to their duties within their first 30 days of employment. They are required to receive at least 12 hours of continuing education every year thereafter. They are all trained in CPR and First Aid and keep their certification up to date as required. It is our policy that our teachers undergo a criminal history check, and a background check for child abuse and neglect. They must have current physical examinations and TB tests as required. These are safety standards required by Alabama Department of Human Resources.

Discipline

We would like to partner with parents to achieve the goal of positive discipline, self-control and respect of others in your child. It is our policy to use positive discipline practices with all of our students. We will emphasize positive behavior (what we want the child to do) instead of focusing on the negative behavior. Any discipline will have a goal of helping each student develop or regain self-control and respect for self and others. Much care is taken to insure that discipline is handled appropriately. Any behavior by the child that requires constant correction by the teacher will be discussed with the director. Parents will be notified if behavior persists. It is very beneficial for a child to see his or her parent and their teacher working together and agreeing on acceptable behavior.

Biting

(Added to Handbook November 4, 2010)

Biting is one of those things that children do from time to time in the childcare setting. Everyone involved must take biting very seriously. To protect every child that we care for here at First Baptist Preschool, the following policy will be followed in the event of a second offense biter. We will give everyone the benefit of the doubt that they didn't know not to bite- the first time.

Step One

First time offense in a three -month period- at the discretion of the director or teacher, a parent will be called to come immediately to discipline and establish a plan of action to prevent further incidence resulting in further action. In the event the plan of action proves non effective the following steps will be taken.

Step Two

At the discretion of the director, the child will be suspended for a period of three consecutive days with no discount on weekly tuition. A biting incident after the suspension will result in step three.

Step Three

At the discretion of the director, the child will be dismissed from the center for a one-month period and will be allowed to return when a space becomes available without paying additional registration fees.

Registration

The registration fee of \$100.00 is due when an application is accepted. This fee will cover insurance fees, curriculum fees and supplies for the year. This is an annual, non-refundable fee. Tuition for the first week is due with the registration fee.

Withdrawal

Should a parent decide to withdraw a child from our program, a notice of at least one week is required. If you choose to re-enroll your child within a three-month period, the registration fee will be waived.

Dismissal

If it is determined by the director, in coordination with the Weekday Education Committee, that our childcare center cannot meet the needs of a child for any reason or if it is not in the best interest of the childcare center for enrollment to continue due to nonpayment, unacceptable behavior by child or parent, notification will be by written notice with an immediate effective date.

Tuition

The weekly tuition for all children enrolled is \$105.00, prepaid each Friday. There will be a late fee charged to your account based on the time of pick-up, if your child is not picked up by 5:30.

It is our desire to provide you with the best childcare services possible and to be available when you need us. Our holiday schedule is listed below. Your tuition is due for every week your child is **enrolled**.

Holiday Schedule

Labor Day	September 5, 2016
Veterans Day	November 11, 2016
Thanksgiving	November 24 & 25, 2016
*Christmas	December 23-30, 2016
New Years Holiday	January 2, 2017
Good Friday	April 14, 2017
Memorial Day	May 29, 2017
Independence Day	July 4, 2017

*Tuition for this week will be \$50.00

Nonpayment

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We consider our childcare center, not a business, but a needed ministry to our community so it is never our desire to dismiss a child for non-payment of tuition. But due to teacher salaries and general operating expenses, it becomes financially difficult to provide childcare services when tuition is not paid.

If you are experiencing financial problems, our desire is to work with you. If you need to make special arrangements for payment please see the director. It is our experience that it is difficult to bring an account up to date when it is more than two weeks past due. Once your account has become three weeks past due, your account will be suspended until 50% of the outstanding balance has been paid. Your opening in the Childcare Center will be held a maximum of two weeks. If special arrangements have been made with the director and you fail to fulfill your obligation the two weeks suspension will go into effect.

Once your child is no longer enrolled in the childcare center you will have 30 days to pay the account in full or make arrangements for payment. In the event the account is left unpaid after 30 days it will be listed with a collection agency.

It is our goal to be good stewards and provide quality childcare. In the event the Weekday Education Committee should deem it necessary for a tuition increase, a written notice will be provided.

Arrival

To ensure the safety of all students, children should be brought into his or her classroom and signed in. If a child is having trouble with "parent withdrawal," please show love to your child and leave them in the care of their teacher. This is best for the child as well as the other children. If crying does not stop in a reasonable time frame, we will call you. You are always welcome to call us to check on your child. No one will be allowed to visit children while in our care including separated parents, grandparents, relatives, or friends. The north end door will be locked at 8:30 a.m. Anyone bringing a child in after this time should use the childcare office entrance. The north end door will be unlocked at 4:00 p.m. Please do not knock on the doors and expect our teachers to leave their classroom to let you in. In the event of heavy downpour in the morning you may pull up under the portico at the office entrance please keep your entry brief to avoid blocking the entrance to allow everyone the benefit of keeping their child safe and dry.

Pick-up

Only authorized persons will be allowed to pick up a child. If someone other than persons listed on the emergency card or application is to pick up a child a parent must provide sufficient identification, information and authorization (i.e., driver license, etc). In an emergency situation, parents must speak with the director or person in charge. The sign-out sheet must be signed before the child leaves the premises. In the event of heavy downpour please do not block the back entrance to the center for extended period of time.

Emergency Release Cards

It is the parent's responsibility to keep a child's emergency card up to date. Any change of employment, address, phone numbers or persons authorized to pick up a child should be updated immediately. In the event of an emergency, accurate phone information is most important. Emergency cards may be updated at any time.

Health

Medication can only be given to a child after parent has filled out the medication authorization form completely. Medication must be in the original container with the child's name on it. Parents will be informed if a communicable disease is discovered in the center. If a child is known to be sick he or she should not expose the other children and teachers to the illness. Children must be fever or symptom free for 24 hours before returning to the childcare center. Any child taking antibiotics must be on the medication at least 24 hours before returning to the childcare center. If you are called to pick up a sick child, please come as soon as possible. For illnesses that require exclusion please see director.

Disaster Readiness

We have an annual inspection by the Fire Marshall and conduct routine fire and tornado drills with students and staff.

Child Abuse and Neglect

The director or any other staff member must report to the governing authorities any suspected child abuse, sexual abuse, neglect or endangerment of which they are aware.

Food

We will be glad to serve your child breakfast provided by you. We will provide a beverage. The breakfast period will be over at 7:40. On your child's birthday you may coordinate festivities with your child's teacher. Every child in the classroom must be included. Any food allergies should be listed on the medical information sheet.

Clothing

Please make sure your child is dressed appropriately for the weather outside, and that your child wears comfortable clothing and shoes that allow him or her to move freely and can easily be removed for restroom use. No flip-flops or thong type shoes. One piece snap in the crotch outfits will not be allowed on children that are potty-trained.

Toys

The childcare center will provide each classroom with age appropriate toys and equipment in sufficient quantity to allow for a variety of play and learning activities during the day. Please do not allow your child to bring toys from home. We will not be responsible for lost or broken toys that do not belong to the center. Your child's teacher will notify you of "Show and Tell" days.

Nap Mats

Each child will be required to bring a bedroll for naptime. This is a blanket to lie on with the cover and pillow attached. Please ensure your child's name is on the blanket.

Opportunities for Growth & Education

Church Program: Sunday: 9:45 a.m. Sunday School
11:00 a.m. Morning Worship Service
11:00 a.m. Children's Church
5:30 p.m. Evening Worship
5:30 p.m. Youth Bible Study (CHAOS)

Adult and children's choirs meet on Sundays, call office for times.

Wednesday:

6:00 p.m. Prayer Meeting & Bible Study
6:00 p.m. AWANA (Children's Bible Study)
6:00 p.m. Youth Fellowship